

# DEMOCRACY COMMITTEE MEETING

Date: Wednesday 6 September 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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<u>AGENDA</u>	<u>Page No.</u>
1. Apologies for Absence	
2. Notification of Substitute Members	
3. Urgent Items	
4. Notification of Visiting Members	
5. Disclosures by Members and Officers	
6. Disclosures of Lobbying	
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information.	
8. Minutes of the Meeting Held on 3 July 2017	1 - 5
9. Presentation of Petitions (if any)	
10. Questions and answer session for members of the public (if any)	
11. Committee Work Programme	
12. Proposal to change Barming Ward name	6 - 11
13. Review of Outside Bodies	12 - 24

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**Issued on Tuesday 29 August 2017**

**Continued Over/:**

*Alison Broom*

**Alison Broom, Chief Executive**

## **PUBLIC SPEAKING**

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## **ALTERNATIVE FORMATS**

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## **MAIDSTONE BOROUGH COUNCIL**

### **DEMOCRACY COMMITTEE**

#### **MINUTES OF THE MEETING HELD ON 3 JULY 2017**

**Present:** Councillor Newton (Chairman) and  
Councillors Mrs Blackmore, Fermor, Fissenden,  
Mrs Hinder, Lewins, Perry, Prendergast and Vizzard

**Also Present:** Councillors English and Springett

#### 6. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillors Boughton, Hemsley and Mrs Ring.

#### 7. NOTIFICATION OF SUBSTITUTE MEMBERS

The following Substitute Members were noted:

Councillor Mrs Blackmore for Councillor Boughton  
Councillor Perry for Councillor Hemsley  
Councillor Prendergast for Councillor Mrs Ring

#### 8. NOTIFICATION OF VISITING MEMBERS

Councillor English indicated his wish to speak on the reports of the Head of Policy, Communications and Governance relating to (a) the proposed establishment of a Member Working Group to review the arrangements for managing risk in relation to Planning Committee decisions, including the planning referral process, and (b) the Member Development Plan 2017/18.

Councillor Springett entered the meeting at 6.44 p.m. prior to consideration of the report of the Head of Policy, Communications and Governance relating to the proposed establishment of a Member Working Group to review the arrangements for managing risk in relation to Planning Committee decisions, including the planning referral process. With the agreement of the Committee, Councillor Springett spoke on this item.

#### 9. DISCLOSURES BY MEMBERS AND OFFICERS

With regard to the report of the Head of Policy, Communications and Governance concerning the establishment of a Member Working Group to review the arrangements for managing risk in relation to Planning Committee decisions, including the planning referral process, Councillor Mrs Hinder stated that she was a Member of the Planning Referrals Committee.

The representative of the Interim Head of Legal Partnership advised Councillor Mrs Hinder that her membership of the Planning Referrals Committee did not represent a Disclosable Pecuniary Interest or an Other Significant Interest.

10. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

11. EXEMPT ITEMS

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

12. MINUTES OF THE MEETING HELD ON 8 MARCH 2017

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

In response to questions:

Minute 63 - Amendments to the Constitution

The representative of the Interim Head of Legal Partnership said that he would ask that the further report on the reinstatement of the six month rule with regard to motions be brought to the next meeting of the Committee scheduled to be held on 6 September 2017.

Minute 64 – Member Training 2017/18

The Head of Policy, Communications and Governance confirmed that if any of the suggestions regarding Member development/training had not been addressed in the report to this meeting on the Member Development Plan 2017/18, they could be dealt with during consideration of the report or taken forward after the meeting.

13. MINUTES OF THE MEETING HELD ON 23 MAY 2017

**RESOLVED:** That the Minutes of the meeting held on 23 May 2017 be approved as a correct record and signed.

14. QUESTION AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

15. APPOINTMENT OF INDEPENDENT PERSON

The Committee considered the report of the Interim Deputy Head of Legal Partnership recommending that the term of office of Mrs Barbara Varney, the current Independent Person, be extended for a period of three years until 31 July 2020. It was noted that:

- 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.
- On 24 July 2013 Mrs Barbara Varney, the current Independent Person, was appointed by the Council following her successful application and interview by a panel of Members for the position.
- During the past four years Mrs Varney had been consulted on a number of Code of Conduct complaints and had continued to carry out the role to a high standard, consistently giving excellent support and advice.
- The current term of office would expire on 31 July 2017, and the Council was required to appoint an Independent Person to meet its statutory obligation.
- The Monitoring Officer and the current Independent Person had been consulted, and both were in agreement to the extension.

**RESOLVED to RECOMMEND to the COUNCIL:** That the term of office of Mrs Barbara Varney, the current Independent Person, be extended for a period of three years until 31 July 2020.

#### 16. PLANNING REFERRAL PROCESS REVIEW

The Committee considered the report of the Head of Policy, Communications and Governance relating to the proposed establishment of a Member Working Group to review the arrangements for managing risk in relation to Planning Committee decisions, including the planning referral process.

Councillors English and Springett addressed the meeting in support of the proposed review.

