

# AGENDA

## DEMOCRACY COMMITTEE MEETING



Date: Monday 3 July 2017  
Time: 6.30 pm  
Venue: Town Hall, High Street, Maidstone

### Membership:

Councillors Boughton, Fermor, Fissenden (Vice-Chairman), Hemsley, Mrs Hinder, Lewins, Newton (Chairman), Mrs Ring and Vizzard

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### Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Notification of Visiting Members
4. Disclosures by Members and Officers
5. Disclosures of Lobbying
6. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
7. Minutes of the Meeting Held on 8 March 2017 1 - 4
8. Minutes of the Meeting held on 23 May 2017 5

**Continued Over/:**

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**Issued on Friday 23 June 2017**

*Alison Broom*

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

9. Questions and answer session for members of the public (if any)
10. Report of the Interim Deputy Head of Legal Partnership (Solicitor) - Appointment of Independent Person 6 - 9
11. Report of the Head of Policy, Communications and Governance - Planning Referral Process Review 10 - 12
12. Report of the Head of Policy, Communications and Governance - Member Development Plan 2017-2018 13 - 23

### **PUBLIC SPEAKING**

In order to book a slot to speak at this meeting of the Democracy Committee, please contact Caroline Matthews on 01622 602743 or by email on [carolinematthews@maidstone.gov.uk](mailto:carolinematthews@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting. If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

### **ALTERNATIVE FORMATS**

The reports included in Part I of this agenda can be available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Democratic Services on [committeeservices@maidstone.gov.uk](mailto:committeeservices@maidstone.gov.uk) or 01622 602743**. To find out more about the work of the Committee, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

## **MAIDSTONE BOROUGH COUNCIL**

### **DEMOCRACY COMMITTEE**

#### **MINUTES OF THE MEETING HELD ON WEDNESDAY 8 MARCH 2017**

**Present:** Councillor Boughton (Chairman), and  
Councillors Mrs Blackmore, Ells, Fissenden,  
Mrs Hinder, Joy, Lewins, Prendergast and Vizzard

56. APOLOGIES FOR ABSENCE

It was noted that apologies had been received from Councillors Newton, Revell and Mrs Ring.

57. NOTIFICATION OF SUBSTITUTE MEMBERS

The following Substitute Members were noted:-

Councillor Ells for Councillor Newton  
Councillor Mrs Prendergast for Councillor Revell  
Councillor Mrs Blackmore for Councillor Mrs Ring

58. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

59. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members and Officers.

60. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

61. EXEMPT ITEMS

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

62. MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2017

**RESOLVED:** That the minutes of the meeting held on 8 February 2017 be approved as a correct record and signed.

63. REPORT OF THE HEAD OF LEGAL PARTNERSHIP AND MONITORING OFFICER - AMENDMENTS TO THE CONSTITUTION

The Head of Legal Partnership and Monitoring Officer presented a report on the Amendments to the Constitution.

The Committee noted the changes made to the Constitution as follows:-

- That under the Monitoring Officer's delegation minor amendments had been made to the Constitution to reflect the new management structure with the majority of the amendments relating to Part 2 of the Constitution, specifically the sections on 'Responsibility for Functions Relating to Officers' and the 'Proper Officer' Functions to ensure the right delegation sat with the correct member of the management team.
- That the Constitution had been amended to reflect the decisions made by Council with regards to the introduction of electronic voting and the changes in the process for the selection of the Mayor.
- That although the transference of delegated functions from one officer to another to reflect structural changes could be carried out under the Monitoring Officer's delegation, any new delegated function could only be agreed by Council. The following delegations had been requested by the respective Heads of Service as being necessary for them to carry out their role effectively:-

**Head of Regeneration and Economic Development –**

Responsibility for the implementation of the Council's Public Realm Design Guide and Public Arts Policy.

**Head of Housing and Community Services –** To liaise and negotiate with government bodies and their appointees, third parties and housing providers in order to promote the priorities identified in the Council's Housing Strategy.

