

# DEMOCRACY AND GENERAL PURPOSES COMMITTEE MEETING

Date: Monday 20 November 2023  
Time: 7.15 pm  
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Bartlett, Cooper (Chairman), Cox, English (Vice-Chairman),  
Jeffery, Perry, Rose, M Thompson and Webb

*The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.*

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2. Notification of Substitute Members	
3. Urgent Items	
4. Notification of Visiting Members	
5. Disclosures by Members and Officers	
6. Disclosures of Lobbying	
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information.	
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**Issued on Friday 10 November 2023**

**Continued Over/:**



**Alison Broom, Chief Executive**

- |  |         |
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### **INFORMATION FOR THE PUBLIC**

In order to ask a question at this meeting, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on 16 November 2023). You will need to provide the full text in writing.

If your question is accepted, you will be provided with instructions as to how you can access the meeting.

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 4 p.m. one clear working day before the meeting (i.e. by 4 p.m. on 16 November 2023). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk).

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## MAIDSTONE BOROUGH COUNCIL

### DEMOCRACY AND GENERAL PURPOSES COMMITTEE

#### MINUTES OF THE MEETING HELD ON WEDNESDAY 13 SEPTEMBER 2023

**Present:** Councillor Cooper (Chairman) and Councillors  
Bartlett, Cox, English, Hinder, Jeffery, Perry, Rose  
and M Thompson

**Also Present:** Councillors Clarke, Gooch, Harper, Jones and S  
Thompson

24. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Webb.

25. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Hinder was present as Substitute Member for Councillor Webb.

26. URGENT ITEMS

The Chairman stated that there was an urgent update to Item 17 –  
Community Governance Review (Parishes).

27. ELECTION OF VICE-CHAIRMAN

**RESOLVED:** That Councillor English be elected as Vice-Chairman of the  
Committee for the remainder of the Municipal Year 2023/24.

28. NOTIFICATION OF VISITING MEMBERS

The following Councillors were present as Visiting Members for Item 17  
Community Governance Review (Parishes) – Review Outcome:

- Councillor Clarke
- Councillor Gooch
- Councillor Harper
- Councillor Jones
- Councillor S Thompson

And Councillor Harper was also present as a Visiting Member for Items 14  
– Annual Meeting Arrangements, and Item 15 – Governance Review  
2023/24.

29. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

30. DISCLOSURES OF LOBBYING

Councillors Cooper and English stated that they had been lobbied on Item 15 – Governance Review 2023/24, and Item 17 – Community Governance Review (Parishes) – Review Outcome.

31. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION.

**RESOLVED:** That all items on the agenda be taken in public as proposed.

32. MINUTES OF THE MEETING HELD ON 21 JUNE 2023

**RESOLVED:** That the Minutes of the meeting held on 21 June 2023 be approved as a correct record and signed.

33. PRESENTATION OF PETITIONS

There were no petitions.

34. QUESTION AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

35. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members to the Chairman.

36. COMMITTEE WORK PROGRAMME

The Democratic and Electoral Services Manager gave a verbal update to the Committee on the work programme and set out the following items:

- November 2023 – Monitoring Officer Constitution Changes Report (include snagging items)
- November 2023 – Polling District and Polling Place Review Outcome (to recommend to Council)
- March 2024 – Part II Process Annual Review
- March 2024 (to be confirmed) – Governance Review Outcome

**RESOLVED:** That the Committee Work Programme be noted.

37. ANNUAL MEETING ARRANGEMENTS

The Democratic and Electoral Services Manager introduced the report and outlined that there was an additional option to those in the report, which was to hold the Annual Meeting on 25 May 2024, though the recommendation was to follow the established timetable and hold the Annual Meeting on 18 May 2024.

The Committee considered the options including the fact that a Wednesday meeting would split the events of the Civic Parade and the Annual Meeting.

**RESOLVED:** That Council be recommended to approve Option 1, Saturday 18 May 2024 at 9.00 a.m., for the date and time of the Annual Council Meeting.

38. GOVERNANCE REVIEW 2023/24

The Director of Strategy Insight and Governance introduced the report and set out that during the review of the constitution last year it had been identified that further work was required to prepare for the reduction in Councillors from 55 to 49. The report set out the Terms of reference and options for how to conduct the review, whether via a working group, the committee or by officers.

The Committee considered the options and debated whether conducting the review via a working group or through the committee would be most appropriate. Whereas the previous review had been technical and detailed it was felt that this Governance Review would be at a high level and more about political choices in the structure and conducting it publicly through the Committee, which was politically balanced, would be preferable. However, it was acknowledged that there would be technical consequences to choices made so the Committee also felt it appropriate to ensure that cross group briefings were available as part of the review.

**RESOLVED:** That

1. The terms of reference for the review as set out at 3.1 in the report be agreed; and
2. Option 1, Conduct the review through Democracy and General Purposes Committee Meetings, as set out in 3.2 in the report, along with a briefing for all Members, be agreed as the approach for conducting the review.

39. OUTSIDE BODY APPOINTMENTS

The Democratic and Electoral Services Manager introduced the report and highlighted that there were a significant number of vacancies to appoint to, and updated the Committee that the Hayle Park Nature Reserve vacancies were still under discussion as the Council's records did not match the information provided by the outside body so those vacancies would not be progressed until the need for the appointments was clear. The Committee were also updated that although a nomination had been received for the Vinters Valley park Trust vacancy, the Trust had requested that the vacancy not be filled as they were reviewing the vacancy in light of the change of Ward to take place in May 2024. It was therefore recommend that the relevant vacancy was not filled.

**RESOLVED**: That, with the exception of the Vinters Valley park Trust vacancy, the nominations as set out in Appendix 3 to the report be approved.

#### 40. COMMUNITY GOVERNANCE REVIEW (PARISHES) - REVIEW OUTCOME

The Democratic and Electoral Services Manager presented the outcome of the Community Governance Review which was the culmination of 11 months' work, and highlighted that the Stage 2 consultation had resulted in a number of meaningful amendments to proposals, as set out in the report.

There was an update to the review which consisted of two elements, firstly a briefing on the process to be followed if the Review was implemented by Council, and secondly the updated table and review outcome on Parish Wards.

The briefing on the post Council process covered the permission required to alter parish boundaries that had been impacted by the Local Government Boundary Review, and requesting 'Related Alterations' to Borough Ward boundaries. It was highlighted that these processes would commence after Council, and delegated authority was therefore sought to the Director of Strategy Insight and Governance in order to be able to implement Council's decision. It was also noted that finalising of Borough Ward related alterations via the Local Government Boundary Commission for England might not take place until February/March 2024.

The Committee considered the review outcome and in response to questions raised by Visiting Members the Democratic and Electoral Services Manager clarified that a leaflet had been circulated to areas which were significantly impacted by the review; Barming, Loose and the changed areas around Grove Green and Weaving. It was highlighted that the Stage 2 consultation had received responses from around the Thurnham part of Weaving and that had resulted in amendments to the proposals put forward.

The Committee expressed support for the review outcome and the work carried out to deliver it. However, they wanted a firmer proposal on the proposed review timescale recommended in response to the interest shown from the Grove Green area not covered by the consulted proposals.

**RESOLVED**: That

1. The Community Governance Review set out at Appendix 1 to the report, with the additional information provided in the update, be approved;
2. The Council be recommended to:
  - (i) Adopt the outcome of the review; and
  - (ii) Give delegated authority to the Director of Strategy Insight and Governance to give effect to the Council's resolution; and

3. A report on whether to conduct a Community Governance Review in the area of Grove Green and Weaving be considered within 2 years.

41. DURATION OF MEETING

6.30 p.m. to 7.56 p.m.

## 2023/24 WORK PROGRAMME

	Committee	Month	Origin	Lead	Report Author
Policy Advisory Committee and Overview and Scrutiny Arrangements, Governance Review 2023/2024	D&GP	20 November 2023		Angela Woodhouse	Angela Woodhouse
Outside Body Appointments	D&GP	20 November 2023	Annual	Ryan O'Connell	Ryan O'Connell
Polling District and Polling Place Review	D&GP	20 November 2023		Ryan O'Connell	Ryan O'Connell
Parish Election Cycle	D&GP	20 November 2023		Ryan O'Connell	Ryan O'Connell
Constitution Changes	D&GP	31 January 2024		Ryan O'Connell	Ryan O'Connell
Policy Advisory Committee and Overview and Scrutiny Arrangements, Governance Review 2023/2024 update (TBC)	D&GP	31 January 2024		Angela Woodhouse	Angela Woodhouse
Access to Information Monitoring	D&GP	27 March 2024		Angela Woodhouse	Angela Woodhouse

**DEMOCRACY AND GENERAL  
PURPOSES COMMITTEE**

**20 November 2023**

**Governance Review 2023/24 – Policy Advisory Committee  
and Overview and Scrutiny Arrangements**

<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Angela Woodhouse, Director of Strategy, Insight and Governance
<b>Lead Officer and Report Author</b>	Angela Woodhouse, Director of Strategy, Insight and Governance
<b>Classification</b>	Public
<b>Wards affected</b>	

**Executive Summary**

In March 2023 the Democracy and General Purposes Committee agreed to add a review of the governance arrangements in readiness for the reduction in Councillors from 55 to 49 in May 2024, this will consist of reviewing the arrangements for Policy Advisory Committees, Overview and Scrutiny and any consequential changes to the constitution that may be needed. This report sets out options to be considered by the Committee and a pre-meeting workshop as part of the consideration of what changes may be needed.

**Purpose of Report**

Decision

**This report makes the following recommendations to this Committee:**

1. To review and agree any changes required to Policy Advisory Committee and Overview and Scrutiny Arrangements and next steps with the review.

**Timetable**

<b>Meeting</b>	<b>Date</b>
Democracy and General Purposes	20 November 2023

# Governance Review 2023/24 – Policy Advisory Committee and Overview and Scrutiny Arrangements

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>Any change to governance arrangements would need to ensure effective decision-making processes are in place to ensure the delivery of the strategic priorities.</p>	Director of Strategy, Insight and Governance
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>Any change to governance arrangements would need to ensure effective decision-making processes are in place to ensure the delivery of the strategic priorities.</p>	Director of Strategy, Insight and Governance
<b>Risk Management</b>	Already covered in the risk section.	Director of Strategy, Insight and Governance
<b>Financial</b>	This review will be conducted without additional expenditure.	Director of Strategy, Insight and Governance
<b>Staffing</b>	The review will be conducted within current staffing levels	Director of Strategy,

		Insight and Governance
<b>Legal</b>	The Council changed its governance model from a Committee System to a Leader and Cabinet Model in 2022. The model introduced includes Policy Advisory Committees to advise the Cabinet prior to decisions being taken and one Overview and Scrutiny Committee. The council cannot change the governance model away from executive arrangements, however, the features of the governance arrangements can be reviewed and amended for example the creation and number of Policy Advisory Committees, the number of Members on Committees and the arrangements for Overview and Scrutiny. The Monitoring Officer will advise the Committee on any legal implications arising from the review.	Director of Strategy, Insight and Governance
<b>Information Governance</b>	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes.	Information Governance Team
<b>Equalities</b>	The recommendations do not propose a change that will require an equalities impact assessment.	Equalities & Communities Officer
<b>Public Health</b>	We recognise that the recommendations will not negatively impact on population health or that of individuals.	Public Health Officer
<b>Crime and Disorder</b>	Governance arrangements must include a Crime and Disorder Overview and Scrutiny Committee.	Director of Strategy, Insight and Governance
<b>Procurement</b>	No implications.	Director of Strategy, Insight and Governance

## **2. INTRODUCTION AND BACKGROUND**

2.1 In September 2023, Democracy and General Purposes Committee agreed to carry out a further review of governance in readiness for a reduction in Councillors from 55 to 49. The Committee have set the following terms of reference to review:

- The size and type of overview and scrutiny arrangements within the model
- Arrangements for Policy Advisory Committees
- a new easier to use and apply version of the constitution – to assist new members following the all-out elections in 2024.

Any change to the model and constitution subsequently required will need to be recommended to Council for approval. The Committee agreed that the review would be conducted through Committee Meetings with a workshop open to all Councillors to fully consider if any change was required to current arrangements.

2.2 In accordance with the Committee's decision a workshop was arranged for 6pm on 20 November 2023 to which all Councillors were invited. This paper contains the information to be considered by Councillors at the workshop and by the Committee at its formal meeting later that same evening.

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## **3. AVAILABLE OPTIONS**

3.1 To aid discussion a number of options have been developed for consideration, this takes the same approach as we have for previous governance reviews. Councillors will be asked to consider each option and put forward any other alternatives in the Workshop preceding the meeting, the deliberations from the workshop will inform the debate of the committee in the formal meeting and hopefully enable a clear way forward. Included for each model is information on the number of meetings and decisions with estimates based on this and last year's information to allow models to be compared and contrasted. It is hoped this information will aid thinking on the likely burden and impact on Councillors with a focus on efficient, effective and transparent decision making. Councillors will be asked to consider the advantages and disadvantages of each model.

3.2 Councillors attending the workshop will be asked to consider the advantages and disadvantages of each model, identify any alternatives before indicating a preference. In addition they will be asked to identify any changes or parameters around the models suggested to improve them.

### 3.3 **A) Current Model – up to 4 Policy Advisory Committees (PACs) plus 1 Overview and Scrutiny Committee (OSC)**

The current model operates with up to four Policy Advisory Committees who advise the Cabinet prior to any decision being formally taken unless urgency rules have been applied or the topic is considered a minor/procedural matter. In practice every non-urgent Cabinet report has been through at least one PAC prior to determination. Decisions can be made collectively or individually by the Cabinet. There are 9 Members on each PAC and their terms of reference mirror cabinet portfolios. PACs are appointed at full council and subject to the rules of political balance, and their agendas are set by the Cabinet Member(s) to which they align.

