

# AGENDA

## GENERAL PURPOSES GROUP MEETING



Date: Wednesday 11 December 2013

Time: 4.00 pm

Venue: Town Hall, High Street,  
Maidstone

Membership:

Councillors Black, Chittenden, Mrs Hinder  
(Chairman), McKay, D Mortimer and  
Mrs Stockell

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Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Notification of Visiting Members
4. Disclosures by Members and Officers
5. Disclosures of Lobbying

**Continued Over/:**

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**Issued on 3 December 2013**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact JANET BARNES on 01622 602242**. To find out more about the work of the Committee, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

*Alison Broom*

**Alison Broom, Chief Executive, Maidstone Borough Council,  
Maidstone House, King Street, Maidstone, Kent ME15 6JQ**

6. To consider whether any items should be taken in private because of the possible disclosure of exempt information
7. Minutes of the Meeting held on 19 July 2013 1 - 3
8. Report of the Head of Finance and Resources - Council Tax Base 2014 15 4 - 12
9. Report of the Head of Policy and Communications - Nominations to Outside Bodies 13 - 33

## **MAIDSTONE BOROUGH COUNCIL**

### **GENERAL PURPOSES GROUP**

#### **MINUTES OF THE MEETING HELD ON 19 JULY 2013**

**Present:**            **Councillor Mrs Hinder (Chairman) and  
Councillors Black, Chittenden, Mrs Gibson, McKay and  
D Mortimer**

14.    APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillor Mrs Stockell.

15.    NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor Mrs Gibson was substituting for Councillor Mrs Stockell.

16.    NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

17.    DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

18.    DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

19.    EXEMPT ITEMS

RESOLVED: That the items on Part II of the agenda be taken in private as proposed.

20.    MINUTES OF THE MEETING HELD ON 11 JUNE 2013

RESOLVED: That the Minutes of the meeting held on 11 June 2013 be approved as a correct record and signed.

21.    APPOINTMENT OF INDEPENDENT PERSON

The Group considered the report of the Head of Legal Services concerning the appointment of an Independent Person to assist in dealing with complaints of Member misconduct. It was noted that:-

- Under the provisions of the Localism Act 2011, the Council was required to appoint an Independent Person who had to be consulted

before any decision was taken on an investigated complaint of misconduct by a Borough or Parish Councillor. The Independent Person could be consulted on other ethical standards issues and by a Member who was the subject of a complaint.

- The position was advertised on the Council's website with a closing date of 21 June 2013. One application was received in response to the advertisement.
- No-one who had been a Member or a Co-opted Member of Maidstone Borough Council's Standards Committee within the past 5 years could be appointed as the Independent Person. The term of office of Mrs Dorothy Phillips, the previous Independent Person, had come to an end. She was not permitted to fill the position again until July 2017, due to her past membership of the Borough Council's Standards Committee.
- The meeting had been convened to enable the Group to consider the application received, interview the candidate and make a recommendation to the Council as to the appointment of an Independent Person. The recommendation of the Group had to be agreed by a majority of the Council in order for the appointment to be made.
- An allowance of £700 a year would be paid to the Independent Person together with reasonable travel and subsistence expenses. The cost of these payments could be met from within existing budgets.

The Group, wishing to consider the information contained in the exempt Appendix to the report of the Head of Legal Services (the application form and a reference) and a further reference which had been received, interview the candidate and formulate a recommendation to the Council in private:-

**RESOLVED:** That the public be excluded from the meeting for the following items of business because of the likely disclosure of exempt information for the reason specified having applied the Public Interest Test:-

**Head of Schedule 12A  
and Brief Description**

|   |                |
|---|----------------|
| Exempt Appendix to the Report of the Head of Legal Services | 1 - Individual |
| Interview for the Appointment of Independent Person         | 1 - Individual |

Having considered the information contained in the application form and references, and interviewed the candidate, the Group:-

RESOLVED to RECOMMEND to the COUNCIL: That Mrs Barbara Varney be appointed as the Independent Person until 31 July 2017.

22. DURATION OF MEETING

10.00 a.m. to 10.50 a.m.

# Agenda Item 8

## MAIDSTONE BOROUGH COUNCIL

### GENERAL PURPOSES COMMITTEE

11 DECEMBER 2013

#### REPORT OF HEAD OF FINANCE & RESOURCES

Report prepared by Paul Riley,  
Head of Finance & Resources

#### **1. COUNCIL TAX – TAX BASE 2014/15**

##### 1.1 Issue for Decision

1.1.1 This report advises Members of the information currently available on the Tax Base for 2014/15 for Council Tax purposes. It identifies potential changes to that Tax Base, particularly those that are brought about by the Localisation of Council Tax Support Scheme for 2014/15. It also recommends the Tax Base for 2014/15.

##### 1.2 Recommendation of Head of Finance & Resources

1.2.1 That the Committee agree that:-

- a) pursuant to this report and in accordance with the Local Authority (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by this Authority as its Council Tax Base for the year 2014/15 shall be 55,675.1;
- b) in accordance with the Local Authority (Calculation of Council Tax Base (England) Regulations 2012, the amount calculated by this Authority as the Council Tax Base for each Parish area as identified in **Appendix B** for the year 2014/15, be approved.

##### 1.3 Reasons for Recommendation

1.3.1 Following the ending of the Council Tax Benefit system, as part of the Governments Welfare Reforms and the introduction of the Localisation of Council Tax Support, new regulations were introduced regarding the calculation of the tax base. These are known as the Local Authority (Calculation of Council Tax Base) (England) Regulations 2012.

1.3.2 In accordance with the statutory time table a decision on the tax base must be made between 1<sup>st</sup> December and 31<sup>st</sup> January each financial year.

1.3.3 The basis of the calculation of the Tax Base is the valuation information received from the Valuation Officer and the latest information on exemptions and discounts available. This basic information has been collated, for the whole of the Borough area, and for individual Parish areas. Information for the whole area has been supplied to the Government for their use in monitoring the Council Tax Support Scheme and this Council's needs baseline which was fixed by Central Government in 2013/14 as part of the new system of retained business rates.

1.3.4 The tax base figure supplied to Central Government is given at **Appendix A**. This shows a net tax base of 62,188.4. It is necessary to adjust this figure to account for the estimated level of local council tax support for 2014/15 and for any amendments that may occur between the current time and the end of 2014/15. Amendments can occur to factors within the tax base calculation including the potential for change in the property base of the tax, changes in valuations following appeals, changes in the exemptions and discounts awarded. Additionally, an adjustment must be made to the allowance for non-collection. Each of these factors is separately addressed in this report.

1.3.5 It is necessary that a realistic assessment is made of the potential changes to the Tax Base for 2014/15 as the effects on the cash flow of an under or over recovery of Council Tax income, will fall to this Authority. If the Tax Base is overestimated, there will inevitably be a deficit on the Collection Fund which will need to be recovered through the Council Tax in the following financial year. However, during the course of the year the borrowing necessary to cover the under recovery of the tax would need to be paid for by this Authority. If the tax base is underestimated there will be a surplus on the collection fund because the Council will have asked tax payers to contribute more than necessary in this financial year. The surplus would then be used to reduce the need for resources in the following year. It is, therefore, very important that a realistic assessment is made of the collection rate likely to be achieved in 2014/15, taking into account all the factors detailed in Sections 1.4 – 1.6.

#### 1.4 Changes in Property Base

1.4.1 Changes to the property base can occur for two major reasons. Firstly the existence of newly constructed or converted properties and secondly changes to the band of a property following an appeal by the tax payer. These are considered separately below.