- The review of officer delegations highlighted omissions in the functions and responsibilities of Heritage, Culture and Leisure Committee as there was no reference to Bereavement Services or to the Public Realm Design Guide and Public Arts Policy. As such it was recommended that Bereavement Services, the Public Realm Design Guide and Public Arts Policy be listed as part of the Performance Management functions of the Committee as shown at Appendix I to the report.

In response to a question from a Member the Interim Deputy Head of Legal Partnership advised that the proposed wording for a six month rule was from a model Constitution but she would check the previous Constitution to ensure it reflected what was stated before.

**RESOLVED:**

1. That the additional delegations to the Head of Regeneration and Economic Development and the Head of Housing and Community Services as set out in paragraph 2 of the report of the Interim Head of Legal Partnership and Monitoring Officer be agreed.
2. That the additional functions set out in paragraph 2.5 and Appendix 1 of the report of the Interim Head of Legal Partnership and Monitoring Officer be agreed and added to the Strategic Planning and Performance Management of Heritage Culture and Leisure Committee.
3. That the reinstatement of the six month rule as stated in the previous Constitution be agreed.
4. That the Committee Recommend to Council that it adopts all changes to the Constitution to take effect from the date of the annual meeting of Council.

Voting: For: 9 Against: 0 Abstentions: 0

Following the meeting the Interim Deputy Head of Legal Partnership advised the Committee that she had looked back at previous versions of the Constitution to ensure she had the correct wording. However, it appeared that there was no such provision in the Constitution. In the light of this misunderstanding, the Interim Deputy Head of Legal Partnership would bring a report to the next meeting of the Committee in July 2017 in order that the issue could be discussed again.

64. REPORT OF THE HEAD OF POLICY AND COMMUNICATIONS - MEMBER TRAINING 2017-18

The Head of Policy and Communications presented the report on Member Training.

The Committee was asked to identify any professional development or training needs to be put forward for the Member Development Plan.

During the ensuing discussion the Committee identified the following training/development needs:-

- Pre-determination Guidance for all Members (not just Planning Committee)
- A tour of Maidstone House should be included as part of the New Member Induction Programme
- Guidance on Committee Procedural Rules incorporating a mock Committee meeting

- Speed Reading

The Committee also asked that the following issues could be taken into account:-

- That the Member Briefings/Workshops should be advertised to Members at least a month in advance.
- That the Briefings should include a variety of presentational tools to keep the audience stimulated.
- That Members should be given up to date staffing structures with contact telephone numbers.
- That Members should receive updates on the homelessness situation.
- That Member Briefings should be held on the impact of various rulings from central government.
- That Group Leaders should also be asked for their suggestions on Member Development.

The Committee noted that the suggestions would form part of a full report to the Committee in July.

**RESOLVED:** That Officers produce a full report to the Committee in July 2017 on how best to involve Councillors in next year's member training programme incorporating the suggestions made at the meeting.

Voting: For: 9 Against: 0 Abstentions: 0

65. DURATION OF MEETING

6.30 p.m. to 7 p.m.

## **MAIDSTONE BOROUGH COUNCIL**

### **DEMOCRACY COMMITTEE**

#### **MINUTES OF THE MEETING HELD ON TUESDAY 23 MAY 2017**

**Present:** Councillor Newton (Chairman), and  
Councillors Boughton, Fermor, Fissenden, Hemsley,  
Mrs Hinder, Lewins, Mrs Ring and Vizzard

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **NOTIFICATION OF SUBSTITUTE MEMBERS**

There were no Substitute Members.

3. **ELECTION OF CHAIRMAN**

**RESOLVED:** That Councillor Newton be elected as Chairman of the Committee for the Municipal Year 2017/18.

4. **ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** That Councillor Fissenden be elected as Vice-Chairman of the Committee for the Municipal Year 2017/18.

5. **DURATION OF MEETING**

6.45 p.m. to 6.47 p.m.

# Agenda Item 10

## Democracy Committee

3 July 2017

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

No

### Extension to the appointment of the Independent Person

<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Estelle Culligan, Interim Head of Legal Partnership and Monitoring Officer
<b>Lead Officer and Report Author</b>	Donna Price, Interim Deputy Head of Legal Partnership and Deputy Monitoring Officer
<b>Classification</b>	Public
<b>Wards affected</b>	All

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

1. To recommend to Council that the term for the current appointed Independent Person be extended for three years until 31 July 2020.