There is one Overview and Scrutiny Committee made up of 13 Members, the committee undertakes select committee style reviews, call-ins and pre-decision scrutiny, the committee sets its own work programme, this committee also meets twice a year as the Crime and Disorder Overview and Scrutiny Committee and undertakes budget scrutiny.

The data at **Appendix A** shows that in 2022/23 36 PAC meetings were held, meeting length time is at just over an hour with a number of meetings circling around the 30-minute mark. Councillors may want to consider whether the number of PACs is appropriate looking at the number of items and length of meetings. In addition to increasing member engagement in decision making, one of the stated aims of the current model was to reduce call-ins. All Cabinet decisions (unless urgency is applicable) are subject to call-in and whilst in year 1 we saw only 1 call-in out of 77 decisions, so far this year we have had 3 call-ins out of 33 decisions.

### 3.4 **B) Cabinet plus Policy Advisory Scrutiny Committees**

The model would comprise of Cabinet plus Policy Advisory Scrutiny Committees (PASCs) so essentially the model we have now but with PACs undertaking scrutiny. There would be no separate Overview and Scrutiny Committee, with crime and disorder scrutiny taken on by one of the PASCs. Members may wish to consider whether PASCs would still see every decision prior to it being made or operate more flexibly, the Chairs of PASCs would need to take responsibility for their work programmes as it would include the scrutiny function which should remain separate to Cabinet. It is suggested that PASCs would be configured to mirror Cabinet Portfolios to better enable the advisory function of the committee. There would not be the duplication between Overview and Scrutiny and PASCs and pre-decision scrutiny and budget scrutiny would be fulfilled by the PASCs. PASCs would perform all the functions that PACs do currently with the added rights and powers of scrutiny.

In terms of the number of meetings, in 2022-23 this model would have seen a reduction of 15 meetings for 13 Councillors if we simply removed the OSC meetings, this is a fairly crude calculation as there may well be some meetings to carry out review work outside of scheduled PASC meetings in this model through task and finish or additional meetings of PASCs.

### 3.5 **C) Cabinet and multiple Overview and Scrutiny Committees (no PACs)**

This would be similar to the model we had prior to the move to the Committee system in 2015. Cabinet plus 3 Overview and Scrutiny Committees, OSC can carry out pre-decision scrutiny of any cabinet decision subject to urgency rules, conduct reviews and develop policy for consideration by Cabinet. In previous iterations there were 9 Members on each OSC. There would be no policy advisory committees.

Looking at the data for 2022/23 and with assumptions that as they would select their own work programme work would be scheduled to include a mix of pre-decision scrutiny and topic reviews if there were three OSCs we'd be looking at 30 meetings if they met monthly.

### 3.6 **D) Cabinet and an Overview and Scrutiny Committee**

This system would be the lightest option in terms of member involvement and would consist of a single Overview and Scrutiny Committee who could conduct reviews, pre-decision scrutiny, budget scrutiny, act as the crime and disorder scrutiny committee and consider any call-ins. It would be the lightest burden in terms of scheduled meetings, the workload if OSC decided to conduct pre-decision scrutiny of the majority of Cabinet decisions would be significant and could lead to a committee who has time to do little else.

This would equate to 10 meetings a year plus Cabinet meeting a significant difference in the number of meetings and resource requirement.

### 3.7 **E) Cabinet plus Cabinet Advisory Committees and an Overview and Scrutiny Committee**

This would be a model similar to Kent County Council's model. Cabinet Committees are advisory committees of the Cabinet. Cabinet Advisory Committees are not appointed by Council; their membership, terms of reference and number are determined by the Leader. Each Cabinet Committee is able to consider and make recommendations on the functions of the Council that are the responsibility of the Cabinet Member(s) for matters within the Committee's remit. They also consider and either endorse or make recommendations on statutory Key and significant decisions to be taken by the Cabinet Members either collectively or individually. At KCC they are not chaired by Cabinet Members.

This would probably be similar to the current level of meetings but would be dependent on the Leader who could create what they believed was needed.

### 3.8 **F) Alternative Model as put forward by Members**

Suggestions should be brought to the workshop for consideration and will be reported to the committee.

#### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 The committee is asked to agree a preferred option and any changes or additional work that may be required. Any change to model or changes to ways of working within the present governance model may well result in changes being required to the constitution.
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#### **5. RISK**

- 5.1 The Committee will need to consider the risks in relation to effective governance when conducting the review.
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#### **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 The Committee should give consideration as to the best way of engaging others in any proposed changes to the governance arrangements.
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#### **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 Next steps will depend on the Committee's decision.
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#### **8. REPORT APPENDICES**

Appendix A: Meeting Data for Policy Advisory Committees, Cabinet and Overview and Scrutiny for 2022/23 and part of 2023/24, plus data from 2021/22

Appendix B: Meeting and Decision Data Comparison for Models

Appendix C: Member Attendance Data considered as part of the Boundary Review

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#### **9. BACKGROUND PAPERS**

None.

## Appendix A - Governance Arrangements Briefing Information

### 2022-23 No. of Meetings – PACs and OSC

PACs – 36

OSC – 15

### 2023-24 No. of Meetings – PACs and OSC

#### June-October

PACs – 18

OSC – 7

### No. of Decisions by Cabinet and Cabinet Members

2022-23 – 77 Total

May – October 2023 – 33

(See tables for detailed figures)

#### Detailed Meeting Breakdown, 2022-23:

	<b>CHE</b>	<b>ERL</b>	<b>CS</b>	<b>PI</b>	<b>OSC</b>
Scheduled	10	10	10	10	10
Additional	0	0	0	3	6 (7)
Cancelled	1	1	2	3	3
Total	9	9	8	10	15
Overall total	51				

#### Detailed Meeting Breakdown, Detail 2023-24:

	<b>HEE</b>	<b>CLA</b>	<b>CS</b>	<b>PIED</b>	<b>OSC</b>
Scheduled	4 (9)	4 (9)	4 (9)	4 (9)	4 (9)
Additional	1	0	0	4	2 (C&D)
Cancelled	0	0	0	3	1
Total	5	4	4	5	7
Overall total	25				

Range of number of items at each PAC

<b>22/23</b>			
<b>PAC</b>	<b>Item Range</b>	<b>Meeting length range</b>	<b>Av. Meeting Length</b>
Communities, Housing and Environment (June 22 - May 23)	0-8	0:33:00 - 1:26:00	0:59:30
Corporate Services	1-5	0:28:00 - 2:45:00	01:36:00
Economic Regeneration and Leisure (June 22 - May 23)	2-5	0:33:00 - 1:55:00	01:14:00
Planning and Infrastructure (June 22 - May 23)	2-6	0:34:00 - 1:50:00	0:49:30
Average			1:09:45

<b>23/24</b>			
<b>PAC</b>	<b>Item Range</b>	<b>Meeting length range</b>	<b>Av. Meeting Length</b>
Communities, Leisure and Arts (from May 23)	1-3	00:25:00 - 00:53:00	00:39:00
Corporate Services	1-4	00:31:00 - 1:55:00	01:13:00
Housing, Health & Environment (from May 23)	3-8	00:41:00 - 2:38:00	01:39:00
Planning, Infrastructure & Economic Development (from May 23)	1-4	00:22:00 - 1:55:00	01:08:00
Average			1:09:45

OSC

No. of Scrutiny Reviews

(started and/or completed only)

2022-23 – 3 reviews.

- Town Centre Safety
- Waste and Recycling Strategy
- Water Management Cycle

2023-24 – 2 reviews (one paused)

- Second stage Water Management Cycle Review
- Waste Enforcement Review.

### Pre-decision scrutiny at OSC

- Town Centre Public Spaces Protection Order
- Response to KCC Community Warden Consultation
- Medium Term Financial Strategy

### Upcoming:

- Fees & Charges
- Capital Programme
- Archbishops Palace

### Call-Ins

2022-23 – 1 Call in.

2023-24 – 3 Call-Ins (so far).

EXISTING ARRANGEMENTS

	<b>21/22 (Committee)</b>	<b>22/23 (Executive &amp; PAC)</b>	<b>23/24 (Executive &amp; PAC) 6 months data only*</b>
<b>No. Cabinets</b>	-	10	5
<b>No. PACs (Service Comms)</b>	45	36	18
<b>No. OSC</b>	-	15	7
<b>Total Meetings*</b>	45	61	30
<b>No. Decisions</b>	133	77	33
<b>Average Meetings per Member</b>	-	10.5	5.3
<b>Average Decisions Per Member Attendance PAC &amp; OSC (efficiency measure)</b>	-	2.1 (PAC only)	1.3
<b>Avg PAC length</b>	-	1 hr 7 Mins	1 hr 7 Mins
<b>Avg OSC length</b>	-	1 hr 22 Mins	1 hr 17 Mins
<b>No. of call-ins</b>	-	1	3
<b>Number of OSC reviews</b>	-	3	2 (ongoing)

**NOTE:**

- Table excludes regulatory and council functions
- Average Meetings per member calculated:

Meetings X Members (including actual committee size)  
Add totals, divided by number of Members.

ALTERNATIVE ARRANGEMENTS

	<b>Option B (PASCs)</b>	<b>Option C (OSCs)</b>	<b>Option D Cabinet plus OSC</b>	<b>Option E (Cabinet Advisory Committees, x1 OSC)</b>
<b>No. Cabinets</b>	10	10	10	10
<b>No. of meetings for PASC/OSC/CAB</b>	30	30	15	30
<b>No. OSC</b>	-	-		10
<b>Total Meetings*</b>	40	40	25	50
<b>No. Decisions</b>	-	-		-
<b>Average Meetings per Member</b>	6.7	6.7	4.6	8.6
<b>Average Decisions Per Member Attendance (efficiency measure)</b>	-	-		-
<b>Number of OSC reviews per Committee (estimate)</b>	2	3		2

**NOTE:**

- Table excludes regulatory and council functions
- Meeting projections based on 3 PASCs/OSCs/CACs - Committee Membership based at 9 Members
- Meeting projection for model D based on 13 Members on Cabinet
- Average Meetings per member calculated:

Meetings X Members (including actual committee size)  
Add totals, divided by number of Members.

## Meetings Per Year and Attendance Rates (2012/13 – 2020/21)

<b>Year</b>	<b>Number of Meetings</b>	<b>Attendance rate</b>	<b>Meetings Per Cllr (Average)</b>
22/23 (projected – PACs to review key decisions only <sup>1</sup> )	101 +16% average increase <sup>3</sup> : 117	N/A	19.5 +16%: 22.6
22/23 (projected – PACs to review all decisions <sup>2</sup> )	121 +16% average increase <sup>3</sup> : 140	N/A	22.8 +16%: 26.4
20/21	100	91.6%	24.0
19/20	80	90.2%	19.0
18/19	106	91.3%	25.1
17/18	104	88.3%	24.3
16/17	102	94.3%	24.1
15/16	106	90.1%	25.4
14/15	138	90.2%	27.3
13/14	129	93.0%	26.5
12/13	121	89.6%	25.3
11/12	116	89.7%	23.6
10/11	114	89.2%	25.3

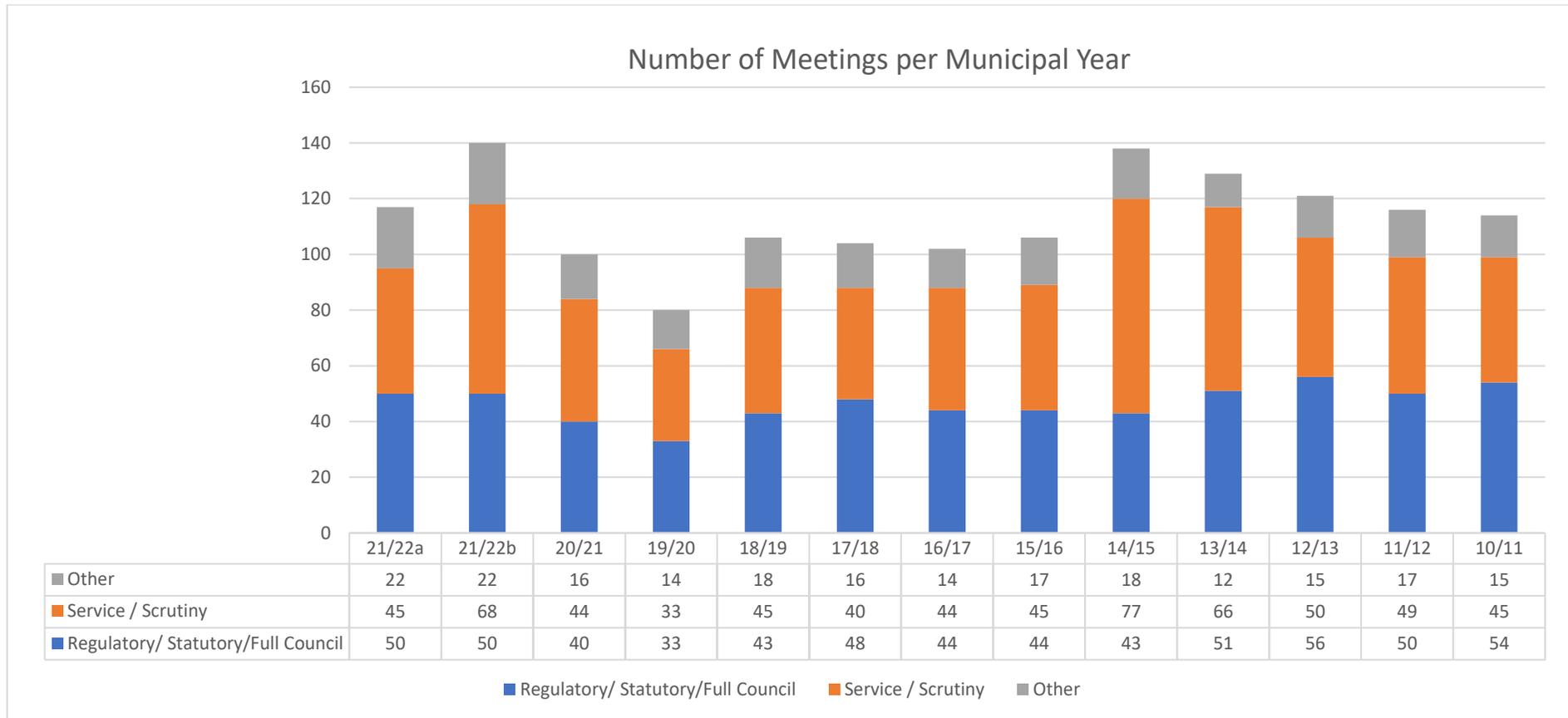
<sup>1</sup> Projections have been made using the Executive Arrangements diagram proposed by the working group. This includes 4 PACs, each with 9 Members. It has been projected that reviewing key decisions only would equate to each PAC meeting 5 times per annum.

