

# AGENDA

## DEMOCRACY COMMITTEE MEETING



Date: Thursday 13 August 2015

Time: 2.00 pm

Venue: Town Hall, High Street,  
Maidstone

Membership:

Councillors Butler, Chittenden, Cuming, Daley,  
English, Fissenden, Mrs Hinder and  
Newton

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Page No.

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

**Continued Over/:**

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**Issued on 5 August 2015**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact TESSA MALLET on 01622 602621**. To find out more about the work of the Committee, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

**Alison Broom, Chief Executive, Maidstone Borough Council,  
Maidstone House, King Street, Maidstone Kent ME15 6JQ**

7.	Disclosures by Members and Officers	
8.	Councillor Nominations to Outside Bodies	1 - 29
9.	Options for the election of Mayor and appointment of Deputy Mayor	30 - 34
10.	Member Development Budget 2015-2016	35 - 57

## Democracy Committee

**Thursday 13  
August 2015**

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

## Councillor Nominations to Outside Bodies

<b>Final Decision-Maker</b>	Democracy Committee
<b>Lead Director or Head of Service</b>	Paul Riley, Head of Finance and Resources
<b>Lead Officer and Report Author</b>	Tessa Mallett, Democratic Services Officer
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

### **This report makes the following recommendations to the final decision-maker:**

1. That the Committee agrees the nominations to be put forward to Outside Bodies detailed in 2.3 below.
2. That the Committee note the period of appointment for the Maidstone Beauvais Twinning Association was changed at their Annual General Meeting on 7 July 2015 from one year to three years.
3. That the Committee agrees the nominations to new Outside Bodies put forward by the Strategic Planning, Sustainability and Transport Committee arising from the recommendations of the review of Transport in Maidstone – alternatives to using the car detailed in 2.5 below.
4. That the Committee notes the automatic memberships to Outside Bodies as detailed in 2.6 below.
5. That the Committee notes the Outside Bodies where no nominations have been received for vacancies (2.7) and considers whether the Council should review their support for them.

### **This report relates to the following corporate priorities:**

- Keeping Maidstone Borough an attractive place for all
- Securing a successful economy for Maidstone Borough

### **Timetable**

<b>Meeting</b>	<b>Date</b>
Policy and Resources Committee	N/A
Council	N/A
Other Committee	N/A

# Councillor Nominations to Outside Bodies

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report provides details of new, current and up and coming vacancies to the outside bodies Maidstone Borough Council supports.
  - 1.2 The report also provides details of the nominees put forward to fill the available vacancies to the outside bodies for the Committee's approval in section 2.3. This table also shows outside bodies where no nominations have been put forward.
  - 1.3 As part of the Planning, Transport and Development Overview and Scrutiny Committee's review of Transport in Maidstone – alternatives to using a car, recommendations were made for Councillors to be nominated to particular outside bodies relating to transport in the borough. The nominations are included in section 2.5.
  - 1.4 For information, the report also provides details of the outside bodies where membership is automatic and changes have occurred since the elections in section 2.6.
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## 2. INTRODUCTION AND BACKGROUND

- 2.1 Maidstone Borough Council supports several outside bodies whose work relates to the Council's priorities.
- 2.2 The Maidstone Borough Council Constitution states the Democracy Committee has responsibility to appoint Council nominees to outside bodies as appropriate.
- 2.3 The table below provides details of the vacancies available. Some are currently unfilled vacancies and some are vacancies due to end shortly. the Committee is asked to approve the nominations listed below and 2.5 (completed nomination forms are attached to this report as Appendix I):

<b>Outside Body</b>	<b>Total number of vacancies</b>	<b>Notes</b>	<b>Nominee/s</b>
Action with Communities in Rural Kent	Two	<ul style="list-style-type: none"> <li>One immediate vacancy</li> <li>One due 9 September 2015</li> </ul>	
Age UK	One	<ul style="list-style-type: none"> <li>Due on 28 September 2015</li> </ul>	Cllr McKay
Citizens Advice Bureau	One	<ul style="list-style-type: none"> <li>Due in September 2015</li> </ul>	Cllr Ring
Cutbush and Corrall	One	<ul style="list-style-type: none"> <li>One immediate vacancy</li> </ul>	Cllr Joy
Maidstone Area Arts Partnership	Three plus the Mayor	<ul style="list-style-type: none"> <li>Two due 9 September 2015</li> </ul>	Cllr Newton
Maidstone Beauvais Twinning Association	Four	<ul style="list-style-type: none"> <li>One immediate vacancy</li> <li>Three due 9 September 2015</li> </ul>	Cllr Hinder Cllr Vizzard Cllr Ash (awaiting form)
Maidstone Mediation	One	<ul style="list-style-type: none"> <li>Due from 1 November 2015</li> </ul>	
Maidstone Mind	One	<ul style="list-style-type: none"> <li>One immediate vacancy</li> </ul>	
Maidstone Town Centre Management Liaison Group	Three – one for each group – one of which must be High Street Ward	<ul style="list-style-type: none"> <li>One immediate vacancy</li> <li>Two due 9 September 2015</li> </ul> <p>Committee will need to select three out of the four nominations to go forward to MTCMLG</p>	Cllr Pickett Cllr Parvin Cllr Newton Cllr Joy
Maidstone YMCA	Two	<ul style="list-style-type: none"> <li>One immediate vacancy</li> <li>One due 9 September 2015</li> </ul>	Cllr Grigg
Mid Kent Downs Steering Group	One plus a sub	<ul style="list-style-type: none"> <li>Available from 9 September 2015</li> </ul>	Cllr Parvin (renewal) Cllr Ash (awaiting form)
Relate West and Mid Kent	One	<ul style="list-style-type: none"> <li>One immediate vacancy</li> </ul>	
Relief in Need Charities	One	<ul style="list-style-type: none"> <li>One immediate vacancy</li> </ul>	
South East Employers	One rep plus a deputy	<ul style="list-style-type: none"> <li>Immediate vacancies</li> </ul>	
Upper Medway Internal Drainage Board	One	<ul style="list-style-type: none"> <li>One immediate vacancy</li> </ul>	Cllr Parvin

2.4 The Committee is asked to note that the period of appointment for the Maidstone Beauvais Twinning Association was changed at their Annual General Meeting on 7 July 2015 from one year to three years.

2.5 The table below shows the new outside bodies where membership was recommended by the Planning, Transport and Development Overview and Scrutiny Committee as part of their review of Transport in Maidstone – alternatives to using the car. At their meeting of 14 July 2015 the Strategic Planning, Sustainability and Transport (SPST) Committee considered these recommendations. Nominations to these Outside Bodies were advertised to all Borough Councillors as a result of a decision by the SPST Committee on 14 July 2015. The nominations received are shown in the last column of the table below. The Committee are asked to agree the Council’s membership of these Outside Bodies and the nominations shown (completed nomination forms are attached to this report as Appendix II):

<b>Outside Body</b>	<b>Outside Body’s Aims</b>	<b>Nominee</b>
Quality Bus Partnership	The Partnership is committed to encouraging the use of public transport in and around Maidstone to help residents get around more easily, to reduce the effects of traffic congestion, to help Maidstone’s economy and reduce emissions. The Partnership discusses operational issues of the principal commercial public transport companies operating in and around Maidstone.	Cllr Ash (awaiting form)
Kent Community Rail Partnership (KCRP)	Partners include Kent County council, Tonbridge and Malling Borough council, SE Trains and several local Parish Councils. The Partnership is funded by its members and focuses its work on rail lines considered unlikely to attract investment from the rail industry	Cllr English
Medway Valley Line Steering Group	The Medway Valley Line is one line the KCRP promotes.	Cllr English Cllr Willis
Maidstone Cycling Forum	To promote cycling in the borough as an alternative to using a car	Cllr English Cllr Willis
South East Rail Passenger Group		Cllr Ash (awaiting form) Cllr Pickett Cllr Willis

2.6 The table below shows the outside bodies where there is automatic membership for Councillors with certain roles, the Committee are asked to note these:

	<b>Outside Body</b>	<b>Member</b>
1	Bentliff Wing Trust	Mayor – Councillor Moriarty
2	Citizen Advice Bureaux	Mayor
3	Local Government Association General Assembly	Leader of the Council – voting role – Councillor Fran Wilson Leader of the Opposition – non-voting role – Councillor Annabelle Blackmore
4	Kent and Medway Crime Panel	Councillor Blackmore
5	Kent Partnership	Leader of the Council
6	Maidstone Area Arts Partnership	Mayor
7	West Kent Health and Wellbeing Board	Councillor Blackmore

2.7 After advertising all the outside body vacancies there were no nominations put forward for the following:

- Action with Rural Communities in Kent
- Maidstone Mediation
- Maidstone Mind
- Relate West and Mid Kent
- South East Employers
- Kent Community Rail Partnership
- Medway Valley Line Steering Group
- Maidstone Cycling Forum

2.8 The Committee is asked to discuss how it would like to go forward with supporting these outside bodies.

### **3. AVAILABLE OPTIONS**

- 3.1 The Committee could decide not to nominate Councillor representatives to Outside Bodies. However, this would mean the work already carried out by Councillors as part of the Outside Bodies would not continue and would mean the Council losing important links with these groups.
- 3.2 The Committee could decide to agree the recommendations listed at the beginning of this report and allow the links and work of Councillors on the Outside Bodies to continue.
- 3.3 The Committee could decide to continue to advertise the unfilled vacancies to all Councillors, however, it will not resolve the issue of why Councillors are not putting themselves forward for these vacancies.