Members concurred that there was a need to provide a check and balance mechanism in respect of Planning Committee decisions, and that the current arrangements for managing the risks should be reviewed, including the role of the Planning Referrals Committee having regard to the nature of its business and the pressure on Members.

The Committee agreed that a Working Group should be appointed to review the arrangements for managing risk in relation to Planning Committee decisions, including the planning referral process, and that the membership of the Group should comprise all Members of the Democracy Committee. The terms of reference of the Group should be extended to consider options for and/or improvements to the current arrangements and any other ways to manage and reduce risk in relation to Planning Committee decisions. The findings and recommendations of the Working Group should be reported back to the Democracy Committee in December 2017.

**RESOLVED:**

1. That a Working Group comprising all Members of the Democracy Committee be appointed to review the arrangements for managing risk in relation to Planning Committee decisions, including the planning referral process.
2. That the terms of reference of the Working Group be as follows:  
  
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 Councils' arrangements and models;
  - (b) Options for and/or improvements to the current arrangements; and
  - (c) Any other ways to manage and reduce risk in relation to Planning Committee decisions.
3. That the findings and recommendations of the Working Group should be reported back to the Democracy Committee in December 2017.

17. **MEMBER DEVELOPMENT PLAN 2017-2018**

The Committee considered the report of the Head of Policy, Communications and Governance setting out the Member Development Plan for 2017/18 together with details of estimated expenditure and actual spend on Member Development during 2016/17. The Committee was also asked to identify any additional development/training needs that were not currently covered in the Member Development Plan for 2017/18.

The Head of Policy, Communications and Governance advised the Committee that, other than the request that Members be provided with up to date staff structures with contact numbers, which were being worked on and would be circulated, the suggestions made at the last meeting regarding Member development/training needs appeared to have been covered in the report or had already been dealt with.

During the discussion, Members raised the following issues:

- There was a need to involve Parish Councils in training on equalities and Councillor Code of Conduct issues and also in training offered to the Planning Committee as appropriate.
- It was a requirement of the Local Code of Conduct for Councillors and Officers Dealing with Planning Matters that Councillors should visit a sample of implemented planning permissions to assess the quality of the decisions made, and that this review should be undertaken at least annually. However, the tour had not taken place for some time.
- It would be beneficial, in terms of succession planning, to involve more Members in the Chairing Skills training in future.

- The content of development/training sessions should be reviewed to avoid, where possible, any overlapping. Also, Members did not like role playing as a method of learning.
- Members had appreciated the briefings on the impact of changes in Government policy and would welcome more to provide clarity.
- Members should be given as much notice as possible of development/training sessions. Whilst it was noted that details of future sessions would be circulated to Members at least one month in advance to give sufficient notice, it would be helpful to receive details sooner than that if the sessions were already arranged.

**RESOLVED:**

1. That subject to the points raised in the discussion, the Member Development Plan for 2017/18 be approved.
2. That the actual spend on Member Development in 2016/17 be noted.
3. That Members continue to identify any additional development/training needs that are not currently covered in the Member Development Plan for 2017/18.

18. DURATION OF MEETING

6.30 p.m. to 7.30 p.m.

# Agenda Item 12

## DEMOCRACY COMMITTEE

6 September 2017

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

Yes

### Proposal to change the name of Barming Ward

<b>Final Decision-Maker</b>	Democracy Committee
<b>Lead Head of Service</b>	Angela Woodhouse, 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>	Barming Ward

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

1. To agree to a consultation exercise for changing the name of Barming Ward to become Barming and Teston Ward.

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

- Keeping Maidstone Borough an attractive place for all

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
Democracy Committee	6 September 2017

# Proposal to change the name of Barming Ward

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Democracy Committee is asked to agree to a consultation exercise being undertaken to change the name of Barming ward to Barming and Teston ward following the request of the Ward Councillor, Councillor Mrs Gooch.
  - 1.2 The report sets out a proposed timetable and process for the name change.
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## 2. INTRODUCTION AND BACKGROUND

- 2.1 Councillor Mrs Gooch approached the Council requesting that the name of Barming ward be changed to more accurately reflect the two parishes the ward covers. This follows feedback from residents in the ward and the parish council of Teston.
  - 2.2 It is therefore proposed to put forward a change of ward name to Barming and Teston for consultation. The proposed name change recognises that Teston is within the ward.
  - 2.3 By law, a local authority may not pass a resolution to change the name of a ward unless it has taken reasonable steps to consult with persons that it considers appropriate on the proposed name.
  - 2.4 Following the consultation to change the name a further report will be brought back to this committee with the results. If the Committee agrees a recommendation will be made to council to agree the proposed name change.
  - 2.5 Any resolution to agree the proposed ward name change must be passed at a specially convened Council meeting, where two thirds of members voting need to support the proposal for it to pass.
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## 3. AVAILABLE OPTIONS

- 3.1 The Committee is asked to consider whether or not to consult with the residents of the Barming Ward on the name change. A timetable for consultation and next steps is set out in section 6 of the report.
  - 3.2 The Committee could review the attached timetable report and information and decide not to carry out consultation and therefore stop the process of changing the ward name.
-

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

4.1 The Committee is asked to consider whether to start the process of changing the name of Barming Ward to Barming and Teston Ward with formal consultation on the proposal.