<sup>2</sup> Projections have been made using the Executive Arrangements diagram proposed by the working group. This includes 4 PACs, each with 9 Members. It has been projected that reviewing all decisions would equate to each PAC meeting 10 times per annum.

<sup>3</sup> 16% is the average difference between the meetings scheduled within the agreed calendar of meetings, and the actual number of meetings that occur, for example adjourned meetings and extraordinary meetings. The average is calculated from the last 6 full years, excluding 2019/20 figures.

Number of Meetings Per Municipal Year (2010/11 – 2020-21 and projected 2021/22)

20

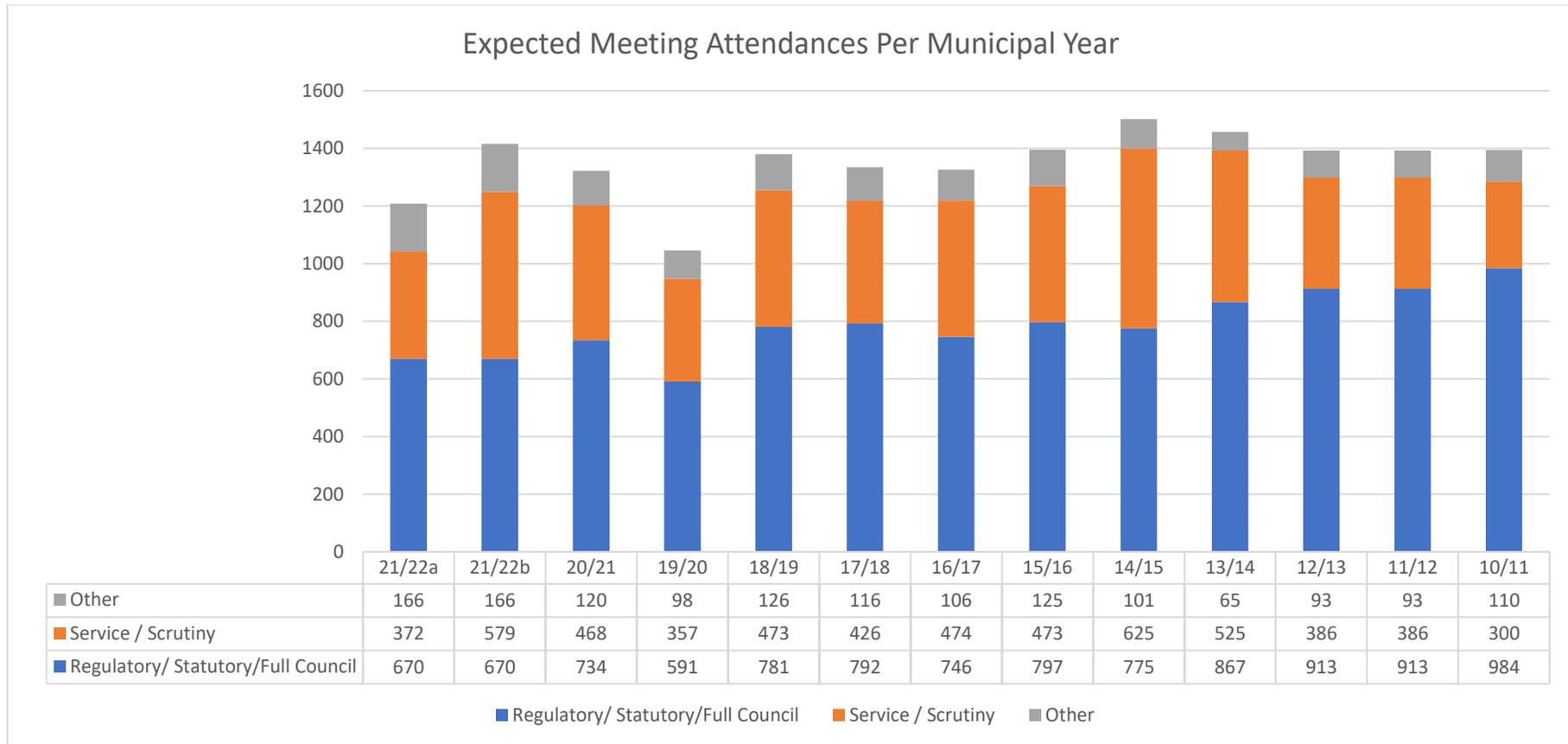


21/22a - Projections have been made using the Executive Arrangements diagram proposed by the working group. This includes 4 PACs, each with 9 Members. It has been projected that reviewing key decisions only would equate to each PAC meeting 5 times per annum. This also includes the 16% average increase in meetings throughout the year.

21/22b - Projections have been made using the Executive Arrangements diagram proposed by the working group. This includes 4 PACs, each with 9 Members. It has been projected that reviewing all decisions would equate to each PAC meeting 10 times per annum. This also includes the 16% average increase in meetings throughout the year.

Expected Meeting Attendances Per Municipal Year, (2010/11 – 2020-21 and projected 2021/22)

21



21/22a - Projections have been made using the Executive Arrangements diagram proposed by the working group. This includes 4 PACs, each with 9 Members. It has been projected that reviewing key decisions only would equate to each PAC meeting 5 times per annum. This also includes the 16% average increase in meetings throughout the year.

21/22b - Projections have been made using the Executive Arrangements diagram proposed by the working group. This includes 4 PACs, each with 9 Members. It has been projected that reviewing all decisions would equate to each PAC meeting 10 times per annum. This also includes the 16% average increase in meetings throughout the year.

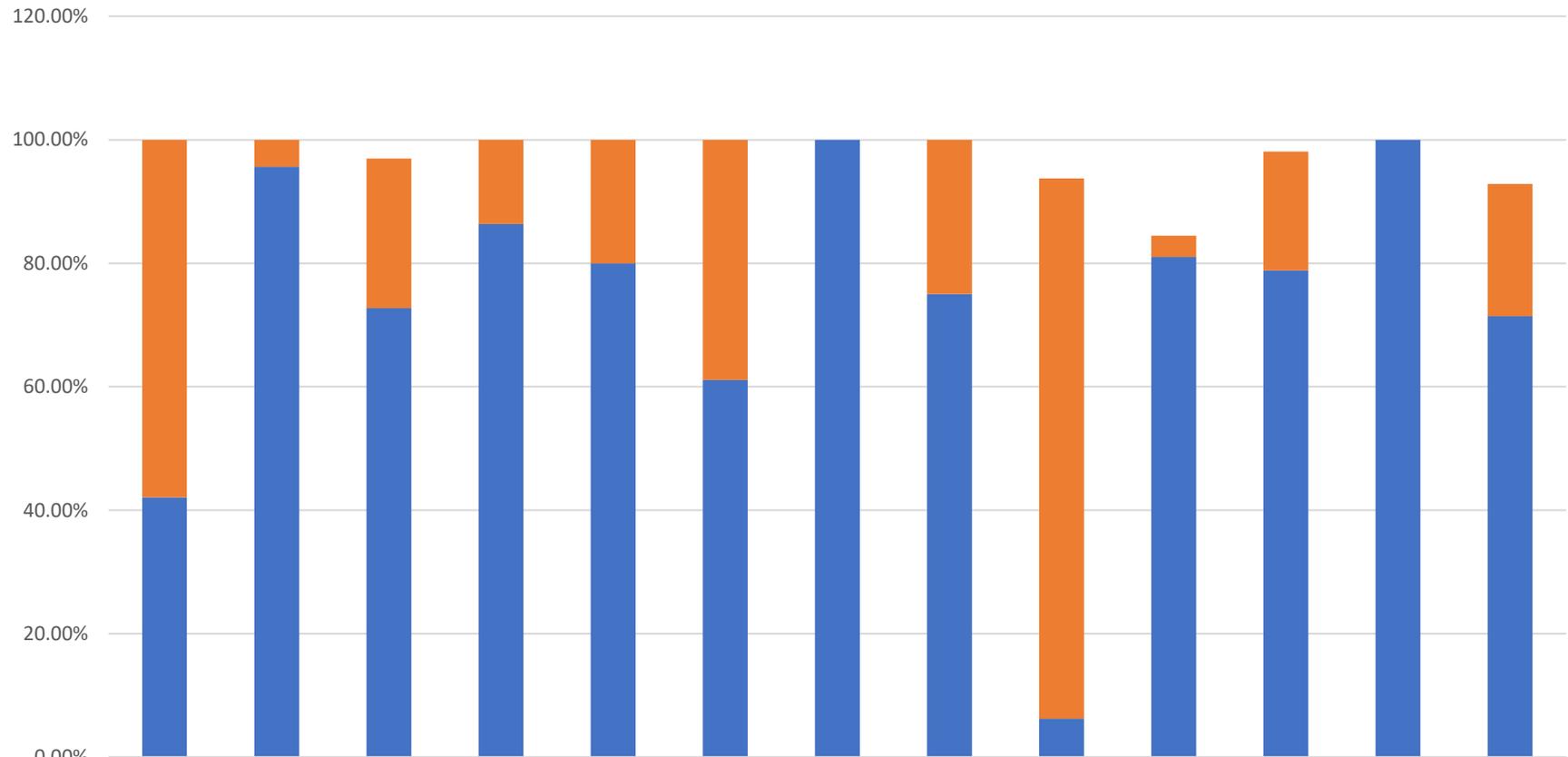
## Council Size Impact on Meetings Per Councillor (Average)

Council Size	Number of meetings per Member (based on average of last 5 years)		Number of meetings per Member (based on lower projection, adjusted*)		Number of meetings per Member (based on higher projection, adjusted*)	
	Per Annum	Per Month	Per Annum <i>(change from current average)</i>	Per Month <i>(change from current average)</i>	Per Annum <i>(change from current average)</i>	Per Month <i>(change from current average)</i>
55 (current)	22.6	2.1	22.6 <i>(0)</i>	2.1 <i>(0)</i>	26.4 <i>(+3.8)</i>	2.4 <i>(+0.3)</i>
54			23.0 <i>(+0.4)</i>	2.1 <i>(0)</i>	26.9 <i>(+4.3)</i>	2.4 <i>(+0.3)</i>
51			24.4 <i>(+1.8)</i>	2.2 <i>(+0.1)</i>	28.5 <i>(+5.9)</i>	2.6 <i>(+0.5)</i>
48			25.9 <i>(+3.3)</i>	2.4 <i>(+0.3)</i>	30.2 <i>(+7.6)</i>	2.7 <i>(+0.6)</i>
45			27.6 <i>(+5.3)</i>	2.5 <i>(+0.4)</i>	32.2 <i>(+9.6)</i>	2.9 <i>(+0.8)</i>
42			29.6 <i>(+7.0)</i>	2.7 <i>(+0.6)</i>	34.1 <i>(+11.5)</i>	3.1 <i>(+1.0)</i>
39			31.9 <i>(+9.3)</i>	2.9 <i>(+0.8)</i>	37.2 <i>(+14.6)</i>	3.4 <i>(+1.3)</i>
36			34.6 <i>(+12.0)</i>	3.1 <i>(+1.0)</i>	40.3 <i>(+17.7)</i>	3.7 <i>(+1.6)</i>

\*Adjusted to include average increase in meetings (+16%)

