

By: Alex King, Deputy Leader
Geoff Wild, Director of Governance and Law

To: Standards Committee – 26 June 2012
Selection & Member Services Committee – 10 July 2012

Subject: New Template for the Annual Review Report

Classification: Unrestricted

FOR DECISION

SUMMARY

The Standards and Selection and Members Services Committees are asked to endorse the new format of the Members' Annual Review.

1. Background

- (1) In the Autumn of 2001 the Selection Committee established an all party group of members to work with officers in developing and working up proposals for Member job descriptions and annual reports which were approved by the County Council on 13 December 2001.
- (2) The member Annual Review Report are a component part of the Selection and Member Services Committee term of reference to “develop the role of members, particularly within their local community”
- (3) Kent has been at the forefront of good practice in the completion of Members' Annual Reviews
- (4) During the development of the new governance arrangements for the County Council, which were implemented on 1 April 2012, it was suggested that the format of the Members' Annual Review was outdated and needed modernising and be simpler to complete.

2. New Template

- (1) Attached as an appendix is the revised format of the Members' Annual Review which is designed to simplify the process and improve the style, content and appearance.
- (2) The simple standard format allows Members to personalise their Annual Review report with the own story.
- (3) Mrs Dean, Leader of the Liberal Democrat Group, Mr Cowan, Leader of the Labour Group and Mr Lees, the Independent Member have been

consulted on the new format of the template, which they are happy to endorse subject to some minor amendments.

3. Independent Remuneration Panel

Members will be aware that during the preparation of the new governance arrangements, concerns were expressed by members of the Independent Remuneration Panel that there could be a gap in the preparation of the Members' Annual Reviews whilst a new template was being developed. These concerns have proved unfounded and a number of Members have already completed the Annual Review in the new format. It is proposed that all Members should complete their Annual Review in the new format before the end of August.

4. Member Development Charter Plus

Members will recall that last Autumn the County Council was successful in being awarded the Member Development Charter Plus. The preparation of a Personal Development Plan for each elected Member, together with the Annual review reports, are key documents in the support of elected Members and the retention of this award. This latest form of Annual Review will therefore contribute to the successful retention of the award.

5. Recommendation

The Committees are asked to endorse the new template for Annual Review Reports and invite all Members to complete their report for the period 1 April 2011 to 31 March 2012.

Paul Wickenden
Democratic Services Transition Manager
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XFull nameX

Conservative Member for XDivisionXXXXXXXXXX



A year at County Hall. Serving Kent. Serving You.

Kent County Council has 84 Members representing every part of the County.

XfirstnameX has been serving the community of XXXXXXXXXXXXXXXXXXXX as a Member since XXXX.

He was last elected in 2009 and, like all KCC Members, serves for a four year term of office. The next KCC elections take place on 2 May 2013.

About XfirstnameX

X Here's a chance to write a short biography. Please remember to write in 'third person' to fit the style of this document so use phrases like 'Mike was born in 1960', 'David has been a Councillor for 25 years. or 'Janet spent 30 years working as a teacher before...'. Your readers may be interested in your age, your career, your interests outside KCC and personal details about your family if you wish to share them. Please remember this is a corporate document so Party Political messages and statements may not be appropriate here. Please don't write anymore than will fit in this textbox. If you do, it's probably too long!

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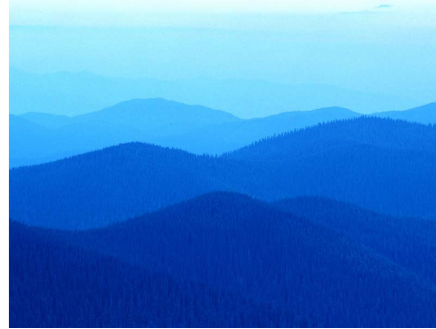


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Work at County Hall

Attending meetings isn't all councillors do, in fact most of their time is spent out and about meeting people in their community, doing their best to help solve problems and finding out what matters most to them. However, when decisions are taken by the council, their job is to be there and put across the views of their constituents.

XfirstnameX has attended X out of X meetings of the Full Council.

Find out more about the meetings XfirstnameX has attended. [insert web link].

Contacting Your Councillor

Elected Members are here to help residents, organisations and businesses with enquiries about KCC services. They are probably a good starting point for other enquiries too.

To contact XFIRSTNAMEX:

Bv Post

Member's Community Grant

KCC has found a great way to help fund local community groups and organizations without fuss or too much bureaucracy. Every year, each KCC Member may allocate £10,000 to worthwhile causes within their community.

Here's how XfirstnameX spent his hers last year:

Xcause1X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause2X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause4X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause5X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause6X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause7X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause8X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause9X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause10X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX

If you want to suggest a local group which could benefit from the Member's Community Grant then you'll find your local Councillor's contact details on the front page.

Allowances

Each Member of KCC receives a basic allowance (salary) to compensate them for the time spent on their duties and to meet many of the day-to-day expenses of being a Councillor.

Some Members also receive a

Special Responsibility Allowance (SRA) when they take on extra duties such as serving as a member of the Cabinet, Leader of the Opposition or Chairman of a committee.

County Councillors can only claim the usual expenses that most businesses would pay for.

These are for actual costs for example reimbursement for fuel and travel which they

Member's Highway Fund

KCC recognises that local Members are well placed to decide which small transport and highways schemes would be most useful to their communities. That's why each Member is allocated £25,000 to spend on local schemes. It's called the Members Highway Fund and here's how it was spent last year...

Xcause1X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause2X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause4X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause5X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause6X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause7X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause8X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause9X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX

My achievements this year, and ambitions for next year

Xthis is an opportunity for you to write about anything you want to say about your achievements and experiences during the past year in Kent, and also to highlight your aims and ambitions for the year ahead. Again, remember this is a corporate document and therefore not the place for political statements or campaigning. You might want to write about training courses you have completed, give some examples of constituency work you have done or let residents know about how you are dealing with issues in their neighbourhood. Please don't type more than this text box will hold.



Additional grant information

Members can use this area to communicate any additional grant information here's how it was spent last year...

Xcause1X XX
received £XXXX

Xcause2X XX
received £XXXX

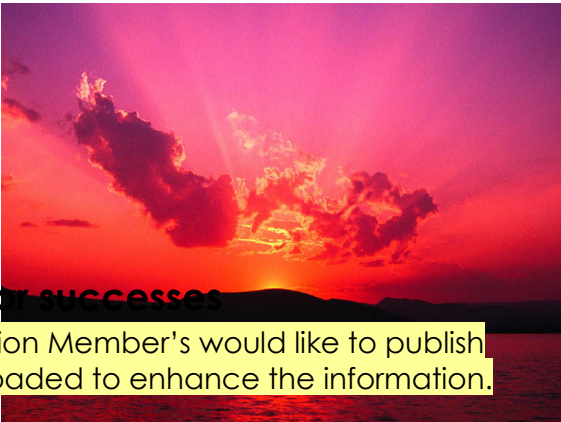
Xcause4X XX
received £XXXX

Xcause5X XX
received £XXXX

Xcause6X XX
received £XXXX

Xcause7X XX
received £XXXX

Xcause8X XX
received £XXXX



Custom title - Additional information about projects or successes

This area should be used to communicate any additional information Member's would like to publish about their work over the past year. Photographs can also be uploaded to enhance the information.

XCAUSE 10X XX