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

- 4.1 The preferred option is for the Committee to agree the recommendations listed at the beginning of this report and review the outside bodies with unfilled vacancies.
- 4.2 By approving the nominations included in Appendix I and Appendix II of this report the Council will be able to continue its work with Outside Bodies to enhance the Council's priorities of: Great People, Great Place, Great Opportunity.
- 4.3 By reviewing the unfilled membership of the outside bodies listed in 2.7 Councillors will be able to identify where they wish to focus their resources.
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#### **5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 5.1 Once the Committee has approved the nominations to Outside Bodies in this report the Councillors nominated will be notified and their details sent to the relevant Outside Body for approval.
- 5.2 Any unfilled vacancies after this will be re-advertised to Councillors in the coming weeks provided the Committee have agreed to continue their support.
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#### **6. CROSS-CUTTING ISSUES AND IMPLICATIONS**

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>		
<b>Risk Management</b>		
<b>Financial</b>	None	Paul Riley, Section 151 Officer
<b>Staffing</b>		
<b>Legal</b>	A Councillor who is appointed to an Outside Body acts as a representative of Maidstone Borough Council.	Estelle Culligan, Deputy Head of Legal Partnership
<b>Equality Impact Needs Assessment</b>		
<b>Environmental/Sustainable Development</b>		
<b>Community Safety</b>		
<b>Human Rights Act</b>		

<b>Procurement</b>		
<b>Asset Management</b>		

## **7. REPORT APPENDICES**

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

- Appendix I: Outside Body nomination forms (completed)
- Appendix II: Nomination forms completed for new Transport Review outside bodies.

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## **8. BACKGROUND PAPERS**

*None*

# Appendix I: Outside Body nomination forms (completed)

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**NOMINATION FORM TO OUTSIDE BODY**

Date: 13 July 2015

<b>NAME:</b>	Marion Ring
<b>ADDRESS:</b>	37 Westmoreland Road Shepway Maidstone Kent ME15 8BD
<b>TELEPHONE NO:</b>	01622 686492
<b>NAME OF ORGANISATION APPLYING FOR:</b>	Citizens Advice
<b>REASON FOR APPLYING:</b>	To continue the work I've been doing with CAB for the past seven years or more.  The CAB is an independent body for residents to contact for help.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	I work very well keeping strong relationships between CAB and MBC and other partnerships.

Please attach further sheet if required

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**NOMINATION FORM TO OUTSIDE BODY**

Date ...27/07 2015.....

<b>NAME:</b>	Denise Joy
<b>ADDRESS:</b>	32 Lower Rd Maidstone Kent ME157RG
<b>NAME OF ORGANISATION APPLYING FOR:</b>	Cutbush and Corral
<b>REASON FOR APPLYING:</b>	<p>I am aware of the quality housing on offer to the residents of Maidstone through this organisation. Being community minded this is an important and much needed asset for our residents.</p>
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	<p>I have lived and worked in Maidstone all my life and would welcome the opportunity to be part of such a long established charity in Maidstone.</p> <p>I have represented High street for over 20 years now and believe I could help to promote the good work already established by Cutbush and Corral.</p> <p>The opportunity to help residents especially in something so important as housing is very important to me.</p>

Please attach further sheet if required

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**NOMINATION FORM TO OUTSIDE BODY**

Date 16/7/2015...

<b>NAME:</b>	GORDON NEWTON
<b>ADDRESS:</b>	24. KINGS ACRE DOWNSWOOD MAIDSTONE KENT ME15 8UP
<b>TELEPHONE NO:</b>	07769 676238 / 01622 862330
<b>NAME OF ORGANISATION APPLYING FOR:</b>	MAIDSTONE AREA ARTS PARTNERSHIP
<b>REASON FOR APPLYING:</b>	AS CHAIRMAN OF HERITAGE CULTURE AND LEISURE AND MY INPUT INTO THE DEVELOPMENT OF MAJOR FESTIVALS SUCH AS THE ROCHESTER SWEEP FESTIVAL, THE FAVERSHAM HOOP FESTIVAL AND THE WEALDEN FOLK PROJECT COULD ASSIST MAAP IN THEIR WORK.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	A SIGNIFICANT AMOUNT OF KNOWLEDGE IN ESTABLISHING CULTURAL EVENTS THAT COMPLY WITH THE REQUIREMENTS OF LOCAL AUTHORITY AND HSE REGULATIONS FOR THE PRODUCTION OF CULTURAL EVENTS FOR MAIDSTONE

Please attach further sheet if required

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**NOMINATION FORM TO OUTSIDE BODY**

Date ...6 July 2015.....

<b>NAME:</b>	Cllr Wendy Hinder
<b>ADDRESS:</b>	8 The Spinney Walderslade Kent ME5 9JP
<b>TELEPHONE NO:</b>	01634 861579 07711 705024
<b>NAME OF ORGANISATION APPLYING FOR:</b>	Maidstone Beauvais Twinning Association
<b>REASON FOR APPLYING:</b>	<p>I have been an active member of his Association for 10 years and Vice-Chairman for two years. The Association is still going through a period of change and I have been actively working to promote the association and to encourage greater membership. To do this we now need to reinvent ourselves and to raise the profile by fund raising and to continuing Maidstone links with Beauvais. I would like to continue with helping the association to achieve this.</p> <p>Having now visited Beauvais several times and seen how very keen they are not to lose the links with us, I feel that we should continue to grow and expand. I would like to remain to give the help and support it needs.</p>
<b>WHAT BENEFITS COULD</b>	I have visited Beauvais twice this year and had

<b>YOU BRING TO THE ORGANISATION?:</b>	<p>meetings with their Chairman, Committee and teachers from various Schools who are very keen to keep their links with us. I have been in talks with other Twinning Associations to acquire knowledge of how they run their associations. I am also still studying the French Language. I now want to promote fund raising activities, and to rediscover our lost links with <i>local sports groups and cultural groups</i>. I think this Association still has great potential to be a real asset to Maidstone and I would like to continue to work to achieve this.</p>
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Please attach further sheet if required

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**NOMINATION FORM TO OUTSIDE BODY**

Date 5th July 15

<b>NAME:</b>	BRYAN VIZZARD
<b>ADDRESS:</b>	1. ST ANDREWS CL. MAIDSTONE ME16 9LP
<b>TELEPHONE NO:</b>	07957 442994
<b>NAME OF ORGANISATION APPLYING FOR:</b>	BEAUVAIS TWINNING
<b>REASON FOR APPLYING:</b>	TO PURSUE THE AIMS OF CLOSER LINKS BETWEEN THE TWO COUNTRIES IN FRIENDSHIP
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	HAVING BEEN INVOLVED WITH THE ASSOCIATION FOR A NUMBER OF YEARS AND HAVING VISITED BEAUVAIS AND MET WITH THEIR ENTHUSIASM OF CLOSER LINKS I WOULD WISH TO ENCOURAGE & INCREASE MAIDSTONE'S MEMBERSHIP WITH A WILL OF MORE INVOLVEMENT