Committee Workload Breakdown 2019/20

2019-2020

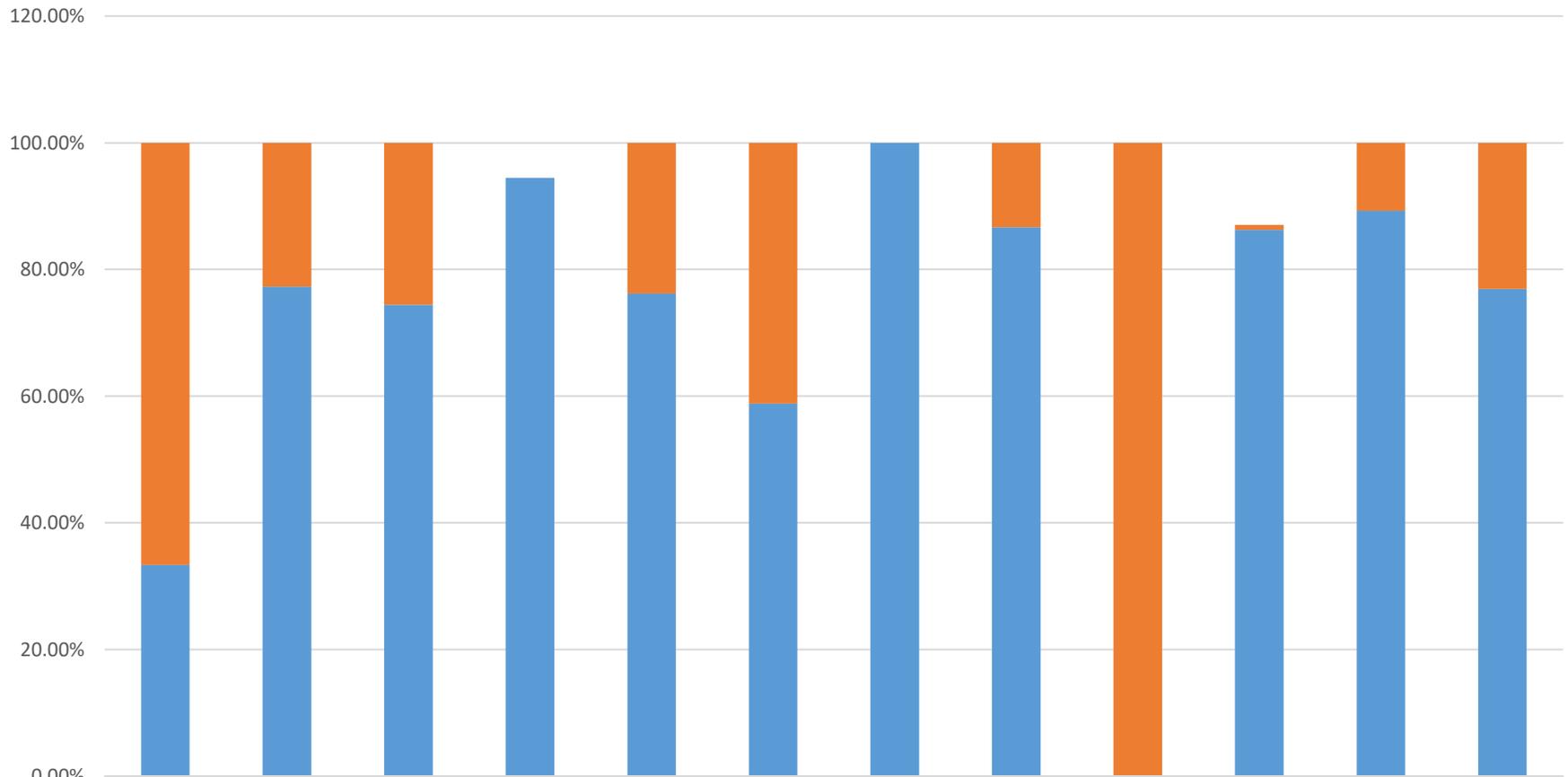


Category 5 N	57.89%	4.35%	24.24%	13.64%	20.00%	38.89%	0.00%	25.00%	87.50%	3.45%	19.23%	0.00%	21.43%
(All Decisions)	42.11%	95.65%	72.73%	86.36%	80.00%	61.11%	100.00%	75.00%	6.25%	81.03%	78.85%	100.00%	71.43%

(All Decisions) Category 5 N

Committee Workload Breakdown 2020/21

2020-2021

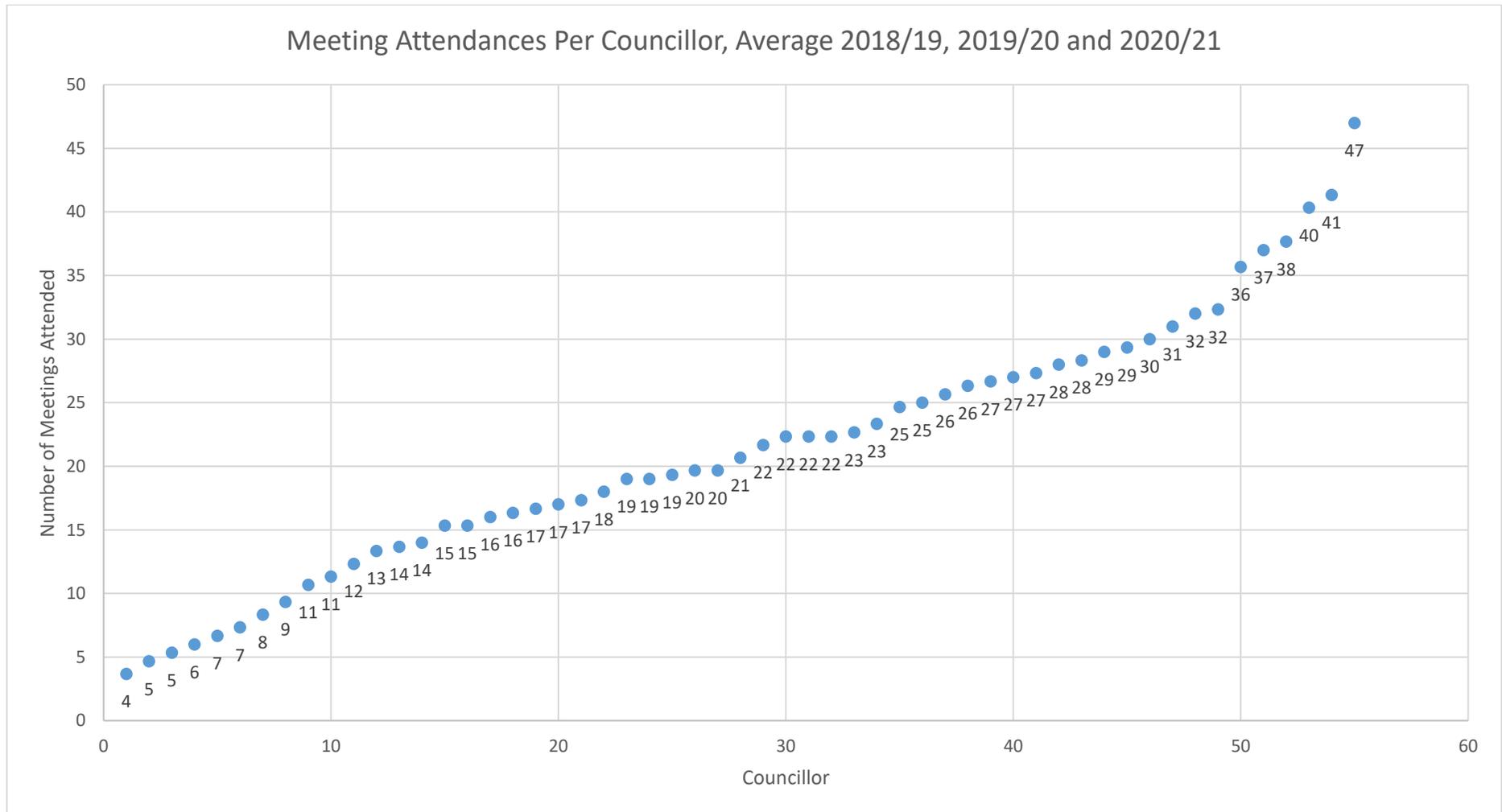


	AGS	Cobtree	CHE	Council	D&GP	ERL	LSC	Licensing	MJTB	Planning	P&R	SPI
■ Noting	66.67%	22.73%	25.58%	0.00%	23.81%	41.18%	0.00%	13.33%	100.00%	0.76%	10.71%	23.08%
■ (All Decisions)	33.33%	77.27%	74.42%	94.44%	76.19%	58.82%	100.00%	86.67%	0.00%	86.26%	89.29%	76.92%

■ (All Decisions) ■ Noting

24

### Average Meeting Attendances Per Councillor



25

# Agenda Item 15

## Democracy and General Purposes Committee

20 November 2023

### Outside Body Appointments

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Democracy and General Purposes Committee	20 November 2023

<b>Will this be a Key Decision?</b>	Not Applicable
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	Democracy and General Purposes Committee
<b>Lead Head of Service</b>	Angela Woodhouse, Director of Strategy, Insight and Governance
<b>Lead Officer and Report Author</b>	Ryan O'Connell, Democratic and Electoral Services Manager Sara Green, Democratic Services Assistant
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### Executive Summary

To make Outside Body appointments for vacant positions and remove the closed Outside Body.

#### Purpose of Report

Decision

#### This report makes the following recommendation to the Committee: That

1. Any nominations received for positions be considered and a Council representative appointed; and
2. The closure of Action with Communities in Rural Kent be noted, with the Constitution to be amended by the Monitoring Officer to reflect the change.

# Outside Body Appointments

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>The report ensures that the strategic plan objectives are met through the proper administration of Outside Bodies.</p>	Democratic and Electoral Services Manager
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>The report ensures that the cross-cutting objectives are met through the proper administration of Outside Bodies.</p>	Democratic and Electoral Services Manager
<b>Risk Management</b>	See section 5 of the report.	Democratic and Electoral Services Manager
<b>Financial</b>	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Democratic and Electoral Services Manager
<b>Staffing</b>	We will deliver the recommendations with our current staffing.	Democratic and Electoral Services Manager
<b>Legal</b>	The functions of the Committee are set out in Part B, Rule 2.7, of the Council’s Constitution,	Cheryl Parks (Mid Kent)

	which includes the appointment of Members to outside bodies assigned to it as listed in B4 Appendix 2 of the Constitution and to make relevant recommendations about amendments to the Council’s Constitution, in conjunction with the Monitoring Officer, to Council. The Committee may also delegate minor changes to the Constitution to the Monitoring Officer where these are necessitated by decisions of this Committee.	Legal Services)
<b>Information Governance</b>	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes.	Senior Information Governance Officer
<b>Equalities</b>	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	Equalities & Communities Officer
<b>Public Health</b>	We recognise that the recommendations will not negatively impact on population health or that of individuals.	Democratic and Electoral Services Manager
<b>Crime and Disorder</b>	There are no implications to Crime and Disorder	Democratic and Electoral Services Manager
<b>Procurement</b>	No impacts identified.	Democratic and Electoral Services Manager
<b>Biodiversity and Climate Change</b>	The implications of this report on biodiversity and climate change have been considered and there are no implications on biodiversity and climate change.	Biodiversity and Climate Change Manager

## 2. INTRODUCTION AND BACKGROUND

2.1 A series of vacancies were advertised in October 2023. (Appendix 1):

- Cutbush and Corral Charity
- Maidstone Mediation
- Maidstone Sea Cadets
- Maidstone Twining Association
- Maidstone Cycling Campaign Forum (MCCF)
- PATROLAJC
- Relief in Need Charities
- South East Employers

- 2.2 Following the advertisement of the vacancies, various nominations were received. Vacancy descriptions are attached at Appendix 2, with current nominations received attached as Appendix 3. The Committee is asked to make appointments to the vacant positions on each of the Outside Bodies.
- 2.3 Democratic Services have received correspondence from the Executive Director of Action with Communities in Rural Kent confirming that the Charity has now closed. The Committee is asked to note the closure, and to resolve to delegate authority to the Monitoring Officer to make the necessary minor changes to the Constitution to reflect this closure.

### **3. AVAILABLE OPTIONS**

- 3.1 To make appointments to the vacancies outlined in 2.2, to note the closure of Action with Communities in Rural Kent and to delegate authority to the Monitoring Officer to amend the Constitution to reflect the closure of the Charity as set out in the main body of the report. This will support the council in engaging with those bodies as expected.
- 3.2 To not make an appointment to the vacancies outlined in 2.2, and not amend the Constitution to reflect the closure of Action with Communities in Rural Kent. This is not ideal as the positions should be filled to support the council in engaging with other bodies, and the Constitution should accurately reflect the outside bodies that the Council can appoint to.
- 

### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

To make appointments and constitutional changes as outlined in 3.1 above.

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### **5. RISK**

The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the policy.

### **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 Not Applicable.
- 

### **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 Where any Member/s is appointed to an outside body, that body will be informed of the appointment by Democratic Services officers.

7.2 If any position/s remain vacant, they will be readvertised at a later date, until such time as the outside vacancy protocol will be applicable. At that time the Committee will be informed at the next available meeting and advised as to next steps.

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## **8. REPORT APPENDICES**

The following documents are to be published with this report and form part of the report:

- Appendix 1: List of Advertised Vacancies
  - Appendix 2: Vacancy Descriptions
  - Appendix 3: Vacancy Nominations
- 

## **9. BACKGROUND PAPERS**

Democracy and General Purposes Committee held on 3 July 2019.

## **APPENDIX 1**

List of vacant and expiring Outside Bodies advertised.

<b>Outside Body</b>	<b>Total Number of Positions</b>	<b>Positions Advertised</b>	<b>Position Associated with</b>	<b>Term of Office (Years)</b>	<b>Appointment Information/Criteria</b>
Cutbush and Corral Charity	2	1	Democracy & General Purposes Committee	4	N/A
Maidstone Mediation	1	1	Democracy & General Purposes Committee	4	N/A
Maidstone Sea Cadets	2	2	Democracy & General Purposes Committee	4	N/A
Maidstone Twinning Association	4	2	Democracy & General Purposes Committee	3	N/A
Maidstone Cycling Campaign Forum	2	1	Democracy & General Purposes Committee	4	Council Observer
PATROLJAC	1	1	Democracy & General Purposes Committee	4	N/A
Relief in Need Charities	4	2	Democracy & General Purposes Committee	4	N/A
South East Employers	2	1 (sub)	Democracy & General Purposes Committee	1	N/A

## **Appendix 2**

Vacancy Descriptions:

### **The Cutbush & Corrall Charity**

#### **Outside Bodies - 'Job Specification' Form**

Name of Organisation	The Cutbush & Corrall Charity	
Type of Organisation e.g. charity	Charity (Almshouse)	
Contact Details	Name	Liz Abi-Aad (Clerk & Chief Officer)
	Address	
	Telephone number	
	Email	liz@cutbushandcorrall.co.uk
	Website	Under Construction
Mission and Objectives of Organisation	Provision of almshouse accommodation for Maidstone residents over the age of 50 years.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Trustee	
What do you hope to achieve through the relationship?	Promotion of the mission and objectives of the organisation	
How often does the Organisation meet?	Quarterly Board Meeting with other additional sub-committee meetings.	
Desirable skills and experience from the Council's representative	See attached Role Description. There are current vacancies on the Finance and Buildings sub-Committee. Interest from individuals with relevant experience in these fields would be particularly welcome.	
Terms of Reference Attached?	Scheme attached	
Any other information the Organisation wishes to add?	Role Description attached	

## **TRUSTEE ROLE DESCRIPTION**

### **Context**

Cutbush & Corral (Almshouse) Charity is a long-established charity, founded by Thomas Cutbush who saw a need for financial and housing support for older people. It has had a presence in Maidstone since 1865, when seven almshouses on Church Street were built to house “decayed journey men”. were opened.