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

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

The role of the Independent Person assists the Council in dealing with complaints effectively and efficiently and is essential in ensuring high standards of conduct amongst members are upheld as this is an integral part of the decision making processes and delivery of the council's priorities.

#### Timetable

<b>Meeting</b>	<b>Date</b>
Democracy Committee	3 July 2017
Council	19 July 2017

# Extension to the appointment of the Independent Person

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Localism Act 2011 places a statutory duty on the Council to appoint an Independent Person who must be consulted before any decision is taken on an investigated complaint of misconduct by a Borough or Parish Councillor. The Independent Person may be consulted on other issues and by a Member who is the subject of a complaint.
  - 1.2 The Committee are asked to consider the report and recommend that the term for the current Independent Person be extended for a period of three years until 31 July 2020.
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## 2. INTRODUCTION AND BACKGROUND

- 2.1 Section 28 of the Localism Act sets out the requirements for the appointment of the Independent Person. Anyone who has been a member or co-opted member of the authority within the last five years or is a relative or close friend of such a person is precluded from being appointed as the Independent Person. There are no other restrictions to the appointment, including to the length of such an appointment.
  - 2.2 There was only one application submitted when the appointment process was carried out in 2013, and the serving Independent Person at that time was precluded from applying as they had been a co-opted member of the Standards Committee.
  - 2.3 On 24 July 2013 the current Independent Person, Mrs Barbara Varney, was appointed by Full Council following her successful application and interview by members for the position.
  - 2.4 During the past four year Mrs Varney has been consulted on a number of Code of Conduct complaints and has continued to carry out the role to a high standard consistently giving excellent support and advice.
  - 2.5 The current term of office expires on 31 July 2017 and it is essential that the Council appoints an Independent Person in order that it meets its statutory obligation.
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## 3. AVAILABLE OPTIONS

- 3.1 That the Council extends the term of the current Independent Person for a period of three years until 31 July 2020.
  - 3.2 That the Council advertises for a new Independent Person.
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**4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 It is recommended that the term of the current Independent Person be extended for a period of three years until 2020. This will ensure consistency with dealing with Code of Conduct complaints and will aid us to maintain the high standards as the current Independent Person is experienced in dealing with such matters.
- 4.2 Should the Council choose to advertise for a new Independent Person they are unlikely to be able to appoint by the 31 July 2017 which will result in the position being vacant. In addition, it should be noted that when advertised in 2013 only one application was received and there are no guarantees that any application will be made or that we will be able to appoint somebody with the same level of experience and expertise as the current Independent Person.

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

- 5.1 The Monitoring Officer and the current Independent Person have been consulted with and both are in agreement to the extension.

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

- 6.1 If the Democracy Committee agree to recommend the extension to Council this will be considered at the Council Meeting on 19 July 2017.

**7. CROSS-CUTTING ISSUES AND IMPLICATIONS**

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	The role of the Independent Person assists the Council in dealing with complaints effectively and efficiently and is essential in ensuring high standards of conduct amongst members are upheld as this is an integral part of the decision making processes and delivery of the council’s priorities.	Interim Deputy Head of Legal Partnership
<b>Risk Management</b>	None identified	Interim Deputy Head of Legal Partnership

<b>Financial</b>	The position attracts an allowance of £700 a year together with reasonable travel and subsistence expenses. The cost of these remain the same as previously set therefore payments can be met from within existing budgets.	Interim Deputy Head of Legal Partnership
<b>Staffing</b>	None identified	Interim Deputy Head of Legal Partnership
<b>Legal</b>	As set out in the report	Interim Deputy Head of Legal Partnership
<b>Equality Impact Needs Assessment</b>	None identified	Interim Deputy Head of Legal Partnership
<b>Environmental/Sustainable Development</b>	None identified	Interim Deputy Head of Legal Partnership
<b>Community Safety</b>	None identified	Interim Deputy Head of Legal Partnership
<b>Human Rights Act</b>	None identified	Interim Deputy Head of Legal Partnership
<b>Procurement</b>	None identified	Interim Deputy Head of Legal Partnership
<b>Asset Management</b>	None identified	Interim Deputy Head of Legal Partnership