4.2 The local ward Councillor, Councillor Mrs Gooch has put forward the proposal following feedback from residents and Teston Parish Council:

*"The parish of Teston is one of two parishes that make up the ward of Barming. Teston is a well-defined rural village of about 300 homes with its village shop and village hall which lie together in the centre of the village which is a conservation area. Teston lies to the west of Barming Ward.*

*The other parish is Barming and is semi-rural. It lies on the western edge of the Maidstone urban area, comprising approx. 720 homes. Its boundary with the adjoining wards of Heath and Fant (neither of which is parished) runs up the middle of one of its estates: the Beverley Estate. It is not uncommon for residents in those adjoining wards to mistakenly believe they live within the parish of Barming.*

*The two settlements of Barming and Teston are separated by almost 1.5 miles of open countryside. They are both very distinct and separate communities.*

*Hence Members are asked to approve a request to change the name of the ward from 'Barming' to 'Barming and Teston'. This will add clarity and will enable a more accurate reflection of the make-up of the electoral area i.e. that the ward comprises the two distinct parishes of Barming and of Teston.*

*There are other wards within the borough that already carry the identity of its parishes, such as Boughton Monchelsea and Chart Sutton; also Sutton Valance and Langley.*

*Members are asked to note that no boundary change is involved. This is purely a request to amend the title of the ward. The added value of the amendment will be three-fold:*

- 1. To accurately reflect the electoral make-up of the ward i.e. two distinct and separate communities;*
- 2. To foster the identity of Teston and inclusivity of its residents, being just as much a distinctive part of the ward as the residents of the parish of Barming.*
- 3. To illustrate to residents in neighbouring communities such as St Andrews and Fant that they are not electorally in Barming (even though estate agents and Royal Mail like to think they are) thus helping to reduce confusion."*

4.3 Section 59 of the Local Government and Public Involvement in Health Act 2007 enables a Local Authority to agree to change the names of any of its electoral areas (normally known as wards) by passing a resolution at a Special Meeting of the full Council held for that purpose, subject to the statutory procedure being followed. The Act specifies steps that must be taken by an Authority in order to change the name which are summarised as follows:

- a. Before passing a resolution at a Special Meeting to change the name of an electoral area the authority must take all reasonable steps to consult such persons as it considers appropriate on the proposed name.
- b. A resolution to change the name must be passed by a majority of at least two-thirds of members voting at a specially convened Council meeting.
- c. Notice of the object of the meeting must be given.

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

- 5.1 If the Committee approve consultation this will be via a survey drop to every household in the ward with a return envelope. Costs are estimated to be £1,000 with officer time to collate the results.
- 5.2 A notice will also go in the local press and on the parish noticeboards and on the Council noticeboard.

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

### 6.1 Timetable

September 2017	<ul style="list-style-type: none"> <li>• Draft Notice, press release, item for website and letter to residents</li> </ul>
	<ul style="list-style-type: none"> <li>• Organise delivery</li> </ul>
01/10/2017	<ul style="list-style-type: none"> <li>• Publish Notice – on Website and public noticeboards in the ward</li> </ul>
	<ul style="list-style-type: none"> <li>• Issue press release</li> </ul>
	<ul style="list-style-type: none"> <li>• Consultation letter and reply envelope to be distributed to all residents of Barming Ward</li> </ul>
31/10/2017	<ul style="list-style-type: none"> <li>• Closing Date for comments</li> </ul>
15/11/2017	<ul style="list-style-type: none"> <li>• Democracy Committee</li> </ul>
29/11/2017	<ul style="list-style-type: none"> <li>• Special Council</li> </ul>

30/11/2017	<ul style="list-style-type: none"> <li>• Inform LGBCE, the Boundary Commission, the Office of National Statistics and the Director General of the Ordnance Survey if name change agreed</li> </ul>
1/12/2017	<ul style="list-style-type: none"> <li>• Publish revised register</li> </ul>
2/12/2017	<ul style="list-style-type: none"> <li>• Email Democratic Services and Councillors</li> </ul>
	<ul style="list-style-type: none"> <li>• Update Election Management Information</li> </ul>
	<ul style="list-style-type: none"> <li>• Issue Press Release</li> </ul>
	<ul style="list-style-type: none"> <li>• Publish notices in public places (Council Buildings etc)</li> </ul>
	<ul style="list-style-type: none"> <li>• Notify Digital and GIS to update Internet, maps etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• Update Democratic Services Web Pages on Modern.gov</li> </ul>

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>		Head of Policy, Communications and Governance
<b>Risk Management</b>	No risks identified	Head of Policy, Communications and Governance
<b>Financial</b>	It is estimated that the cost of the consultation required for the name change will be £1,000. This will be met from within existing budgets.	S151 Officer and Finance Team
<b>Staffing</b>	Some officer time will be required to collate the survey results.	Head of Policy, Communications and Governance
<b>Legal</b>	Legal implications are set out in the report	
<b>Equality Impact Needs Assessment</b>	Not applicable	Head of Policy, Communications and Governance
<b>Environmental/Sustainable</b>	Not applicable	Head of Policy,

