

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

To: Selection & Member Services Committee – 10 July 2012

Subject: New Template for the Annual Review Report

Classification: Unrestricted

FOR DECISION

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## SUMMARY

The Selection and Member Services Committee is asked to endorse the new format of the Members' Annual Review.

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### **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Council, which were implemented on 1 April 2012, it was suggested that the format of the Members' Annual Review was outdated and needed modernising and be simpler to complete.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. Standards Committee**

The Standards Committee met on 26 June 2012 and considered this report. The Committee resolved 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

### **6. Recommendation**

The Committee is 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  
01622 694486  
[paul.wickenden@kent.gov.uk](mailto:paul.wickenden@kent.gov.uk)



## 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

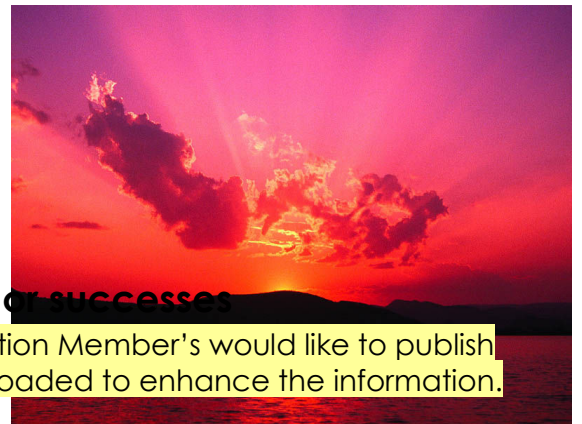
Xcause4X XX  
received £XXXX

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