1.4.2 **Changes in Number of Properties** – The potential for properties moving onto the Valuation List essentially comprise two situations. Firstly, properties which have currently not been valued for the purposes of Council Tax and secondly, new properties which are likely

to be built and occupied during the period in question. Based on information currently available, an increase in the Tax Base of 310.9 i.e. 0.5% may be anticipated. This will cover approx 347 new properties coming on to the list.

- 1.4.3 **Changes in Valuation Bands** – It is likely that there will be a minimal number of outstanding appeals lodged with the Valuation Officers. Based on previous experience of the likely incidence of reductions in valuation bands as a result of appeals, there may be a marginal but insignificant reduction in the overall Tax Base. It is considered reasonable to make no adjustment for this factor.

#### 1.5 Changes in Exemptions and Discounts

- 1.5.1 Since the introduction of Council Tax there has been a gradual increase in the number of exemptions and discounts along with irregular fluctuations. Additionally, a proportion of new properties coming onto the Valuation List will be entitled to exemptions or discounts. An increase equivalent to the 2013/14 increase would be 0.1% or 62.5 and this level is proposed in this report.

- 1.5.2 With the commencement of the welfare reforms brought about by legislation such as the Welfare Reform Act 2012, the system of Council Tax Benefit was abolished from 1<sup>st</sup> April 2013. It has been replaced by a local system of council tax support that will be granted to applicants as a discount. On 21 November 2012 Cabinet considered and approved the Local Council Support Scheme (LCTS) for Maidstone. In line with the provisions of the new scheme a calculation has been made of the necessary level of discount likely to be granted, given the current level of discount granted. This adjustment is estimated as 6,199.3 after an allowance for an increase in applicants during 2013/14.

#### 1.6 Allowance for Non-Collection

- 1.6.1 For the purposes of the Council Tax Base for the current financial year, an allowance for non collection of 1% was agreed. Based on latest collection information, it is recommended that the same non-collection rate be maintained for 2014/15.

#### 1.7. Local Discretion on Discounts and Exemptions

- 1.7.1 As part of the Local Government Finance Act 2012 which introduced the requirement for a LCTS scheme, changes were also made to the flexibility at a local level to set exemptions and discounts. The LCTS scheme agreed by Cabinet on 21 November 2012 has been set in agreement with all major preceptors (Kent County Council, Kent Police Authority, Kent and Medway Fire and Rescue Authority). As part of the agreement some exemptions have been changed under



the new flexibilities. As these changes are now reflected in the base figure given at paragraph 1.3.4 no further adjustment is required this year.

## 1.8 Overall Assessment

- 1.8.1 Attached at **Appendix A** is a summary of the Tax Base as supplied to the Government in October 2013 in accordance with statutory requirement. The following table includes an assessment of changes in the property base, changes in exemptions and discounts and the provision for non-collection, as detailed in sections 1.4 to 1.7 above.

|  |                 |
|--|-----------------|
| Tax Base as per <b>Appendix A</b>                | 62,188.4        |
| 1.4 Movement in property Base                    | 310.9           |
| 1.5.1 General movement in exemptions & discounts | -62.5           |
| 1.5.2 Council Tax Support for 2014/15            | -6199.3         |
| 1.6 Allowance for non-collection                 | <u>-562.4</u>   |
|  | <b>55,675.1</b> |

Based on these assessments, the estimated Tax Base for 2014/15 is 55675.1. This represents an increase of 0.94% over 2013/14.

## 1.9 Tax Base - Parish Areas

- 1.9.1 Based upon the Tax Base data in **Appendix A**, a calculation has been made for each Parish area. A summary of the figure for each parish is given at **Appendix B**.

- 1.9.2 The figures given at **Appendix B** show the gross tax base, an adjustment to allow for the local council tax support scheme and an adjustment for non-collection. In prior years the figures have also been adjusted for changes in the tax base during the year. Experience has shown that these estimated in year adjustments are not accurate at the level of an individual parish. For 2014/15 the figures have been calculated with no in year adjustment which will enable a more stable tax base for parish areas.

## 1.10 Alternative Action and why not Recommended

- 1.10.1 The setting of the Tax Base is statutory and therefore there is no alternative to Members considering this report. However, it is possible for a more optimistic view to be taken on the potential changes to the Tax Base. This is not recommended as an increase in the Tax Base would affect the cash flow of this Authority and, if not achieved, would result in an increase in costs through reduced investment income.

1.11 Impact on Corporate Objectives

1.11.1 The Tax Base is an integral part of the Council Tax collection process which is a basic financial function of this Authority. It is essential for the efficient funding of all Local Authorities in the area. The income received from Council Tax, within the overall context of the budget process, provides resources for the provision of all this Authority's services.

1.12 Risk Management

1.12.1 The major risk relates to any potentially optimistic assessment of the Tax Base, as this would lead to cash flow problems, during the year. As a direct consequence this would reduce investment income.

1.12.2 However, increased balances on the Collection Fund, when fed into the overall budget process, can produce yearly variations which need to be managed as part of the Budget Strategy.

1.13 Other Implications

1.13.1

|    |                                       |   |
|----|---------------------------------------|---|
| 1. | Financial                             | X |
| 2. | Staffing                              | - |
| 3. | Legal                                 | - |
| 4. | Equality Impact Needs Assessment      | - |
| 5. | Environmental/Sustainable Development | - |
| 6. | Community Safety                      | - |
| 7. | Human Rights Act                      | - |
| 8. | Procurement                           | - |
| 9. | Asset Management                      | - |

1.13.2 The setting of the Tax Base is an essential part of the budget process and is required by legislation. Any increase in the Tax Base effectively means that the cost of services provided by this Authority

and others in the area is being funded by more Council Tax payers and would effectively reduce the Council Tax burden on each tax payer. This relationship however must be realistic in that any underachievement on the collection of Council Tax will mean a result in cash flow problems for this Authority and a loss of investment income.

1.14 Relevant Documents

1.14.1 Appendices

Appendix A – Calculation of the Tax Base October 2013  
Appendix B – Individual Parish Tax Base Calculation

1.14.2 Background Documents

None.

|   |                          |    |                                     |
|---|--------------------------|----|-------------------------------------|
| <b><u>IS THIS A KEY DECISION REPORT?</u></b>          |                          |    |                                     |
| Yes   | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| If yes, when did it first appear in the Forward Plan? |                          |    |                                     |
| .....   |                          |    |                                     |
| This is a Key Decision because: .....                 |                          |    |                                     |
| .....   |                          |    |                                     |
| Wards/Parishes affected: .....                        |                          |    |                                     |
| .....   |                          |    |                                     |

CTB(October 2013)

Calculation of Council Tax Base for Revenue Support Grant Purposes

Please e-mail to : [ctb.statistics@communities.gsi.gov.uk](mailto:ctb.statistics@communities.gsi.gov.uk)

Please enter your details after checking that you have selected the correct local authority name

Ver 1.6d

Please select your local authority's name from this list

|               |
|---------------|
| Lincoln       |
| Liverpool     |
| Luton         |
| Maldstone     |
| Malton        |
| Malvern Hills |

