

Outside Body Report 2019/20

Final Decision-Maker	Economic Regeneration and Leisure Committee
Lead Head of Service	Angela Woodhouse, Head of Policy, Communications and Governance
Lead Officer and Report Author	Caroline Matthews, Principal Democratic Services Officer Mike Nash, Democratic Services Officer
Classification	Public
Wards affected	All

Executive Summary

This report outlines the arrangements for Outside Bodies relevant to this committee for the 2019/20 municipal year. The report summarises:

1. The positions that are currently filled.
2. The automatic appointments that have been made.
3. The nominations that have been received for vacant positions.
4. Any outstanding vacancies.

Purpose of Report

Decision

This report makes the following recommendations to this Committee:

That:

1. The current Council Representatives be noted.
2. The Committee considers the nominations received for positions on the Collis Millennium Green Trust and Maidstone Twinning Association and makes an appointment if appropriate.
3. The Committee identifies a suitable course of action to fill any outstanding vacancies.

Timetable	
<i>Meeting</i>	<i>Date</i>
Economic Regeneration and Leisure Committee	2 July 2019

Outside Body Report 2019/20

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	We do not expect the recommendations will by themselves materially affect achievement of corporate priorities.	Democratic Services Officer
Cross Cutting Objectives	Each organisation has a different remit and will contribute to cross-cutting objectives in various ways.	Democratic Services Officer
Risk Management	There are no significant risks associated with the appointment of Council Representatives.	Democratic Services Officer
Financial	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Senior Finance Manager (Client)
Staffing	We will deliver the recommendations with our current staffing.	Democratic Services Officer
Legal	Under the Council's Constitution it is a function of the Economic Regeneration and Leisure Committee to appoint Members to the outside bodies assigned to the Committee. The outside bodies identified in the report are so assigned.	Team Leader (Corporate Governance), MKLS
Privacy and Data Protection	Data will be held and processed in accordance with the data protection principles contained in the Data Protection Act 2018.	Team Leader (Corporate Governance), MKLS
Equalities	The recommendations do not propose a change in service and therefore will not require an equalities impact assessment.	Democratic Services Officer

Public Health	No implications.	Democratic Services Officer
Crime and Disorder	No implications.	Democratic Services Officer
Procurement	No implications.	Democratic Services Officer

INTRODUCTION AND BACKGROUND

2.1 At its meeting on 28 February 2018, Council recommended that some of the Council's Outside Bodies be appointed by an appropriate Committee. The Outside Bodies attributable to this Committee are:

- Brenchley Charity
- Collis Millennium Green Trust
- Maidstone Area Arts Partnership
- Maidstone Sea Cadets
- Maidstone Twinning Association

2.2 Some Councillors have previously been appointed as a Council Representative and have time remaining on their term of office, while others have been automatically appointed for the 2019/20 municipal year.

2.3 Despite the previous appointments and the automatic appointments for 2019/20, some positions remained vacant. These vacancies were advertised to all Councillors, who were invited to nominate themselves as a Council Representative.

2.4 There were six vacancies in total for Outside Bodies attributable to this Committee, two of which have received a nomination. Additionally, Councillor Clive English has re-nominated himself for a second term of office on the Collis Millennium Green Trust, as his current term of office is due to expire shortly. Therefore, there remains outstanding vacancies on the Brenchley Charity and Maidstone Area Arts Partnership.

2.5 The current Council Representatives, automatic appointments, nominations received and outstanding vacancies are summarised in Appendix 1.

2.6 The Committee are asked to consider the nominations that were received and make an appointment if appropriate. The Committee are also asked to consider a suitable course of action to fill the outstanding vacancies.

REVIEWING OUTSIDE BODIES

2.7 There is currently no formalised process for reviewing Outside Bodies that have had vacant positions for a significant amount of time. In order to promote consistency and transparency, a report to the Democracy and

General Purposes Committee on 3 July 2019 will suggest the following principles for reviewing Outside Bodies where there has been a prolonged vacancy:

- a) Democratic Services advertise all Outside Body vacancies to all MBC Councillors at least once per municipal year.
 - b) If a position remains vacant for two full municipal years, this is to be submitted to the relevant Committee for consideration.
 - c) The Committee must then make a recommendation to Full Council. Unless the Committee recommends that Council retain the Outside Body position and identifies an appropriate course of action to fill the vacancy, Council will be recommended to remove the position.
- 2.8 It is likely that there will be instances where an Outside Body has more than one position. If, for example, an Outside Body has multiple Council Representative positions and only some of these are consistently filled, the recommendation to Council would be to reduce the number of positions rather than to remove the Outside Body entirely from the Constitution.

3. AVAILABLE OPTIONS

- 3.1 The Committee could do nothing. This is not recommended as it would mean that no additional Council Representatives are appointed to Outside Bodies. This could damage the relationships that the Council fosters with these organisations.
- 3.2 The Committee could appoint to the various Outside Bodies as appropriate and note the positions that are currently filled by Council Representatives.
- 3.3 The Committee could identify a suitable course of action to fill any outstanding vacancies.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Option 3.2 and 3.3 are recommended as there is a need to ensure that these vacancies are filled as soon as possible.

5. RISK

- 5.1 There are no significant risks associated with the appointment of Council Representatives.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 In response to feedback from Councillors, Democratic Services are currently reviewing the information that is held for all Outside Bodies. Throughout the course of this work, each Outside Body will be engaged to request updated contact information and Job Descriptions. This will ensure that there is greater clarity regarding the role of both the Outside Body and

Council Representative, and the expectations of the relationship between the two parties. It will also benefit Councillors who are considering nominating themselves to a position in the future, as they will have a fuller understanding of the role that they are applying to. This work is expected to be completed by the end of July 2019.

- 6.2 All Councillors have been emailed to advertise the vacancies on Outside Bodies.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 Relevant Outside Bodies will be contacted to inform them of any automatic appointments or appointments made by the committee.

8. REPORT APPENDICES

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

- Appendix 1: ERL Outside Body Summary Table
- Appendix 2: Nomination Form – Cllr English – Collis Millennium Green Trust
- Appendix 3: Nomination Form – Cllr W Hinder – Maidstone Twinning Association
- Appendix 4: Nomination Form – Cllr Khadka – Maidstone Twinning Association

9. BACKGROUND PAPERS

None.