

AGENDA

GENERAL PURPOSES GROUP MEETING



Date: Monday 13 July 2009
Time: 6.00 pm
Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Mrs Blackmore, Field, Mrs Hinder,
Horne, Hotson, Mortimer, Paine, Sams
and Mrs Wilson

Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Notification of Visiting Members
4. Election of Chairman
5. Election of Vice Chairman
6. Disclosures by Members and Officers

Continued Over/:

Issued on 1 July 2009

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact JANET BARNES on 01622 602242**. To find out more about the work of the Committee, please visit www.digitalmaidstone.co.uk

**David Petford, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone, Kent ME15 6JQ**

7. Disclosures of Lobbying
8. To consider whether any items should be taken in private because of the possible disclosure of exempt information
9. Minutes of the Meeting held on 6 April 2009 1 - 8
10. Reference from Standards Committee - Suggested Criteria for the Appointment of Independent Persons to the Standards Committee 9 - 12
11. Reference from Council - Whole and Partial Council Elections Review 13 - 14
12. Reference from Council - Motion - The Town's Relationship with the Judiciary 15 - 16
13. Report of the Democratic Services Manager - Outside Bodies Review and Mayoral Procession at Civic Parade 17 - 28

MAIDSTONE BOROUGH COUNCIL

GENERAL PURPOSES GROUP

MINUTES OF THE MEETING HELD ON **6 APRIL 2009**

PRESENT: Councillors Mrs Hinder (Chairman), Batt, Blackmore, Butler, Field, Hotson, Paine, Sams and Mrs Wilson

REFERRED MATTER

52. **TRANSFER OF HEALTH AND SAFETY AT WORK ENFORCEMENT FUNCTION**
- THE HOP FARM, BELTRING

The Group considered the Report of the Assistant Director of Environmental Services regarding transfer of health and safety at work enforcement function to Tonbridge and Malling Borough Council in relation to The Hop Farm, Beltring.

The Group were happy to proceed with the transfer having been reassured that the Council was being indemnified by Tonbridge and Malling against any potential claims and that the notice period had been shortened from 6 months to 3 months.

RECOMMENDED: That the Assistant Director of Environmental Services be given delegated authority to enter into a legal agreement with Tonbridge and Malling Borough Council and Tunbridge Wells Borough Council to transfer the health and safety at work enforcement function to Tonbridge and Malling Borough Council, in relation to The Hop Farm, Beltring.

53. **REVIEW OF CONTRACT STANDING ORDERS/PURCHASING GUIDE**

The Council's current contract procedure rules have been in place for several years and it has been acknowledged that they are in need of review. There have been a number of initiatives such as Gershon's 'Independent Review of Public Sector Efficiency,' which identified that substantial gains in public sector efficiency could be made through the rationalisation of services etc. The review specifically recognised that increased service efficiency could be achieved through the adoption of best practice and service quality enhanced, through the use of common infrastructure/processes.

The Local Government and Public Involvement in Health Act includes powers for Councils to create joint waste authorities, enabling councils to work with neighbouring authorities to create economies of scale in waste collection and disposal.

The Kent Commitment Statement of Intent from Kent's Local Government Leaders envisages a range of positive opportunities for the Kent Districts and the County to work together on shared services and that all councils should explore the potential to share services.

Section 135 of the Local Government Act 1972 places an obligation on Councils To have Contract Standing Orders (CSO's) in place to govern their procurement decisions and although the goal is the same, there are currently 14 differing sets of CSO's across the County of Kent. The difference in approach, through either style or content, creates a barrier to improved shared service delivery through two-tier, bi-lateral or geographically clustered working.

Most Kent local authorities endorse the view that in the climate of joint working/collaboration, there is a pressing need to ensure that the procurement process is efficient, consistent and compliant and, given the scope for interpreting the procurement rules in different ways, that the alignment of CSO's across Kent would improve efficiency and economies of scale in joint procurement initiatives. This is especially relevant given the Mid Kent Improvement Partnership line to pursue joint procurement opportunities.

The 'alignment of CSO's' project was launched by Kent Secretaries (a group of Kent-based Heads of Legal) and supported financially by the Kent Improvement and Efficiency Partnership and the drafting of the documentation undertaken by Messrs Bevan Brittan Solicitors. The review culminated with the production of a new set of CSO's and a Purchasing Guide cross referencing to the CSO's.