Check that this is your authority : Maldstone

Local authority contact name : Sheila Coburn

Local authority telephone number : 01622 602093

Local authority fax number : \_\_\_\_\_

Local authority e-mail address : sheila.coburn@tunbridge Wells.gov.uk

CTB(October 2013) form for : **Maldstone**

Completed forms should be received by DCLG by Friday 18 October 2013

| Dwellings shown on the Valuation List for the authority on Monday 9 September 2013  | Band A entitled to disabled relief reduction COLUMN 1 | Band A COLUMN 2 | Band B COLUMN 3 | Band C COLUMN 4 | Band D COLUMN 5 | Band E COLUMN 6 | Band F COLUMN 7 | Band G COLUMN 8 | Band H COLUMN 9 | TOTAL COLUMN 10 |
|---|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 1. Total number of dwellings on the Valuation List  |   | 4,236           | 8,457           | 18,282          | 17,577          | 9,102           | 5,139           | 3,797           | 334             | 66,924          |
| 2. Number of dwellings on valuation list exempt on 7 October 2013 (Class B & D to W exemptions)   |   | 232             | 126             | 402             | 182             | 66              | 20              | 19              | 0               | 1,047           |
| 3. Number of demolished dwellings and dwellings outside area of authority on 7 October 2013 (please see notes)  |   | 2               | 1               | 1               | 1               | 0               | 0               | 0               | 0               | 5               |
| 4. Number of chargeable dwellings on 7 October 2013 (treating demolished dwellings etc as exempt) (lines 1-2-3)   |   | 4,002           | 8,330           | 17,879          | 17,394          | 9,036           | 5,119           | 3,778           | 334             | 65,872          |
| 5. Number of chargeable dwellings in line 4 subject to disabled reduction on 7 October 2013   |   | 1               | 12              | 40              | 72              | 58              | 27              | 29              | 16              | 255             |
| 6. Number of dwellings effectively subject to council tax for this band by virtue of disabled relief (line 5 after reduction)   | 1   | 12              | 40              | 72              | 58              | 27              | 29              | 16              |                 | 255             |
| 7. Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6 or in the case of column 1, line 6)  | 1   | 4,013           | 8,358           | 17,911          | 17,380          | 9,005           | 5,121           | 3,765           | 318             | 65,872          |
| 8. Number of dwellings in line 7 entitled to a single adult household 25% discount on 7 October 2013  | 1   | 2,314           | 3,934           | 5,989           | 4,623           | 1,803           | 765             | 432             | 32              | 19,893          |
| 9. Number of dwellings in line 7 entitled to a 25% discount on 7 October 2013 due to all but one resident being disregarded for council tax purposes  | 0   | 13              | 53              | 162             | 158             | 75              | 36              | 24              | 0               | 521             |
| 10. Number of dwellings in line 7 entitled to a 50% discount on 7 October 2013 due to all residents being disregarded for council tax purposes  | 0   | 2               | 7               | 11              | 20              | 6               | 11              | 19              | 13              | 89              |
| 11. Number of dwellings in line 7 classed as second homes and so treated for Formula Grant purposes as being entitled to a 50% discount on 7 October 2013 (even if a lower discount has been granted in practice).                    |   | 18              | 33              | 37              | 42              | 16              | 16              | 22              | 8               | 192             |
| 12. Number of dwellings in line 7 classed as empty and receiving a zero% discount on 7 October 2013   |   | 133             | 152             | 171             | 139             | 66              | 41              | 34              | 5               | 741             |
| 13. Number of dwellings in line 7 classed as empty and receiving 50% discount on 7 October 2013   |   | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0               |
| 14. Number of dwellings in line 7 classed as empty and receiving a discount between zero% and 100% (excluding 50%) on 7 October 2013.   |   | 15              | 23              | 48              | 36              | 17              | 4               | 13              | 0               | 156             |
| 15. Number of dwellings in line 7 classed as empty and being charged the Empty Homes Premium on 7 October 2013.   |   | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0               |
| 16. Total number of dwellings in line 7 classed as empty on 7 October 2013 (lines 12, 13, 14 & 15) and assumed to be receiving 100% discount for Revenue Support Grant purposes   |   | 148             | 175             | 219             | 175             | 83              | 45              | 47              | 5               | 897             |
| 16a Number of dwellings that are classed as empty on 7 October 2013 and have been for more than 6 months. NB These properties should have already been included in line 16 above.   |   | 70              | 80              | 102             | 85              | 44              | 32              | 28              | 5               | 446             |
| 16b Number of dwellings that are classed as empty on 7 October 2013 and have been for more than 6 months and were previously eligible for Class A exemptions. NB These properties should have already been included in line 16 above. |   | 2               | 5               | 7               | 8               | 2               | 3               | 5               | 0               | 32              |
| 16c Line 16a - line 16b. This is the equivalent of lines 12+14+15 on the CTB(October 2012) and will be used to calculate the New Homes Bonus.   |   | 68              | 75              | 95              | 77              | 42              | 29              | 23              | 5               | 414             |
| 17. Number of dwellings in line 7 where there is liability to pay 100% council tax (lines 7-8-9-10-11-16)   | 0   | 1,518           | 4,156           | 11,493          | 12,362          | 7,022           | 4,248           | 3,221           | 260             | 44,280          |
| 18. Number of dwellings in line 7 that are assumed to be subject to a discount for Revenue Support Grant purposes (lines 8+9+10+11+16)  | 1   | 2,495           | 4,202           | 6,418           | 5,018           | 1,983           | 873             | 544             | 58              | 21,592          |
| 19. Total equivalent number of dwellings after discounts, exemptions and disabled relief (to 2 decimal places)  | 0.75  | 3,273.25        | 7,166.25        | 16,130.25       | 15,978.75       | 8,441.50        | 4,862.25        | 3,563.50        | 294.50          | 59,731.00       |
| 20. Ratio to band D   | 5/9   | 6/9             | 7/9             | 8/9             | 9/9             | 11/9            | 13/9            | 15/9            | 18/9            |                 |

## CTB(October 2013)

**Calculation of Council Tax Base for Revenue Support Grant Purposes**

Please e-mail to : [ctb.statistics@communities.gsi.gov.uk](mailto:ctb.statistics@communities.gsi.gov.uk)  
Please enter your details after checking that you have selected the correct local authority name

Ver 1.0d

|  |     |         |         |          |          |          |         |         |       |          |
|--|-----|---------|---------|----------|----------|----------|---------|---------|-------|----------|
| 21. Total number of band D equivalents (to 1 decimal place) (line 19 x line 20)  | 0.4 | 2,182.2 | 5,573.8 | 14,338.0 | 15,978.8 | 10,317.4 | 7,023.3 | 5,972.5 | 589.0 | 61,975.4 |
| 22. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2012-13 (to 1 decimal place) |     |         |         |          |          |          |         |         |       | 213.0    |
| 23. Tax base for Revenue Support Grant purposes (to 1 decimal place) (line 21 col 10 + line 22)                                    |     |         |         |          |          |          |         |         |       | 62,188.4 |

## Certificate of Chief Financial Officer

I certify that the information provided on this form is based on the dwellings shown in the Valuation List for my authority on 9 September 2013 and that it accurately reflects information available to me about exemptions, demolished dwellings etc, disabled relief, discounts and premiums applicable on 7 October 2013 and, where appropriate, has been completed in a manner consistent with the form for 2012.

Local authority contact name : Sheila Coburn  
Local authority telephone number : 01622 602033  
Local authority fax number : 0  
Local authority e-mail address: [sheila.coburn@lunbridge.wests.gva.uk](mailto:sheila.coburn@lunbridge.wests.gva.uk)

Chief Financial Officer : .....

Date : .....