Please attach further sheet if required

**NOMINATION FORM TO OUTSIDE BODY**

Date 07.07.2015

<b>NAME:</b>	DAVID PICKETT
<b>ADDRESS:</b>	140 BOWER STREET MAIGSTONE . KENT ME16 5BE
<b>TELEPHONE NO:</b>	01622 61889
<b>NAME OF ORGANISATION APPLYING FOR:</b>	MAIGSTONE TOWN CENTRE MANAGEMENT LIAISON GROUP
<b>REASON FOR APPLYING:</b>	I AM VERY KEEN ON HELPING MAIGSTONE TO BE THE 'COUNTRY TOWN OF KENT' WITH A VIBRANT RETAIL, BUSINESS & RESIDENT PARTICIPATION. THE T.C.M. GROUP IS A VEHICLE TO HELP ACHIEVE THIS AIM.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	PLEASE MY LIST OF ACHIEVEMENTS & PARTICIPATION IN MAIGSTONE THE LIST INCLUDES ITEMS WHERE MY NATURAL TALENTS & EXPERIENCE HAVE BEEN USED FOR THE TOWN CENTRE

\* Please attach further sheet if required

\* ATTACHED

## David Pickett: CV for TCM [Continuation sheet]

- 1 I have been a MAAP member since 2002.
- 2 I been a retailer for 50 years. 20 years as a Toy retail Manager in the Mall Chequers Centre.
- 3 Events and promotions organiser.
- 4 Worked with TCM over a number of years on projects.
- 5 Maker of amateur films 1967 -1978.
- 6 Amateur Historian.
- 7 Member of the English Civil War Society [re-enactments] 1973 – present day.
- 8 Councillor for Bridge Ward for MBC.
- 9 Special events catering Manager for ECWS.
- 10 A member of MCU Publicity Committee.
- 11 A member of the Maidstone River Festival Committee.
- 12 Projects to promote Maidstone as a Retail destination.
- 13 Organised and promoted with TCM / MBC the Battle of Maidstone [1648] in 2008.
- 14 A member of the WW1 Steering group.
- 15 I have sponsored Art exhibitions at Maidstone Museum.
- 16 Member of the Friends of Maidstone Museum.
- 17 I am a member on the Maidstone Town Team [ events ]
- 18 Local authority advisor for MWS.
- 19 I staged with Churches Together in Maidstone a special service to commemorate the start of WW1 in Brenchley Gardens [ August 2014]
- 20 Member of the Heritage, Culture & Leisure Committee for MBC.
- 21 Keen to promote Maidstone as a tourist attraction and a good environment for residents.

Culture and the arts can be supported in many different ways and in many forms. Culture should be the life blood of the town as it can generate income and well-being for all participating residents in the Borough. A vibrant Culture is the key to a good economy and a good place to live and work.

Town Centre Management should be a strong force and to work with all stakeholders, to facilitate promotions and events and ensure that the town centre has a good level of service and is presented to the public to a high standard.

David Pickett 2015

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**NOMINATION FORM TO OUTSIDE BODY**

Date 9.7.15

<b>NAME:</b>	DAPHNE. J. PARVIN
<b>ADDRESS:</b>	49 MEADOW WALK MAIDSTONE KENT ME 15 7RY
<b>TELEPHONE NO:</b>	01622 202375
<b>NAME OF ORGANISATION APPLYING FOR:</b>	TOWN CENTRE MANAGEMENT LIASON GROUP
<b>REASON FOR APPLYING:</b>	THIS IS ONE GROUP I HAVE NOT SERVED ON BEFORE, BUT FEEL I HAVE MUCH I COULD OFFER HAVING A WIDE KNOWLEDGE OF THE AREA
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	EXPERIENCE I HAVE GAINED AFTER MANY YEARS OF PUBLIC LIFE AND WISH TO SEE MAIDSTONE KEEP ON IMPROVING TO BE THE BEST POSSIBLE PLACE TO LIVE AND VISIT

Please attach further sheet if required

### NOMINATION FORM TO OUTSIDE BODY

Date 16/7/2015

<b>NAME:</b>	GORDON NEWTON
<b>ADDRESS:</b>	24. KINGS ACRE DOWNSWOOD MAIDSTONE KENT ME15 8UP
<b>TELEPHONE NO:</b>	07769 676 238 / 01622 862330
<b>NAME OF ORGANISATION APPLYING FOR:</b>	MAIDSTONE TOWN CENTRE MANAGEMENT LIASON GROUP
<b>REASON FOR APPLYING:</b>	AS CHAIRMAN OF HERITAGE CULTURE & LEISURE , I BELIEVE I CAN ADD SUPPORT TO INITIATIVES TO DEVELOP CULTURAL ASPECTS WITHIN THE TOWN CENTRE .
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	A SIGNIFICANT AMOUNT OF EXPERIENCE IN ESTABLISHING EVENTS THAT HAVE HAD A SIGNIFIKANT IMPACT ON THE TOURIST ECONOMY IN KENT IE: I DIRECT AND PRODUCE THE ROCHESTER SWEEP FESTIVAL FOR MEDWAY AND I FOUNDED AND FUNDED THE FAVERSHAM HOP FESTIVAL FOR 6 YEARS

Please attach further sheet if required

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**NOMINATION FORM TO OUTSIDE BODY**

Date ...20<sup>th</sup> July 2015.....

<b>NAME:</b>	Cllr Denise Joy
<b>ADDRESS:</b>	32 Lower Rd Maidstone ME157RG
<b>TELEPHONE NO:</b>	01622 674063 / 07788634047
<b>NAME OF ORGANISATION APPLYING FOR:</b>	Maidstone Town Centre Management Liason Group
<b>REASON FOR APPLYING:</b>	As one of the town centre ward members representation and a voice for the residents and business community is imperative.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	Good working relationships with the residents and businesses of the borough.  A positive approach for the need to make Maidstone a better place to live and visit.  To continue and strengthen a strong partnership between the Town Centre Management and Maidstone Borough Council.

### NOMINATION FORM TO OUTSIDE BODY

Date 8 JULY 2015

<b>NAME:</b>	SUSAN GAGGET
<b>ADDRESS:</b>	2 OLD LOOSE CLOSE LOOSE MADSTONE MEIS OBI
<b>TELEPHONE NO:</b>	07706 052495
<b>NAME OF ORGANISATION APPLYING FOR:</b>	MADSTONE YMCA
<b>REASON FOR APPLYING:</b>	THE LOCATION OF THE YMCA NEIGHBOURS LOOSE WARD + IS USED BY MANY RESIDENTS.  I HAVE KNOWN + USED THE CENTRE FOR 40+ YEARS + FULLY APPRECIATE ITS VALUE TO THE LOCAL COMMUNITY, PARTICULARLY FOR YOUTH.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	1) AS YOUTH CO-ORDINATOR FOR THE KENT DRAMA ASSOC FOR 10 YEARS, I ORGANISED WORKSHOPS ACROSS THE COUNTY. THIS WORK INCLUDED FUNDRAISING, MANAGEMENT, PUBLICITY/PR + COURSE CONTENT.  2) AS A TRUSTEE OF MADSTONE MIND, I HAVE BEEN INVOLVED WITH APPOINTMENT OF SENIOR PERSONNEL + RESEARCH OF FUNDING OPPORTUNITIES.

Please attach further sheet if required

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**NOMINATION FORM TO OUTSIDE BODY**

Date 9.7.15

<b>NAME:</b>	DAPHNE. J. PARVIN
<b>ADDRESS:</b>	49 MEADOW WALK MAIDSTONE KENT ME 15 7RY
<b>TELEPHONE NO:</b>	01622 202375
<b>NAME OF ORGANISATION APPLYING FOR:</b>	MIDKENT DOWNS STEERING GROUP
<b>REASON FOR APPLYING:</b>	HAVING SERVED ON THIS GROUP SINCE IT WAS FORMED, AND CHAIRING IT FOR SEVERAL YEARS PAST I WISH TO CONTINUE ON THE GROUP
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	MANY YEARS AS A RURAL COUNCILLOR I HAVE GATHERED MUCH KNOWLEDGE OF THE COUNTRYSIDE AND THE A.O.N.B IN PARTICULAR AS I AM ON THE JOINT ADVISORY COUNCIL OF THE AONB

Please attach further sheet if required

RONAWOL 8/9/15

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**NOMINATION FORM TO OUTSIDE BODY**