The new CSO's are a modern, short, focused set of core obligations which will address the commercial challenges in local government procurement.

The Purchasing Guide provides practical guidance to assist Officers in understanding how the CSO's apply to purchasing decisions and processes on a day to day basis. It explains some of the more technical and legal issues as well as exploring some concepts and providing examples of how these work in practice. Officers will be obliged to take the Purchasing Guide into account when they are engaged in purchasing on behalf of the Council. This is in addition to the obligation on them to follow the CSO's.

Procurement, Finance, Legal and Audit Officers have been consulted on The CSO's and the Purchasing Guide.

The CSO's and the Purchasing Guide will need to be kept under review as pursuing the shared services agenda and formalised collaborative working is presenting the Council with new challenges in how it contracts with suppliers and influences the markets in which it operates.

There are many differences between the current Contract Procedure Rules and these new CSO's. The most significant two relate to a delegation to whichever Director is appropriate and the change to the

financial limits.

In these new rules the ability to waive the rules is delegated to the Appropriate Director, though this has been changed to being in consultation with the appropriate Cabinet Member. In the Council's current contract procedure rules, suspension of the rules requires The approval of the Cabinet Member.

In relation to the changes to the financial limits, these have been amended to reflect the current EU requirements, which affect contracts over £139,893. Below that value the financial limits have been increased and the requirement to obtain five written tenders has been reduced to three.

The Audit Committee supported the new framework for Contract Standing Orders/Procedure Rules and the ancillary Purchasing Guide subject to an adjective being added before the word "quality" in paragraph 1.1.3 in the Contract Standing Orders. The Committee agreed and added the word "appropriate". In addition the committee also agreed to amend paragraph 13.3.3 by adding the words in italics in the amended paragraph below:-

"Subject to approval in advance by the appropriate Director who shall *Consult the appropriate Cabinet Member and* record that they have considered the reasons for the waiver and that they are satisfied that the circumstances justifying the waiver are genuinely exceptional."

These amendments have been incorporated into the revised documents Which are attached.

RECOMMENDED:

1. That the attached new framework for Contract Standing Orders and the ancillary Purchasing Guide be adopted
2. That the success of the new Standing Orders be reviewed one year following their adoption.
3. That all Officers involved in the procurement process be briefed on the new rules.
4. That the Financial Procedure Rules be amended as necessary to reflect the changes in the Contract Procedure Rules

This page is intentionally left blank

MAIDSTONE BOROUGH COUNCIL

GENERAL PURPOSES GROUP

MINUTES OF THE MEETING HELD ON
6 APRIL 2009

PRESENT: Councillors Mrs Hinder (Chairman), Batt, Blackmore, Butler, Field, Hotson, Paine, Sams and Mrs Wilson

ALSO PRESENT: Councillor Fitzgerald

DELEGATED MATTERS

54. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Harwood.

55. **NOTIFICATION OF SUBSTITUTE MEMBERS**

The following substitutions were noted:-

Councillor Batt for Councillor Harwood.

Councillor Butler for Councillor Horne

Councillor Fitzgerald for Councillor Sams (after 7.49pm)

56. **VISITING MEMBERS**

Councillor Fitzgerald indicated he wished to speak on Agenda Items 10 and 11.

57. **DISCLOSURES BY MEMBERS AND OFFICERS**

There were no disclosures.

58. **EXEMPT ITEMS**

RESOLVED: That the items be taken in public as proposed.

59. **MINUTES**

RESOLVED: That the minutes of the meeting held on 7 January 2009 be approved as a correct record and signed.

60. MEMBER DEVELOPMENT CHARTER REVIEW

The Group considered the Report of the Head of Human Resources on the review and feedback on the Member Development Charter that the Council had recently obtained.

RESOLVED:

- i) That the Officers look at the terms of reference of the Group and re-emphasise the wording to reflect the actions taken by the Group.
- ii) That the South East Employers be informed that this Group considers that it can deal with all its business in public and would only hold private meetings if the issue was confidential in accordance with the normal rules for exclusion of the public.
- iii) That the 3 year improvement area plan be noted though the Group considered that whilst supporting the scheme to have personal development plans for Members and that this should be extended to as many Members as possible that to set percentage commitments was not appropriate for Maidstone and that this idea could be better promoted through the Learning and Development Champions and regular feedback on this process to this Group.
- iv) That, subject to the deletion of the word "each" in the first line of the second bullet point, the draft role description for Member Learning and Development Champions be agreed.
- v) That the officers report back to the Group on the idea of an Annual Report from Councillors and how such a scheme could operate.