Cutbush & Corral’s charitable purpose is to: “relieve poverty by the provision of almshouse accommodation for beneficiaries and such charitable purposes for the benefit of the residents”. Beneficiaries of the Charity should be resident in the Borough of Maidstone and in need of support by reason of age (over 50 years), ill-health, disability, financial hardship or other disadvantage.

Beneficiaries of the Charity live in self-contained almshouses and are supported to live independently by a small team of paid staff.

Under its Charitable Scheme, the Charity must appoint a ten Trustees.

### **Key People**

Chairman: Caroline Highwood

Vice-Chairman: Stephen Morris

Clerk & Chief Officer: Liz Abi-Aad

### **Meetings**

The Board of Trustees meet quarterly and there are currently three sub-committees supporting the Trustees:

- Buildings
- Residents
- Finance

Agenda and papers are normally circulated a week before meetings.

### **Trustee Role and Responsibilities**

The Trustees of Cutbush & Corral Charity are responsible for managing the assets of the Charity and applying them only for the charitable purposes as set out above. They must act as a group and not as individuals, and always in the Charity’s best interests. Trustees must exercise the same duty of care and prudence as they would if managing their own assets, or those of someone else for whom they are responsible.

The duties of a Trustee are to ensure that the Charity:

1. complies with its governing document (i.e. the Scheme), charity law and any other relevant legislation or regulations
2. pursues its objects as defined in its governing document
3. applies its resources exclusively in pursuance of its Charitable Purpose, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they may be

### **A Trustee/Director is expected to:**

1. attend Committee meetings regularly
2. be an active member of at least one Sub-Committee
3. contribute actively to the Board of Trustees' role in giving firm strategic direction, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets
4. safeguard the Charity's good name and values
5. ensure the Charity's financial stability
6. protect and manage the Charity's property and ensure proper investment of its funds

In addition to the above statutory duties, individual Trustees are expected to draw upon their specific knowledge, skills, or experience to assist the Board in reaching robust and considered decisions.

### **Remuneration**

This role is voluntary/unpaid, but reasonable expenses will be reimbursed.

### **Person Specification**

Eligibility to act	<ul style="list-style-type: none"><li>• must complete and sign the Statement of Eligibility, to comply with Charity Commission requirements</li></ul>
Skills and Experience	<ul style="list-style-type: none"><li>• experience of (paid or voluntary) work in a relevant field</li><li>• experience of working in a team towards agreed goals</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• understanding of the legal duties of a trustee</li><li>• awareness of the issues commonly faced by the Charity's target beneficiaries</li><li>• understanding of the place almshouses have in meeting housing need</li><li>• awareness of the basic principles of organisational governance and why it matters</li></ul>
Qualities and Attributes	<ul style="list-style-type: none"><li>• commitment to the ethos and aims of the Charity</li><li>• integrity</li><li>• sound and independent judgement</li><li>• ability to think creatively and strategically, with an eye to the future</li><li>• willingness to constructively challenge</li><li>• culturally aware</li></ul>
Time Commitment	<ul style="list-style-type: none"><li>• half day every three months for Board meetings, plus preparation time</li><li>• participation in Sub-Committees and other ad hoc work: variable according to prevailing demands, and by agreement</li></ul>

Attention is drawn to Guidance published by the Charity Commission "The essential trustee: what you need to know, what you need to do", which can be found online at:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/617828/CC3.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/617828/CC3.pdf)

## Maidstone Mediation

### OUTSIDE BODIES – JOB SPECIFICATION FORM

<b>DATE</b>	1 <sup>st</sup> October 2023
<b>NAME OF ORGANISATION</b>	Maidstone Mediation
<b>TYPE OF ORGANISATION, eg Charity</b>	Charity
<b>CONTACT DETAILS</b>	<p><b>NAME:</b> Amanda Bell</p> <hr/> <p><b>ADDRESS:</b> Community Support Centre, Marsham Street, Maidstone, ME14 1HH</p> <hr/> <p><b>TELEPHONE NO:</b> 01622 692843</p> <hr/> <p><b>EMAIL:</b> maidstonemediation@gmail.com</p> <hr/> <p><b>WEBSITE:</b> www.maidstonemediation.co.uk</p>
<b>Mission and Objectives of Organisation</b>	<p>Through dedicated, trained volunteers Maidstone Mediation, provides a restorative, professional, impartial, free community mediation service to help resolve conflict and breakdown of relationships between individuals, organisations and groups in Maidstone.</p> <p>In addition to our community mediation work we also offer we offer:</p> <ul style="list-style-type: none"> <li>• Parent/teenager mediation and Anger Management coaching for young people to help them develop coping strategies to prevent their anger from escalating.</li> <li>• A peer mediation scheme training Year 5/6 students in mediation skills, giving them valuable new life skills, enabling students to resolve minor conflicts in a supervised setting, thus freeing up valuable staff time.</li> <li>• We open up communication between elderly, vulnerable individuals and people from different cultures and backgrounds who can feel isolated within their local community.</li> <li>• We also aim to promote the benefits of mediation more widely</li> </ul>
<b>Role and responsibility of the Council representative eg Observer, Trustee, Director</b>	To ensure that Maidstone Mediation is accountable for its work, its integrity and honesty, and its finances are in good order.
<b>What do you hope to achieve through the relationship?</b>	A working partnership with the Maidstone Borough Council
<b>How often does the Organisation meet?</b>	Every 6-8 weeks
<b>Desirable skills and experience from the Council's representative</b>	The ability to scrutinise and monitor the services projects.
<b>Terms of Reference Attached?</b>	Yes
<b>Any other information the Organisation wishes to add?</b>	

## **Maidstone Sea Cadets**

Job Description on hold while amendments being reviewed.

## Maidstone Twining Association

### OUTSIDE BODIES – JOB SPECIFICATION FORM

<b>DATE</b>	August 2023
<b>NAME OF ORGANISATION</b>	Maidstone Twining Association
<b>TYPE OF ORGANISATION, eg Charity</b>	
<b>CONTACT DETAILS</b>	<b>NAME:</b> Alan Cocks <hr/> <b>ADDRESS</b> <hr/> <b>TELEPHONE NO:</b> <hr/> <b>EMAIL:</b> <hr/> <b>WEBSITE:</b>
<b>Mission and Objectives of Organisation</b>	To increase and maintain links with Beauvais
<b>Role and responsibility of the Council representative eg Observer, Trustee, Director</b>	To sustain the above and take note of accounts
<b>What do you hope to achieve through the relationship?</b>	To encourage and fund exchanges with sports groups, schools and any other Maidstone based association
<b>How often does the Organisation meet?</b>	Regular committee meetings and events for members. We offer help and advice for any visitor to our twin town Beauvais
<b>Desirable skills and experience from the Council's representative</b>	To be able to interact with all age groups
<b>Terms of Reference Attached?</b>	
<b>Any other information the Organisation wishes to add?</b>	

## MCCF (Maidstone Cycling Campaign Forum)

### OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	25/7/23
NAME OF ORGANISATION	Maidstone Cycling Campaign Forum (Registered Charity Number 1172691)
TYPE OF ORGANISATION, eg Charity	Charity
CONTACT DETAILS	<b>NAME: Duncan Edwards</b> <hr/> <b>ADDRESS</b> <hr/> <b>TELEPHONE NO:</b> <hr/> <b>EMAIL: info@maidstonecycling.uk</b> <hr/> <b>WEBSITE: www.maidstonecycling.uk</b>
Mission and Objectives of Organisation	The charity represents the interests of cyclists in the Borough of Maidstone. The Forum's aims are to improve cycling conditions in Maidstone, encourage people to take up cycling as part of a healthy lifestyle, enable cycling as a practical environmentally friendly alternative to cars for short journeys reducing traffic congestion and pollution.
Role and responsibility of the Council representative eg Observer, Trustee, Director	<b>Observer</b>
What do you hope to achieve through the relationship?	The representative should play an active role in the Forum with regular attendance at the meetings and maintain an awareness of the current issues and concerns that the Forum are addressing. The Representative will be expected to assist liaison between the Forum and Maidstone Borough Council and its Departments. The representative will be expected to notify the Forum of all proposed developments of over 20 houses and business park developments helping to ensure that opportunities to enable active travel are fully incorporated.
How often does the Organisation meet?	<b>2/ 3 times a year</b>
Desirable skills and experience from the Council's representative	To be / have been a cyclist or would be if a safer environment existed, have an interest in cycling and provide a link between the Forum and the Council. Ideally be a member of the Strategic Planning and Sustainable Transport Committee. Have the vision and awareness to understand the benefits of cycling as an alternative to cars, to reduce congestion and pollution.
Terms of Reference Attached?	<b>Copy of the Maidstone Cycle Campaign Forum Constitution on request</b>
Any other information the Organisation wishes to add?	<b>The forum exists to promote cycling and active travel, therefore the forum may occasionally feel the need to campaign against decisions of the Maidstone Council and/or Kent County Council.</b>
Term of office	<b>As an observer the Council representative will not have voting rights, period of office will be 2 years, subject to the representative remaining a Maidstone Councillor.</b>

**PATROLAJC****OUTSIDE BODIES – JOB SPECIFICATION FORM**

<b>DATE</b>	<b>2 October 2023</b>
<b>NAME OF ORGANISATION</b>	<b>PATROL Adjudication Joint Committee</b>
<b>TYPE OF ORGANISATION, eg Charity</b>	<b>Joint Committee</b>
<b>CONTACT DETAILS</b>	<b>NAME:</b> <hr/> <b>ADDRESS</b> <hr/> <b>TELEPHONE NO:</b> <hr/> <b>EMAIL:</b> <hr/> <b>WEBSITE: <a href="http://www.onepatrol-uk.info">www.onepatrol-uk.info</a></b>
<b>Mission and Objectives of Organisation</b>	See attached.
<b>Role and responsibility of the Council representative eg Observer, Trustee, Director</b>	See attached.
<b>What do you hope to achieve through the relationship?</b>	<b>Membership of the Joint Committee is required for council to undertake civil enforcement of parking in order that they can access independent adjudication. Member councils are required to nominate a councillor representative.</b>
<b>How often does the Organisation meet?</b>	<b>1 annual full meeting in July plus 2 executive sub committee meetings.</b>
<b>Desirable skills and experience from the Council's representative</b>	<b>Awareness of traffic management.</b>
<b>Terms of Reference Attached?</b>	<b>Yes</b>
<b>Any other information the Organisation wishes to add?</b>	<b>No</b>

## Relief in Need Charities

### OUTSIDE BODIES – JOB SPECIFICATION FORM

<b>DATE</b>	October 2023
<b>NAME OF ORGANISATION</b>	Maidstone Relief in Need Charities
<b>TYPE OF ORGANISATION, e.g. Charity</b>	Charity
<b>CONTACT DETAILS</b>	<p><b>NAME:</b> Debbie Snook – Clerk to the Trustees</p> <hr/> <p><b>ADDRESS</b> Maidstone Borough Council Maidstone House King Street Maidstone Kent ME15 6JQ</p> <hr/> <p><b>TELEPHONE NO:</b> 01622 602030</p> <hr/> <p><b>EMAIL:</b> debbiesnook@maidstone.gov.uk</p> <hr/> <p><b>WEBSITE:</b> N/A</p>
<b>Mission and Objectives of Organisation</b>	To relieve either generally or individually persons resident in the former Borough of Maidstone who are in conditions of need, hardship or distress. The former Borough is the Borough as constituted prior to local government reorganisation in 1974. The main activity in relation to this objective is the making of grants of money to individuals and organisations.
<b>Role and responsibility of the Council representative e.g. Observer, Trustee, Director</b>	Trustee
<b>What do you hope to achieve through the relationship?</b>	The relationship is historic and governed by the Scheme for the Regulation of the Charities. Nominative Trustees are appointed by the Council for a term of 4 years and may be but need not be Members of the Council.
<b>How often does the Organisation meet?</b>	Two or three times a year, usually in the morning.
<b>Desirable skills and experience from the Council's representative</b>	<ul style="list-style-type: none"> <li>• Knowledge of the system of State benefits – desirable but not essential.</li> <li>• Knowledge of the law and financial procedures relating to and governing charities - desirable but not essential.</li> </ul>
<b>Terms of Reference Attached?</b>	See above.
<b>Any other information the Organisation wishes to add?</b>	The Scheme for the Regulation of the Charities states that the Nominative Trustees shall be persons who through residence, occupation or employment, or otherwise, have special knowledge of the former Borough of Maidstone.

## South East Employers



### The role and profile of a councillor representative serving on South East Employers

Each council nominates their representatives, with the same number of standing deputies. Full representatives have voting rights and the period of office is for one year (renewable on a yearly basis as required by the council).

1. **Key role**

- To be the democratic representative for your council acting as the link between South East Employers and the member council.

