

**SELECTION AND MEMBER SERVICES COMMITTEE**

**Thursday, 28th October, 2021**

**2.30 pm**

**Council Chamber, Sessions House, County Hall,  
Maidstone**









## AGENDA

### SELECTION AND MEMBER SERVICES COMMITTEE

Thursday, 28 October 2021, at 2.30 pm  
Council Chamber, Sessions House, County Hall, Maidstone

Ask for: **Andrew Tait**  
Telephone: **03000 416749**

#### Membership (8)

Conservative (5): Mr N J Collor (Chairman), Mr M C Dance, Mr R W Gough,  
Mr C Simkins and Mr B J Sweetland

Labour (1): Dr L Sullivan

Liberal Democrat (1): Mr A J Hook

Green and Independent (1): Mr Lehmann

#### Webcasting Notice

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By entering the meeting room you are consenting to being filmed. If you do not wish to have your image captured please let the Clerk know immediately.

#### **UNRESTRICTED ITEMS**

*(During these items the meeting is likely to be open to the public)*

- 1 Substitutes
- 2 Declarations of Interests by Members in items on the Agenda for this meeting.
- 3 Minutes - 2 September 2021 (Pages 1 - 4)
- 4 Member Induction Survey (Pages 5 - 8)
- 5 Monitoring Officer's Update - Oral report

6 Other Items which the Chairman decides are Urgent

**EXEMPT ITEMS**

*(At the time of preparing the agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public)*

Benjamin Watts  
General Counsel  
03000 416814

**Wednesday, 20 October 2021**

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**KENT COUNTY COUNCIL**

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**SELECTION AND MEMBER SERVICES COMMITTEE**

MINUTES of a meeting of the Selection and Member Services Committee held in the Council Chamber, Sessions House, County Hall, Maidstone on Thursday, 2 September 2021.

PRESENT: Mr N J Collor (Chairman), Mr M C Dance, Mr R W Gough, Mr A J Hook, Mr Lehmann, Mr C Simkins, Dr L Sullivan and Mr B J Sweetland

ALSO PRESENT: Mr H Rayner

IN ATTENDANCE: Mr B Watts (General Counsel), Mr T Godfrey (Scrutiny Research Officer) and Mr A Tait (Democratic Services Officer)

**UNRESTRICTED ITEMS****13. Minutes - 1 July 2021**

*(Item 3)*

RESOLVED that subject to the addition of Mr N J Collor as KCC's representative on the Duke of York Royal Military School, the Minutes of the meeting held on 1 July 2021 are correctly recorded and that they be signed by the Chairman.

**14. Monitoring Officer's Oral Update**

*(Item 4)*

(1) The General Counsel confirmed that the changes proposed to the Governance and Audit Committee's Terms of Reference had been agreed by the County Council. He also confirmed that the future of Sessions House had been considered by the Policy and Resources Cabinet Committee.

(2) The General Counsel then said that it was intended to provide training on GDPR. This was particularly important for newly elected Members.

(3) A questionnaire on induction training was due to be sent to all Members by the Monitoring Officer. The outcome would be reported to a future meeting of the Committee. Meanwhile, Members should continue to send individual or Group requests to Democratic Services.

(4) RESOLVED that the report be noted.

**15. Appointments to Outside Bodies**

*(Item 5)*

(1) The General Counsel reported that, having considered the articles provided by Rochester Bridge Trust, he was now able to advise that the Committee could appoint a non – Member as the County Council's representative.