Ver 1.0d

Now open the sheet called Validation to see if there are any inconsistencies in your form

|   |       |           |          |           |           |          |          |          |        |           |
|---|-------|-----------|----------|-----------|-----------|----------|----------|----------|--------|-----------|
| 24. Total equivalent number of dwellings after discounts, exemptions and disabled relief (to 2 decimal places)                      | 0.75  | 3,273.25  | 7,166.25 | 16,130.25 | 15,978.75 | 8,441.50 | 4,862.25 | 3,583.50 | 294.50 | 59,731.00 |
| 25. Reduction in tax base due to Council Tax Support (to 2 decimal places)  | 7.99  | 1,127.51  | 1,939.28 | 2,589.96  | 1,189.00  | 326.06   | 104.85   | 47.95    | 2.11   | 7,334.71  |
| 26. Total equivalent number of dwellings after discounts, exemptions, disabled relief and council tax support (to 2 decimal places) | -7.24 | -2,145.74 | 5,226.97 | 13,540.29 | 14,789.75 | 8,115.44 | 4,757.40 | 3,535.55 | 292.39 | 52,396.29 |
| 27. Ratio to band D   | 5/9   | 6/9       | 7/9      | 8/9       | 9/9       | 11/9     | 13/9     | 15/9     | 18/9   |           |
| 28. Total number of band D equivalents (to 1 decimal place) (line 26 x line 27)   | -4.0  | 1,430.5   | 4,065.4  | 12,035.8  | 14,789.8  | 9,918.9  | 6,871.8  | 5,892.6  | 584.8  | 55,585.6  |
| 29. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2012-13 (to 1 decimal place)  |       |           |          |           |           |          |          |          |        | 213.0     |
| 30. Tax base after council tax support (to 1 decimal place) (line 28 col 10 + line 29)  |       |           |          |           |           |          |          |          |        | 55,798.6  |

## CALCULATION OF COUNCIL TAX BASE BY PARSIH AREA

| Parish                      | Tax Base         | LCTS<br>Discount in<br>Tax Base | Net Tax                        |               | Movement<br>in Property<br>levels | Movement in<br>Discounts &<br>Exemptions | Allowance<br>for non-<br>payment | Final Tax<br>Base for<br>2014/15 |
|-----------------------------|------------------|---------------------------------|--------------------------------|---------------|-----------------------------------|--|----------------------------------|----------------------------------|
|                             |                  |                                 | Base after<br>LCTS<br>Discount |               |                                   |  |                                  |                                  |
| Barming                     | 752.50           | -31.90                          | 720.60                         |               |                                   | -7.20                                    | 713.40                           |                                  |
| Bearsted                    | 3,710.10         | -172.30                         | 3,537.80                       |               |                                   | -35.40                                   | 3,502.40                         |                                  |
| Boughton Malherbe           | 230.20           | -12.90                          | 217.30                         |               |                                   | -2.20                                    | 215.10                           |                                  |
| Boughton Monchelsea         | 1,319.10         | -79.40                          | 1,239.70                       |               |                                   | -12.40                                   | 1,227.30                         |                                  |
| Boxley                      | 3,928.40         | -131.50                         | 3,796.90                       |               |                                   | -38.00                                   | 3,758.90                         |                                  |
| Bredhurst                   | 183.10           | -14.80                          | 168.30                         |               |                                   | -1.70                                    | 166.60                           |                                  |
| Broomfield                  | 738.80           | -38.90                          | 699.90                         |               |                                   | -7.00                                    | 692.90                           |                                  |
| Chart Sutton                | 432.30           | -34.60                          | 397.70                         |               |                                   | -4.00                                    | 393.70                           |                                  |
| Collier Street              | 360.90           | -12.90                          | 348.00                         |               |                                   | -3.50                                    | 344.50                           |                                  |
| Coxheath                    | 1,607.20         | -156.40                         | 1,450.80                       |               |                                   | -14.50                                   | 1,436.30                         |                                  |
| Detling                     | 387.20           | -33.60                          | 353.60                         |               |                                   | -3.50                                    | 350.10                           |                                  |
| Downswood                   | 875.40           | -55.90                          | 819.50                         |               |                                   | -8.20                                    | 811.30                           |                                  |
| East Sutton                 | 140.80           | -2.60                           | 138.20                         |               |                                   | -1.40                                    | 136.80                           |                                  |
| Farleigh East               | 704.40           | -59.10                          | 645.30                         |               |                                   | -6.50                                    | 638.80                           |                                  |
| Farleigh West               | 228.70           | -16.20                          | 212.50                         |               |                                   | -2.10                                    | 210.40                           |                                  |
| Harrietsham                 | 939.40           | -83.20                          | 856.20                         |               |                                   | -8.60                                    | 847.60                           |                                  |
| Headcorn                    | 1,592.50         | -131.00                         | 1,461.50                       |               |                                   | -14.60                                   | 1,446.90                         |                                  |
| Hollingbourne               | 457.80           | -36.80                          | 421.00                         |               |                                   | -4.20                                    | 416.80                           |                                  |
| Hunton                      | 319.30           | -18.60                          | 300.70                         |               |                                   | -3.00                                    | 297.70                           |                                  |
| Langley                     | 537.10           | -59.20                          | 477.90                         |               |                                   | -4.80                                    | 473.10                           |                                  |
| Leeds                       | 360.20           | -44.40                          | 315.80                         |               |                                   | -3.20                                    | 312.60                           |                                  |
| Lenham                      | 1,478.30         | -125.40                         | 1,352.90                       |               |                                   | -13.50                                   | 1,339.40                         |                                  |
| Linton                      | 260.40           | -16.90                          | 243.50                         |               |                                   | -2.40                                    | 241.10                           |                                  |
| Loose                       | 1,152.40         | -62.70                          | 1,089.70                       |               |                                   | -10.90                                   | 1,078.80                         |                                  |
| Marden                      | 1,641.60         | -168.40                         | 1,473.20                       |               |                                   | -14.70                                   | 1,458.50                         |                                  |
| Nettlestead                 | 354.60           | -55.10                          | 299.50                         |               |                                   | -3.00                                    | 296.50                           |                                  |
| Otham                       | 230.00           | -20.30                          | 209.70                         |               |                                   | -2.10                                    | 207.60                           |                                  |
| Staplehurst                 | 2,390.70         | -152.20                         | 2,238.50                       |               |                                   | -22.40                                   | 2,216.10                         |                                  |
| Stockbury                   | 335.90           | -32.00                          | 303.90                         |               |                                   | -3.00                                    | 300.90                           |                                  |
| Sutton Valence              | 684.90           | -46.40                          | 638.50                         |               |                                   | -6.40                                    | 632.10                           |                                  |
| Teston                      | 324.00           | -19.10                          | 304.90                         |               |                                   | -3.00                                    | 301.90                           |                                  |
| Thurnham                    | 544.50           | -11.70                          | 532.80                         |               |                                   | -5.30                                    | 527.50                           |                                  |
| Tovil                       | 1,323.00         | -165.60                         | 1,157.40                       |               |                                   | -11.60                                   | 1,145.80                         |                                  |
| Ulcombe                     | 404.50           | -21.10                          | 383.40                         |               |                                   | -3.80                                    | 379.60                           |                                  |
| Yalding                     | 1,040.50         | -110.60                         | 929.90                         |               |                                   | -9.30                                    | 920.60                           |                                  |
| <b>Precepting</b>           | <b>31,970.70</b> | <b>- 2,233.70</b>               | <b>29,737.00</b>               | <b>-</b>      | <b>-</b>                          | <b>- 297.40</b>                          | <b>29,439.60</b>                 |                                  |
| Bicknor                     | 45.40            | -5.30                           | 40.10                          |               |                                   | -0.40                                    | 39.70                            |                                  |
| Frinted                     | 79.00            | -2.90                           | 76.10                          |               |                                   | -0.80                                    | 75.30                            |                                  |
| Hucking                     | 31.20            | -2.30                           | 28.90                          |               |                                   | -0.30                                    | 28.60                            |                                  |
| Otterden                    | 88.00            | -1.90                           | 86.10                          |               |                                   | -0.90                                    | 85.20                            |                                  |
| Wichling                    | 60.80            | -2.00                           | 58.80                          |               |                                   | -0.60                                    | 58.20                            |                                  |
| Wormshill                   | 102.80           | -6.20                           | 96.60                          |               |                                   | -1.00                                    | 95.60                            |                                  |
| <b>Non-Precepting</b>       | <b>407.20</b>    | <b>- 20.60</b>                  | <b>386.60</b>                  | <b>-</b>      | <b>-</b>                          | <b>- 4.00</b>                            | <b>382.60</b>                    |                                  |
| <b>Areas without Parish</b> | <b>29,810.50</b> | <b>- 3,945.00</b>               | <b>25,865.50</b>               | <b>310.90</b> | <b>- 62.50</b>                    | <b>- 261.00</b>                          | <b>25,852.90</b>                 |                                  |
| <b>MBC Total</b>            | <b>62,188.40</b> | <b>- 6,199.30</b>               | <b>55,989.10</b>               | <b>310.90</b> | <b>- 62.50</b>                    | <b>- 562.40</b>                          | <b>55,675.10</b>                 |                                  |

