

Outside Bodies Report

Timetable	
Meeting	Date
Democracy and General Purposes Committee	13 September 2023

Will this be a Key Decision?	Not Applicable
Urgency	Not Applicable
Final Decision-Maker	Democracy and General Purposes Committee
Lead Head of Service	Angela Woodhouse, Director of Strategy, Insight and Governance
Lead Officer and Report Author	Ryan O'Connell, Democratic and Electoral Services Manager Sara Green, Democratic Services Assistant
Classification	Public
Wards affected	All

Executive Summary

To make Outside Body appointments for vacant positions.

Purpose of Report

Decision

This report makes the following recommendation to the Committee

1. That any nominations received for positions as outlined in point 2.1 be considered and a Council representative appointed.

Outside Bodies Report

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>The report indirectly contributes to the strategic plan objectives through the proper administration of Outside Bodies.</p>	Democratic and Electoral Services Manager
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The report indirectly contributes to the cross-cutting objectives through the proper administration of Outside Bodies.</p>	Democratic and Electoral Services Manager
Risk Management	See section 5 of the report.	Democratic and Electoral Services Manager
Financial	The proposals set out in the recommendation are all within already approved budgetary headings and need no new funding for implementation.	Head of Finance
Staffing	We will deliver the recommendations with our current staffing.	Democratic and Electoral Services Manager
Legal	There are no legal implications as the recommendations in this report. Pursuant to Part C3 Para. 8.1 of the Council's Constitution,	MKLS

	<p>the Cabinet is responsible for the appointment of representatives to all Outside Bodies, except those within the remit of the Democracy & General Purposes Committee. The functions of this Committee are set out in Part B, Rule 2.7, of the Council’s Constitution, which includes the appointment of Members to Outside Bodies assigned to it. The Outside Bodies assigned to this Committee are contained in Appendix 2 of the Constitution. The Outside Bodies identified in this report fall within the remit of this Committee.</p>	
Information Governance	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes.	Senior Information Governance Officer
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	Equalities & Communities Officer
Public Health	We recognise that the recommendations will not negatively impact on population health or that of individuals.	Housing and Inclusion Team Leader
Crime and Disorder	There are no implications to Crime and Disorder	Democratic and Electoral Services Manager
Procurement	No impacts identified.	Democratic and Electoral Services Manager
Biodiversity and Climate Change	There are no implications on biodiversity and climate change.	Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

- 2.1 Pursuant to Part E1 (Para. 3.3) of the Council’s Constitution, Members are expected to represent the Council on outside bodies. The Cabinet is responsible for the appointment of representatives to all Outside Bodies, except those within the remit of this Committee. This report considers those vacancies that exists on those Outside Bodies which fall within this Committee’s remit.
- 2.2 Outside Bodies had previously been given a low priority status due to low staffing in Democratic Services. Democratic Services have now reviewed Outside Bodies, and due to the delay in administering them various

vacancies of Council representation on these Outside Bodies were identified. The following vacancies were advertised in August 2023 (Appendix 1):

- Cutbush and Corrall Charity
- Citizens Advice Bureau
- Hayle Park Nature Reserve (Ward Restricted Position)
- Maidstone Street Pastors Management Committee (Ward Restricted Position)
- Maidstone Twinning Association
- Maidstone Cycling Campaign Forum
- One Maidstone BID Advisory Board
- South East Employers
- UMIDB
- Vinters Valley Park Trust (Ward Restricted Position)

2.3 Following the advertisement of the vacancies, various nominations were received. Vacancy descriptions are attached at Appendix 2, with current nominations received attached at Appendix 3. This Committee is asked to consider the nominations in Appendix 3. As further positions become available these will be reported to the Committee.

2.4 Due to the delay in administering the outside bodies, the Outside Body protocol has not been applied at this stage to the vacancies advertised. This is a protocol whereby a position that remains vacant for two full municipal years, is to be submitted to the relevant Committee for consideration. 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.

3. AVAILABLE OPTIONS

3.1 To make appointments to the vacancies outlined in 2.1. This will support the council in engaging with those bodies as expected.

3.2 To not make an appointment to the vacancies outlined in 2.1. This is not recommended as the positions should be filled to support the council in engaging with other bodies.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

To make appointments as outlined in 3.1 above.

5. RISK

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 Not Applicable.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 Any Member/s appointed to an outside body, that body will be informed of the appointment.

7.2 If any position/s remain vacant, they will be readvertised at a later date, until the outside vacancy protocol will be applicable. At that time the Committee will be informed at the next available meeting.

8. REPORT APPENDICES

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

- Appendix 1: List of Advertised Vacancies
 - Appendix 2: Vacancy Descriptions (TO FOLLOW)
 - Appendix 3: Nominations Received (TO FOLLOW)
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9. BACKGROUND PAPERS

Democracy and General Purposes Committee held on 3 July 2019.