2. **Key accountabilities**

- To act as the representative and ambassador for SEE within your council, across the south east region and nationally with local government central bodies.
- To ensure the interests of your council are represented at the formal meetings of SEE.
- Provide the strategic lead for SEE around employment, governance and local government improvement initiatives and the delivery of the business plan objectives.
- Provide strategic direction for promotion of new products, initiatives and programmes that support local government improvement, improvement within their council, and enhance the reputation of SEE.
- Collectively or individually lobbying on behalf of SEE around employment and improvement initiatives and themes that support the collective interests of member councils.
- To provide effective scrutiny and accountability of the development, implementation and delivery of the SEE business plan objectives.

3. **Key skills**

- **Communication**
  - Communicate the interests of their councils to SEE
  - Communicate the interests of SEE to their councils
- **Scrutiny and challenge**
  - Consider and investigate broad policy issues as members of SEE

Regional Director: Jennifer McNeill

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Westgate Chambers, Staple Gardens, Winchester, Hampshire SO23 8SR  
01962 840 664 | [info@seemp.co.uk](mailto:info@seemp.co.uk) | [seemp.co.uk](http://seemp.co.uk)

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- Challenge processes, people and decisions in an objective and constructive manner
- **Provide vision**
  - Demonstrate openness to new ideas
  - Broaden perspective and enhance effectiveness by learning from others and sharing learning and good practice
- **Manage performance**
  - Develop knowledge of the role of SEE as a regional employers' organisation, and input individual council views and expectations
  - Encourage and support the scrutiny process and respond positively to feedback, challenge and ideas
- **Political understanding**
  - Represent your groups' views and values through decisions and actions
  - Understand and adhere to the rules and procedures of SEE
- **Working in partnership**
  - Assist in the implementation of processes to identify and tackle, in partnership with SEE, issues of council and other organisations that affect the community.
  - Represent the interests of SEE as the appointed representative and provide two-way communication between SEE and the council.
  - Develop a knowledge of SEE rules and procedures and develop a good working relationship with the staff of SEE.
- **Leadership**
  - Act as the public face and ambassador of SEE
  - Encourage co-operation and communication across political, council, regional and national boundaries

#### 4. Meetings

All representatives are invited to attend:

- the Annual Meeting  
To be held in September each year virtually using Microsoft Teams

In addition, those appointed from the full body will attend:

- Two Executive Committee meetings  
One to be held virtually in September using Microsoft Teams  
One to be held in either late February or early March in Winchester or virtually using Microsoft Teams
- Regional Joint Committee meetings (only convened if required)

Regional Director: Jennifer McNeill

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## **Appendix 3**

Nomination Forms Received:

**Maidstone Mediation:**

### **NOMINATION FORM TO OUTSIDE BODY**

Date .....17 October 23.....

<b>NAME:</b>	Cllr Clive English
<b>ADDRESS:</b>	Redacted
<b>TELEPHONE NO:</b>	Redacted
<b>NAME OF ORGANISATION APPLYING FOR:</b>	Maidstone Mediation
<b>ROLE APPLYING FOR:</b>	Trustee (To ensure that Maidstone Mediation is accountable for its work, its integrity and honesty, and its finances are in good order).
<b>REASON FOR APPLYING:</b>	I am the Council's current representative and Chairman of the Organisation. It is fairly critical to the running of the Charity that I am able to stay in place and help co-ordinate and support our dedicated team of staff, volunteers and Board Members.
<b>WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:</b>	I have previously been treasurer of Maidstone Mediation, so I have a full understanding of the management of the Organisation. I participate fully in Board meetings and other meetings and activities to support running the organisation. I have been able to assist with governance and HR issues as well.

**PATROLAJC****NOMINATION FORM TO OUTSIDE BODY**

Date .....17 October 23.....

<b>NAME:</b>	Cllr Clive English
<b>ADDRESS:</b>	Redacted
<b>TELEPHONE NO:</b>	Redacted
<b>NAME OF ORGANISATION APPLYING FOR:</b>	PATROLAJC
<b>ROLE APPLYING FOR:</b>	Committee Member
<b>REASON FOR APPLYING:</b>	<p>I am the Current Representative and have been so for some time. I have attended regularly over the years and contributed to discussions on supporting this important service. The information the Organisation provides is useful and informative and allows me and others to keep up with developments in this field.</p>
<b>WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:</b>	<p>I feel that I have an understanding of the Organisation and its role in supporting the Parking Enforcement function, which is important to many local authorities across the Country</p>

## Democracy and General Purposes Committee

**20 November 2023**

### Polling Districts and Polling Places Review 2023

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Democracy and General Purposes Committee	20 November 2023
Council	29 November 2023

<b>Will this be a Key Decision?</b>	Not Applicable
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Angela Woodhouse, Director of Strategy, Insight and Governance
<b>Lead Officer and Report Author</b>	Ryan O’Connell, Democratic and Electoral Services Manager
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### **Executive Summary**

To agree the outcome of the Polling Districts and Polling Places Review 2023, taking into account the statutory requirement for a review and the multiple boundary reviews that have taken place in 2022 and 2023.

#### **Purpose of Report**

Recommendation to Council

#### **This report makes the following recommendation to the Committee**

That Council be recommended to agree the outcome of the Polling Districts and Polling Places Review 2023 set out at Appendix 1.

# Polling Districts and Polling Places Review 2023

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<p><b>Impact on Corporate Priorities</b></p>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. However, they will support the Council’s overall achievement of its aims through ensuring the integrity and effective administration of elections.</p>	<p>Democratic and Electoral Services Manager</p>
<p><b>Cross Cutting Objectives</b></p>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>We do not expect the recommendations will by themselves materially affect achievement of cross cutting objectives. However, they will support the Council’s overall achievement of its aims through ensuring the integrity and effective administration of elections.</p>	<p>Democratic and Electoral Services Manager</p>
<p><b>Risk Management</b></p>	<p>Having appropriate districts and designated polling places is a key mitigation to election risks and avoiding failures on polling day. Agreeing the recommendation therefore directly helps to manage the risk of election failure.</p>	<p>Democratic and Electoral Services Manager</p>

<b>Financial</b>	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Section 151 Officer & Finance Team
<b>Staffing</b>	We will deliver the recommendations with our current staffing, and the Returning Officer will be responsible for ensuring the polling stations, located within the polling places identified are appropriately staffed.	Democratic and Electoral Services Manager
<b>Legal</b>	<p>The Electoral Registration and Administration Act 2013 requires the Council to conduct a review of the Borough's polling districts and polling places every five years. The Council is also required to keep polling arrangements under review. A full review must be conducted between 1 October 2023 and 28 February 2025.</p> <p>This review has been timed to follow the Boundary Commission for England's Parliamentary Boundary Review, the Local Government Boundary Commission for England's Borough Ward review and the Council's Community Governance Review (Parishes).</p> <p>All necessary notice and consultation requirements for conducting a Polling District and Polling Place review have been met.</p>	Team Leader (Contentious and Corporate Governance)
<b>Information Governance</b>	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes.	Policy and Information Team
<b>Equalities</b>	<p>Accessibility of polling places is a key element of the review and has been consulted on and factored into the consideration of each polling place. This includes the physical location of the building as well as the access to the building itself. It is crucial that voting in person remains accessible to all.</p> <p>Furthermore, the Elections Act 2022 increased</p>	Equalities & Communities Officer

	the accessibility expectations on Returning Officers and polling places. Feedback from the elections that were held in May 2023 will be included in polling station training and setup.	
<b>Public Health</b>	None	Democratic and Electoral Services Manager
<b>Crime and Disorder</b>	None	Democratic and Electoral Services Manager
<b>Procurement</b>	None	Democratic and Electoral Services Manager
<b>Biodiversity and Climate Change</b>	Whilst biodiversity and climate change considerations are not statutory considerations for polling place locations there are minor impacts that arise for the movement of electors on polling day. It is important that whilst it is necessary for some electors to drive to polling places, particularly in rural areas, that consideration is given to accessibility of polling places on foot too.	Democratic and Electoral Services Manager

## 2. INTRODUCTION AND BACKGROUND

- 2.1 The Electoral Registration and Administration Act 2013 requires the Council to conduct a review of the Borough's polling districts and polling places every five years. The Council is also required to keep polling arrangements under review. A full review must be conducted between 1 October 2023 and 28 February 2025.
- 2.2 The review has been timed to take place as soon as possible within the given period as there are a combination of significant boundary changes across Maidstone Borough:
- Parliamentary Constituencies – these have changed from 2 parliamentary constituencies to 3 parliamentary constituencies across Maidstone Borough as a result of the Boundary Commission for England's review.
  - Maidstone Borough Council Ward Boundaries (and some parish wards) – these have changed from 26 wards to 22 wards as a result of the Local Government Boundary Commission for England's review.

- Parish Boundaries have changed as a result of Maidstone Borough Council's Community Governance Review.
- 2.3 Following the boundary changes and the polling district and polling place review the new 2023/24 electoral register will be published on 1 December 2023 ahead of any UK Parliamentary Election that may be called, and the scheduled whole Maidstone Borough Council and Parish Council elections scheduled for May 2024.
  - 2.4 Appendix 1 sets out the proposed polling districts and polling places for the electoral register and all elections. Initial proposals were consulted on from 10 October 2023 to 7 November 2023 and 111 responses were received. Appendix 1 has considered those responses and amendments made accordingly.
  - 2.5 Overall the significant majority of respondents were in favour of proposals, a small minority of responses did not agree with some of the proposals. These can be broken down further into three categories:
    1. Responses that objected but on the basis that they did not like the new wards put in place by the Local Government Boundary Commission for England. This is not covered by the scope of the review.
    2. Responses that provided a 'no' response to the suitability of polling places, but provided no further information or alternative proposals.
    3. Responses that suggested alternatives, or raised considerations and queries. These were considered in depth.
  - 2.6 Set out below are the responses to the category 3 comments on polling places including changes as a result.

### **Allington and Bridge Ward**

- 2.7 The number, capacity and location of existing proposals is considered to be sufficient for the ward. In addition Heritage Park Community Centre is on the boundary between Maidstone Borough Council and Tonbridge and Malling Borough Council. At the next Parliamentary Election, the two Local Authorities will be part of the same Constituency and it is felt that in lieu of an overriding reason it is best not to use a polling place in that position.

### **Bearsted & Downswood Ward**

- 2.8 Recent unscheduled parish by-elections have caused disruption to the Hall Users at King George V Memorial Hall and it is difficult to book at short notice. Given the proximity of the two halls available in this area, and the capacity in the Women's Institute to hold a double polling station in the main hall, there is the opportunity to withdraw from using King George V Memorial Hall and no longer displace the Hall Users at short notice, and reduce difficulties in booking polling places.

### **Boxley Downs Ward**

- 2.9 Ideally, we would like to have a polling station within the parish of Thurnham. However, due to the lack of community facilities available in Thurnham this is not achievable. Historically North Thurnham have voted at Detling Village Hall and South Thurnham have voted at the Women's Institute, The Street, Bearsted. Suggested proposals to change that arrangement highlighted the distances required to be travelled by a small number of electors.
- 2.10 Therefore, following consideration of feedback from the consultation it would be reasonable that the current arrangements remain the same and the electors of Thurnham South continue to use the small hall at the Women's Institute. This does create a risk of different groups of electors (voting in different elections) attending the same polling place, but this can be sufficiently mitigated by using a separate hall in the same place.

### **Harrietsham, Lenham and North Downs Ward**

- 2.11 Previous polling place reviews have been held to remove the use of The Harrow Inn, Warren Street as a polling place. The electors of Otterden and Wichling will be allocated Lenham Community Centre as their polling place.
- 2.12 It is proposed that Platts Heath Village Hall (St Edmund Centre) is no longer used as a polling place due to the lack of parking and the traffic congestion caused during school pick up and drop off times. Therefore, all the electors of Lenham Parish will be allocated to Lenham Community Centre.

### **Headcorn and Sutton Valence Ward**

- 2.13 Previous polling place reviews have been held to remove the use of The Hawkenbury Public House as a polling place. The Headcorn electors who went to the Hawkenbury will be allocated Headcorn Village Hall as their polling place and join the remainder of Headcorn Parish.
- 2.14 Previous polling place reviews have been held to remove the use of The Hawkenbury Public House as a polling place. The Sutton Valence electors who went to the Hawkenbury will be allocated Sutton Valence Village Hall as their polling place and join the remainder of Sutton Valence Parish.

### **Park Wood and Mangravet Ward**

- 2.15 There were concerns raised about not having Heather House available. These were considered and addressed through two changes that have increased available capacity in Christ Church Hall.
- (i) The ward boundary changes to Boughton Monchelsea and Chart Sutton Ward have resulted in the reallocation of the polling district of Pested Bars Estate to Boughton Monchelsea Village Hall from Christ Church Hall.
  - (ii) Some of the Park Wood electors that currently use Christ Church Hall have been reallocated to Grace Community Church.

Therefore, there is capacity for the remaining electors of Park Wood to be allocated to Christ Church Hall and no longer use Heather House. However, once the new Heather House facilities are available this will be reviewed.

### **Staplehurst Ward**

- 2.16 A number of concerns were raised about using Staplehurst Library when the Staplehurst Village Centre had capacity for two polling stations. The issue being addressed by using the library is slightly different to this concern.
- 2.17 The expansion of the parish of Staplehurst means that for a Parliamentary Election there would need to be at least three polling stations at Staplehurst Village Centre. During the pandemic both the North and South Hall were used. However, this unfavourably displaced the Preschool and makes booking difficult, particularly at short notice.
- 2.16 It is therefore proposed to use both the Staplehurst Village Centre and Staplehurst Library as polling places. The east of Staplehurst parish will remain at Staplehurst Village Centre and the west of Staplehurst parish to be allocated to Staplehurst Library. Therefore, removing the need to cross the busy A229 and reduce disruption and displacement of the Preschool.