## **8. REPORT APPENDICES**

None

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## **9. BACKGROUND PAPERS**

None

# Agenda Item 11

## Democracy Committee

3 July 2017

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

Yes

## Planning Referral Process Working Group

<b>Final Decision-Maker</b>	Democracy Committee
<b>Lead Head of Service</b>	Head of Policy, Communications and Governance
<b>Lead Officer and Report Author</b>	Angela Woodhouse, Head of Policy, Communications and Governance
<b>Classification</b>	Public
<b>Wards affected</b>	

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

1. To appoint a five member working group to review the planning referral process
2. Agree the terms of reference as set out at 2.1

### **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>
Democracy Committee	3 July 2017

# Planning Referral Process Working Group

## 1. INTRODUCTION AND BACKGROUND

1.1 Following the recent activation of the Planning Referral process whereby the Head of Planning and Development referred a decision of the Planning Committee to the Planning Referrals Committee, the Group Leaders have requested that the Democracy Committee review the arrangements for managing risk in relation to Planning Committee decisions.

### 1.2 Current arrangements

#### **Planning Referral Committee**

Purpose: To determine planning applications referred to it by the Head of Planning and Development if s/he is of the opinion that the decision of the Planning Committee is likely to have significant cost implications”

Then under the provisions relating to the Planning Committee it’s stated that:

#### “29.3 **Planning Decisions which have significant cost implications**

- (a) If the Head of Planning and Development, on the advice of the Legal Officer present at the meeting, believes that the Planning Committee’s reasons to justify refusal/the imposition of conditions are not sustainable, the decision of the Planning Committee will be deferred to its next meeting. The Committee itself may also agree to defer consideration of an application for the same reasons.
- (b) If, at that meeting, the Planning Committee votes to continue with a decision which it has been advised cannot be sustained at appeal and which could have significant cost implications for the Council’s budget, the Head of Planning and Development, on the advice of the Legal Officer present, will request Councillors to refer the consideration of the application to Part II of the meeting, to offer Councillors further advice on the legal and financial implications, and the likelihood of success at appeal. If the Committee still decides to refuse the application/impose an unreasonable condition, the Head of Planning and Development will on the advice of the Legal Office present, immediately after the vote has been taken, refer the application to the Planning Referrals Committee for determination.”

1.3 This process has been invoked very rarely.

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## **2. TERMS OF REFERENCE**

- 2.1 The working group are asked to consider how the Council can provide a check and balance for Planning Committee decisions and reduce the financial and legal risk for the council giving consideration to:
- (a) Other council's arrangements and models;
  - (b) Improvements to the current arrangements; and
  - (c) Other ways to manage and reduce risk in relation to Planning Committee Decisions.
- 2.2 The working group to report back to Democracy Committee with their findings and recommendations.

## Democracy Committee

**3 July 2017**

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

**Yes**

## Member Development Plan 2017-2018

<b>Final Decision-Maker</b>	Democracy Committee
<b>Lead Director or Head of Service</b>	Angela Woodhouse, Head of Policy, Communications and Governance
<b>Lead Officer and Report Author</b>	Sam Bailey, Interim Democratic and Administration Services 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 for 2017-18
2. To note the actual spend on Member Development in 2016-17
3. To identify any additional training needs that are not currently covered in the Member Development Plan for 2017-18.

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

1. Keeping Maidstone Borough an attractive place for all
2. Securing a successful economy for Maidstone Borough

**Timetable**

<i>Meeting</i>	<i>Date</i>
Democracy Committee	3 July 2017

# Member Development Plan 2017-2018

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The report sets out the Member Development Plan for 2017-2018 along with estimated expenditure.
  - 1.2 The report also sets out the actual spend on Member Development for 2016-17.
  - 1.3 There may be additional training needs identified by the Democracy Committee that, budget allowing, can be included in the Member Development Plan for 2017-18.
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## 2. INTRODUCTION AND BACKGROUND