Date 9.7.15

<b>NAME:</b>	DAPHNE J PARVIN
<b>ADDRESS:</b>	49 MEADOW WALK MAIDSTONE KENT ME 15 7 PY
<b>TELEPHONE NO:</b>	01622 202375
<b>NAME OF ORGANISATION APPLYING FOR:</b>	UPPER MEDWAY DRAINAGE BOARD
<b>REASON FOR APPLYING:</b>	AS YET HAVE NOT SERVED ON THIS BOARD. BUT REMEMBER HOW INTERESTING MY HUSBAND ALWAYS FOUNDED IT.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	HAVING A WIDE KNOWLEDGE OF THE URBAN & RURAL AREAS OF MAIDSTONE I FEEL I HAVE MUCH TO GIVE HELPING TO KEEP ALL PARTS OF MAIDSTONE AT THERE BEST AT ALL TIMES

Please attach further sheet if required

## **NOMINATION FORM TO OUTSIDE BODY**

Date 30 July 2015

<b>NAME:</b>	Malcolm McKay
<b>ADDRESS:</b>	20 Cheviot Gardens, Maidstone ME15 8TE
<b>TELEPHONE NO:</b>	01622862472 07879357333
<b>NAME OF ORGANISATION APPLYING FOR:</b>	AgeUK (Age Concern)
<b>REASON FOR APPLYING:</b>	<p>I believe I can help and support the objectives of AgeUK Maidstone in delivering services to elderly at a price they can afford.</p> <p>I would hope to promote the welfare of older residents of Maidstone Borough and help to stop ageist and negative practices.</p>
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	<p>AgeUK Maidstone is a large organisation turning over nearly £1m PA employing a large number of staff and volunteers.</p> <p>My experience in business, managing profit centres, meeting budgets and delivering good customer service.</p>

Please attach further sheet if required

# **Appendix II: Nomination forms completed for new Transport Review outside bodies.**

**NOMINATION FORM TO OUTSIDE BODY**

Date 30/7/2015

<b>NAME:</b>	Clive ENGLISH
<b>ADDRESS:</b>	107 SUTTON ROAD, MAIDSTONE. KENT
<b>TELEPHONE NO:</b>	07922616858
<b>NAME OF ORGANISATION APPLYING FOR:</b>	KENT COMMUNITY RAIL PARTNERSHIP
<b>REASON FOR APPLYING:</b>	TO CARRY FORWARD THE RAIL ELEMENTS OF THE SCRUTINY REVIEW ON TRANSPORT AND TO INTEGRATE RAIL INTO TRANSPORT SOLUTIONS FOR MAIDSTONE.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	A DETAILED KNOWLEDGE OF THE RELATIONSHIP BETWEEN PLANNING POLICY AND TRANSPORT STRATEGY. IN PARTICULAR KNOWLEDGE OF THE RAIL SECTOR

Please attach further sheet if required

**NOMINATION FORM TO OUTSIDE BODY**

Date 30/7/2015

<b>NAME:</b>	CLIVE ENGLISH
<b>ADDRESS:</b>	107 SUTTON ROAD MAIDSTONE. KENT.
<b>TELEPHONE NO:</b>	07922616858
<b>NAME OF ORGANISATION APPLYING FOR:</b>	MEDWAY VALLEY RAIL PARTNERSHIP
<b>REASON FOR APPLYING:</b>	TO CARRY FORWARD THE OPERATIONAL DEVELOPMENT OF THE MEDWAY VALLEY LINE AND TO INTEGRATE ITS WORK WITH MBC TO HELP ALLEVIATE TRANSPORT PROBLEMS
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	A KNOWLEDGE OF RAILWAYS AND PARTNERSHIP STRUCTURES. AN UNDERSTANDING OF THE LINKAGE BETWEEN PLANNING POLICY AND TRANSPORT STRATEGY

Please attach further sheet if required

**NOMINATION FORM TO OUTSIDE BODY**

Date 30/7/2015

<b>NAME:</b>	CLIVE ENGLISH
<b>ADDRESS:</b>	107 SUTTON ROAD MAIDSTONE, KENT.
<b>TELEPHONE NO:</b>	07922616858
<b>NAME OF ORGANISATION APPLYING FOR:</b>	CYCLING FORUM.
<b>REASON FOR APPLYING:</b>	TO SEE THE CYCLING STRATEGY REVIEWED AND ADOPTED AS AN IMPORTANT PART OF MBC'S STRATEGY TO RELIEVE CONGESTION.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	I UNDERSTAND CYCLING ISSUES, AND HAVE ATTENDED PREVIOUS FORUM MEETINGS. I CAN HELP THE FORUM TO DEVELOP ITS STRATEGY AND SECURE ITS ADOPTION AND IMPLEMENTATION.

Please attach further sheet if required

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**NOMINATION FORM TO OUTSIDE BODY**

Date .....28<sup>th</sup> July 2015.....

<b>NAME:</b>	David Pickett
<b>ADDRESS:</b>	140 Bower Street . Maidstone ME16 8BE
<b>TELEPHONE NO:</b>	01622 681889
<b>NAME OF ORGANISATION APPLYING FOR:</b>	South East Rail Passenger Group
<b>REASON FOR APPLYING:</b>	<p>As a member of the Heritage Culture &amp; Leisure Committee and seconded to the Destination Management Plan working group I feel that transport to and from Maidstone is vital and should be improved and ways to do this discussed. The Rail link to the capital should be maintained and upgraded and visitors encouraged to use this mode of safe transport. Stations should be upgraded and made a "Gateway" to the County Town.</p> <p>If we are to encourage visitors and residents into our town all forms of transport and infrastructure must be improved.</p> <p>I hope to be able contribute to discussions and plans for the future.</p>
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	<p>A wide range of interest and skills. I am a rail user so understand the system. I have experience in tourism. I have interest in getting people on to trains to visit our local villages and attractions.</p> <p>Good rail links help promote Heritage Culture and leisure and I have good knowledge in this department. I have been a retail manager so understand commerce and managing people.</p> <p>Full details of my history and experience is contained in my CV which I have attached.</p>

Please attach further sheet if required

NOMINATION FORM TO OUTSIDE BODY

Date ...30 july...2015.....

<b>NAME:</b>	Cllr James willis
<b>ADDRESS:</b>	c/o Maidstone boro Council Maidstone house  King st Maidstone
<b>TELEPHONE NO:</b>	07838103350
<b>NAME OF ORGANISATION APPLYING FOR:</b>	1.Medway valley line community rail partnership 2.SE rail stake holders forum (happy to deputise) 3.Maidstone cycle forum
<b>REASON FOR APPLYING:</b>	I am very active in transport areas on policy and campaign work , and informally the Lib Dem group transport spokesperson.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	Very proactive in encouraging ease of access and internal use of public transport in policy Terms and more practically .  I regularly use public transport to commute.  In cycle terms I cycle a bit but also have been involved with councillor harper in setting this forum up. Happy to assist ongoing

# Agenda Item 9

## Democracy Committee

27 July 2015

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

## Options for the election of Mayor and appointment of Deputy Mayor

<b>Final Decision-Maker</b>	Democracy Committee
<b>Lead Director or Head of Service</b>	Zena Cooke
<b>Lead Officer and Report Author</b>	Poppy Brewer
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

### This report makes the following recommendations to the final decision-maker:

1. That the current protocol for the election of Mayor and appointment of Deputy Mayor is reviewed.

### This report relates to the following corporate priorities:

- Keeping Maidstone Borough an attractive place for all
- Securing a successful economy for Maidstone Borough

### Timetable

<b>Meeting</b>	<b>Date</b>
Policy and Resources Committee	NA
Council	NA
Other Committee	NA

# Options for the election of Mayor and appointment of Deputy Mayor

## **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 For the Democracy Committee to review the protocol by which a Mayor is elected and Deputy Mayor is appointed.
- 

## **2. INTRODUCTION AND BACKGROUND**

- 2.1 The current process for the selection of a Mayor for appointment was agreed in 2007 and is included in the Constitution as Part 4.7, attached to this report as appendix A.
  - 2.2 During the previous municipal year Members requested a review of the protocol, with particular regard to whether a councillor could be appointed to be Mayor more than once. Following informal consultation with Group Leaders it was recommended that the matter was looked at again in its entirety, after the change in governance system had been put into effect.
  - 2.3 There are no statutory requirements that govern the election of a Mayor or appointment of a Deputy Mayor, and as such this process varies between local authorities. A sample cross section of how this process is conducted at other local authorities is included as appendix B. Included in this cross section are neighbouring borough authorities within Kent including Swale, Tunbridge Wells and Ashford Borough Councils, and also a randomised national selection of borough councils.
  - 2.4 The Mayor and Deputy Mayor are elected and appointed at the council annual meeting of Full Council, held in May of each year. Conducting a review of the protocol now would allow time to put any changes into effect before the selection process for 2016 is due to begin.
- 

