

**Outside Bodies - 'Job Specification' Form**

Name of Organisation	Tourism South East	
Type of Organisation e.g. charity	Company Limited by Guarantee	
Contact Details	Name	Michael Bedingfield
	Address	40 Chamberlayne Road Eastleigh Hampshire SO50 5JH
	Telephone number	023 8062 5400
	Email	<a href="mailto:mbedingfield@tourismse.com">mbedingfield@tourismse.com</a>
	Website	<a href="http://www.industry.visitsoutheastengland.com/">http://www.industry.visitsoutheastengland.com/</a>
Mission and Objectives of Organisation	TSE's mission is to create the conditions for tourism in the region to allow the industry to be successful, develop and grow by providing high quality support to our members, lead regional marketing campaigns, encourage the highest levels of skills and customer service, support regeneration projects, lobby on behalf of South East tourism businesses and set up strategic partnership projects of all kinds.	
Role and responsibility of the Council representative?	Observer	
What do you hope to achieve through the relationship?	A pooling of resources and effort in order to achieve the aims and objectives listed above in Maidstone Borough.	
How often does the Organisation meet?	Once a year at the Annual General Meeting and a further two meetings at members' conferences.	
Desirable skills and experience from the Council's representative	A reasonable knowledge of the local tourism sector and the Council's tourism support services.	
Terms of Reference Attached?	No	
Any other information the Organisation wishes to add?	No	

**Outside Bodies - 'Job Specification' Form**

Name of Organisation	Maidstone Street Pastors	
Type of Organisation e.g. charity	Inter- denominational Church Charity	
Contact Details	Name	Rev Jackie Cray (Chair)
	Address	The Rectory Church Road Harrietsham Kent ME17 1AP
	Telephone number	01622 851822
	Email	jackiecray@hotmail.co.uk
	Website	www.streetpastors.org.uk Maidstone pages under 'current locations'
Mission and Objectives of Organisation	Street Pastors is an inter-denominational Church response to urban problems, engaging with people on the streets to care, listen and dialogue	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Member of Management Committee If constitution is adopted at AGM to become a Trustee of the Charity	
What do you hope to achieve through the relationship?	To be faithful to the terms and conditions of our licence with the Ascension Trust who expect us to work in partnership with both Borough and Police	
How often does the Organisation meet?	About once a month in the evening Sergeant John Marshall and P.C. Duncan Pallet share representing the police	
Desirable skills and experience from the Council's representative	To be someone who understands the importance of the night time economy. Someone who is sympathetic to Christian values and ways of working Someone who is concerned for the health and welfare of our young people ( not just issues re drinking too much but general issues about their low self esteem, need of someone to listen etc.	
Terms of Reference Attached?	I've already sent a copy of our new Constitution and the licence agreement with the Ascension Trust (the body which We are accountable to)	
Any other information the Organisation wishes to add?	Street Pastors was pioneered in London by Rev Les Isaac Director of the Ascension Trust and has seen some remarkable results including drops in crime in areas where teams have been working.	

Mr Neil Harris  
Head of Democratic Services  
Maidstone Borough Council  
Maidstone House, King Street  
MAIDSTONE, Kent  
ME15 6JQ

1 April 2011

Dear Neil

**Re: South East Employers Councillor Representative- Role Profile**

Please find enclosed the Role Profile to assist the nomination of the South East Employers councillor representative(s) which we would be grateful if you could bring to the attention of councillors. The SEE councillor representatives have a lead role in shaping the focus and business priorities of SEE and ensuring that we are a member led organisation accountable to our member councils. The representative(s) acts as the link between your council and SEE. There are 111 full representative appointees who have voting rights and a period of office of one year (renewable on a yearly basis as required by the council). Councillor representatives should have an interest in local democracy and shaping the business plan of SEE to ensure that we are delivering the priorities of our member councils. This influence is exerted through our meetings and councillors should also be available to participate at our meetings which take place in London from 10.30-3.00pm.