## **MAIDSTONE BOROUGH COUNCIL**

### **GENERAL PURPOSES GROUP**

**WEDNESDAY 11 DECEMBER 2013**

#### **REPORT OF HEAD OF POLICY AND COMMUNICATIONS**

**Report prepared by Caroline Matthews**

#### **1. NOMINATIONS TO OUTSIDE BODIES**

##### 1.1 Issue for Decision

1.1.1 To consider nominations received for Outside Bodies.

##### 1.2 Recommendation of the Head of Policy and Communications

1.2.1 That the nominations set out in the report be considered by the Group.

##### 1.3 Reasons for Recommendation

1.3.1 The nominations to Outside Bodies to be made are listed below. Copies of the Nomination Forms received are attached at Appendix A and copies of the Job Specifications are attached at Appendix B.

##### 1.3.2 Parking & Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)

Vacancy: 1 x Committee Member

The term of office starts with immediate effect until 7<sup>th</sup> September 2017

Nominations have been received from Councillors Alistair Black and Peter Parvin.

**Recommended:** That the Group make an appointment to the vacancy with PATROLAJC.

##### 1.3.3 Action for Communities in Rural Kent

Vacancy: 2 x Committee Members

The term of office starts with immediate effect until 31<sup>st</sup> August 2014.

Nominations have been received from Councillors Rodd Nelson-Gracie and Daphne Parvin.

**Recommended:** That the Group make an appointment to the vacancies with the Action for Communities in Rural Kent.

#### 1.3.4 Maidstone Area Arts Partnership

Vacancy: 2 x Committee Members

The term of office starts with immediate effect until 21<sup>st</sup> May 2014.

A nomination has been received from Councillor Jenni Paterson.

**Recommended:** That the Group make an appointment to one of the vacancies with the Maidstone Area Arts Partnership.

#### 1.3.5 Voluntary Action Maidstone

Vacancy: 2 x Committee Members

The term of office starts with immediate effect until 6<sup>th</sup> September 2015.

Nominations have been received from Councillors Bryan Vizzard and Richard Ash.

**Recommended:** That the Group make an appointment to the vacancies with the Voluntary Action Maidstone.

#### 1.3.6 Other Vacancies

Members of the Group will note that there are currently fourteen organisations and seventeen vacancies. Should the Group make appointments to all of those detailed above, then there will still be eleven vacancies.

#### 1.4 Alternative Action and why not Recommended

- 1.4.1 The Group could decide not to appoint to Outside Bodies but this is not recommended as representation within the Community is an important role.

#### 1.5 Impact on Corporate Objectives

- 1.5.1 Appointing to the Outside Bodies in the report will allow Councillors to act as advocates for community issues and represent the Council on



bodies that make a difference to the local community. This supports the corporate priority of corporate and customer excellence and, in particular, the outcome, to ensure vulnerable people are assisted.

1.6 Risk Management

1.6.1 The Group will need to consider the potential risk to the Council’s reputation when making appointments to the bodies listed. A Scrutiny Review of Outside Bodies identified the importance of monitoring appointments and ensuring Members are fully aware of the role required.

1.7 Other Implications

1.7.1

- 1. Financial
- 2. Staffing
- 3. Legal
- 4. Equality Impact Needs Assessment
- 5. Environmental/Sustainable Development
- 6. Community Safety
- 7. Human Rights Act
- 8. Procurement
- 9. Asset Management

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1.8 Relevant Documents

1.8.1 Appendices

Appendix ‘A’ – Copies of Nomination Forms Received

Appendix ‘B’ – Copies of Job Specifications for those Outside Bodies to be appointed to.

1.8.2 Background Documents

None

**IS THIS A KEY DECISION REPORT?**

**THIS BOX MUST BE COMPLETED**

Yes

No

If yes, this is a Key Decision because: .....

.....

Wards/Parishes affected: .....

.....

**NOMINATION FORM TO OUTSIDE BODY**Date 5<sup>th</sup>. August, 2013

|   |   |
|---|---|
| <b>NAME:</b>  | Alistair James Black  |
| <b>ADDRESS:</b>   | Flat 5, The Coachyard,<br>372 A Tonbridge Road,<br>Maidstone,<br>ME16 8TT   |
| <b>TELEPHONE NO:</b>  | 01622 728481  |
| <b>NAME OF ORGANISATION APPLYING FOR:</b>                               | PATROLAJC   |
| <b>ROLE APPLYING FOR:</b>   | Representative for Maidstone Borough Council  |
| <b>REASON FOR APPLYING:</b>   | During my police career in the British South Africa Police, I was the Divisional Inspector, Traffic Mobile Division of the then Salisbury City Police Traffic Branch. I was responsible for 3 reliefs of 14 officers on each relief, headed by a Section Officer. In coming into contact with the public serious accidents, traffic enforcement and the Salisbury Municipality (As it was at that time, prior to independence when Salisbury became Harare) I undertook a variety of arbitration requirements in relation to traffic matters. This included liaison with a wide variety of organisations including the Road Traffic Safety Board and other like bodies.   |
| <b>WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:</b> | A view of problems experienced in Maidstone as a result of serving on the Regeneration and Economic Scrutiny Committee wherein in my first two years on the committee, we undertook a study of the transport problems in Maidstone. In order to study the problem we undertook a study that took us to other areas to study issues and see if they could be incorporated into Maidstone. The report was presented to Cabinet in 2012. I hold a Diploma in Personnel Management, A Certificate in Adult Education, a degree in Adult Education majoring in Industrial and Vocational Education. In addition I was, until returning to this country, a Fellow of the Institute of Personnel Management Southern Africa and of Zimbabwe. I have a very broad knowledge and skills set of issues from the ground up regarding traffic and problems. |

01622673209

APPENDIX 'A'

**NOMINATION FORM TO OUTSIDE BODY**

Date ..8.8.13.....

