

By: Head of Democratic Services and Local Leadership

To: Selection and Member Services Committee – Wednesday, 8 July 2009

Subject: TERMS OF REFERENCE AND DATES OF FUTURE MEETINGS

Classification Unrestricted

FOR INFORMATION

Terms of Reference

1. The County Council agreed the Terms of Reference set out below at its meeting on 25 June 2009.

“This Committee is responsible for:

- (a) developing the role of Members, particularly within their local community;
- (b) keeping the Constitution under review and making recommendations to Council on any changes that may be required;
- (c) keeping the committee structure under review and making recommendations to Council as and when necessary on the number, names, terms of reference, size and political proportionality of committees;
- (d) making recommendations to Council as and when necessary on the political proportionality of the Council’s representation on other authorities, joint committees and partnership bodies;
- (e) the appointment or removal of LEA governors to school governing bodies (*the Council agreed on 20 September 2001 that this function could be delegated to a sub-committee – the Governor Appointments Panel*);
- (f) for making or arranging the following appointments and nominations:-
 - (i) Parent Governor Members of Council committees;
 - (ii) independent appeal panels (school admissions and exclusions);
 - (iii) independent members of Children’s and Adult Social Services Complaints Review Panels;
 - (iv) any other non-Council Members on Council Committees;
 - (v) members of appeal panels in the event of disciplinary action against the Chief Executive, Chief Finance Officer, Monitoring Officer or Managing Directors.

- (g) making appointments and nominations on behalf of the Council to serve on outside bodies (except those needing to be made by the Leader in connection with a delegation by him of his functions, the list of those appointments to be agreed between the Leader and the Committee from time to time);
- (h) monitoring expenditure on Members' allowances, expenses and services;
- (i) overseeing all Member accommodation, facilities and support services, including conferences, training, secretarial and other officer support, and making recommendations to the relevant Cabinet Member, as appropriate;
- (j) agreeing arrangements for Member attendance at conferences.;

Dates of future meetings

2. The following dates have been scheduled in the County Council Diary for meetings of the Committee in 2009 and 2010: -

Wednesday, 7 October 2009
Wednesday, 27 January 2010
Friday, 12 March 2010
Friday, 2 June 2010
Friday, 10 September 2010
Friday, 19 November 2010

All meetings are scheduled to start at 10.00 am in County Hall, Maidstone.

RECOMMENDATIONS:

2. The Committee is recommended to note its Terms of Reference and the dates of its meetings in 2009 and 2010.

Peter Sass: Head of Democratic Services and Local Leadership

Officer Contact: Andrew Tait
Democratic Services Officer
(01622) 694342