<b>Development</b>		Communications and Governance
<b>Community Safety</b>	Not applicable	Head of Policy, Communications and Governance
<b>Human Rights Act</b>	Not applicable	Head of Policy, Communications and Governance
<b>Procurement</b>	Not applicable	Head of Policy, Communications and Governance
<b>Asset Management</b>	Not applicable	Head of Policy, Communications and Governance

**8. REPORT APPENDICES**

None

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**9. BACKGROUND PAPERS**

None

# Agenda Item 13

## DEMOCRACY COMMITTEE

6 September 2017

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

No

## REVIEW OF OUTSIDE BODIES

<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Angela Woodhouse, Head of Policy, Communications and Governance
<b>Lead Officer and Report Author</b>	Caroline Matthews, Democratic Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	All

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

That **it be recommended to Council** that:-

1. The following outside bodies be retained and appointed by the Democracy Committee:-

Allington Millennium Green Trust – Allington Ward Member  
Collis Millennium Green Trust – High Street Ward Member  
Headcorn Aerodrome Consultative Committee – Headcorn Ward Member  
Howard de Walden Centre – East Ward Member  
Hayle Park Nature Reserve – South Ward Member  
Kent Downs AONB Joint Advisory Committee – North Downs Member  
Maidstone Street Pastors – High Street Member  
Relief in Need Charity

2. The following outside bodies be retained but appointed by the relevant Committees as listed:-

Action with Communities in Rural Kent – CHE Committee  
Age UK – CHE Committee  
Bentlif Wing Trust – HCL Committee  
Brenchley Charity Trust – HCL Committee  
Citizens Advice Bureau – CHE Committee  
Cutbush and Corral – CHE Committee  
KCC Health Overview and Scrutiny Committee – CHE Committee (Chairman automatically appointed)  
Kent Community Rail Partnership – SPS&T Committee  
Kent and Medway Crime Panel – P&R Committee (Leader automatically appointed or a nominee to feed into the Crime and Disorder Committee)  
Kent and Medway Economic Partnership Board – P&R Committee (Leader automatically appointed)  
Local Government Association General Assembly – P&R Committee (Leader automatically appointed plus another Non-Voting Member)

Maidstone Area Arts Partnership – HCL Committee  
 Maidstone Beauvais Twinning Association – HCL Committee  
 Maidstone Cycling Forum – SPS&T Committee  
 Maidstone Mediation – CHE Committee  
 Maidstone Mind – CHE Committee  
 Maidstone Sea Cadets – HCL Committee  
 Medway Valley Line Steering Group – SPS&T Committee  
 One Maidstone – P&R Committee  
 PATROLAJC – SPS&T Committee  
 Quality Bus Partnership – SPS&T Committee  
 Relate West and Mid Kent – CHE Committee  
 Rochester Bridge Trust – SPS&T Committee  
 South East Employers – Employment Committee  
 South East Rail Passenger Group – SPS&T Committee  
 Upper Medway Internal Drainage Board – P&R Committee  
 Vinters Valley Park Trust – CHE Committee  
 West Kent Health and Wellbeing Board – P&R Committee (Leader automatically appointed or nominee)

3. Each outside body representative reports to the appointing Committee at least on an annual basis.

4. The following organisations be deleted from the Council’s list of outside bodies:-

KCC Youth and Community  
 KCC Youth and Community Management Committee  
 Kent County Playing Fields Association  
 Maidstone YMCA  
 Mid Kent Downs Steering Group

5. That the Constitution be amended to reflect the changes in delegations.

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

Securing a successful economy for Maidstone Borough – A lot of the work that the outside bodies carry out links to the Council’s priorities and it is therefore beneficial for the Council to have representation on these organisation’s boards or committees.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Democracy Committee	6 September 2017
Council	27 September 2017

# REVIEW OF OUTSIDE BODIES

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The report sets out the results of the Review of Outside Bodies carried out by the Outside Bodies Working Group and makes recommendations for the Council's future representation on them.

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## 2. INTRODUCTION AND BACKGROUND

- 2.1 At its meeting held on 16 November 2016 the Committee agreed that an Outside Bodies Working Group be set up to review the appointments in detail.
- 2.2 Members felt that Outside Bodies should be aligned to Service Committees where possible and this has been taken into account during the review. It was also felt important that a mechanism should be put in for the representatives of the outside bodies to report back to their relevant Committee on at least an annual basis.
- 2.3 Members of the Outside Bodies Working Group met on 24 July 2017 to consider all the current outside bodies and made suggested recommendations for future representation by the Council on these organisations.
- 2.4 The Working Group put the organisations into four categories which are as follows:-
- Outside bodies to be retained and appointed by Democracy Committee
  - Outside bodies to be retained and offered to Ward Members by Democracy Committee
  - Outside bodies to be retained and appointed by the relevant Committee
  - Outside bodies not to be retained and deleted
- 2.5 The list of outside bodies that were recommended for deletion and the reasoning behind their deletion are as follows:-

**KCC Youth and Community Charity** – this group has not met all the time the current appointee has been in post.

**Kent County Playing Fields Association** – the Council has not had any representation on this organisation for a year. The role is purely observational.