|   |   |
|---|---|
| <b>NAME:</b>  | Peter.J.D. Parvin. Cllr.  |
| <b>ADDRESS:</b>   | 49 Meadow Walk, Maidstone   |
| <b>TELEPHONE NO:</b>  | 01622 673209  |
| <b>NAME OF ORGANISATION APPLYING FOR:</b>                               | PATROLAJC   |
| <b>ROLE APPLYING FOR:</b>   | Member.   |
| <b>REASON FOR APPLYING:</b>   | I have an interest in Traffic Regulation and their ability to keep traffic free flowing and I consider that one means to aid this is to ensure that parking is correctly and properly enforced but at the same time a level of common sense should prevail.                                       |
| <b>WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:</b> | In past life I was fully conversant with all forms of Traffic management and the Law appertaining to it, I used to lecture to other Police Officers. In addition I have had practical experience of Parking Matters and have been in the Position of adjudicating as whether to prosecute or not. |

**NOMINATION FORM TO OUTSIDE BODY**

Date .....07 August 2013.....

|   |   |
|---|---|
| <b>NAME:</b>  | Rodd Nelson-Gracie  |
| <b>ADDRESS:</b>   | The Firs, Maidstone Road,<br>Nettlestead Green,<br>Maidstone, Kent,<br>ME18 5HG   |
| <b>TELEPHONE NO:</b>  | T 01622 814263 M 07983 909594   |
| <b>NAME OF ORGANISATION APPLYING FOR:</b>                               | Action for Communities in Rural Kent  |
| <b>ROLE APPLYING FOR:</b>   | MBC Representative  |
| <b>REASON FOR APPLYING:</b>   | I am a rural Member and have found membership of this organisation over the last 4 years beneficial in receiving information about Community funding, administration of village halls and other community facilities. I would like to continue to be involved in projects to encourage local needs affordable housing which ACRK is involved in     |
| <b>WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:</b> | I have been able to feed back experiences of our local community in order to inform ACRK of different ways in which they can assist in the community. I have been involved in village hall administration. I have some knowledge of local needs housing and can assist in bringing together interested parties, including the Rural Housing Enabler |

MEMBERS OF THE GENERAL PURPOSES GROUP REQUIRE THAT THIS FORM IS COMPLETED IN MUCH THE SAME WAY AS A JOB APPLICATION FORM. SO YOUR RESPONSES TO THE QUESTIONS NEED TO BE AS DETAILED AS POSSIBLE OR YOUR APPLICATION MAY NOT BE CONSIDERED BY THE GROUP

Please attach a continuation sheet if required

**NOMINATION FORM TO OUTSIDE BODY**

Date ...9. 8. 13.....

|   |  |
|---|--|
| <b>NAME:</b>  | DARINWIZ I. PARVIN   |
| <b>ADDRESS:</b>   | 49 MEADOW WALK<br>MAIDSTONE<br>MK15 7RY  |
| <b>TELEPHONE NO:</b>  |  |
| <b>NAME OF ORGANISATION APPLYING FOR:</b>                               | ACTION WITH COMMUNITIES<br>IN RURAL KENT   |
| <b>ROLE APPLYING FOR:</b>   | COMMITTEE MEMBER   |
| <b>REASON FOR APPLYING:</b>   | As a rural councillor<br>my main interest lie<br>in rural areas, and<br>I feel the experience<br>I have gained would<br><del>be</del> useful to others   |
| <b>WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:</b> | As above, shared<br>experiences are the best<br>way to help all<br>concerned small areas<br>(HAMLETS / SMALL VILLAGES)<br>can gain greatly by<br>joining together to be<br>heard when problems arise |

MEMBERS OF THE GENERAL PURPOSES GROUP REQUIRE THAT THIS

**NOMINATION FORM TO OUTSIDE BODY**Date 28 AUGUST 2013

|   |   |
|---|---|
| <b>NAME:</b>  | CLLR. JENNI PATERSON  |
| <b>ADDRESS:</b>   | 4 THE HEDGES<br>MAIDSTONE<br>KENT. ME14 2JW   |
| <b>TELEPHONE NO:</b>  | 01622 679630  |
| <b>NAME OF ORGANISATION APPLYING FOR:</b>                               | MAIDSTONE AREA ARTS PARTNERSHIP   |
| <b>ROLE APPLYING FOR:</b>   | MBC REPRESENTATIVE  |
| <b>REASON FOR APPLYING:</b>   | I AM RE-APPLYING FOR THIS ROLE WHICH I HAVE HELD FOR THE LAST 2 YEARS.<br>I HAVE A GENERAL INTEREST IN THE ARTS AND A PARTICULAR ONE IN THE PROMOTION OF THE ARTS AND CULTURE WITHIN THE BOROUGH OF MAIDSTONE   |
| <b>WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:</b> | I HAVE AN UNDERSTANDING OF THE ARTS OFFER IN MAIDSTONE THROUGH MY PREVIOUS REPRESENTATION ON MAAP WHICH I AM ABLE TO ARTICULATE AND PROMOTE.<br>I ALSO HAVE AN APPRECIATION OF THE VALUE AND EFFECT THE ARTS & CULTURE HAVE ON OUR WELL BEING AND THE VALUE IT CAN ADD TO THE LOCAL ECONOMY THROUGH A VARIETY OF MEANS. |

MEMBERS OF THE GENERAL PURPOSES GROUP REQUIRE THAT THIS FORM IS COMPLETED IN MUCH THE SAME WAY AS A JOB APPLICATION FORM. SO YOUR RESPONSES TO THE QUESTIONS NEED TO BE AS DETAILED AS POSSIBLE OR YOUR APPLICATION MAY NOT BE CONSIDERED BY THE GROUP

**NOMINATION FORM TO OUTSIDE BODY**Date 17<sup>th</sup> Aug 13.....

|   |  |
|---|--|
| <b>NAME:</b>  | COUNCILLOR BRYAN VIZZARD   |
| <b>ADDRESS:</b>   | 1-ST ANDREWS CLOSE<br>BARMING<br>MAIDSTONE<br>KENT ME16 9LP  |
| <b>TELEPHONE NO:</b>  | 07957 442994   |
| <b>NAME OF ORGANISATION APPLYING FOR:</b>                               | VOLUNTARY ACTION MAIDSTONE   |
| <b>ROLE APPLYING FOR:</b>   | M.B.C. REPRESENTATIVE  |
| <b>REASON FOR APPLYING:</b>   | I HAVE BEEN INVOLVED WITH VOLUNTARY ORGANISATIONS FOR MANY YEARS AND WITH THIS EXPERIENCE I FEEL ABLE TO ASSIST THIS ORGANISATION IN A POSITIVE WAY.   |
| <b>WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:</b> | MY EXPERIENCE INCLUDES:-<br>TRUSTEE OF FUSION HEALTHY LIVING CENTRE SUPPORTING THE MANAGEMENT AND PARTICULARLY DEALING WITH FACILITIES BOARD MEMBER FOR AGE UK, SOON TO BE ELECTED AS CHAIRMAN OF THE BOARD. THIS ENCOMPASSES ALL ASPECTS OF THE ORGANISATION<br>I AM ALSO CHAIRMAN OF THE BEAUVAIS TWINNING ASSOCIATION TAKING IT FORWARD TO CHARITABLE STATUS. |

MEMBERS OF THE GENERAL PURPOSES GROUP REQUIRE THAT THIS FORM IS COMPLETED IN MUCH THE SAME WAY AS A JOB APPLICATION FORM. SO YOUR RESPONSES TO THE QUESTIONS NEED TO BE AS DETAILED AS POSSIBLE OR YOUR APPLICATION MAY NOT BE CONSIDERED BY THE GROUP