61. MEMBERS DEVELOPMENT BUDGET

The Group considered the Report of the Head of Human Resources reviewing the programme for Member Development based on the arrangements agreed by the Group last year.

RESOLVED: That the budget for Member Development for 2009/10 as detailed in the Report of the Head of Human Resources be agreed.

62. OUTSIDE BODIES REVIEW

The Group considered the Report of the Democratic Services Manager concerning the Groups responses to the Corporate Services Overview and Scrutiny Committee's review of outside bodies.

RESOLVED:

- i) That the revised Nomination Framework attached as Appendix B to the report of the Democratic Services Manager be adopted.

- ii) That nominations to outside bodies be made to the General Purposes Group by individual Members through submission of a short statement in support of their nomination and to assist in this process the job specification for all nominations would be made available to Group Leaders for circulation in their group or direct to individual members.
- iii) That each outside bodies' Organisations Aims be kept up to date and made available to Councillors online.
- iv) That the relevant Members representing the Council on an Outside Body be requested to complete the Annual Review Form (as attached at Appendix D to the report of the Corporate Services Overview and Scrutiny Committee) and that this be used as part of the nomination process.
- v) That the Democratic Services Manager be the contact officer for outside bodies.
- vi) That the nominations to the following outside bodies be not terminated:-
 - Kent County Council Youth and Community Management Committee
 - Maidstone Mind
 - Maidstone Victim Support Management Committee
- vii) That the nomination to Maidstone Sea Cadets be not terminated.
- viii) That the following nominations to Outside Bodies be represented by a Ward Councillor and not terminated:-
 - Allington Millennium Trust
 - Boughton Mount Trust
 - Collis Millennium Green Trust
 - Headcorn Aerodrome Consultative Committee
 - Hermitage Quarry Liaison Group
 - Howard de Walden Centre
- ix) That the number of members appointed to the Central Railway Consortium, Relate West and Mid Kent, and YMCA Sports Management Committee be reduced to one.
- x) That the Cabinet member for Leisure and Culture be the nomination of the Council to serve on the Kent Conference Bureau management Board.
- xi) That the Democratic Service Manager investigates with the Outside bodies that appoint annually whether that is the best method for appointment and whether they would wish for longer term appointments and when would be the best time for nominations to be sought.

63. STANDARDS COMMITTEE – APPOINTMENT OF INDEPENDENT MEMBER –

SELECTION PANEL

The Group considered the Report of the Democratic Services Manager regarding the appointment of Independent Members to serve on the Standards Committee.

RESOLVED:

- i) That a Sub-Committee comprising the General Purposes Group Political Group Spokespersons be appointed to make recommendations to the Council regarding the appointment of Independent Members to serve on the Standards Committee having shortlisted (if appropriate) and interviewed the candidates;
- (ii) That the quorum for meetings of the Sub-Committee should be two Members; and
- (iii) That an Independent Member of the Standards Committee be co-opted onto the Sub-Committee when it is considering making recommendations to the Council regarding the appointment of Independent Members to serve on the Standards Committee.

64. DURATION OF MEETING

6.30 p.m. to 8.13 p.m.

MAIDSTONE BOROUGH COUNCIL

GENERAL PURPOSES GROUP

13 JULY 2009

REFERENCE FROM STANDARDS COMMITTEE

1. SUGGESTED CRITERIA FOR THE APPOINTMENT OF INDEPENDENT PERSONS TO THE STANDARDS COMMITTEE

1.1. The Standards Committee, at its meeting held on 22 May 2009, considered a report by the Monitoring Officer setting out suggested criteria against which applicants to be Independent Members of the Standards Committee would be assessed. A copy of the report is attached as an Appendix to this reference.

1.2. It was noted that:-

By law, applicants would not be eligible for appointment if:-

- They had been a Member or Officer of the Council within a period of five years immediately preceding the date of the appointment; or
- They were a relative or close friend of a Member or Officer of the Council; or
- They were a Member or Officer of another Authority which had a Standards Committee.