## **3. AVAILABLE OPTIONS**

- 3.1 The recommended option is that Committee review the protocols for the election of Mayor and appointment of Deputy Mayor, and decide whether to make amendments to this process.
  - 3.2 The Committee could choose not to review or amend the protocol and could decide instead to continue with the current protocol as it stands.
-

#### 4. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities		
Risk Management		
Financial	None	Zena Cooke, Section 151 Officer  Suzan Jones, Finance Officer
Staffing		
Legal	None	Donna Price, Corporate Governance Solicitor
Equality Impact Needs Assessment	No implications identified	Clare Wood, Policy & Information Officer
Environmental/Sustainable Development		
Community Safety		
Human Rights Act		
Procurement		
Asset Management		

#### 5. REPORT APPENDICES

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

- Appendix A: Protocol to guide Councillors when electing the Mayor/appointing the Deputy Mayor and order of seniority of Councillors
- Appendix B: Sample cross-section of Local Authority protocols for the election of Mayor and appointment of Deputy Mayor

#### 6. BACKGROUND PAPERS

None

**PROTOCOL TO GUIDE MEMBERS WHEN ELECTING THE  
MAYOR/APPOINTING THE DEPUTY MAYOR**

1. Other than in exceptional circumstances, the Mayor should first have held the post of Deputy Mayor in the year preceding the Mayoral election and that in those exceptional circumstances (where the Mayor has not been the Deputy Mayor) the election of the Mayor should be made on the same basis as that for the appointment of Deputy Mayor.
2. That the most Senior Member of the Council as set out in the order of seniority by length of service of Members who has not previously held the office of Mayor, and who wishes to take up that office should be appointed to the position of Deputy Mayor.
3. That at the penultimate ordinary meeting of the Council of the Municipal Year the Mayor select and Deputy Mayor select should be chosen. If, following discussions, there is more than one Member with the same seniority (ignoring ranking according alphabetical order) wishing to be Deputy Mayor, the Mayor shall draw lots and advise Members of the outcome to guide them when casting their votes.
4. This protocol will come into effect for the election of the Mayor for the Municipal Year 2007/08 and the appointment of the Deputy Mayor for the Municipal Year 2006/7.

Appendix B

Sample Cross-Section of Local Authority Protocols for the election of Mayor and appointment of Deputy Mayor

Local Authority	Can be re-elected?	Selection By	Main criteria	Tie break	Refusal	Deputy Mayor
Fylde BC	No	List of seniority	Seniority	Parties to resolve through discussion, if no resolution reached then lots drawn	Asked again the following year	Selected by the Mayor of the day*
Stevenage BC	Yes, but not consecutively	List of seniority	Seniority	Never experienced tie	Asked again the following year	Next in seniority who accepts position
Rushmoor BC	Yes	List of seniority	Seniority	Highest percentage of votes at last election	Asked again the following year	Next in seniority who accepts position
Boston BC	No	List of seniority	Seniority	Draw lots or hold ballot	Asked again the following year	Selected by the Mayor of the day
Tunbridge Wells BC	Yes, but preference against	Group leaders	Aptitude	NA	NA	Serves before becoming Mayor
Dartford BC	Yes	Majority party	Not known	NA	NA	Serves before becoming Mayor
Ashford BC	Yes, but preference against	Group leaders	Not known	NA	NA	Serves before becoming Mayor
Swale BC	Yes, but preference against	Majority party	Leader asks for nominations, nominees speak at group meeting, vote is taken in their absence	NA	NA	Leader asks for nominations, nominees speak at group meeting, vote is taken in their absence
Maidstone BC	No	List of seniority	Seniority	Alphabetical	Asked again the following year	Next in seniority who accepts position

34

\*Operation of the Mayor policy document outlines the responsibilities of Mayor and Deputy and the need to remain non-political. A session is held with both Mayor and Deputy to discuss the policy.

<b>Democracy Committee</b>	<b>13/08/2015</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>Yes</b>

## Report title here

<b>Final Decision-Maker</b>	Democracy Committee
<b>Lead Director or Head of Service</b>	Dena Smart, Head of HR Shared Service
<b>Lead Officer and Report Author</b>	Catherine Harrison, Mid Kent Learning and Development Manager
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

**This report makes the following recommendations to the final decision-maker:**

1. To approve the Member Development Plan 2015-16.
2. To approve the estimated expenditure for the 2015/16 Member Development budget.
3. To note the Member Development Policy has been updated to reflect the changes to the Committee System

**This report relates to the following corporate priorities:**

- Great People

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Democracy Committee	13 <sup>th</sup> August 2015

# Member Development Plan 2015-2016

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The report sets out the Member Development Plan for 2014/2015 and the actual spend for last year.
  - 1.2 The report also proposes the plan and estimated expenditure for 2015/2016 for approval.
  - 1.3 There may be additional training needs identified by the Democracy Committee that budget allowing can be included into the plan.
- 

## 2. INTRODUCTION AND BACKGROUND

- 2.1 In previous years the Member Development Plan has been discussed and approved by the Member Employment and Development Panel. With the change in the committee structure, the responsibility for approving the plan and budget spend now falls to the Democracy Committee.
  - 2.2 In 2014/2015, we estimated that the Member Development Plan would spend nearly £10k of its £11k budget. The actual spend for last year was £6752.15. A large amount of this was spent on the Questioning Skills training, at a cost of £3400.00 (Appendix I).
  - 2.3 This is in line with previous years spends: 2013/2014 £7795.16, 2012/2013 £6281.39.
- 

## 3. AVAILABLE OPTIONS

- 3.1 The proposed Member Development Plan for 2015/2016 can be seen in Appendix II.
- 3.2 There may be additional or alternative needs identified by the Democracy Committee for Members. This might impact on the proposed plan for 2015-2016, but it can be refined or redeveloped if other priorities are identified as being more important or urgent.
- 3.3 An alternative would be to take a piecemeal approach and only book activities and events on an 'ad hoc' first come, first served basis. This is not recommended. Our recommended approach to Member development is preferred as this gives the potential of systematically identifying conferences/learning activities which will have the biggest impact on supporting the effective performance of Members in their various roles and/or the greatest impact for all Members.

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

- 4.1 The proposed Member Development Plan (Appendix II) includes the same conferences as in previous years. The general skills this year will focus on further Questioning Skills sessions, as well as sessions on Chairing Skills and Respecting Difference (Inclusion).
- 4.2 Currently Member Learning and Development activities are planned by the Mid Kent Learning and Development Manager in consultation with Members and Key Officers. Due to the nature of the Council and the way that the elections take place, many of the same learning activities, including conferences, need to be provided each year.
- 4.3 This being said there are many more learning activities that are required in line with the needs identified by Members themselves, legislation, central government and those that arise from our commitment to partnership working and our desire to learn from each other and best practice.
- 4.4 The plan aims to address as many learning needs as possible, for example:
- Individual skills building
  - Legislative requirements
  - Role related skills
  - Corporate requirements
  - Networking and keeping up-to-date
  - Knowledge and future focus
- 4.5 As with previous year it is proposed that the key areas for Member Development this year are:-
- Support and build on existing skills for their role in the community now and in the future
  - Support and build on existing skills for the various roles undertaken within and on behalf of the Council
- 4.6 It is important to ensure that an effective planning process is in place for all learning activities and that this planning process involves Members. With a continued commitment to provide value for money in all aspects, it is imperative that careful thought is given to how the Member budget is spent to ensure that maximum value from each activity is achieved. The responsibility for ensuring value for money rests with everyone and it is vital that all learning is shared effectively with all Members and disseminated widely.

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

- 5.1 The Member Development Plan has been developed in consultation with the Democratic Services Officers, and the Heads of Service/lead Managers for the different services who provide development activities, for example Planning and Internal Audit.