- (2) The Democratic Services Officer reported that the North Kent AONB JAC had agreed to the County Council having two representatives.
- (3) The Committee noted that the Museum of Kent Life Trust and the Swale Rural Forum no longer existed.
- (4) The Committee asked the General Counsel to investigate whether it was permissible to appoint a non- Member to the John Wallis CE Academy. If so, it would wish the General Counsel to appoint Mr Dara Farrell.
- (5) The Committee agreed that any outstanding appointments would be made by the General Counsel following consultation with the political Groups.
- (6) The Committee either made or confirmed the following appointments:-
- ACCESS Joint Committee: Mr C Simkins
  - Action for Communities in Rural Kent (ACRK) Community Halls Committee: Mr B J Sweetland
  - ACRK Community Rail Partnership Steering Group: Mr D L Brazier, Mr D Watkins and Mr J Wright
  - ACRK Management Committee: Mr C Simkins
  - Gatwick Airport Consultative Committee: Mr D L Brazier (Mr D Watkins – substitute)
  - High Weald AONB: Mr T Hills
  - Hugh and Montague Leney Award Trust: Mr S C Manion
  - Kent Association of Local Councils: Mr H Rayner
  - Kent Big Society Investment Panel: Mr M Hill, Mrs S V Hohler (*1 vacancy to be filled by an Opposition Group*)
  - Kent County Playing Fields Association: Mr B J Sweetland
  - Kent Downs AONB: Mr H Rayner and Miss S C Carey.
  - Kent International Airport Consultative Committee: Mr R A Marsh
  - Kent Music Board of Directors: Mrs S V Hohler and Mrs S Hamilton
  - LGA Coastal Issues Special Interest Group: Mr T Hills
  - LGA County Councils Network: Mr R W Gough, Mr P J Oakford, Dr L Sullivan, Mr A Hook
  - LGA Children and Young Persons Board: Mr R W Gough
  - LGA General Assembly: Mr R W Gough (12 votes), Mr P J Oakford (*2 vacancies to be filled by the Opposition Groups*)
  - LGA Public Transport Consortium: Mr D L Brazier (*1 vacancy to be filled by the Opposition Groups*)
  - Medway NHS Foundation Trust: Mr J Wright
  - Rochester Airport Consultative Committee: Mr R A Marsh
  - Rochester Bridge Trust: Mrs S V Hohler and Mr M A C Balfour
  - Environment Agency Southern Regional Flood and Coastal Committee: Mr T Hills, Mr N J Collor, Mrs L Parfitt-Reid
  - South East Employers: Mr R Love, Mr B J Sweetland (*1 vacancy to be filled by the Opposition Groups*)
  - Aylesham and District Community Workshop Trust: Mr S C Manion
  - Bensted's Charity: Mr A Hook and Mr R Lehmann
  - Biggin Hill Airport Consultative Committee: Mr N J D Chard
  - Dover Roman Painted Homes: Mr N J Collor
  - Duke of York Military School: Mr N J Collor



- Dungeness Local Community Liaison Council: Mr T Hills
- Gabriel Richards Charity: *(1 Local Member vacancy)*
- Headcorn Aerodrome Consultative Committee: Mr R A Marsh
- Industrial Communities Alliance: Mr S C Manion
- Lydd Airport Consultative Committee: Mr T Hills
- Red Hill Trust: *(1 vacancy)*
- Robert Thompson Charities: Mr R Love
- Romney Marsh Visitor Centre: Mr T Hills
- Sandwich and Pegwell Bay National Nature Reserve Steering Group: *(1 Local Member vacancy)*
- Swale District Advisory Board: Mr A Booth
- John Wallis CE Academy: *(1 Local Member vacancy)*
- Vinters Valley Park Trust: Mr G Cooke
- Yalding Educational Foundation: Mr N Arthur

(7) RESOLVED that:-

- (a) the appointments in (6) above be made or confirmed as appropriate;
- (b) the appointments to outstanding vacancies be delegated to the General Counsel in consultation with the Political Groups; and
- (c) The appointments made by the Leader be reported in due course.

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From: Ben Watts, General Counsel  
To: Selection and Member Services Committee, 28 October 2021  
Subject: Member Induction Survey  
Status: Unrestricted

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## **1. Introduction**

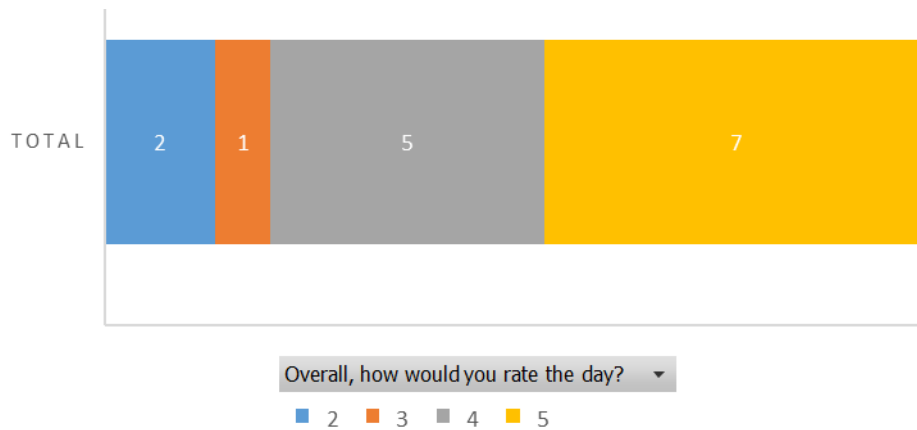
- a) Following engagement with Members of this Committee, Members were emailed with a link to the Members Induction Survey on 15 September 2021. The survey closed at noon on 1 October 2021.
- b) 15 Members responded. 12 were newly elected to KCC in May 2021, meaning just over a third of the new Member cohort took part. They were the main target of the survey, and this is a good proportion to work from. There was a response from a Member from each area of Kent apart from Dartford.