A Selection Panel (being a Sub-Group of the General Purposes Group) consisting of three Borough Councillors and an Independent Member of the Standards Committee was responsible for making recommendations to the Council regarding the appointment of Independent Members to serve on the Standards Committee having short listed, if appropriate, and interviewed the applicants.

1.3. The Committee made a number of amendments to the suggested criteria. The Committee also requested that consideration be given to the production of a job description for the position of Independent Member of the Standards Committee.

1.4. RECOMMENDED:

1.4.1. That the following criteria be adopted as selection criteria against which applicants to be Independent Members of the Standards Committee will be assessed:-

Applicants must:-

- Be prepared to give up time for training and meetings

- Have local connections and either reside in the Borough or carry out the main part of their work in the Borough
- Agree to abide by the provisions of the Code of Conduct
- Not hold significant office in a political party
- Not have given financial support, other than membership fees, to a political party within five years of the date of appointment
- Not have been convicted of an imprisonable offence
- Not have been adjudged bankrupt
- Not have a history of vexatious and/or frivolous complaints against Maidstone Borough Council or Members of the Borough or Parish Councils

Applicants should be able to demonstrate from their life experience and interview:-

- Mature judgement: the ability to withhold forming a final view until all available evidence has been obtained and considered
- Common sense: the ability to distinguish what matters from what does not
- Strong ethical standards: both an appreciation and demonstration of the importance of high ethical standards in corporate or public life
- Communication skills: the ability to listen and understand what is being said to them and to respond thoughtfully and articulately
- An ability to chair meetings as this would be an advantage

MAIDSTONE BOROUGH COUNCIL
STANDARDS COMMITTEE 22 MAY 2009
GENERAL PURPOSES GROUP 13 JULY 2009
REPORT OF MONITORING OFFICER

Suggested Criteria for Appointment of Independent Person to Standards Committee

Background/Introduction

1. The Standards Committee includes four independent co-opted members. Representation on the Standards Committee has increased recently to take account of the local filter.
2. The role of the independent member is to give public confidence and thus credibility to the deliberations of the Standards Committee – not only amongst Councillors but also amongst members of the general public. They need to have a local connection with and interest in the Borough, but not be so closely associated with the Parish or Borough Councils that they are seen to be compromised through this.

Procedure for appointing independent members

3. Having advertised the post, a selection panel (being a Sub-Group of the General Purposes Group) consisting of three Borough Councillors and an independent person of the Standards Committee (normally the Chair) will interview applicants. The Monitoring Officer will attend the interview to advise the panel. The panel will make a recommendation to the Council, which will make the final decision on an appointment. The period of appointment will be for a fixed period of three years, which may be renewable on one occasion. It would be helpful if the Council has adopted criteria to assist in the appointment process.

Eligibility Criteria

4. By law applicants will not be eligible for appointment if:
 - They have been a member or officer of the Council within a period of five years immediately preceding the date of the appointment; or
 - They are relative or close friend of a member or officer of the Council
 - They are a member or officer of another authority which has a Standard Committee

Selection Criteria

5. The following criteria are proposed as selection criteria against which Independent members will be assessed.

Applicants must:

- be prepared to give up time for, training and meetings
- have local connections, and either reside in the Borough or carry out the main part of their work in the Borough
- be prepared to contribute on a voluntary basis (other than the payment of a small annual allowance)
- agree to abide by the provisions of the Code of Conduct
- not hold significant office in a political party
- not have given financial support to a political party within five years of the date of appointment
- not have been convicted of an imprisonable offence
- not have been adjudged bankrupt
- not have a history of vexatious and/or frivolous complaints against Maidstone Borough Council or Members of the Borough or Parish Councils

Applicants should be able to demonstrate from their life experience and interview:

- Mature judgment: the ability to withhold forming a final view till all available evidence has been obtained and considered
- Common sense: the ability to distinguish what matters from what does not
- Strong ethical standards: both an appreciation and demonstration of the importance of high ethical standards in corporate or public life
- Communication skills: the ability to listen and understand what is being said to them and to respond thoughtfully and articulately
- Experience in working on committees, ideally including chairing meetings, would be an advantage

Recommendation

It is recommended that Members consider these criteria with a view of General Purposes Group adopting them.