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## 6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 Once the Member Development Plan has been approved, the Democratic Services Officers will schedule into the calendar for the year the briefings and training sessions.
- 6.2 The Mid Kent Learning and Development Manager will support the Democratic Services Officers in developing any new programmes and identifying any new providers that might be required.
- 6.3 It is the responsibility of Members and Group Leaders to identify any individual training needs, and subject to checking budget availability with the Mid Kent Learning and Development Manager, make the arrangements to attend the required training. These responsibilities are set out in the Member Development Policy (Appendix III).
- 6.4 It is also the responsibility of Members and Group Leaders to determine who should attend the conferences identified in the Plan, and to ensure that learning is disseminated and shared with other Members.
- 

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	This is a cross-cutting requirement as Member involvement is essential for the delivery of all priorities and good decision making impacts on the whole council.	Head of HR Shared Service
<b>Risk Management</b>	The risks associated with not investing in a planned approach to learning and development are that the investment does not lead to supporting good decisions and the expenditure on learning and development fails to deliver value for money.	Head of HR Shared Service
<b>Financial</b>	The annual budget for Member Development is £10,600. This budget will be used to resource the proposed programme set out in Appendix II.	Head of Finance and Resources
<b>Staffing</b>	The impact on staffing relates to the officer time invested in delivering the learning and development activities to Members	Head of HR Shared Service
<b>Legal</b>	There are no legal implications in the general nature of the report, however	

	some of the training relates to the learning and development required for quasi legal committees such as licensing and planning and it is essential members are trained to carry out these roles	
<b>Equality Impact Needs Assessment</b>	The training will be delivered flexibly and in line with equality policies to ensure that there is equal access to opportunities.	Policy & Information Manager
<b>Environmental/Sustainable Development</b>	None identified at this time	Head of HR Shared Service
<b>Community Safety</b>	None identified at this time	Head of HR Shared Service
<b>Human Rights Act</b>	None identified at this time	Head of HR Shared Service
<b>Procurement</b>	The procurement rules will be followed in the process of selecting organisations to deliver the necessary training.	Head of HR Shared Service
<b>Asset Management</b>	None identified at this time	Head of HR Shared Service

## 8. REPORT APPENDICES

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

- Appendix I: Member LD Budget 2014-2015 Actual Spend
  - Appendix II: Member LD Budget 2015-2016
  - Appendix III: Member Development Policy
-

**MAIDSTONE BOROUGH COUNCIL**

**REPORT OF THE HEAD OF HUMAN RESOURCES/DEMOCRATIC SERVICES**

**MEMBERS DEVELOPMENT BUDGET 2014/2015**

**Recommendations agreed from previous years and ongoing commitments** (costs are approximate)

<b>Activity</b>	<b>No's</b>	<b>Further details</b>	<b>Planned cost</b>	<b>Actual cost</b>
<b>Planning</b>				
<b>General Planning Committee Training</b>	New members only	Basic Planning awareness for all new members done in 4 modules by internal officers.	Officer time only £0.00	Officer time only
40	All committee members and substitute members and open to all members Parish members will be invited to some sessions	When new legislation is introduced our internal officers will ensure that all members of the committee and substitute members are kept up to date and will carry out briefings/workshops as necessary with the support of Learning and Development.		
<b>Planning Tour</b>	Committee, Subs, Cabinet	This is a tour of local planning sites and is used as a learning tool through observation and discussion. The tour of planning sites is part of the MBC Constitution's Planning Code (Section 13). The Planning Code states that this tour has to be arranged at least annually.	Cost only related to expenses £0.00	£0.00
<b>Localism in relation to</b>	All members/ Parishes	The areas from the Localism Bill that impact on Planning will be shared with members as and when they emerge. Sessions	Officer/member time only £0.00	Officer time only

<b>planning</b>		will be developed with officers and members of the planning committee as appropriate.		
<b>Overview &amp; Scrutiny</b>				
<b>Overview &amp; Scrutiny</b>	4	Members Scrutiny Academy (annual conference). We recommend that the 4 Chairpersons attend the conference as agreed by the Head of Policy and Communications and the scrutiny coordinating committee.	£149.00 PP (£596.00)	No invoice received. Attendance not confirmed.
	New members	New members of any Scrutiny committee will attend training on General Scrutiny skills, run by internal officers.	Officer time only £0.00	Officer time only
	Open to all members	Awareness and refreshers will be provided to all committee members as needed - internally.	Officer time only £0.00	Officer time only
41	All O&S committee members and open to all members	There will be a workshop on developing the relationship between Cabinet and Overview and Scrutiny as agreed by the coordinating committee.	External trainer/facilitator supported by Internal officers £1000.00	No invoice received (training not carried out)
<b>Licensing</b>				
<b>Licensing Training</b>	All committee Members & subs	Ongoing requirement to update committee on legislation, often also complimented by briefings by officers. There will be two training sessions each running for 2 to 2.5 hours. This will cover all key topics, e.g. Gambling, Licensed premises, hackney Carriage and Private Hire etc	Officer time only £0.00	Officer time only
<b>National Training Event</b>	1	One Spokesperson of Licensing to attend the annual conference for Licensing which updates on new legislation and best practice. Upon return disseminate all relevant information and learning points to members utilising the mechanisms as highlighted in the Member Development Policy.	£495.00 (for full residential 2 days )	£255.00

<b>Audit</b>				
<b>Audit Committee Training</b>	Audit committee members and subs	Audit committee will require training.  A new training needs analysis will be carried out in September 2014. From this the learning needs and approach can be detailed specifically. It is likely that some external training will be needed, thus some funds have been set aside for this. If all or part of these funds are not utilised then these funds will be maintained in the budget for 'ad hoc' general training needs that may arise over the coming year.	Officer time only £0.00  £1000.00	Officer time only  No funds utilised
<b>Housing</b>				
<b>Housing</b>	Open to all members	Training proposed for 2014-2015 to include: General housing legislation overview (homelessness & new build) The new Allocation Scheme Housing Assistance Policy (grants) Private Sector Housing enforcement and interventions	Officer time only £0.00	Officer time only
<b>Conferences</b>				
<b>LGA Conference</b>	Leader	The Leader to attend this conference, if the Leader is unable to attend then 1 member from the Cabinet	£495.00	£495.00
<b>LGA Annual Rural Conference</b>	1	One member to attend	£229.00	No invoice received. Attendance not confirmed.
<b>Building the Future Conference</b>	2			£640.00
<b>General</b>				
<b>Cabinet Away Days</b>	Cabinet	There are a number of Cabinet away-days throughout the year focusing on various priorities, these are set up and run with members by CLT with input from Senior Managers as	Officer time only £0.00	Officer time only

		appropriate.		
<b>LGA Leadership Academy</b>	1 councillor in a leadership position or with leadership potential	One Member to attend this training and upon return disseminate all relevant information and learning points to members utilising the mechanisms as highlighted in the Member Development Policy.	£1000.00	No invoice received. Attendance not confirmed.
<b>Inductions for new members</b>	All new members	See "Essential Member Development Programme for New Members 2014"	Officer time only and some expenses £500.00	£367.35
<b>Briefing: Citizens Advice Bureau</b>	All members	The CAB partnership approach to resident assistance. An open session before full council to ensure members are aware of the service they give.		
<b>General Training</b>	Offered to all members	<b>General</b> Media & Social Media Accelerated Reading Questioning Skills	£1000 £1750 £1850	£797.40 £797.40 £3400
		<b>Member Personal Development Planning</b> sessions are also on offer to any member delivered by the Learning & Development Shared Service Manager  <b>In addition</b> - other training sessions that are included on the Corporate Training Calendar are also on offer to members. For example, report writing.		
		<b>Total</b>	<b>£9915</b>	<b>£6752.15</b>
		<b>Budget for 14/15</b>	<b>£11,100</b>	<b>£11,100</b>
		<b>Variance</b>	<b>£1185</b>	<b>£4347.85</b>