### **Additional Review and Proposal Context**

- 2.17 Polling Districts on 1 December 2023 Register - Advice was sought from the Electoral Commission on the supply of the register to Councillors and others who have the right to a copy on the basis of the areas they have been elected to represent (i.e. current wards). Those areas will no longer explicitly exist in the new register and (e.g.) ward members are not entitled to the register for the new wards only the current ones. The guidance received and implemented in this review is to create small polling districts where required so that the current wards can still be created when distributing the register. This has resulted in numerous smaller polling districts that are in effect temporary and will no longer be required to be sub divided once the new wards are in place from May 2024.
- 2.18 Permission from the LGBCE to implement parish changes that impact on parish wards which the LGBCE put in place in the last five years was granted on 7 November 2023. The necessary orders as agreed by council will now be put in place before 1 December 2023.
- 2.19 Related alterations to Borough Ward and County Divisional boundaries are not yet in place and are expected to take place over the next few months and may or may not be in place before the elections in May 2024.
- 2.20 Therefore, this review has taken into account the proposed parish changes as they are expected to be implemented before the register is published on 1 December 2023, but not the related alterations as they will not be in place in time.

### **3. AVAILABLE OPTIONS**

- 3.1 The Committee could agree to recommend the adoption of Appendix 1 as the outcome of the review to Council.
  - 3.2 The Committee could decide to recommend the adoption of an amended Appendix 1 to the Council.
  - 3.3 The Committee could decide to rerun the review but this would mean the new register could not be published on time and would need to be delayed. Late publication of the register is possible but would have significant impacts on council election preparation, providing access to the register and can impact how credit is handled for residents.
  - 3.4 Do nothing is not an option as the Council has had several boundary changes take place and an outcome from the review is required in order to be able to publish the electoral register on 1 December 2023.
- 

### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 That Council be recommended to agree the outcome of the Polling Districts and Polling Places Review 2023 set out at Appendix 1 as it takes into account the views of the Returning Officer, results of the consultation, assessments of individual places carried out by officers and technical requirements for polling districts.
- 

### **5. RISK**

- 5.1 Assess if within the council's risk appetite and any mitigating actions proposed if needed.

The purpose of the risk section of the report is to understand the risks to the council of the options that members are considering, including the risk of not taking action, and assess them against the council's risk appetite.

### **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 It is a requirement of a Polling District and Polling Place Review that a consultation takes place including the groups impacted by such a review, electors and (Acting) Returning Officers. This has been conducted and the considerations of the outcomes of that review have been factored into this report and the final recommendations, including some changes arising from the feedback received.
- 

### **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 The recommendation from this Committee will be taken to Council for agreement on 29 November 2023, following agreement the register will be published with the new polling districts in place on 1 December 2023.
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## **8. REPORT APPENDICES**

Appendix 1 – Polling Districts and Polling Places

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## **9. BACKGROUND PAPERS**

Information on the consultation including static and interactive maps can be found here:

<https://letstalkmaidstone.uk.engagementhq.com/polling-districts-review-2023>

New PD	Electorate	Register description	Polling Place	Polling Place Address
A	3214	Allington - North	Allington Community Association	Castle Road, Allington, Maidstone, Kent, ME16 0PZ
AA-F	3090	Allington - South	The Church of the Latter Day Saint	London Road, Maidstone, Kent, ME16 8QL
AA-FA	646	Allington - South (Part)	The Church of the Latter Day Saint	London Road, Maidstone, Kent, ME16 8QL
B	1432	Barming - West	Barming Village Hall	Heath Road, Maidstone, Kent, ME16 9JU
BA-NA	1830	Barming - Farleigh Lane West	Barming Village Hall	Heath Road, Maidstone, Kent, ME16 9JU
BA-KA	1831	Barming - Farleigh Lane West (Part)	Barming Village Hall	Heath Road, Maidstone, Kent, ME16 9JU
BAX-KA	3	Farleigh Lane South	Fant Hall	Fant Lane, Maidstone, Kent, ME16 8NN
BB-N	1035	Hermitage Lane	Beechwood Community Centre	Tarragon Road, Barming, Maidstone, Kent, ME16 ONG
BB-NA	1140	Hermitage Lane (Part)	Beechwood Community Centre	Tarragon Road, Barming, Maidstone, Kent, ME16 ONG
BB-NB	171	Hermitage Lane (Part)	Beechwood Community Centre	Tarragon Road, Barming, Maidstone, Kent, ME16 ONG
BBX-NA	24	Barming - Hermitage Lane West	Beechwood Community Centre	Tarragon Road, Barming, Maidstone, Kent, ME16 ONG
BBY	2	Barming - Hermitage Lane West (Part)	Beechwood Community Centre	Tarragon Road, Barming, Maidstone, Kent, ME16 ONG
BC-BA	556	Teston	Teston Village Hall	Church Street, Teston, Maidstone, Kent, ME18 5AH
C	1760	Bearsted – North	WI, The Street	The Street, Bearsted, Maidstone, Kent, ME14 4EX
C-CA	594	Bearsted – North (Part)	WI, The Street	The Street, Bearsted, Maidstone, Kent, ME14 4EX
CA-CC	1235	Bearsted – North East	WI, The Street	The Street, Bearsted, Maidstone, Kent, ME14 4EX
CB-CA	2977	Bearsted - South	Madginford Hall	Egremont Road, Bearsted, Maidstone, Kent, ME15 8LH
CC-I	819	Downswood	Downswood Community Centre	Chiltern Close, Off Derringwood Drive, Downswood, Maidstone, Kent, ME15 8XG
CCX-V	155	The Beams - Shepway	Downswood Community Centre	Chiltern Close, Off Derringwood Drive, Downswood, Maidstone, Kent, ME15 8XG
CCY-I	50	The Beams - Downswood	Downswood Community Centre	Chiltern Close, Off Derringwood Drive, Downswood, Maidstone, Kent, ME15 8XG
D	1537	Boughton Monchelsea South Parish	Boughton Monchelsea Village Hall	Church Street, Boughton Monchelsea, Maidstone, Kent, ME17 4HN
DA	710	Chart Sutton	Chart Sutton Village Hall	Chart Hill Road, Chart Sutton, Maidstone, Kent, ME17 3RH
DB-UA-P	24	Boughton Monchelsea Joy Wood Parish	Boughton Monchelsea Village Hall	Church Street, Boughton Monchelsea, Maidstone, Kent, ME17 4HN
DB-UA-PB	36	Boughton Monchelsea Joy Wood Parish (Part)	Boughton Monchelsea Village Hall	Church Street, Boughton Monchelsea, Maidstone, Kent, ME17 4HN
DB-UX	637	Boughton Monchelsea Joy Wood Parish (Part)	Boughton Monchelsea Village Hall	Church Street, Boughton Monchelsea, Maidstone, Kent, ME17 4HN
E	166	Boxley South Parish	Boxley Church	The Street, Opposite the Kings Arms Pub, Boxley, Maidstone, Kent, ME14 3DX
EA	675	Boxley South Parish (Part)	Tyland Barn	Tyland Lane, Sandling, Maidstone, Kent, ME14 3BD
EB-EC	2877	Boxley North Parish	Beechen Hall	Wildfell Close, Walderslade, Chatham, Kent, ME5 9RU
EC-ED	365	Bredhurst	Bredhurst Village Hall	Bredhurst, Gillingham, Kent, ME7 3JZ
ED-H	697	Detling	Detling Village Hall	Pilgrims Way, Detling, Maidstone, Kent, ME14 3EY
EE-TE	597	Stockbury	Stockbury Memorial Hall	Stockbury, Sittingbourne, Kent, ME9 7UD
EF-HA	101	Thurnham East Parish	Detling Village Hall	Pilgrims Way, Detling, Maidstone, Kent, ME14 3EY
EF-HC	289	Thurnham East Parish (Part)	WI, The Street	The Street, Bearsted, Maidstone, Kent, ME14 4EX
F-G	3834	Coxheath	Coxheath Village Hall	Stockett Lane, Coxheath, Maidstone, Kent, ME17 4PT
FA-G	49	East Farleigh (Part)	Old School Hall	Lower Road, East Farleigh, Maidstone, Kent, ME15 0JL
FA-GA	1190	East Farleigh	Old School Hall	Lower Road, East Farleigh, Maidstone, Kent, ME15 0JL
FB-GD	426	West Farleigh	All Saint Church	Church Lane, West Farleigh, Maidstone, Kent, ME15 0PD

G-FA	677	Tonbridge Road - East	Grange Moor Hotel	St Michaels Road, Maidstone, Kent, ME16 8BS
G-K	3226	Tonbridge Road - East (Part)	Grange Moor Hotel	St Michaels Road, Maidstone, Kent, ME16 8BS
G-NB	361	Tonbridge Road - East (Part)	Grange Moor Hotel	St Michaels Road, Maidstone, Kent, ME16 8BS
GX-NB	2	Tonbridge Road - East (Part)	Grange Moor Hotel	St Michaels Road, Maidstone, Kent, ME16 8BS
GA-K	4934	Tonbridge Road - West	Fant Hall	Fant Lane, Maidstone, Kent, ME16 8NN
GA-KA	2990	Tonbridge Road - West (Part)	Fant Hall	Fant Lane, Maidstone, Kent, ME16 8NN
GA-NB	1008	Tonbridge Road - West (Part)	Fant Hall	Fant Lane, Maidstone, Kent, ME16 8NN
H-EB	2614	Boxley Grove Green Parish	Grove Green Community Centre	Penhurst Close, (Adjacent To Tesco), Maidstone, Kent, ME14 5BT
H-EBX	28	Boxley Grove Green Parish (Part)	Grove Green Community Centre	Penhurst Close, (Adjacent To Tesco), Maidstone, Kent, ME14 5BT
H-HB	535	Boxley Grove Green Parish (Part)	Grove Green Community Centre	Penhurst Close, (Adjacent To Tesco), Maidstone, Kent, ME14 5BT
H-HBX	106	Boxley Grove Green Parish (Part)	Grove Green Community Centre	Penhurst Close, (Adjacent To Tesco), Maidstone, Kent, ME14 5BT
HY	0	Boxley Grove Green Parish (Part)	Grove Green Community Centre	Penhurst Close, (Adjacent To Tesco), Maidstone, Kent, ME14 5BT
HA-HC	580	Thurnham West Parish	Grove Green Community Centre	Penhurst Close, (Adjacent To Tesco), Maidstone, Kent, ME14 5BT
HAX-HB	180	Thurnham West Parish (Part)	Grove Green Community Centre	Penhurst Close, (Adjacent To Tesco), Maidstone, Kent, ME14 5BT
HAZ	0	Thurnham West Parish (Part)	Grove Green Community Centre	Penhurst Close, (Adjacent To Tesco), Maidstone, Kent, ME14 5BT
HB-J	340	Vinters Park	Vinters Park Community Centre	Aldon Close, Vinters Park, Maidstone, Kent, ME14 5QF
HB-JA	2465	Vinters Park (Part)	Vinters Park Community Centre	Aldon Close, Vinters Park, Maidstone, Kent, ME14 5QF
HB-JBX	321	Vinters Park (Part)	Vinters Park Community Centre	Aldon Close, Vinters Park, Maidstone, Kent, ME14 5QF
HB-OB	245	Vinters Park (Part)	Vinters Park Community Centre	Aldon Close, Vinters Park, Maidstone, Kent, ME14 5QF
HBX-V	0	Mote Park North West	Vinters Park Community Centre	Aldon Close, Vinters Park, Maidstone, Kent, ME14 5QF
I-T	60	Bicknor	The Cardwell Pavilion	Greenway Court Road, Hollingbourne, Maidstone, Kent, ME17 1QQ
IA-TA	128	Frinted	Wormshill Village Hall	Church Road, Harrietsham, Maidstone, Kent, ME17 1AP
IB-L	2614	Harrietsham	Harrietsham Village Hall	Church Road, Harrietsham, Maidstone, Kent, ME17 1AP
IC-TB	826	Hollingbourne	The Cardwell Pavilion	Greenway Court Road, Hollingbourne, Maidstone, Kent, ME17 1QQ
ID-TC	60	Hucking	The Cardwell Pavilion	Greenway Court Road, Hollingbourne, Maidstone, Kent, ME17 1QQ
IE-LA	2115	Lenham North Parish	Lenham Community Centre	Groom Way, Lenham, Maidstone, Kent, ME17 2QT
IE-LB	94	Lenham North Parish (Part)	Lenham Community Centre	Groom Way, Lenham, Maidstone, Kent, ME17 2QT
IF-LC	733	Lenham South Parish	Lenham Community Centre	Groom Way, Lenham, Maidstone, Kent, ME17 2QT
IG-TD	123	Otterden	Lenham Community Centre	Groom Way, Lenham, Maidstone, Kent, ME17 2QT
IH-TF	98	Wichling	Lenham Community Centre	Groom Way, Lenham, Maidstone, Kent, ME17 2QT
II-TG	163	Wormshill	Wormshill Village Hall	Church Road, Harrietsham, Maidstone, Kent, ME17 1AP
J-M	415	Boughton Malherbe	Grafty Green Village Hall	Church Road, Grafty Green, Maidstone, Kent, ME17 2BA
JA-MA	213	East Sutton	Filmer Hall	East Sutton, Maidstone, Kent, ME17 3DH
JB-MB	151	Headcorn - Hawkenbury	Headcorn Village Hall	Church Lane, Headcorn, TN27 9NR
JB-MC	3273	Headcorn (Part)	Headcorn Village Hall	Church Lane, Headcorn, TN27 9NR
JC-ZA	1323	Sutton Valence (Part)	Sutton Valence Village Hall	North Street, Sutton Valence, Maidstone, Kent, ME17 3HS
JC-ZB	66	Sutton Valence - Hawkenbury	Sutton Valence Village Hall	North Street, Sutton Valence, Maidstone, Kent, ME17 3HS
JD-MD	691	Ulcombe	Ulcombe Village Hall	Headcorn Road, Ulcombe, Maidstone, Kent, ME17 1HD