**KCC Youth and Community Management Committee** – this Committee became the KCC Youth and Community Charity

**Maidstone YMCA** – the previous representatives do not believe that there is any beneficial interest to the Council to continue representation on this organisation.

**Mid Kent Downs Steering Group** – the Council has administered this Group for a number of years and in recent times it has had poor attendance with the average number of attendees being eight persons out of 50 invitees. There is no formally adopted Constitution or Terms of Reference for this Group. The Group receives updates from the Mid Kent Downs Countryside Project and discusses issues within the parishes of the Mid Kent Downs area. Often there are no actions arising for the Council or other Authorities as a result of the meetings.

The Council withdrew its discretionary funding of £10,000 for this project after 16/17. Other funding partners were Kent County Council and Swale Borough Council. The Group has not met for a year and there has not been any reaction from those that attended in the past. It is therefore suggested that this Group is formally disbanded or if other Members wish to continue then the Council's representation and administrative support be withdrawn. It is suggested that the North Downs Ward Member continues to attend the AONB Joint Advisory Group to feedback to relevant Officers within the Council.

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### **3. AVAILABLE OPTIONS**

- 3.1 The Committee is asked to consider and agree the recommendations made for submission to Council. Appendix A to this report sets out information about each outside body, whether there is a legal requirement to appoint to an organisation, if the Council provides funding and whether there is a community interest.
- 3.2 The Committee could decide that no action be taken but this could be considered a backward step in view of the Committee's commitment to review the Council's representation on all the outside bodies.

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

- 4.1 The recommendations reflect the views of the Outside Bodies Working Group and it is therefore considered appropriate that the Committee should give consideration to the recommendations.

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

- 5.1 Appendix 'A' to this report has been circulated to the Chairmen and Vice-Chairmen of the relevant Committees for consideration where it has been

indicated that those particular outside bodies should be appointed by them. The comments received will be provided at the Committee meeting.

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

- 6.1 After the Committee has considered and approved Appendix 'A', a report will be taken to Council for final decision.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	The link to corporate priorities should be considered as part of reviewing the nominations.	Head of Policy, Communications and Governance
<b>Risk Management</b>	There is a reputational risk associated with any decision to cease support of an outside body.	Head of Policy, Communications and Governance
<b>Financial</b>	There are no financial implications arising out of this report.	[Section 151 Officer & Finance Team]
<b>Staffing</b>	There are no staffing implications arising out of this report	Head of Policy, Communications and Governance
<b>Legal</b>	A Councillor who is appointed to an Outside Body acts as a representative of the Council. However, dependent on the nature of the arrangement, it is likely that their main responsibility would be to the organisation to which they have been appointed.	
<b>Equality Impact Needs Assessment</b>	No detrimental impact on the protected characteristics of individuals identified.	Head of Policy, Communications and Governance
<b>Environmental/Sustainable Development</b>	Some of the appointments will be to organisations who have an impact in the borough.	Head of Policy, Communications and Governance
<b>Community Safety</b>	Some of the appointments will be to organisations who have an impact in the borough.	Head of Policy, Communications and Governance
<b>Human Rights Act</b>	No issues arising.	Head of Policy, Communications

		and Governance
<b>Procurement</b>	No issues arising.	Head of Policy, Communications and Governance
<b>Asset Management</b>	Some of the appointments will be to organisations who have an impact in the borough.	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 A: List of the Proposals of the Outside Bodies Working Group
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## **9. BACKGROUND PAPERS**