- 2.1 Democracy Committee has the responsibility for setting the Member Development Plan and expected budget spend for 2017-2018 as proposed in this report.
- 2.2 The Member Development Budget is set at £10,600 for 2017-18. This is the same amount as in 2016-17.
- 2.3 The last six years' actual spends can be found below:

2016-17	£3937.59
2015-16	£5642.19
2014-15	£6752.15
2013-14	£7795.16
2012-13	£6281.39
- 2.4 For a more detailed breakdown of spend on Member Development in 2016-17 please see Appendix I.
- 2.5 The Member Development Plan for 2017-18 can be found at Appendix II. The Member Development sessions listed have been compiled following suggestions from this committee at the meeting of 8 March 2017.
- 2.6 There may be additional training needs identified by the Committee. There is sufficient budget remaining to meet further training needs should they exist.
- 2.7 Planning Committee and Licensing Committee both have their own training plans that are agreed by the Committee. These are included in the Member Development Plan. Planning Committee has requested a budget to bring in external trainers on some more specialised areas of planning legislation. As the member training budget is usually significantly underspent, and Planning Training falls under the remit of the Member Development Plan, £2,000 has been allocated to Planning Committee to allow them to bring in an external

trainer.

- 2.8 Member briefings may also take place throughout the year, as and when required. These can be on topics of local importance or could be on changes to national legislation. Some examples of these that have recently taken place are an all member briefing on the Kent Medical Campus and a workshop on Planning Performance Agreements held for members on the Planning Committee and Strategic Planning, Sustainability and Transportation Committee. These briefings have not been included in the Member Development Plan due to their ad hoc nature. Audit, Governance and Standards Committee normally holds a briefing before each of its meetings on a subject relevant to the agenda under discussion at the formal meeting. Democratic Services will ensure that officers arranging these sessions ensure that at least one month's notice is given to members, as per the Democracy Committee's wishes expressed at their meeting on 7 March 2017.

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### **3. AVAILABLE OPTIONS**

- 3.1 Members are asked to approve the proposed Member Development Plan for 2017-2018 (Appendix II).
- 3.2 The Committee could choose to stop providing Councillor training and development activities. However this approach would make it difficult for Councillors to carry out their roles effectively.

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

- 4.1 The preferred option is 3.1, as the Member Development Plan will give members an overview for the training planned for them over the next year, and will ensure members are equipped with the right skills to carry out their roles effectively.

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

- 5.1 This Committee was consulted on training sessions required during its meeting in March 2017. The results of this consultation were considered when arranging the training outlined in Appendix II.
- 5.2 Planning and Licensing Committee members have also been consulted on their specific training programmes.

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

- 6.1 Most of the training sessions outlined in the plan in Appendix II have already been circulated to members. However any sessions that haven't, and any future

sessions planned, will be circulated to councillors at least one month in advance to give sufficient notice.

- 6.2 The Democratic Services team, along with the Learning and Development Team, will monitor this programme and add to it as and when new learning and development events are required.
- 6.3 It is the responsibility of Councillors and Group Leaders to identify any individual training needs, and subject to checking budget availability with the Democratic Services Team, make the arrangements to attend the required training. These responsibilities are set out in the Member Development Policy.
- 6.4 It is also the responsibility of Councillors that attend conferences and training events to ensure that learning is disseminated and shared with other Members.
- 6.5 In general, it is important that Members take advantage of the training and briefing that is on offer so that they are able to fulfil their duties effectively. Democratic Services will consider further measures to promote and facilitate participation in training and briefing during the course of 2017/18.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<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 Policy, Communications and Governance
<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 Policy, Communications and Governance
<b>Financial</b>	The annual budget for Member Development and Conferences is £10,600. This budget will be used to resource the proposed programme set out in Appendix II.	Head of Policy, Communications and Governance
<b>Staffing</b>	The impact on staffing relates to the officer time invested in delivering the learning and development activities to Members	Head of Policy, Communications and Governance
<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	Head of Policy, Communications and Governance

	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.	Head of Policy, Communications and Governance
<b>Environmental/Sustainable Development</b>	None identified at this time	Head of Policy, Communications and Governance
<b>Community Safety</b>	None identified at this time	Head of Policy, Communications and Governance
<b>Human Rights Act</b>	None identified at this time	Head of Policy, Communications and Governance
<b>Procurement</b>	The procurement rules will be followed in the process of selecting organisations to deliver the necessary training.	Head of Policy, Communications and Governance
<b>Asset Management</b>	None identified at this time	Head of Policy, Communications and Governance

