

POLICY AND RESOURCES COMMITTEE MEETING

Date: Wednesday 3 February 2021

Time: 6.30 pm

Venue: Remote Meeting: The public proceedings of the meeting will be broadcast live and recorded for playback on the Maidstone Borough Council website.

Membership:

Councillors Brice, M Burton, Chappell-Tay, Clark, Cox (Chairman), English, Mrs Gooch, Harvey, McKay, Mortimer, Newton, Perry (Vice-Chairman), Round, Springett and de Wiggondene-Sheppard

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

AGENDA

Page No.

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. Presentation of Petitions (if any)
9. Questions and answer session for members of the public (if any)
10. Questions from Members to the Chairman (if any)
11. Appraisal Sub-Committee

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Issued on Tuesday 26 January 2021

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

PART II

To move that the public be excluded for the items set out in Part II of the Agenda because of the likely disclosure of exempt information for the reasons specified having applied the Public Interest Test.

Head of Schedule 12 A and Brief Description

12. Review Of Planning Inspectorate Decision - Church Road, Otham	Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings	4 - 114
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INFORMATION FOR THE PUBLIC

In order to ask a question at this remote meeting, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Monday 1 February 2021). You will need to provide the full text in writing. **Questions must relate to a matter to be discussed at the meeting.**

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

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Monday 1 February 2021). You will need to tell us which agenda item you wish to speak on.

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

To find out more about the work of the Committee, please visit www.maidstone.gov.uk.

**Policy and Resources
Committee**

3 February 2021

Appraisal Sub-Committee

Final Decision-Maker	Policy and Resources Committee
Lead Head of Service	<i>Angela Woodhouse, Head of Policy, Communications and Governance</i>
Lead Officer and Report Author	Ryan O’Connell, Democratic and Electoral Services Manager.
Classification	Public
Wards affected	All

Executive Summary

This report setups the Appraisal Sub-Committee to carry out the annual appraisal for the Chief Executive and Directors.

Purpose of Report

Decision

This report makes the following recommendations to this Committee:

1. That the Appraisal Sub-Committee be appointed to carry out the Annual Appraisal process for the Chief Executive and Directors
2. That the Sub-Committee’s membership be politically balanced with the membership in accordance with the wishes of Group Leaders

Timetable

Meeting	Date
Policy and Resources Committee	3 February 2021

Appraisal Sub-Committee

1. INTRODUCTION AND BACKGROUND

1.1 The constitution sets out that Policy and Resources Committee has responsibility for:

To review annually the performance of the Chief Executive and Directors, to agree targets for the coming financial year, and agree any corrective action which may be required relating to the previous financial year

And that this will be discharged through a Sub-Committee of 5 Councillors.

1.2 The political balance for a Sub-Committee of 5 Members is 2 Conservative Group Members, 2 Liberal Democrat Group Members and 1 Member from either the Labour Group or the Independent Group. It has been agreed with the relevant Group Leaders that the Independent Group would have the seat.

1.3 Group Leaders have confirmed their current wishes as follows:

Members

Conservative	Independent	Liberal Democrat
Cllr Perry	Cllr Gooch	Cllr Cox
Cllr Springett		Cllr Joy

3. AVAILABLE OPTIONS

3.1 The Committee need to appoint a Sub-Committee in order to discharge the responsibility set out in the Constitution. Available options are limited, though in addition to the recommendation set out the Committee could agree that a Sub-Committee that isn't politically balanced is preferable. However, one Member voting against that proposal would see it fall.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 The preferred option is to appoint a politically balanced 5 Member Sub-Committee in accordance with Group Leader's wishes.

5. RISK

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

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

6.1 Group Leaders were consulted on the membership and seats on the Sub-Committee. The outcomes are represented in the recommendations.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 The next step will be to agree dates and times for the Sub-Committee to meet. The meetings will be held during the day as per previous years, as they are for the carrying out of appraisals and will be part II meetings. One meeting will be held in mid-February for the Chief Executive's appraisal and one in late February/early March for Directors.

8. REPORT APPENDICES

None

9. BACKGROUND PAPERS

None