None

Organisation and Purpose	Recommendation	Is this an appointment to a strategic body and/or is there a statutory requirement?	Does the council provide funding to this body - is it of a significant level, is a member appointment essential to oversee the funding	Is there a legal requirement for a council appointment if a charitable trust	Is there a community interest?	7 - Automatic Appointment?	Other Information
Action with Communities in Rural Kent - Provide support to rural communities to identify, articulate and address their needs	It is recommended that this organisation is retained on the Outside Bodies list and appointed by CHE Committee	Yes - works towards goals on housing. Although the spaces offered are to observe not participate.	£2000 - SLA in place no requirement to have an appointment	No - need their trust deed	Yes	No	2 Positions - Committee Member/Observer - Cllr Round until 31/5/18, Cllr Prendergast until 6/7/20
Age UK - to promote the welfare of older residents of the Borough of Maidstone	It is recommended that this organisation is retained on the Outside Bodies list and appointed by CHE Committee	No - but works towards the older persons agenda	£3000 - SLA in place no requirement to have an appointment	Yes - MBC named as a Trustee	No	No	1 Appointee- Attend meetings once a month on the Management Committee, give views of the council act as an observer. 3 year term - <b>CURRENTLY VACANT</b>
1 Allington Millenium Green Trust - Create and maintain Allington Millenium Green	It is recommended that this is retained on the Outside Bodies list but is an Allington Ward Member appointment	No	No	Amended in 2010 to "may appoint one director for four years"	Yes	Yes - offered to Allington Ward Members first	1 Position - Director - Cllr Daley ongoing
Bentlif Wing Trust	It is recommended that this is retained on the Council's list of Outside Bodies and is appointed by HCL Committee	No	No - but provides clerical and financial administrative support	Yes - appointed as part of the trust deed		MBC Mayor from AGM	1 Position - Ex-Officio (Mayor) - Annual
Brenchley Charity	It is recommended that this is retained on the Council's list of Outside Bodies and is appointed by HCL Committee	No	No - provide clerical and financial administrative support	Yes - appointed as part of the trust deed		Automatic appointment of HCL Chair and Vice Chair for ex officio and then 2 trustees but do not have to be MBC	2 Ex Officio plus 2 nominated trustees. Mrs D Parvin (4 year term) + <b>CURRENTLY ONE VACANCY</b>
Citizen's Advice Bureau - provide free independent confidential advice on their rights and responsibilities	It is recommended that this is retained on the Council's list of Outside Bodies and is appointed by CHE Committee	No - although as the Council provide funding it should keep a watching brief	Yes - £165,000 plus accomodation in the link	No - need to check?	No	Mayor as President	One trustee Cllr Ring 4 year term ends in 2019

Organisation and Purpose	Recommendation	Is this an appointment to a strategic body and/or is there a statutory requirement?	Does the council provide funding to this body - is it of a significant level, is a member appointment essential to oversee the funding	Is there a legal requirement for a council appointment if a charitable trust	Is there a community interest?	7 - Automatic Appointment?	Other Information
Collis Millennium Green Trust - maintaining the green open space in this area	It is recommended that this is retained on the Outside Bodies list but is a High Street Ward Member appointment	No	No	No	Yes	Yes - offered to High Street Ward Members first	1 Appointment (High Street Ward Member) - Cllr Denise Joy - Committee Member - Ongoing
Cutbush and Corral - the relief of poverty by the provision of almshouse accommodation for the beneficiaries	It is recommended that this Organisation is retained on the Outside Bodies list but is appointed by CHE Committee	No - but links to housing need	No	Yes - appointed as part of the trust deed		No	Trustees - 4 year term, Cllr Mrs Joy ends 12/8/19, Cllr English 7/7/20 and Mrs D Parvin 8/4/18, <b>CURRENTLY ONE VACANCY</b>
Headcorn Aerodrome Consultative Committee - Forum to monitor the activities of the airfield to ensure all stakeholders are consulted and all views considered	It is recommended that this is retained on the Outside Bodies list but is a Headcorn Ward Member appointment	No	No	Yes - Part of the Constitution	Yes	Yes - offered to Headcorn Ward Members first	1 Committee Member and 1 Substitute - Ongoing
Howard de Walden Centre - To oversee the operation of the charity which provides a youth and community centre for the residents of Maidstone	It is recommended that this is retained on the Outside Bodies list but is an East Ward Member appointment	No	No	Yes - part of the Trust	Yes	Yes - offered to East Ward first	2 Trustees - 4 year term Cllr Cox ends May 2020, Cllr Wilby May 2020
Hayle Park Nature Reserve - to maintain and enhance the Natural Landscape and Biodiversity of this significant part of the Loose Valley	It is recommended that this is retained on the Outside Bodies list but is a South Ward Member appointment	No		Yes - trust deed	Yes	Yes - offered to South Ward first	3 Appointments - Trustees - Clark - 2017. Wilby - 2018 and D. Mortimer
KCC Health Overview and Scrutiny Cttee - This Committee has statutory health scrutiny powers and our Members are appointed on a rota basis	It is recommended that this is retained on the Outside Bodies list and appointed by CHE Committee	Yes - KCC have asked for district appointments	No	No	No	Yes - Chairman of the Communities, Housing and Environment Committee	1 Appointee - Committee Member - Annually

61

Organisation and Purpose	Recommendation	Is this an appointment to a strategic body and/or is there a statutory requirement?	Does the council provide funding to this body - is it of a significant level, is a member appointment essential to oversee the funding	Is there a legal requirement for a council appointment if a charitable trust	Is there a community interest?	7 - Automatic Appointment?	Other Information
KCC Youth and Community Charity	It is recommended that this is not retained as the Organisation does not appear to have met	No	N/A	N/A	N/A	No	1 Appointee - Committee Member, 4 year term Cllr Round to 2018
Kent and Medway Crime Panel	It is recommended that this is retained on the Outside Bodies list	Yes - part of the role of the Leader of the Council and to feed into the Council's Crime and Disorder Committee	No	No	Yes	Yes -Leader appointed or their rep	1 Appointee - Panel Member - Annually
Kent Community Rail Partnership - improves the effectiveness of local railways and brings social, economic and environmental benefits to all those served by community rail services.	It is recommended that this is retained on the Outside Bodies list and appointed by SPS&T Committee	No	No	No	No	No	1 Appointee - Committee Member - Cllr English (terminates when Cllr not a Cllr)
Kent County Playing Fields Association - To ensure there are adequate facilities for recreation in towns and villages in Kent	It is recommended that this Organisation is not retained on the Outside Bodies list	No	No	Under the Constitution a representative from KCC and District Councils are invited to attend in an observational capacity	No	No	1 Appointee - Bi-Annually - <b>ONE VACANCY</b>
Kent Downs AONB Joint Advisory Committee	It is recommended that this Organisation is retained on the Outside Bodies list but is a North Downs Ward Member appointment	No	No	No	Yes	Yes - offered to North Downs Ward Member first	1 Appointee - Committee Member - Annually