MAIDSTONE BOROUGH COUNCIL

GENERAL PURPOSES GROUP

13 JULY 2009

REFERENCE FROM COUNCIL

1. WHOLE AND PARTIAL COUNCIL ELECTIONS REVIEW

- 1.1 The Council, at its meeting held on 24 June 2009, considered the report of the Corporate Services Overview and Scrutiny Committee regarding whole and partial council elections. A copy of this report has been circulated to all Members.
- 1.2 The Council agreed:-
- (i) That the Council agrees to go out to consultation on implementing whole council elections for the Borough Council of Maidstone;
 - (ii) That the General Purposes Group be authorised to determine the consultation to be used in (i) above;
 - (iii) That the Cabinet be requested to fund the consultation agreed by the General Purposes Group; and
 - (iv) That the Cabinet Member for Corporate Services continue to review methods of improving voter turnout.

1.3 RECOMMENDED:

- 1.3.1 That the General Purposes Group consider the arrangements for the consultation exercise to be undertaken on the matter of moving to whole council elections.**

This page is intentionally left blank

MAIDSTONE BOROUGH COUNCIL

GENERAL PURPOSES GROUP

13 JULY 2009

REFERENCE FROM COUNCIL

1. MOTION – THE TOWN’S RELATIONSHIP WITH THE JUDICIARY

- 1.1 The Council, at its meeting held on 24 June 2009, adopted the following motion moved by Councillor Horne, seconded by Councillor Mrs Stockell:-

The Members of the Council:

RECALLING the historic importance of Maidstone as the County Town of Kent

RECALLING that the first recorded trial in English law took place at Penenden Heath

NOTING that today the Crown Court in Maidstone is the pre-eminent trial centre for Kent

INSPIRED by the appointment of the Recorder of Maidstone as a recognition of that special importance

DESIRING to continue the advancement of the common interest of the Town and the Judiciary by engagement with the High Sheriff in welcoming HM Justices of the High Court in an appropriate manner to Maidstone

REQUEST the Chief Executive to report to them with comment for advancing these proposals.

- 1.2 In order to give effect to this decision, the Council agreed that a report be submitted to the General Purposes Group together with a more general report on the issue of civic functions. These reports will be submitted to the Group in due course.

1.3 RECOMMENDED:

- 1.3.1 That the General Purposes Group note the motion adopted by the Council and the position with regard to the preparation of reports on the issues raised.**

This page is intentionally left blank

MAIDSTONE BOROUGH COUNCIL

GENERAL PURPOSES GROUP

13 JULY 2009

REPORT OF THE DEMOCRATIC SERVICES MANAGER

Report prepared by Janet Barnes

1. OUTSIDE BODIES REVIEW

1.1 Issue for Decision

1.1.1 To consider the nomination process for Outside Bodies and to consider the responses received to the consultation with Outside Bodies.

1.2 Recommendation of the Democratic Services Manager

1.2.1 That, for those organisations who have not responded and those who have indicated they need someone straight away, the current representatives continue until an appropriate renewal time when the new nomination process, if approved, can be applied.

1.2.2 That the Group make an appointment to replace Councillor Hotson on the Local Government Association Urban Commission for a term of one year.

1.2.3 That the Group make an appointment to replace Councillor Beerling on the Maidstone Sea Cadets for a term of one year.

1.2.4 That, for those Outside Bodies where a Ward Member is required, the Ward Members agree the appropriate representative in the following priority order – ward member, local member, any other member. If more than one nomination is received, then this Group should consider and appoint the representative.

1.2.5 That the Democratic Services Manager compiles a timetable for nominations to Outside Bodies.

1.2.6 That the nomination process as set out in 1.3.13 below for Outside Bodies be approved.

1.2.7 That the Nomination Form (attached at Appendix B) be approved.

1.2.8 That the Group appoint Councillors Beerling and Parr to the Maidstone Housing Trust.

1.3 Reasons for Recommendation

1.3.1 At the meeting of the General Purposes Group on 6 April 2009 it was resolved "That the Democratic Services Manager investigate with the Outside Bodies that appoint annually whether that is the best method for appointment and whether they would wish for longer term appointments and when would be the best time for nominations to be sought."

1.3.2 A letter was sent to all Outside Bodies regarding 1.3.1 above, together with a request to complete the Job Specification Form and to update their organisation's aims, if appropriate.