<b>Licensing</b>			
<b>Licensing Training</b>	All committee Members & subs	<p>Induction for new members plus an on-going requirement to update committee on legislation, often also complimented by briefings by officers.</p> <p>There will be two parts to the training each running for 2 to 2.5 hours.</p> <p>Part one – Licensing Act 2003, Regulatory Framework and Hackney Carriage/Private Hire</p> <p>Part Two - Gambling Act 2005, Street Trading and Sex Establishments.</p>	Officer time only
<b>National Training Event</b>	1	<p>One Spokesperson of Licensing to attend the annual conference for Licensing which updates on new legislation and best practice. Upon return disseminate all relevant information and learning points to members utilising the mechanisms as highlighted in the Member Development Policy.</p>	£495 (for full residential 2 days 2014 costs)
<b>Audit</b>			
<b>Audit Committee Training</b>	Audit committee members and subs	<p>Audit committee will require induction training for new members and refresher training for existing members.</p> <p>Learning needs and approach can be detailed specifically. It is likely that some external training will be needed, thus some funds have been set aside for this. If all or part of these funds are not utilised then these funds will be maintained in the budget for 'ad hoc' general training needs that may arise over the coming year.</p>	<p>Officer time only</p> <p>£750</p>
<b>Housing and Communities</b>			
<b>Housing</b>	Open to all members	<p>Training proposed for 2015-2016 to include:</p> <p>General housing legislation overview (homelessness &amp; new build)</p> <p>The new Allocation Scheme</p> <p>Housing Assistance Policy (grants)</p> <p>Private Sector Housing enforcement and interventions</p>	Officer time only
<b>Safeguarding Training</b>	Open to all members	<p>The safeguarding policy, practice and training across the Council is currently under review, and it is likely that training will be required to ensure knowledge and understanding is up-to-date. This training will be met through briefings provided by Officers and some external training will also be required.</p>	<p>Officer time</p> <p>£750</p>

<b>Finance</b>			
<b>Local Government Finance</b>	Open to all members	Internally run briefings on local government finance. These were last run in 2010/2011 and since then there has been significant change, so updated briefings will be run by Paul Riley/Alison Broom.	Officer time
<b>Committee System</b>			
<b>Procedure Guidance briefings</b>	Open to all members	Briefings facilitated by the Legal team (may require an external facilitator), to include areas such as: <ul style="list-style-type: none"> <li>• Rules of debate</li> <li>• Ongoing legislative changes, etc.</li> </ul>	Officer time £750
<b>Conferences</b>			
<b>LGA Conference</b>	Leader	The Leader to attend this conference, if the Leader is unable to attend then a sub will be selected.	£495 PP + accom expenses and workshops (£1000)
<b>LGA Annual Rural Conference</b>	1	One member to attend	£229
<b>General</b>			
<b>LGA Effective Leadership in a No Overall Control Context</b>	Group Leaders	<i>(provided at no cost; there is the opportunity if we feel it would be helpful to have further workshops)</i>	£0
<b>LGA Leadership Academy</b>	1 councillor in a leadership position or with leadership potential	One Member to attend this training and upon the agreement of all Group Leaders	£1250
<b>Inductions for new members</b>	All new members (open to all members)	<ul style="list-style-type: none"> <li>• Essential points in the Constitution</li> <li>• Decision making at Maidstone Borough Council</li> <li>• Protocols for Committees and Council meetings</li> <li>• Responsibilities under the Code of Conduct</li> <li>• Disclosable Pecuniary Interests and Other Significant Interests</li> <li>• Responsibilities as a Council under the Data Protection Act</li> </ul>	Officer time only and some expenses (£125)
<b>General Training</b>	Offered to all members	<b>General</b> Respecting Difference (Inclusion)	£1850

		Chairing Skills – drama based workshop (delivered 15/6/15) Questioning Skills – drama based workshop (cost committed)	£1700 £1700
		<b>Member Personal Development Planning</b> sessions are also on offer to any member delivered by the Learning & Development Shared Service Manager  <b>In addition</b> - other training sessions that are included on the Corporate Training Calendar are also on offer to members. For example, report writing.	
		<b>Total currently allocated</b>	<b>£10,599</b>
		<b>Budget for 15/16</b>	<b>£10,600</b>

## **Member Development Policy**

### **Purpose of the policy**

The purpose of this member development policy is to provide a framework to enable Maidstone Borough Council to manage its member development activities for elected members in a coherent and systematic way.

It describes:

- The purpose of member development in Maidstone Borough Council
- The scope of the member development policy
- The member development priorities
- The mechanisms for identifying, planning and delivering member development
- The key responsibilities and resources for member development
- The mechanisms to evaluate member development

It aims to ensure that member development activities are aligned with the visions and priorities of the council.

### **Purpose of Member Development**

Maidstone Borough Council is committed to providing an effective and efficient service to the residents and businesses of and visitors to the Borough. The council recognises the importance of learning and development in supporting all councillors in undertaking their roles in the community and within the council.

### **Scope of the policy**

This policy covers all member development activities. This refers to 'learning' activities for members from which there is a clear and visible transfer of knowledge and skill from the trainer (e.g. a course) and 'development' which covers the complete spectrum of activities that help people learn in and beyond their current role.

This policy covers all members of Maidstone Borough Council.

This policy also reflects the Council's Equal Opportunities Statement ensuring all members regardless of disability, sex, gender reassignment, race, age, marriage and civil partnership, pregnancy or maternity, religion or belief, and sexual orientation or political or other personal beliefs are benefiting equally from learning and development opportunities.

Its aim is that all members will be afforded equal access to learning and development, according to the needs of their role and the council's priorities as outlined within the Strategic Plan and councillor role descriptions. The procedure outlined within this policy is designed to ensure that equal access is achieved.

For the purpose of this document 'Equal Access' refers to:-

- Information relating to member development opportunities

- Selection for participation in member development opportunities
- Access to member development activities

## **A systematic approach to member development**

In line with current best practice the council commits itself to providing a planned approach to member development based on four-stages:

- Stage 1 - Identifying learning and development needs
- Stage 2 - Planning learning and development activities
- Stage 3 - Delivering learning and development activities
- Stage 4 - Evaluating learning and development investment.

### **Stage 1 - Identifying Member Development needs**

- Group Leaders are responsible for ensuring that processes are in place within the group to identify individual development needs.
- Members are involved in a development needs analysis which identifies individual and collective learning and development needs. Members are also responsible for identifying their on-going learning needs and bringing new needs to the attention of Democratic Services.
- Development needs that are specific to the work of a particular committee e.g. licensing or planning, will be identified by the officer or Chairman responsible for that committee.

### **Stage 2 – Planning Member Development**

- When all members needs have been identified they are reviewed and prioritised. A member development calendar is created by Democratic Services supported by the Learning and Development Team which incorporate the priority needs within the available funding. The development calendar is incorporated within the Calendar of Meetings which is agreed by full Council and then the budget plan to provide the development requirements is agreed by the Democracy Committee.
- Member Development activities other than those scheduled on the development calendar will be scheduled as far in advance as possible in order to ensure that all members have the opportunity to attend. Development dates from the calendar are set in advance and posted into the member diaries so that forward planning can take place effectively. Activities that are arranged as the need arises will be organised to give members at least 3 weeks' notice wherever possible.
- The selection of providers and the type of development to be used will include identifying the best/preferred learning methods to meet the needs of the members. This will include wherever possible joint learning activities with other councils in order to maximise learning and to share best practice and reduce costs.
- It is an expectation that all members will contribute to their own development to enhance their roles within the council and within the community. Any member development that supports strategic objectives should be attended by all members. Records will be kept and attendance and evaluation of the activities will be forwarded to the Learning and Development Manager for recording and review.

### Stage 3 - Delivering Member Development

- This policy encourages the use of a wide range of approaches, methods and timings of programmes to meet the learning and development needs of members and to provide maximum access to learning opportunities.
- These methods may include:-

#### Formal learning

- Training courses (including internal and external courses, long and short term training),
- Seminars (including CPD),
- Conferences (e.g. skills updating, changing legislation etc.).

#### Informal learning

- Mentoring,
- Shadowing,
- Coaching,
- Project work (specific or experience),
- Increased responsibility,
- Collaborative learning (e.g. debriefing sessions)

#### Self-learning

- Videos,
- Reading,
- E-learning,
- Networking,
- Workbooks,
- Manuals,

This list is not exhaustive. Other learning methods may be used where considered to be appropriate.

De-Briefing sessions and information sharing plays an important part in the dissemination of learning and development activities that take place. Once a member has attended such an activity the Learning & Development Information Share Form should be completed within 1 week so that key points can be shared in a timely manner.