Organisation and Purpose	Recommendation	Is this an appointment to a strategic body and/or is there a statutory requirement?	Does the council provide funding to this body - is it of a significant level, is a member appointment essential to oversee the funding	Is there a legal requirement for a council appointment if a charitable trust	Is there a community interest?	7 - Automatic Appointment?	Other Information
Kent and Medway Economic Partnership Board - chaired by the private sector and is made up of twenty one members, 17 business representatives, 14 local authority leaders and one representative from higher and further education. The board has sought to ensure that there is a balanced representation of businesses and local authorities, reflecting Kent and Medway's geography and the diversity of its business base.	It is recommended that this Organisation is retained on the Outside Bodies list and appointed by P&R Committee	Yes	Yes	Yes	No	Leader of the Council automatically appointed	1 Appointee - Committee Member - Annually
Local Government Association General Assembly - to realise a shared vision of local government that enables local people to shape a distinctive and better future for their locality and its communities	It is recommended that this Organisation is retained on the Outside Bodies list and appointed by P&R Committee	Yes - as a Member of the LGA	membership fee	Yes	No	Leader of the Council (voting) and of the Opposition (non-voting)	1 Non-elected, Non-Voting Committee Member and 1 Non-Elected, Voting Committee Member - annually
Maidstone Area Arts Partnership - acts as an umbrella organisation to encourage and promote visual and performing arts organisations in Maidstone	It is recommended that this Organisation is retained on the Outside Bodies list but is appointed by HCL Committee and reduced to two Members	No	No	No	No	MBC Mayor (honorary President) plus three	2 Appointees - Annually - CURRENTLY VACANT
Maidstone Cycling Forum - to provide the voice of the Maidstone cycling community, representing their views, to educate the public about the health, social and environmental benefits of cycling	It is recommended that this is retained on the Outside Bodies list and is appointed by SPS&T Committee	No	No	No	No	Member of SPS&T	2 Appointees - Committee Member (and one as a non-voting observer)
Maidstone Mediation - the charity offers free confidential mediation service to people who are involved in interpersonal conflict or dispute between neighbours, victims and their offenders, people in the workplace and parents and their children.	It is recommended that this is retained on the Outside Bodies list and is appointed by CHE Committee	No - although as the Council provide funding it should keep a watching brief	£10,000 funding	No	No	No	1 Appointee - Committee Member - 2 years term - Cllr English until 2/11/17

Organisation and Purpose	Recommendation	Is this an appointment to a strategic body and/or is there a statutory requirement?	Does the council provide funding to this body - is it of a significant level, is a member appointment essential to oversee the funding	Is there a legal requirement for a council appointment if a charitable trust	Is there a community interest?	7 - Automatic Appointment?	Other Information
Maidstone Mind - the aim of this organisation is to support and empower anyone over the age of 18 years old who is experiencing emotional and mental health difficulties	It is recommended that this is retained on the Outside Bodies list and is appointed by CHE Committee		No	No	No	No	1 Appointee - Committee Member - 4 year term - Cllr Grigg until 17/10/17
Maidstone Sea Cadets - A uniformed, disciplined youth movement based upon the customs and traditions of the Royal Navy	It is recommended that this is retained on the Outside Bodies list and appointed by HCL Committee	No - but supported by MBC through a reduced rental lease on the Master's Tower until 5 March 2019	No	No	No	No	1 Appointee - Trustee - 4 year term - Cllr Cuming until 8/4/18
Maidstone Street Pastors - an inter-denominational church response to urban problems, engaging with people on the streets to listen, care and help	It is recommended that this is not retained on the Outside Bodies list but is a High Street Ward Member appointment	No	No	No	Yes	Yes - but offered to High Street Ward Members first	1 Appointee - Committee Member - 3 years term - Cllr Mrs Joy until 14/5/19
One Maidstone (Maidstone Town Centre Management Liaison Group)- to promote the well-being of Maidstone town centre and make it as attractive as possible	It is recommended that this is retained on the Outside Bodies list and appointed by P&R Committee	No - but pivotal to good working relationships	No	Yes	Yes	Cllr English - for life as a Director - 3 others on Liaison Group	3 Appointees - Board Member - <b>THREE VACANCIES</b>
Maidstone YMCA - To provide facilities for physical, recreation and social meeting place for the people of Maidstone	It is recommended that this is not retained on the Outside Bodies list	No	No	No	No	No	2 Appointees - One Board Member and 1 Observer - 1 year - <b>TWO VACANCIES</b>
Maidstone-Beauvais Twinning Association - the organisation holds regular events for its members and offers advice and help for visitors who wish to travel to Maidstone's twin town on Beauvais in France	It is recommended that this is retained on the Outside Bodies list and appointed by the HCL Committee	No	No	No	No	No	4 appointees - Committee Member - Annually Cllr Hinder- Chair appointed until 8/9/18 + <b>THREE VACANCIES</b>