1.3.3 The table attached at Appendix A sets out the responses received to date.

1.3.4 Members have also been asked to complete their Annual Review Forms and those that have been returned are also noted in Appendix A.

1.3.5 Members will note from Appendix A that not all Outside Bodies have responded and any responses received after the publication of this report will be updated at the meeting.

1.3.6 Members will note from Appendix A that a number of Outside Bodies do wish to change the start date and length of the term of office for the Council's representative.

1.3.7 Members will note that the requested start dates vary throughout the year and some are required before the next meeting of this Group in September.

1.3.8 The Outside Bodies who do require nominations before the next meeting of this Group are:-

Outside Body	Requested Start Date	Current Representatives
Citizens Advice Bureau	1 September 2009	CLRs Mrs Gibson and Mrs Ring
Local Government Association Rural Commission	1 July 2009	CLr Mrs Blackmore (Voting) CLr FitzGerald (Non-Voting)

Local Government Association Urban Commission	1 July 2009	Cllr Hotson (Voting) Cllr Robertson (Non-Voting)
South East Employers	23 July 2009	Cllr Ash (Member) Cllr English (Substitute)
Upper Medway Internal Drainage Board	July 2009	Cllrs Nelson-Gracie and Warner
Maidstone Sea Cadets	July 2009	Councillor Beerling

1.3.9 Councillor Hotson has expressed his wish not to continue as the representative of the LGA Urban Commission and Councillor Beerling has expressed his wish not to continue as the representative of the Maidstone Sea Cadets. The representatives on the other organisations have been contacted and have indicated their wish to continue as the Council's representatives until the next renewal date, at which time the new nomination process, if approved, can be utilised.

1.3.10 It is recommended that for those Outside Bodies listed in 1.3.8 above, the current representatives continue in post for a further year in order that the new nomination process can be fully implemented in time for the following renewal in 2010 and that the Group decide as to who should replace Councillor Hotson on the LGA Urban Commission and Councillor Beerling on the Maidstone Sea Cadets.

1.3.11 At the meeting of this Group on 6 April 2009, it was agreed that the following nominations to Outside Bodies be represented by a Ward Councillor:-

Allington Millennium Trust
Boughton Mount Trust
Collis Millennium Green Trust
Headcorn Aerodrome Consultative Committee
Hermitage Quarry Liaison Group
Howard de Walden Centre

Members will note from Appendix A that the Boughton Mount Trust will shortly be disbanded and therefore no appointment is necessary for this organisation.

It is felt appropriate that the Ward Members agree between them who the representative to the above organisations should be. However, it is recommended that this Group agree a priority order in the event that there is difficulty in finding an appropriate representative. The recommended priority order is as follows:-

- 1st – Ward Member
- 2nd – Local Member
- 3rd – Any other Member

It is further recommended that should more than one nomination be received for a Ward Member organisation, then this Group should consider the nominations and appoint accordingly.

- 1.3.12 Members will note that not all organisations have responded to the Democratic Services Manager's letter. Organisations will continue to be reminded to return the information required.

1.3.13 Nomination Process

It is recommended that the Democratic Services Manager prepare a timetable setting out: -

- a) Name of organisation
- b) Start date of term of office requested
- c) Date to start the nomination process
- d) Date by which this Group will need to make decision

On the due date to start the nomination process, it is suggested that Members are sent all the information regarding the organisation where a vacancy is arising and invited to complete a Nomination Form (attached as Appendix B). A deadline for receipt of nominations will be given and, should it be necessary, Group Leaders will be requested to encourage nominations.

Nominations received will then be considered by this Group and appointments made.

- 1.3.14 A new page has been set up on the Members Lounge on the Intranet regarding Outside Bodies. Currently, the Annual Review template, organisations aims and a list of the representatives on each Outside Body is available. The Job Specification Forms and other information about the organisations received and the completed Annual Review forms will be available shortly. If the above recommendations are approved, the nominations process, the nomination form and any other relevant information will be made available

1.3.15 Maidstone Housing Trust

Councillors Beerling and Sellar are the representatives of the Council on the Maidstone Housing Trust although their term of office is due to expire. Appointments to Maidstone Housing Trust are based on the current political balance arrangements which give 3 seats to

Conservatives and 2 seats to Liberal Democrats. These two vacancies this year are to be appointed by the Liberal Democrat Group and their nominations are Councillors Beerling and Parr.