K-OO	2059	High Street - East	St Philips Church Hall	Waterloo Street, Maidstone, Kent, ME15 7UH
KA-J	378	High Street - North	Friends Meeting House	170 Union Street, Maidstone, Kent, ME14 1EE
KA-OB	1077	High Street - North (Part)	Friends Meeting House	171 Union Street, Maidstone, Kent, ME14 1EE
KB-OA	2108	High Street - West	Maidstone Baptist Church	Knightrider Street, Maidstone, Kent, ME15 6LU
KB-OC	964	High Street - West (Part)	Maidstone Baptist Church	Knightrider Street, Maidstone, Kent, ME15 6LU
L-UZ	970	Boughton Monchelsea Langley Park Parish	Langley Park Primary Academy	Edmett Way, Maidstone, Kent, ME17 3FA
LA-P	1309	Broomfield & Kingswood	Broomfield & Kingswood Village Hall	Gravelly Bottom Road, Kingswood, Maidstone, Kent, ME17 3PX
LB-Z	1021	Langley	Langley Village Hall	Horseshoes Lane, Langley, Maidstone, Kent, ME17 3JY
LC-PA	616	Leeds	Church Tower, St Nicholas Church	St Nicholas Church, Leeds, Maidstone, Kent, ME17 1RL
LD-IA	548	Otham North Parish	Otham Village Hall	Otham Street, Otham, Maidstone, Kent, ME15 8RN
LE-UZ	0	Boughton Monchelsea Langley Park Parish (Part)	Langley Park Primary Academy	Edmett Way, Maidstone, Kent, ME17 3FA
M-GC	472	Linton	Linton Village Hall	Linton Hill, Linton, Maidstone, Kent, ME17 4AP
MA-XX	1536	Loose - East	The Vine	Boughton Lane, Loose, Maidstone, Kent, ME15 9QF
MB-VC	8	Loose – Mangravet Wood	The Vine	Boughton Lane, Loose, Maidstone, Kent, ME15 9QF
MC-QQ	1322	Loose - South	Loose Parish Pavilion	King George V Playing Fields, Loose, Maidstone, Kent, ME15 9RG
MD-QQ	98	Boughton Monchelsea South Parish (Part)	Boughton Monchelsea Village Hall	Church Street, Boughton Monchelsea, Maidstone, Kent, ME17 4HN
ME-XA	2067	Loose - West	YMCA, Melrose Close	Melrose Close, Maidstone, Kent, ME15 6BD
ME-XD	55	Loose - West (Part)	YMCA, Melrose Close	Melrose Close, Maidstone, Kent, ME15 6BD
N-RR	686	Collier Street	St Margaret's School Collier St	Collier Street, Tonbridge, Kent, TN12 9RR
NA-GB	542	Hunton	Hunton Village Hall	West Street, Hunton, Maidstone, Kent, ME15 0RR
NB-RB	3761	Marden	Marden Memorial Hall	Goudhurst Road, Marden, Tonbridge, Kent, TN12 9JX
NC-RC	698	Nettlestead	Nettlestead Village Hall	Maidstone Road, Nettlestead, Maidstone, Kent, ME18 5HE
ND-RA	507	Yalding – Laddingford	Laddingford Church Hall	Claygate Road, Laddingford, Maidstone, Kent, ME18 6BP
NE-RD	1544	Yalding (Part)	Yalding Village Hall	Lyngs Close, Yalding, Maidstone, Kent, ME18 6JT
O-AA	3741	Palace Wood - North	St Nicholas Church Hall	Poplar Grove, Allington, Maidstone, Kent, ME16 0DE
OA-F	738	Palace Wood - South	St Nicholas Church Hall	Poplar Grove, Allington, Maidstone, Kent, ME16 0DE
OA-FA	821	Palace Wood - South (Part)	St Nicholas Church Hall	Poplar Grove, Allington, Maidstone, Kent, ME16 0DE
OA-N	624	Palace Wood - South (Part)	St Nicholas Church Hall	Poplar Grove, Allington, Maidstone, Kent, ME16 0DE
P-UA	908	Park Wood - West	Grace Community Church	Grove Road, Mangravet, Maidstone, Kent, ME15 9AR
PA-VC	966	Park Wood - Mangravet	Grace Community Church	Grove Road, Mangravet, Maidstone, Kent, ME15 9AR
PB-UA	1403	Park Wood – East	Christ Church Hall	Wallis Avenue, Parkwood, Maidstone, Kent, ME15 9JJ
PB-UB	1325	Park Wood – East (Part)	Christ Church Hall	Wallis Avenue, Parkwood, Maidstone, Kent, ME15 9JJ
PC-UX	498	Boughton Monchelsea North Parish (Part)	Christ Church Hall	Wallis Avenue, Parkwood, Maidstone, Kent, ME15 9JJ
Q-SS	4517	Penenden Heath – North	St Pauls Church Hall	Boxley Road, Maidstone, Kent, ME14 2AL
QA-JA	2960	Penenden Heath - South	St Lukes Church Hall	Foley Street, Maidstone, Kent, ME14 5AR
R-SA	2050	Ringlestone	St Faiths Centre	Moncktons Lane, Ringlestone, Maidstone, Kent, ME14 2PY
S-W	1559	Senacre - North	Reculver Walk Day Centre	Reculver Walk, Senacre, Maidstone, Kent, ME15 8SS

S-UC	345	Senacre - North (Part)	Reculver Walk Day Centre	Reculver Walk, Senacre, Maidstone, Kent, ME15 8SS
SA-IA	432	Otham South Parish	Reculver Walk Day Centre	Reculver Walk, Senacre, Maidstone, Kent, ME15 8SS
SA-IC	168	Otham South Parish (Part)	Reculver Walk Day Centre	Reculver Walk, Senacre, Maidstone, Kent, ME15 8SS
T-VA	1995	Shepway - Court	Shepway Youth & Community Centre	Cumberland Avenue, Shepway, Maidstone, Kent, ME15 7JN
T-VC	94	Shepway - Court (Part)	Shepway Youth & Community Centre	Cumberland Avenue, Shepway, Maidstone, Kent, ME15 7JN
TA-V	1099	Shepway - Mote	Greenfields Primary School	Oxford Road, Maidstone, Kent, ME15 8DF
TB-VB	2257	Shepway – Park Way	Parkway Primary School	Park Way, Maidstone, Kent, ME15 7DN
TC-W	231	Shepway - South	St Martins Church Hall	Northumberland Road, Maidstone, Kent, ME15 7LP
TC-WA	2379	Shepway - South (Part)	St Martins Church Hall	Northumberland Road, Maidstone, Kent, ME15 7LP
U-YA	1952	Staplehurst – East	Staplehurst Village Centre	High Street, Staplehurst, Tonbridge, Kent, TN12 0BJ
UA-YA	3773	Staplehurst - West	Staplehurst Library	1 The Parade, Staplehurst, Tonbridge, Kent, TN12 0LA
V-XB	2114	Tovil	Tovil Community Centre – YMCA	Barfreston Close, Maidstone, Kent, ME15 6FG
VA-OC	1191	Tovil – High Street	Maidstone Hockey Club	Armstrong Road, Maidstone, Kent, ME15 6AZ
VB-XC	952	Tovil (Part)	Maidstone Hockey Club	Armstrong Road, Maidstone, Kent, ME15 6AZ
VBX-XC	66	Loose (Part)	Maidstone Hockey Club	Armstrong Road, Maidstone, Kent, ME15 6AZ
VBY-XC	40	Loose (Part)	YMCA, Melrose Close	Melrose Close, Maidstone, Kent, ME15 6BD
VC-XD	662	Tovil - East	Maidstone Hockey Club	Armstrong Road, Maidstone, Kent, ME15 6AZ

# Agenda Item 17

## Democracy and General Purposes Committee

20 November 2023

### Parish Election Cycle

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Democracy and General Purposes Committee	20 November 2023
Council	29 November 2023

<b>Will this be a Key Decision?</b>	Not Applicable
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Angela Woodhouse, Director of Strategy, Insight and Governance
<b>Lead Officer and Report Author</b>	Ryan O'Connell, Democratic and Electoral Services Manager
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### Executive Summary

This report requests authorisation to put in place an order under Section 53 of the Local Government and Public Involvement in Health Act 2007 to align all Parish Council election cycles with the Whole Council Election cycle of Maidstone Borough Council. With the first such elections to take place in May 2024.

#### Purpose of Report

Recommendation to Council

#### This report makes the following recommendation to the Committee

That Council be recommended to:

1. Agree that all Parish Council election cycles be aligned with Maidstone Borough Council's election cycle with the first such elections to take place in May 2024; and
2. The Director of Strategy Insight and Governance be given delegated authority to put in place the Order required to give effect to the Council's resolution.

# Parish Election Cycle

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>We do not expect the recommendations will by themselves materially affect achievement of corporate priorities.</p>	Democratic and Electoral Services Manager
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>We do not expect the recommendations will by themselves materially affect achievement of corporate objectives.</p>	Democratic and Electoral Services Manager
<b>Risk Management</b>	Covered in the risk section below.	Democratic and Electoral Services Manager
<b>Financial</b>	The proposed action will minimise costs of running elections. Both for the MBC where the opportunity cost of running parish elections out of sync with our own elections will be avoided, and for parish councils who will continue to not be charged for their elections that coincide with Maidstone Borough Council elections.	Democratic and Electoral Services Manager

	The actions proposed are within agreed budgets.	
<b>Staffing</b>	We will deliver the recommendations with our current staffing.	Democratic and Electoral Services Manager
<b>Legal</b>	The Local Government and Public Involvement in Health Act 2007 Section 53 allows a local authority to change the election cycles of parishes in its area purely for the purpose of aligning them once an authority has changed to whole council elections. This is done by way of an order which the delegated authority would authorise.	Monitoring Officer
<b>Information Governance</b>	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes.	Democratic and Electoral Services Manager
<b>Equalities</b>	Combining parish elections with borough elections will ensure that poll cards are used for all ordinary parish elections which will increase accessibility for electors by giving them notice of the elections and of what their options are for absent voting.	Equalities & Communities Officer
<b>Public Health</b>	None	Democratic and Electoral Services Manager
<b>Crime and Disorder</b>	None	Democratic and Electoral Services Manager
<b>Procurement</b>	None	Democratic and Electoral Services Manager
<b>Biodiversity and Climate Change</b>	Combining parish elections with Borough Council elections will reduce the amount of travelling and wastage produced by elections over the full election cycle.	Democratic and Electoral Services Manager

## **2. INTRODUCTION AND BACKGROUND**

- 2.1 Maidstone Borough Council has changed electoral cycles to whole council elections with the first such elections taking place in May 2024.
- 2.2 The Local Government and Public Involvement in Health Act 2007 provides a limited power for a relevant authority to align the election cycles of parish councils in its area to match its own if it has agreed to change its own cycle to whole council elections.
- 2.3 Changing the parish councils' election cycles to align with Maidstone Borough Council's has been discussed previously in considering Whole Council Elections (see Democracy and General Purposes Minutes – 30 June 2021) and has been the assumption in various discussions with parish councils.
- 2.4 The advantages of aligning the elections cycles are:
- Election risks are reduced over the election period (4 years)
  - Electoral administration becomes easier over the election period
  - Costs for parish councils that have contested ordinary elections are cheaper as these costs are carried by the Borough Council (if ordinary elections were held separately parishes would be charged for them as with by elections)
  - Turnout at ordinary parish elections improves and poll cards are automatically provided as part of the requirements on Borough Council elections.
  - There is clarity for the electorate with local elections and PCC elections combined one year, KCC elections the next year and then 2 years with no scheduled elections.
- 2.5 The only disadvantage is that there will be one off change to when parishes hold their elections. 17 parishes were scheduled to have ordinary elections in May 2024 already, and at each election by thirds there are usually only 2 or 3 parishes that have contested elections. The change will mean that some existing parish councillors who would previously have had terms of office for four years will have them made shorter and will need to stand again, though contested elections remain unlikely.
- 2.6 Whilst there is no formal requirement to consult parishes, this issue, including its impacts on lengths of office, has been discussed with a significant number of parishes in conversations between electoral services, clerks and councillors. In addition, all parishes have been contacted to inform them of this report being published so that they have the opportunity to attend the meeting and put their views forward, but the clear expectation since the adoption of Whole Council Elections has been that this change would happen.

## **3. AVAILABLE OPTIONS**

- 3.1 The Council could decide to align parish council elections with its own elections on a once in four year cycle (see 2.4 and 2.5 for advantages and disadvantages).

3.2 The Council could decide not to align parish council elections with its own elections and retain a scheme of a third of parishes being up for election three years in four with two of those rounds being run without borough elections and funded by parishes directly.

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#### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

4.1 Option 3.1 is the preference for the reasons set out in 2.4 and 2.5.

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#### **5. RISK**

5.1 Elections carry significant risks and are managed accordingly with mitigations and contingencies in place to ensure their integrity. By combining parish council elections with the Borough Council elections the overall risks of running multiple separate elections are reduced as one set of plans and contingencies will cover those elections together and increase overall resilience.

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#### **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

6.1 The subject of Whole Council Elections has been debated many times over the last ten years. This included discussion of the impacts on parishes and that the intention has been to align the election cycles. This report gives effect to that intention.

6.2 The assumption by parishes and discussions with them over Whole Council Elections have all been predicated on the basis that their elections would align with the Borough Council's.

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#### **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

7.1 Council will be recommended to agree the resolutions and then an order will be produced and put in place. Parish Councils will be informed formally that their election cycles have changed.

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#### **8. REPORT APPENDICES**

None

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#### **9. BACKGROUND PAPERS**

Democracy and General Purposes Minutes – 30 June 2021