## 8. REPORT APPENDICES

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

- Appendix I: Member Development Spend 2016-17
- Appendix II: Member Development Budget 2017-18

### Appendix I: Member Development Spend 2016-17

<b>Activity</b>	<b>Attendees</b>	<b>Further Details</b>	<b>Cost</b>
General Planning Committee Training	Planning Committee Members	Details of the training were agreed by the Planning Committee	None
General Licensing Committee Training	Licensing Committee Members	Details of the training were agreed by the Licensing Committee	None
Local Government Association Conference	Cllr Wilson	Annual Conference of the Local Government Association	£495.00 + £239.59 expenses
District Councils Network Conference	Cllr Wilson	Annual Conference of the District Councils Network	£249.00
Chairing Skills	Committee Chairmen and Vice Chairmen	Delivered by Inclusive Employers	£2,164.00
Sustainable Transport Conference	Cllr D Burton, Cllr Willis and Stuart Maxwell	Developing & Delivering Successful Transport Initiatives in your Area. Conference provided by Dods.	£370.00
Intelligent Mobility Conference	Cllr D Burton and Cllr Willis	Next steps for intelligent mobility: autonomous vehicles, big data and priorities for a Modern Transport Bill. Conference provided by Westminster Energy, Environment and Transport Forum.	£420
<b>Total</b>			<b>£3,937.59</b>

**Appendix II: Member Development Budget 2017-18**

Committee	Activity	No's	Further details	Cost
<p align="center">19 PLANNING</p>	<p><b>General Planning Committee Training</b></p>	<p>All Committee Members and Substitute Members and open to all Members</p> <p>(Parish Members will be invited to some sessions throughout the year)</p>	<p>Essential Planning awareness and refresher training for all members delivered by internal officers, covering:</p> <ul style="list-style-type: none"> <li>• Planning Induction</li> <li>• River Medway Cycling Scheme</li> <li>• Developing and Determining Planning Applications</li> <li>• Conditions and reasons for refusal and S106</li> <li>• Local Plan and Neighbourhood Plans, NPPF and NPPG</li> <li>• Enforcement</li> <li>• Transport and Heritage</li> <li>• Further CPD Sessions (TBC)</li> </ul> <p>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.</p> <p>£2000 has been allocated for Planning Committee to bring external training on specialists subjects.</p>	<p>Up to £2,000 + Officer Time</p>
	<p><b>Planning Tour</b></p>	<p>Planning Committee Members and subs</p>	<p>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.</p>	<p>Officer time only and any expenses</p>

**Appendix II: Member Development Budget 2017-18**

<b>LICENSING</b>	<b>Licensing Training</b>	All Licensing Committee Members and subs	An induction for all new Members and refresher training will be completed every year on Licensing Act 2003, Hackney Carriage/Private Hire, Gambling Act 2005, Street Trading, Sex Establishments and scrap metal dealing. Further sessions for all Members on procedural matters and updates as appropriate.	Officer time only
<b>AUDIT</b>	<b>Audit Committee Training</b>	Audit Committee Members and subs	Audit Governance and Standards Induction	Officer time only
20 <b>HOUSING AND COMMUNITIES</b>	<b>Safeguarding Training</b> 11 October 2017	Open to all Members	Safeguarding policy, practice and training is required to ensure knowledge and understanding is up-to-date. This training will be met through briefings provided by Officers.	Officer time only
	<b>Community Safety</b> 4 September 2017	Open to all Members	This will cover community safety, the legislation and statutory duties on local authorities, gangs and activity in Maidstone and an overview of the work to tackle them.	Officer time and external resource paid for by CSU
<b>FINANCE</b>	<b>Local Government Finance</b>	Open to all Members	Internally run briefings on local government finance. <ul style="list-style-type: none"> <li>• Finance and Budget briefing</li> </ul>	Officer time only