This information sharing activity provides the following benefits:

- Enables those members who were unable to attend to gain key information
- Provokes further discussion on new topics
- Provides an avenue to further identify learning needs
- Assist us in evaluating the effectiveness of our delivery methods
- Builds consistency of approach

This information form will be available in the following areas in order to maximise access for all members:

- Members Web Lounge
- Briefings at group and committee meetings

- Delivered in the member mail envelopes

#### **Stage 4 - Evaluating Learning and Development Investment**

- Evaluation of learning and development will mainly be carried out through the Learning and Development Evaluation Questionnaire. These will be completed at the end of any programme or activity. The evaluation form will review how the learning and development activity satisfied the skills, knowledge or behaviour gaps and how these newly learned skills, knowledge or behaviour can be utilised in their role. These will be summarised and evaluated by Democratic Services.
- Information gathered from all evaluation processes will inform future learning and development strategies including methods of learning and development activities at all levels.
- Information gained at conferences and seminars will be disseminated by those members who attend and key learning points or information highlighted on the Learning & Development Information Share Form (see APPENDIX 3). This information will then be shared with other councillors and officers, as is most appropriate, in one or all of the following ways:
  - Delivered in the member mail envelopes
  - Posted onto the members web lounge
  - Discussion at committee / group meetings

#### **Learning records**

Records of all learning undertaken by members will be kept on a database by the Learning and Development Team.

This database includes the following:

- Name
- Name of course/conference/seminar attended
- Date of course/conference/seminar attended
- Outstanding learning needs

Information on member development is required by the organisation to ensure accurate planning and evaluation. The Learning and Development Team will collate and evaluate this management information on a regular basis.

#### **Learning priorities**

Once elected, new members will have the following learning opportunities:

#### **Corporate Induction**

All new members will receive induction from the moment once they are elected to Maidstone Borough Council. Corporate Induction will include:

- Introduction to the Management team of the council

- Overview of Learning & Development activities and introduction to the Democracy Committee and its role
- Issue and training on laptops and members web lounge
- Issue of members handbook/welcome pack and induction CD Rom
- Tour of Borough and council offices
- Overview of the role of Scrutiny
- Code of conduct and constitution
- Local Government Finance

Members will receive an induction pack and a record of the completed induction programme is placed on the member development database by the Learning and Development Team. Each new member will be given a **senior officer** as a key contact who will act as a central point for that member helping them to understand how the Council works and their role within the organisation. This will complement the role of the Member mentor mentioned below.

### **Political Group Induction**

Each new member will be inducted into their Political Group and be assigned a 'buddy'. The role of the 'buddy' is to introduce the new member to other councillors and act as a source of information, support and advice to help the new member become effective in their role as soon as possible.

### **Committee Members**

Development is on-going for most committee members depending on new legislation and requirements as identified from time to time. New members who take up a position on a committee are required to undertake development to give them a working knowledge of the particulars relevant to the committee and to be able to continue on the committee. This development is sometimes undertaken informally at the meeting or more formally such as in the Planning Committee, with scheduled development sessions held early in the municipal year as well as throughout the year. These sessions are scheduled as part of the member development calendar.

### **Resources to support learning and development**

The Council allocates appropriate resources to Democratic Services to cover the costs of priority needs relating to member development linked to the Strategic Plan and individual role requirements. The full cost of all member development will be identified, approved by the Democracy Committee and monitored by Democratic Services.

Bookings on courses, conferences and seminars will be handled through Democratic Services; and records will be maintained by the Learning and Development Team. Information on development opportunities will be communicated to all members using the intranet and diaries. Expenses incurred for attending member development activities will be paid according to the council policy on claiming expenses.

### **Roles and responsibilities**

Maidstone Borough Council has allocated responsibility to agree key policies, procedures and plans for member development activities to the Democracy Committee. It is recognised that the responsibility for member development is a joint responsibility

between officers and members. Given the importance of the quasi- judicial committees there is an agreement regarding mandatory development for members.

## Members

### Responsibility of all councillors

- To ensure that they understand their role in relation to both the work within the council and their ward.
- To actively seek feedback on the performance of their role.
- To work with Political Group Leaders to agree their development plan.
- To commit to on-going professional development for their role as a councillor
- To fully participate in any mandatory development required for particular committees or roles (continued non-attendance will result in removal from the Committee).
- To complete the request form for attendance at any external conferences/seminars (Appendix 2) and to feedback their learning to other members and relevant officers using the share form (Appendix 1).

### Responsibilities of Political Group Leaders

- Responsible for encouraging formal and informal development within their group.
- Ensure that buddies are assigned to all new members and that the role is carried out effectively with the support of the relevant officers.
- Ensure that any Members appointed to committees are committed to and fully understand the development requirements and, where necessary, replace those Members failing to comply with their commitment.
- Carry out the annual review discussions to assist in identifying future learning needs and inform the council's annual Member development plan.

### Responsibilities of the Democracy Committee

- To consider and approve resources and budgets are allocated to member development

## Officers

### Responsibilities of the Principal Committee Advisors

**Principal Committee Advisors are those Officers primarily responsible for advising a particular committee e.g. Head of Audit for the Audit Committee**

- Ensure that members of their committee have the support to be competent and feel confident in fulfilling their roles and responsibilities
- Ensure that members of their committee receive appropriate and timely development as informed by legislation, statutory guidance, best practice and as identified by individual members
- Ensure that there are effective systems for monitoring and evaluating the impact of their specific member development
- Advising Democratic Services of any outstanding learning needs and development that members need to attend in order to keep the knowledge and skills of committee members up to date

### **Responsibilities of the Learning and Development Manager**

- Advise officers, group leaders and individual members on the most effective learning methods;
- Commission programmes or events required to meet identified learning needs;
- Support Democratic Services with the production of the annual development calendar for members;
- Maintain accurate records of member attendance

### **Responsibilities of Democratic Services**

- Identify learning needs and collate a programme of member development activities aimed at meeting current and future learning needs based on feedback from Group Leaders.
- Evaluate and prioritise all member development activities to ensure needs are met and value for money is achieved
- Present proposals for the budget to the Democracy Committee
- Feedback any compliance issues to the Democracy Committee and Group Leaders
- Report to the Democracy Committee on the member development programme indicating levels of attendance, evaluation and impact

### **Supporting documents and appendices**

- Appendix 1: Learning & Development Information Share Form
- Appendix 2: Request to attend Conference/ Seminar
- Appendix 3: Mandatory development

## Appendix 1

### Learning & Development Information Share Form

Title:

Date & duration of event:

Compiled by:

Date compiled:

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∇ What were the main aims and objectives (please list)

∇ What were the key messages or learning points that you feel were most important and relevant:

∇ How can members use this information to assist them in their role:

∇ Further information can be found (please list any contacts and or web site addresses etc that may be useful)

(Please send this form and any photos, flyers or additional information to the Learning and Development Team for distribution)

## Appendix 2

### Attendance at Conferences and/or Seminars:

If a member/committee/officer feels that it would be beneficial / important to attend a conference or seminar an application should be made using the attached form and sent to Democratic Services.

#### Request to attend Conference / Seminar

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Name: \_\_\_\_\_ Role (Committee etc): \_\_\_\_\_

Conference / Seminar title: \_\_\_\_\_ Duration: \_\_\_\_\_

Cost of event: \_\_\_\_\_

Estimated costs of extras e.g. travel etc: \_\_\_\_\_

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1. What are the main aims / objectives of the conference / seminar? (please list)

2. How was this conference / seminar identified as being of value?

3. How will this conference/seminar improve your ability to perform in your role?

4. Who is responsible for transferring the knowledge gained and completing the conference/seminar information sheet?

Sign: Applicant: ..... Date: .....

Sign: Democratic Services ..... Date: .....

## **Appendix 3**

### **Draft for consideration by relevant Committees**

#### **Mandatory Development**

##### **All Members**

Induction – council and political group induction  
Governance  
Code of Conduct  
Health and Safety matters

##### **Planning Committee Members**

The Development Plan/Supplementary Planning Documents & Government Policy  
Use of Planning Conditions and Reasons for Refusal  
Planning Enforcement

##### **Licensing Committee Members**

The Licensing Committee agree the development requirements for the year and this is incorporated into the Calendar of Meetings agreed by Council. All new Committee & Substitute Members must attend the following development:  
Induction  
Licensing Act 2003  
Street Trading  
Sexual Entertainment Venues  
Gambling  
Taxis/Private Hire Vehicles

##### **Audit Committee Members**

Induction training  
Finance and Budget  
Regulatory framework  
The importance of risk management

##### **Scrutiny Committee Members**

Basic Overview & Scrutiny skills  
Questioning Skills

##### **Committee Chairman and Vice Chairman**

Chairing Skills (all should have attended before becoming Chairmen)