2. MAYORAL PROCESSION AT CIVIC PARADE

2.1 Councillor Horne has requested that the Group consider this matter, taking into account the previous decision of the Mayoralty Group that the Mayor and Mayoress would be accompanied by the Lord Lieutenant and/or High Sheriff.

RECOMMENDED: That the Group consider this matter.

2.2 Impact on Corporate Objectives

2.2.1 In terms of the recommendations coming forward there is no impact on Corporate Objectives

2.3 Risk Management

2.3.1 There are no risk implications for the Council with regard to nominations to Outside Bodies.

2.4 Other Implications

2.4.1

1	Financial	
2	Staffing	
3	Legal	
4	Equality Impact Needs Assessment	
5	Environmental/Sustainable Development	
6	Community Safety	
7	Human Rights Act	
8	Procurement	
9	Asset Management	

2.5 Background Documents

2.5.1 Corporate Services Overview and Scrutiny Committee Report on Outside Bodies Review.

2.5.2 Completed Job Specifications Forms received from Outside Bodies.

NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED

Is this a Key Decision? Yes No

If yes, when did it appear in the Forward Plan? _____

Is this an Urgent Key Decision? Yes No

Reason for Urgency

N/A

APPENDIX A**OUTSIDE BODIES - REPRESENTATIVES NOMINATED BY COUNCIL**

NAME OF OUTSIDE BODY	Job Spec Form Returned	Changes requested?	Councillor Review Form Returned	Existing Representatives	No. of Current Positions Available
Action with Communities in Rural Kent (formerly Kent Rural Community Council)			Yes – Cllr Sams	Councillor FitzGerald Councillor Sams	2
Age Concern				Councillor Yates	1
Bentliff Wing Trust				Mayor (Ex Officio)	
Boughton Mount Trust	TRUST TO BE DISBANDED				
Brenchley Charity				Councillor Mrs Parvin (Nominative Trustee) Until Oct 2012	
Central Railway Consortium	CONSORTIUM HAS BEEN WOUND UP				
Channel Tunnel Rail Link High Level Forum				Councillor Butler Councillor D Marshall (substitute)	1 Member 1 Substitute
Citizens' Advice Bureau	Yes	Start of Term of Office - September 2009 Length of Term – 4 years	Councillor Mrs Gibson	Councillor Mrs Gibson Councillor Mrs Ring	2
Cultural Panel	PANEL DISBANDED		Councillor Mrs Gibson		
Cutbush and Corral Charities		No changes required - currently 4 year term of office		Councillor Mrs Parvin – 31/03/2010 Mrs Fenn – 31/03/2011 Councillor Naghi – 31/3/2012 Mr P Oldham – 31/03/2013	4
KCC Youth Advisory Group	Yes	Start of Term of office – anytime 4 year term		New Organisation	1
Kent Downs AONB Joint Advisory Committee				Council's representative on the Mid Kent Downs Steering Group	1

NAME OF OUTSIDE BODY	Job Spec Form Returned	Changes requested?	Councillor Review Form Returned	Existing Representatives	No. of Current Positions Available
Kent Music School Mid Kent Area Committee	COMMITTEE DISBANDED				
Local Government Association General Assembly	Yes	None required		Leader of the Council (Voting Member) Leader of the Opposition (Non-Voting Member)	2
Local Government Association Rural Commission	Yes	Start of Term of Office - July 2009 1 year term		Councillor Mrs Blackmore Councillor FitzGerald (Non- Voting Member)	2
Local Government Association Urban Commission	Yes	Start of Term of Office - July 2009 1 year term	Yes - Councillor Robertson	Councillor Hotson (Voting Member) Councillor Robertson (Non- Voting Member)	2
Local Strategic Partnership	Not applicable	None required.		Councillor FitzGerald Councillor Garland Councillor Mrs Wilson	Each political group
Maidstone Area Arts Council				Councillor Daley Councillor FitzGerald Councillor Moss	Each political group
Maidstone/Beauvais Twinning Association	Yes	Start of Term of Office - April 2010 1 year term	Councillor Mrs Hinder	Councillor FitzGerald Councillor Mrs Hinder Councillor Mrs Robertson Councillor Sellar	4
Maidstone Housing Trust			Yes - Cllr Hinder Councillor Mrs Gibson	Councillor Beerling - 2009 Councillor Mrs Gibson - 2010 Councillor Hinder - 2011 Councillor Mrs Parvin - 2010 Councillor Sellar - 2009	2 representatives term of office expires in 2009
Maidstone Mediation Scheme	Yes	Start of Term of Office - Oct/Nov 2009 2 year term	Yes - Cllr Verrall	Councillor Verrall	1
Maidstone MIND				Councillor Sellar	1
Maidstone Sea Cadets	Yes	Start of Term of Office - July 2009 4 year term		Councillor Beerling	1