## **2. Survey Findings: Virtual Prospective Councillor Event**

- a) The first set of questions concerned the Virtual Prospective Councillor event in December 2020. Four respondents had attended this event, all of whom are new Members. While this is a small sample, the average rating of the event was 4 out of 5. The comments received on the event focused on the need to provide a directory of acronyms and clearer information on structures at KCC, with another comment being that the time commitment involved in being a Member has been greater than the event implied.
- b) Few additional comments were given on the next block of questions over the information provided by borough/city/district councils about the elections process. Relating to specific councils, no general conclusions can be made but can be taken up with the specific council for future elections.

## **3. Survey Findings: Induction Day**

- a) The next few questions covered the induction day where Members had the opportunity to sign their acceptance of office, have their photograph taken and complete other necessary paperwork. All 15 respondents attended. Members were asked to grade the day out of 5, and the average score was a little over 4. The spread of responses was as follows (the numbers in the colour blocks show the number of Members giving each grade indicated by the key, so here 7 Members gave a grade of 5):



b) Members were asked about the positive aspects of the day and the key themes were:

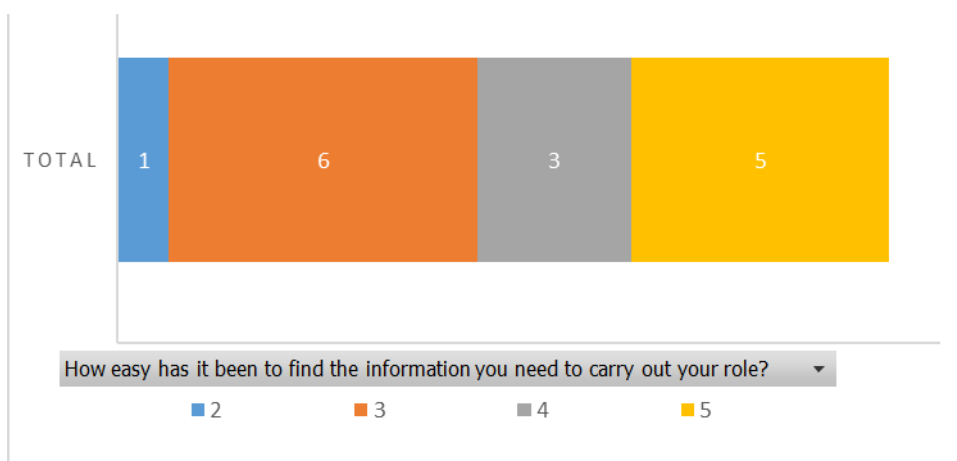
- The day was well-organised.
- An efficient use of time.
- Useful IT support provided.
- Good to meet other Members and Officers.

c) On suggested improvements for the future, the following were the key themes:

- Opportunity to meet Leader/Cabinet, other Group Leaders, senior officers.
- Chance to get to know other Members.
- More about structures of KCC, wider induction content.
- Tour of the building.
- Date communicated to all candidates with more notice.
- More hands-on IT training.

#### 4. Survey Findings: Information for Members

a) The next couple of questions asked about the information that was available to Members. Out of 5, an average score of 3.8 was given for the questions of how easy it has been for Members to find the information they need to carry out their role. The spread of responses is as follows:



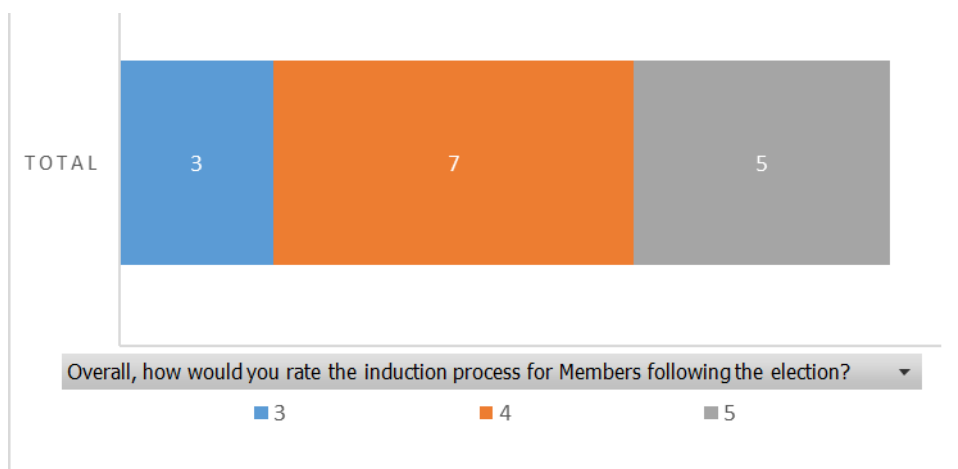
b) Members were asked to give comments on how access to relevant information could be changed or improved for future induction periods. The key themes here were:

- Officer contact sheet.
- KCC structure information.
- Regular meetings between Members and Members Hub.
- Ease of intranet/internet site navigation / search facility.

c) Members were then asked about attending other induction sessions. Few specific examples were given but nearly all survey respondents had attended several. When asked to comment on these, the consensus was that they were useful and informative. Members were appreciative of the efforts of Officers delivering the training. The ability to watch back some of the training was also commented on positively. There were a few Member comments on there being some duplication and needing more detail in places. The comment was also made that having a clear schedule more in advance would have been appreciated.

## 5. Survey Findings: Overall View

a) When asked to give an overall grade to the induction process for Members following the election, the average was a little over 4. The spread of responses was:

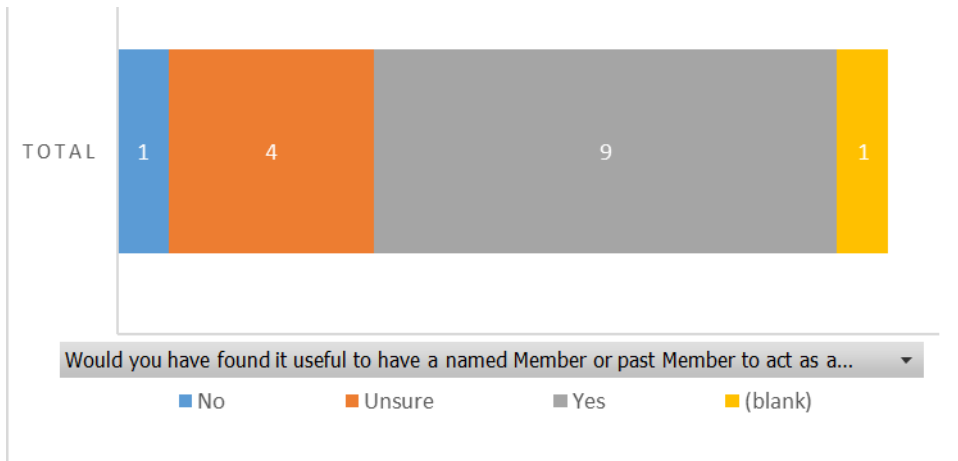


Throughout the survey, including the space for 'any other comments' at the end of it, Members commented that they understood that Coronavirus put constraints on what could be achieved and what induction was provided and that they were generally happy with it

## 6. Survey Findings: Future Induction Periods

a) The last few questions focussed on ways to improve induction periods in the future.

b) A specific question was asked about whether Members would have found it useful to have a named Member or past Member to act as a point of contact for questions or advice when first joining KCC as a Member. The spread of responses was as follows:



c) One Member commented that they were mentoring another Member already.

d) On broader suggestions for future inductions, the key themes were:

- KCC structures - Key roles and responsibilities.
- Staff contact lists.
- Separate sessions for 'twin-hatters' and those new to role of elected representative.
- County overviews followed by borough/district specific sessions (e.g., highways).
- Chance to meet with Members and Officers less formally.
- Overview of future Member development, inc. how to get booked onto courses.
- Hear from Members with KCC experience about carrying out the role.
- Hands-on / bespoke IT training.

## 7. Recommendation

The Selection and Member Services Committee is asked to:

- a) Consider and note the report; and
- b) Request that the Member Development Sub-Committee take the report's findings into account when considering future induction periods.

## 8. Background Documents

None.

## 9. Report Author and Relevant Director

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