**Appendix II: Member Development Budget 2017-18**

<b>OTHER BRIEFINGS</b>	<b>MKS Briefing</b> 10 July 2017	Offered to all Members	An update for Members about Mid Kent Services.	Officer time only
	<b>Depot Open Afternoon</b> 19 July 2017	Offered to all Members	The afternoon will include Q&A sessions with service managers, demonstrations of equipment and a tour of the facility.	Officer time only
	<b>Equality Refresh</b>	Offered to all Members	This session will provide Members with an overview of equalities as part of ongoing professional development. The Council has a duty to fulfil this as part of the Equalities Act, which supports good decision making by ensuring that the Council considers how different people will be affected, helping them to deliver policies and services that are efficient, effective and accessible to all by meeting different types of people's needs.	Officer time only
<b>CONFERENCES</b>	<b>LGA Conference</b> 4-6 July 2017	Leader	The Leader to attend this conference.	£545 PP + expenses
	<b>Low Carbon Transport Conference</b> 22 June 2017	Cllr D Burton Cllr English	Conference titled 'Cost Effectiveness in a Low Carbon Economy'. Chairmen of Planning Committee and Strategic Planning, Sustainability and Transportation Committee	£399.90

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**Appendix II: Member Development Budget 2017-18**

22  GENERAL	<b>Inductions for New Members</b> 18 May 2017	All New 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
	<b>Chairing Skills</b> 12 and 14 June 2017	Offered to all Chairmen and Vice-Chairmen	<u>Objectives:</u> <ul style="list-style-type: none"> <li>• To consider the tasks and roles required in chairing meetings</li> <li>• To examine the practicalities of managing meetings</li> <li>• To observe and consider the skills of effective chairing in action</li> </ul> <u>Attendees will be supported to consider:</u> <ul style="list-style-type: none"> <li>• Why effective chairing is important</li> <li>• The key roles of a chair</li> <li>• Effective preparation</li> <li>• Handling the mechanics of any meeting</li> <li>• Encouraging participation and discussion</li> <li>• Handling conflict – dealing with the personalities</li> <li>• The legalities of council meetings</li> <li>• Chairing for success – reaching and presenting decisions</li> </ul>	(LGA part subsidise this course) £1,200 + expenses
	<b>Standards Training</b> 13 and 24 July 2017	Offered to all Members	A presentation covering the legal framework, local arrangements for dealing with complaints and the Code of conduct, followed by working through a number of real-life scenarios with members, taking into account any particular local circumstances.	£900 + expenses
	<b>Procedural Training</b> 27 and 29 June 2017	Offered to all Members	Legislative framework Roles at meetings – what makes a good meeting? Constitution and procedures	£1,550 + expenses

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23	<p><b>Speed Reading</b> 17 July 2017</p>	Offered to all Members	<p><u>Objectives:</u> By the end of the workshop Members will be able to:</p> <ul style="list-style-type: none"> <li>• Speed read a range of information</li> <li>• Understand the information they are reading to ask questions and make decisions</li> </ul> <p><u>Content:</u></p> <ul style="list-style-type: none"> <li>• What we read and what we are required to do with what we have read</li> <li>• Speed reading Vs. "slower" reading</li> <li>• Reading off the screen and reading off paper</li> <li>• How to speed read – tips and techniques</li> <li>• Retaining and understanding what we have read</li> <li>• Developing questions and making decisions</li> <li>• Putting it into practice</li> <li>• Learning points, action planning and evaluation</li> </ul> <p><u>Learning methods:</u> The workshop will be highly participative, with facilitated group and individual working and lots of exercises in speed reading using a range of information a Member would be expected to read and action, input from the facilitator and individual action planning</p>	£600 + expenses
	<p><b>Member Personal Development Planning</b></p>	Offered to all Members	<p><b>Member Personal Development Planning</b> sessions are also on offer to any member delivered by the Mid Kent Learning and Development Manager.</p> <p><b>In addition</b> - other training sessions that are included on the Corporate Training Calendar are also on offer to members.</p>	Officer time only
			<p><b>Total currently allocated</b></p> <p><b>Budget for 17/18</b></p>	<p><b>£7,194.90</b></p> <p><b>£10,600</b></p>