NAME OF OUTSIDE BODY	Job Spec Form Returned	Changes requested?	Councillor Review Form Returned	Existing Representatives	No. of Current Positions Available
Mid Kent Downs Steering Group				Councillor Harwood Councillor Mrs Parvin	1 Member 1 Substitute
Parking and Traffic Regulation Outside London Adjudication Joint Committee ("PATROLAJC")				Councillor Butler	1
Relate – West Kent	Yes	Start of Term of Office – 30 September 2009 2 year term		Councillor Warner	1
Relief in Need Charities				Councillor Daley – 27/06/2010 Mr P Oldham – 11/10/2011 Cllr Mrs Parvin – 26/07/2012	3
Raghester Bridge Trust 01				Mr P Oldham until 31/05/2011	
South East Employers (Provincial Council for LA APT&C Services and LA Services (Manual Workers))	No, but related information sent to us	Start of Term of Office – 23 July 2009 1 year term		Councillor Ash Councillor English (substitute)	1 Member 1 Substitute
South East England Regional Assembly (SEERA)		ASSEMBLY DISSOLVED			
Tourism South East (formerly South East England Tourist Board)				Councillor Moss Councillor Paterson (substitute)	1 Member 1 Substitute
Town Centre Management Advisory Group	Yes	No changes required	Councillor Mrs Wilson	Councillor Mrs Marshall Councillor Moss Councillor Mrs Wilson	Each political group
Upper Medway Internal Drainage Board	Yes	Start of Term of Office - July 2009 2 year term		Councillor Nelson-Gracie Councillor Warner	2

NAME OF OUTSIDE BODY	Job Spec Form Returned	Changes requested?	Councillor Review Form Returned	Existing Representatives	No. of Current Positions Available
Vinters Valley Park Trust	Yes	Start of Term of Office - anytime 2 year term	Yes - Cllr Wooding	Councillor Wooding	1
Voluntary Action Maidstone (formerly Maidstone Volunteer Bureau)	Yes	Start of Term of Office - anytime 2 year term		Councillor Ash Councillor Mrs Marshall	2
YMCA Sports Centre Management Committee				Councillor Ms Williams Councillor Yates	1
Youth and Community Charity	Yes	Formerly KCC Youth & Community Maidstone Management Cttee Start of Term of Office - anytime 4 year term		Councillor Sherreard Councillor Hinder	1

WARD/LOCAL MEMBER APPOINTMENTS

NAME OF OUTSIDE BODY	Job Spec Form Returned	Changes requested?	Councillor Review Form Returned	Existing Representatives	No. of Current Positions Available	Ward
Allington Millennium Green Trust	N/A	None required		Councillor Daley until 31/01/2012	1	Allington
Collis Millennium Green Trust	N/A	None required		Councillor Mrs Parvin until 2/12/2011	1	High Street
Headcorn Aerodrome Consultative Committee	N/A	None required	Councillor Mrs Gibson	Councillor Mrs Gibson Councillor Bradshaw	1	Headcorn
Hermitage Quarry Liaison Group	N/A	None required	Yes - Cllr Batt	Councillor Batt	1	Barming/Heath
Howard de Walden Centre	N/A	None required	Yes - Cllr Field	Councillor Field until 31/03/2012 1 x vacancy	2	East

APPENDIX B

NOMINATION FORM TO OUTSIDE BODY

NAME:	
ADDRESS:	
TELEPHONE NO:	
NAME OF ORGANISATION APPLYING FOR:	
REASON FOR APPLYING:	
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office
Organisations' Aims
Job Specification Form
Annual Review Form

This page is intentionally left blank