The Role Profile together with our brochure previously sent to you on "The Benefits of SEE Membership" ([www.seemp.co.uk/benefits](http://www.seemp.co.uk/benefits).) will assist the selection of the councillor representative(s). An invoice for membership of SEE has been sent to your Head of HR. I am pleased to confirm that at our Full Meeting on 10 March, our SEE councillor representatives agreed that, in light of the current difficult economic climate and the tough financial constraints faced by all our councils, we will not make any increase to our subscriptions this year. This is the second year we have made no increase, even though costs to us in most cases are rising. In 2009/10 we were able to secure a small decrease in SEE subscriptions because of changes to national subscriptions.

We report to our SEE councillor representatives and they inform and influence the services we provide and the initiatives we develop on your behalf. Our aim is to provide you and your council with the benefits of cost-effective and value-added support and services, including:

- research, development and procurement of products and services;
- benchmarking and information gathering surveys;
- networks for showcasing and sharing good practice, and
- specialist and practical employment advice and support to help overcome complex and potentially costly challenges.

As part of our social responsibility role, we also provide employment advice to small associate members such as town and parish councils and the voluntary sector, many of whom have limited resources.

Particular examples of where SEE is working nationally and regionally on your behalf include:

- Our SEE councillor representatives enthusiastically committed SEE to lead and implement the **SE Recruitment and Retention Portal** on behalf of our councils. We secured grant funding to procure and develop our South East portal to raise our profile within local government and collectively drive down advertising and recruitment costs. The Portal will be launched in April

## **APPENDIX B**

2011 with a growing number of councils signing up and benefiting from a free period until September 2011. Importantly, this will be our portal so we can develop it to meet our changing needs. All new developments will be provided to you at no additional costs. For example, the e-bulk CRB checking facility which, for an individual organisation will cost between £20-40k to procure and implement, will be provided to portal users at no cost. In addition there will be the resource and time efficiencies of not using paper forms and postage as processing is electronic.

- SEE continues to be influential at a national level in developing the **Association of Democratic Services Officers (ADSO)** and supporting networks to share good practice, improve performance standards and drive down costs for training and professional recognition. We are now developing a nationally recognised higher level Diploma in Local Democracy – to be launched in July 2011.
- Our portfolio of leadership activities supports councillors in responding to the challenges of the Localism Bill and the 'Big Society' including induction, governance and scrutiny, ethics and standards, mediation, seminars and courses. Products and services to increase efficiency and productivity include the **Charter Plus for Member Development** and the annual **Enhancing Local Democracy Conference** on 1 July 2011.
- The **Member Development Skills Portal** provides a cost-effective approach to identifying and recording skills and skills gaps so your council can target training and development opportunities in the most efficient way. The **Management Development Skills Portal** is ready to launch in April 2011 with much interest already from councils.
- Our **networks** for sharing and showcasing good practice and learning are well attended and growing – particularly focused on Councillors, Democratic Services, Scrutiny and Heads of HR.
- The number of councils signing up to the **SEGWARP** – South East Government Warning, Advice and Reporting Point, is growing and provides increased resilience and integrity to your information systems. This high level security service is provided in partnership with the University of Wolverhampton and the Centre for the Protection of the National Infrastructure. Our SEE councillors supported us leading on this service for the South East.

We emphasise that SEE is a centre of excellence and a shared service for employment advice, development and consultancy services. This is particularly relevant where councils' resources are stretched due to reducing numbers or the increased workloads associated with organisational change. We are keen to work in partnership with councils who may be interested in further developing a bespoke shared service arrangement to provide employment advice and support direct to senior managers or Heads of HR.

Please do assist us in ensuring that prospective SEE councillor representatives are provided with the Role Profile and are aware and informed of the role and the benefits that the representative role can bring to the council, councillor and community.

Thank you for your continued support as a member of SEE and, as always, we welcome and value your thoughts and comments on the work we are doing on your behalf.