Organisation and Purpose	Recommendation	Is this an appointment to a strategic body and/or is there a statutory requirement?	Does the council provide funding to this body - is it of a significant level, is a member appointment essential to oversee the funding	Is there a legal requirement for a council appointment if a charitable trust	Is there a community interest?	7 - Automatic Appointment?	Term of Appointment and Type of Role
Medway Valley Line Steering Group	It is recommended that this is retained on the Outside Bodies list and appointed by the SPS&T Committee	No	No	No	No	No	2 Appointees - Member - Cllr English and Willis - open ended, term ceases when no longer a Cllr
Mid Kent Downs Steering Group	It is recommended that this Organisation not be retained on the Outside Bodies list and formally disbanded as this was originally set up by the Council	No	No	No	Yes	Yes - North Downs Ward Member	Member - Annually
PATROLAJC - Membership of the Joint Committee is required for Councils to undertake civil enforcement of parking in order that they can access independent adjudication	It is recommended that this is retained on the Outside Bodies list and appointed by the SPS&T Committee	Yes	No	Yes	No	No	1 Appointee - Committee Member - 4 year term - Cllr English until 2/11/19
Quality Bus Partnership	It is recommended that this is retained on the Outside Bodies list and appointed by the SPS&T Committee	No	No	No	No	A member of SPS&T	1 Appointee - Member - Cllr Willis ongoing
Relate West and Mid Kent - offers advice, relationship counselling, mediation, workshops etc	It is recommended that this is retained on the Outside Bodies list and appointed by the CHE Committee	No	£1,500	No	No	No	1 Appointee - Committee Member - 2 years term - <b>ONE VACANCY</b>
Relief in Need Charities - dispenses funds to worthy cases of need within the Maidstone borough	It is recommended that this is retained on the Outside Bodies list	No	No	No	No	Mayor - ex-officio, 3 Trustees	3 Appointees - Trustees - 4 year term Cllrs Hinder & Daley until 2019, Mrs Parvin until 2019

Organisation and Purpose	Recommendation	Is this an appointment to a strategic body and/or is there a statutory requirement?	Does the council provide funding to this body - is it of a significant level, is a member appointment essential to oversee the funding	Is there a legal requirement for a council appointment if a charitable trust	Is there a community interest?	7 - Automatic Appointment?	Term of Appointment and Type of Role
Rochester Bridge Trust - concerned with the maintenance and improvement of Rochester Bridges and the Medway Tunnel as well as the promotion and maintenance of other crossings over the River Medway	It is recommended that this be retained on the Outside Bodies list and appointed by SPS&T Committee	Yes - important to the transport	No	No	No	No	1 Appointee - Committee Member - 4 year term - Cllr Butler until 31/5/19
South East Employers - aims to be an active and influential Employers organisation for local government in the South/South East of England	It is recommended that this be retained on the Outside Bodies list and appointed by the Employment Committee	Yes	No	No	No	Possibly 1 Member should be Chair of Employment Committee	1 Committee Member and 1 Substitute - Annually
South East Rail Passenger Group	It is recommended that this be retained on the Outside Bodies list and appointed by the SPS&T Committee	No	No	No	No	A member of SPS&T	2 Appointees - Committee Members - Cllrs Willis and Pickett ongoing
Upper Medway Internal Drainage Board - general supervision of all matters relating to land drainage	It is recommended that this be retained on the Outside Bodies list and appointed by the P&R Committee	No	No	No	No	No	2 Appointees - 2 Board Members - 2 year term - <b>TWO VACANCIES</b>
Vinters Valley Park Trust - to manage and improve the whole of the Park for the benefit of the public as an open space for quiet informal recreation and wildlife conservation	It is recommended that this be retained on the Outside Bodies list and appointed by the CHE Committee	No	No	No	No	No	1 Appointee - Committee Member - 4 year term plus one Trustee - Cllr Harper and Cllr Cox - until 9/18
West Kent Health and Wellbeing Board	It is recommended that this be retained on the Outside Bodies list and appointed by P&R Committee	Yes	No	No	No	Leader of the Council automatically appointed	1 Appointee - Committee Member - Annually
KCC Youth and Community Management Committee (Maidstone) - provides personal and social development opportunities	It is recommended that this is not retained on the Outside Bodies list as it does not appear to be operational	No	No	No	No	No	1 Appointee - Committee Member - Cllr Harper (4 year term) - until 9/18

24

KEY

	Outside Bodies to be retained
	Retained on Outside Bodies list but Ward Member appointee
	Not retained on Outside Bodies list and deleted
	Retained on Outside Bodies list but appointed by Committee