**NOMINATION FORM TO OUTSIDE BODY**Date 21<sup>st</sup> Aug 2013

|   |  |
|---|--|
| <b>NAME:</b>  | RICHARD S. ASH   |
| <b>ADDRESS:</b>   | 14 HAMPSON WAY<br>BEARSTED<br>MAINSTONE ME14 4AP   |
| <b>TELEPHONE NO:</b>  | 01622 730151   |
| <b>NAME OF ORGANISATION APPLYING FOR:</b>                               | V. A. M.   |
| <b>ROLE APPLYING FOR:</b>   | I am an <del>existing</del> Trustee of   |
| <b>REASON FOR APPLYING:</b>   | many years<br>I wish to continue as a Trustee. I feel I make a valuable contribution & act as a link between VAM and MBC   |
| <b>WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:</b> | I get on well with fellow trustees. I am a link between the voluntary sector & MBC. I make a positive contribution to the Finance Committee & contribute actively at the Full Board meeting. |

MEMBERS OF THE GENERAL PURPOSES GROUP REQUIRE THAT THIS FORM IS COMPLETED IN MUCH THE SAME WAY AS A JOB APPLICATION FORM. SO YOUR RESPONSES TO THE QUESTIONS NEED TO BE AS DETAILED AS POSSIBLE OR YOUR APPLICATION MAY NOT BE CONSIDERED BY THE GROUP

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

|   |  |   |
|---|--|---|
| Name of Organisation  | Action with Communities in Rural Kent  |   |
| Type of Organisation e.g. charity   | Charity  |   |
| Contact Details   | Name   | Miranda Hayes   |
|   | Address  | The Old Granary<br>Penstock Hall Farm<br>Canterbury Road<br>East Brabourne<br>Kent TN25 5LL |
|   | Telephone number   | 01303 813790  |
|   | Email  | Miranda.hayes@ruralkent.org.uk  |
|   | Website  | www.ruralkent.org.uk  |
| Mission and Objectives of Organisation  | A registered charity which exists to improve the quality of life for local communities and to encourage the development of thriving, diverse and sustainable communities throughout Kent and Medway. |   |
| Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director) | Observer   |   |
| What do you hope to achieve through the relationship?                                     | To observe on behalf of Maidstone Borough Council  |   |
| How often does the Organisation meet?   | One per year - usually September   |   |
| Desirable skills and experience from the Council's representative                         | A knowledge of rural policies, strategies and to be a rural advocate at LA level   |   |
| Terms of Reference Attached?  |  |   |
| Any other information the Organisation wishes to add?                                     |  |   |

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

|   |   |   |
|---|---|---|
| Name of Organisation  | VOLUNTARY ACTION<br>MAIDSTONE   |   |
| Type of Organisation e.g. charity   | CHARITY/LIMITED COMPANY   |   |
| Contact Details   | Name  | SUE TOWNS<br>016220000                                |
|   | Address   | 39-48 MARSHAM STREET<br>MAIDSTONE<br>KENT<br>ME14 1HH |
|   | Telephone number  | 01622-677337  |
|   | Email   | SUE.TOWNS@VAM-<br>ONLINE.ORG.UK                       |
|   | Website   | WWW.VAM-ONLINE.ORG.<br>UK                             |
| Mission and Objectives of Organisation  | TO PROMOTE VOLUNTEERS & VOLUNTEERING AND DEVELOP SERVICES IN RESPONSE TO LOCAL NEEDS. TO PROMOTE THE VOLUNTARY SECTOR AT A STRATEGIC LEVEL. VAM COMPRISES! CENTRE, COUNCIL OF VOLUNTARY SER |   |
| Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director) | TRUSTEE OF THE CHARITY & DIRECTOR OF THE COMPANY.   |   |
| What do you hope to achieve through the relationship?                                     | A POSITIVE LINK BETWEEN MAIDSTONE BOROUGH COUNCIL AND VAM.  |   |
| How often does the Organisation meet?   | THE FULL BOARD MEETS ON THE LAST MONDAY OF EACH MONTH & SUB-GROUPS OF THE BOARD MEET BY MUTUAL AGREEMENT  |   |
| Desirable skills and experience from the Council's representative                         | GOOD KNOWLEDGE OF MAIDSTONE & TIME TO GET INVOLVED.   |   |
| Terms of Reference Attached?  |   |   |
| Any other information the Organisation wishes to add?                                     | SMALL GENERIC LEAFLET ENCLOSED  |   |

A VOLUNTEER NICE & FRONTLINE ORGANISATIONS PROVIDING A SERVICE TO OLDER PEOPLE, PEOPLE WITH A DISABILITY, PEOPLE WITH A MENTAL HEALTH PROBLEM AND CARERS.

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

|   |   |  |
|---|---|--|
| Name of Organisation  | PATROL Adjudication Joint Committee   |  |
| Type of Organisation e.g. charity   | Joint Committee   |  |
| Contact Details   | Name  | Louise Hutchinson<br>Head of Service                 |
|   | Address   | Barlow House, Minshull<br>Street, Manchester, M1 3DZ |
|   | Telephone number  | 0161 242 5270  |
|   | Email   | lhutchinson@patrol-uk.info                           |
|   | Website   | www.patrol-uk.info                                   |
| Mission and Objectives of Organisation  | See attached  |  |
| Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director) | See attached  |  |
| What do you hope to achieve through the relationship?                                     | Membership of the Joint Committee is required for councils to undertake civil enforcement of parking in order that they can access independent adjudication. Member councils are required to nominate a councillor representative |  |
| How often does the Organisation meet?   | 1 annual full meeting in September plus 2 executive sub committee meetings  |  |
| Desirable skills and experience from the Council's representative                         | Awareness of traffic management   |  |
| Terms of Reference Attached?  | Yes   |  |
| Any other information the Organisation wishes to add?                                     | No  |  |

**PATROL (PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDON)  
ADJUDICATION JOINT COMMITTEE  
&  
BUS LANE ADJUDICATION SERVICE JOINT COMMITTEE**

**Briefing Note for New Council Representatives**

**1. Introduction to the Traffic Penalty Tribunal**

The Traffic Penalty Tribunal is an independent tribunal where impartial lawyers consider appeals by motorists and vehicle owners whose vehicles have been issued with:

- Penalty Charge Notices (or have been removed or clamped) by councils in England and Wales enforcing parking under the Road Traffic Act 1991 and the Traffic Management Act 2004.
- Penalty Charge Notices by councils in England undertaking civil bus lane enforcement under The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations (2005 SI No 2757).

The principal objective of the Traffic Penalty Tribunal is to provide independent, impartial and well considered decisions based on fact and law in a way that is user-focused, efficient, timely, helpful and readily accessible.

The Traffic Penalty Tribunal has its headquarters in Manchester but operates across England (outside London) and Wales with its Adjudicators and Hearing Centre Supervisors working remotely and from hearing venues in over 70 locations. The Traffic Penalty Tribunal deals with some 10,000 plus appeals per annum and has 32 Adjudicators including a Chief Adjudicator, 15 Hearing Centre Supervisors and twenty staff. Appellants and Councils are given a named Appeals Coordinator who will handle the administration of their appeal from the Notice of Appeal through to the Decision being issued.

**It is the Adjudicator's function is to independently decide the appeals and issue any directions required for the management of appeals.**

The Traffic Penalty Tribunal comes under the supervision of the Administrative Justice and Tribunals Council which has established a Framework of Standards for Tribunals which states that tribunals should:

- Be independent
- Provide open, fair and impartial hearings
- Be accessible to users
- Focus on the needs of users
- Offer cost effective procedures
- Be properly resourced and organised
- Work with first tier decision makers to improve the "end to end" experience for the user.