Yours sincerely



**Mark Palmer**  
**Development Director**

**Outside Bodies - 'Job Specification' Form**

Name of Organisation	Mid Kent Downs Steering Group	
Type of Organisation e.g. charity	Multi-Agency Group	
Contact Details	Name	Gill Gymer
	Address	Maidstone Borough Council King Street Maidstone Kent ME15 6JQ
	Telephone number	01622 602023
	Email	<a href="mailto:gillgymer@maidstone.gov.uk">gillgymer@maidstone.gov.uk</a>
	Website	
Mission and Objectives of Organisation	<p>The Mid Kent Downs Steering Group is a multi agency group working towards improving the quality of life and environment within the Mid Kent Downs (bounded by Boxley Parish in the West and Stalisfield Parish in the East). The Group has a membership which includes Kent County Council, Maidstone Borough Council, Swale Borough Council, Ashford Borough Council, Kent Association of Parish Councils, local Parish Council representatives, National Farmers Union, Countryside Agency, Kent Wildlife Trust, English Nature, Hollingbourne Society, North Kent Downs Society and the Country Landowners Association.</p> <p>The work of the Mid Kent Downs Project is reported to the Mid Kent Downs Steering Group. The Memorandum of Agreement is attached.</p>	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	The role of the nominated representative is to further the aims of MKDSG and to represent the Borough Council on the group.	

**APPENDIX B**

What do you hope to achieve through the relationship?	MKDSG started life as an initiative by an MBC Councillor to improve the quality of life and environment within the Mid Kent Downs. This has resulted in a group with representatives from diverse organisations who all have similar objectives but who have a greater impact by working together.
How often does the Organisation meet?	Four times a year
Desirable skills and experience from the Council's representative	An interest in countryside matters and the quality of life and the environment within the Mid Kent Downs.
Terms of Reference Attached?	
Any other information the Organisation wishes to add?	By bringing together a diverse group with similar interests it has been possible to move forward and support a number of initiatives (Boxley Warren, Quiet Lanes proposals).

**Outside Bodies - 'Job Specification' Form**

Name of Organisation	Joint Advisory Committee (JAC) – Kent Downs Area of Outstanding Natural Beauty Partnership	
Type of Organisation e.g. charity	Partnership	
Contact Details	Name	Nick Johannsen
	Address	West Barn, Penstock Hall Farm, Canterbury Road, East Brabourne, Ashford, Kent TN25 5LL
	Telephone number	01303 815170
	Email	nick.johannsen@kentdowns.org.uk
	Website	<a href="http://www.kentdowns.org.uk">www.kentdowns.org.uk</a>
Mission and Objectives of Organisation	<p>The primary purpose of the AONB is to conserve and enhance natural beauty. In pursuing the primary purpose of designation, account should be taken of the needs of agriculture, forestry and other rural industries and of the economic and social needs of local communities. Particular regard should be paid to promoting sustainable forms of social and economic development that in themselves conserve and enhance the environment. Recreation is not an objective of designation but the demand for recreation should be met so far as this is consistent with the conservation of natural beauty and the needs of agriculture, forestry and other uses.</p> <p>To achieve this a Joint Advisory Committee (JAC) of the Local Authorities and other advisory partners has been established. In summary the role of the JAC is to:</p> <p>The purpose of the Joint Advisory Committee (JAC) is to provide advice to those of its members with statutory responsibilities for the effective management of the Kent Downs Area of Outstanding Natural Beauty.</p> <p><b>Terms of Reference</b></p> <p><b>1. Remit</b></p> <ul style="list-style-type: none"> <li>• To advise on and keep under review objectives</li> </ul>	

**APPENDIX B**

	<p>for the management of the Kent Downs AONB and to promote liaison and best practice to achieve them.</p> <ul style="list-style-type: none"><li>• To advise on the preparation and implementation of the AONB Management Plan.</li><li>• To keep under review the Terms of Reference and membership of the JAC.</li><li>• To agree membership of the Executive Group.</li><li>• To advise on annual budgets.</li></ul>
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	To represent Maidstone District Council within the JAC, to provide advice from the MDC point of view.
What do you hope to achieve through the relationship?	<p>A two way exchange of information and advice: MBC - to implement the 'Duty of Regard' to the Kent Downs AONB; to share MBC's aims and policies with Kent Downs AONB; to provide leadership and advice on AONB matters and support for AONB activities within the authority.</p> <p>AONB advising MBC of the AONB policies and projects and sharing information on issues of joint interest.</p>
How often does the Organisation meet?	Twice a year (spring and autumn)
Desirable skills and experience from the Council's representative	Financial, business, promotion, sustainable tourism, farming, countryside management, planning etc
Terms of Reference Attached?	Yes
Any other information the Organisation wishes to add?	