Both parties, Councils and Appellants, have a right to a personal hearing, but alternatively may agree to have a postal hearing and, more recently a hearing by telephone. The Traffic Penalty Tribunal is also actively encouraging councils to provide the facility for appellants to appeal on line.

Technology is central to the whole operation. A new case management system introduced in 2006 has enabled the tribunal to handle cases and communicate with all parties in a more effective way. The Traffic Penalty Tribunal is actively working with councils and IT suppliers to promote electronic transfer of evidence which will provide efficiency savings for both councils and the tribunal.

### For more information

For more information about The Traffic Penalty Tribunal, members are requested to:

- Visit the tribunal's web site at [www.trafficpenaltytribunal.gov.uk](http://www.trafficpenaltytribunal.gov.uk).
- Refer to the Adjudicators Annual Report – copies are routinely circulated to new councillors
- Contact the Head of Service who will be pleased to provide additional information or arrange a visit to the Manchester offices.
- Members are welcome to participate in any tribunal events e.g. council induction events or council user groups.

## 2. Background to the Joint Committees

The PATROL Adjudication Joint Committee, formerly the National Parking Adjudication Service Joint Committee, has been established to enable Councils having Civil Enforcement Area Orders to exercise their functions under Section 81 of the Traffic Management Act 2004 and Regulations 17 and 18 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007. These functions are exercised jointly with the other councils in accordance with the requirements of Regulation 16 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

The functions exercised by the PATROL Adjudication Joint Committee on behalf of its constituent councils are appointing independent adjudicators to the Traffic Penalty Tribunal, providing these adjudicators with administrative staff and accommodation and providing hearing venues. **Its remit in relation to the Tribunal is limited to these matters.** The Joint Committee also undertakes such other associated functions as the Participating Authorities may lawfully arrange Joint Committee to perform as they from time to time consider appropriate.

The Agreement that regulates the setting up of the Joint Committee provides for one Representative for each constituent Council. Members of the Joint Committee need not be an "Executive Member" of their Council, but this is a matter for each Council to decide. If the nominated Representative cannot attend the meeting, provision is made for a named substitute to attend in his/her place.

In 2006 with the introduction of civil bus lane enforcement, it was agreed that there would be an integrated tribunal for parking and bus lane enforcement. However, there must be a separate Joint Committee, the Bus Lane Adjudication Service Joint Committee until such time as both areas of enforcement are governed by the same legislation i.e. the Traffic Management Act 2004. Where councils enforce bus lanes, they are required to become a member of the Bus Lane Adjudication Service Joint Committee.

### 3. Role of Joint Committee Members

The role of Members of the Joint Committee is to oversee the functions of The Traffic Penalty Tribunal as an Independent Tribunal.

There is not a role as such in respect of the parking/bus lane enforcement activities of the Local Authority they represent on the Joint Committee nor do members have the remit to discuss or influence Adjudicator decisions. The independence and integrity of the tribunal is paramount.

Typically agenda items will include:

- Appointment of adjudicators
- New member councils
- Budgets
- Budget monitoring
- Governance Matters
- Service Charges to user councils
- General progress and service standards
- Establishment of Sub Committees and Advisory Board.
- Other relevant items of interest to the Joint Committee in exercising its duties

Members elect a Chair, Vice Chair and in the case of the PATROL Adjudication Joint Committee, an Assistant Chair. Meetings are attended by the Chair of the Advisory Board, the Chief Adjudicator and Head of Service.

The Head of Service presents reports to the Joint Committee meetings on behalf of the Lead Officer in relation to administrative matters and the Chief Adjudicator presents on judicial matters, administrative responsibilities delegated to her within the scheme of delegation and the Annual Report of the Adjudicators.

### 4. Joint Committee Primary Objectives

The agreed primary objectives of the Joint Committees are the provision of:

- a) A fair adjudication service for Appellants including visible independence of adjudicators from the authorities in whose areas they are working.
- b) Consistency in access to adjudication.
- c) A cost effective and equitable adjudication service for all Parking Authorities and Bus Lane authorities in England and Wales.
- d) Flexibility to deal with a wide range of local authorities with varying levels of demand for adjudication.

In addition, the Joint Committee oversees any agreed PATROL initiatives e.g. commissioning Independent Reviews and the provision of public information.

## 5. Joint Committee Meetings

The annual meeting of the PATROL Adjudication Joint Committee takes place in September each year in the Birmingham area. The next scheduled annual meeting is 21<sup>st</sup> September 2010.

In addition the Joint Committee has established an Executive Sub Committee which meets twice a year in January and June, again in the Birmingham area. Where possible, Bus Lane Adjudication Joint Committee meetings are scheduled to coincide with the January, June and September meetings.

The PATROL Adjudication Joint Committee has also established an Executive Sub Committee (Wales) with specific reference to matters arising from the separate regulations for the civil enforcement of parking in England and Wales.

In addition to local authority councillors and officers, the Joint Committee meetings are attended by the Chief Adjudicator, Chair of the Advisory Board and Head of Service. Local authority officers are also welcome to attend.

Members are encouraged to attend in order to broaden their appreciation of the functions of the Joint Committee.

Notices and papers in respect of Joint Committee meetings are issued by the Lead Authority. Please note that, in the interests of efficiency, papers will only be issued to councillors who have confirmed that they wish to attend.

In addition, a full set of papers will be sent to the Chief Executive of each council for reference purposes. Papers for the meetings are posted on the Manchester City Council's web site under Council Meetings and Minutes or through the following link.

[http://www.manchester.gov.uk/site/scripts/meetings\\_committees.php?headerID=52](http://www.manchester.gov.uk/site/scripts/meetings_committees.php?headerID=52)

Any queries in relation to meetings can be addressed to the Head of Service.

## 6. Lead Authority and Lead Officer Role

Because the Joint Committees have no corporate status and cannot therefore contract, one of the constituent Councils has been appointed Lead Authority to enable goods and services to be provided on behalf of the Joint Committees. The responsibilities of the Lead Authority are set out in the Joint Committee's agreement and within the Scheme of Delegation. Initially Manchester has been appointed the Lead Authority.

The Joint Committees have delegated decision making in relation to the majority of day to day matters to a "Lead Officer" (initially the Lead Officer is the Chief Executive of Manchester) or to the Chief Parking Adjudicator/Bus Lane Adjudicator, depending on the subject matter. For the most part the Head of Service of Joint Committee Services acts on behalf of the "Lead Officer".

Except in the case of urgent business, the Lead Officer, in exercising the functions delegated to him, is required to consult with an officer working party (the Advisory Board) comprising the Lead Officer plus up to eleven people, including: seven representatives of local authorities with at least one representing: an English Authority; a Welsh Authority; a District Council; a County Council; a Unitary or Metropolitan Council and a bus lane enforcement council. Representatives of the Department for Transport and National Assembly for Wales have been appointed members of the



Advisory Board. There are also two other representatives, a lay member who is a member of the Lord Chancellor's judiciary appointments panel, and a representative from a motoring organisation. The Advisory Board will have considered all papers being recommended to the Joint Committee.

## **7. Joint Committee Agreement**

The form of the PATROL Adjudication Joint Committee and Bus Lane Adjudication Service Joint Committee Agreements, the articles by which local authorities becomes a member of the Joint Committee, has been the subject of detailed negotiations between the initial parties. Their final form has been approved by leading Counsel. For this reason it is requested that joining councils do not seek to make changes to the terms of the Agreements.

Whilst the Agreements provide for the terms on which the Joint Committees are to operate, including making provision for the joining of new members and for the appointment of a Lead Authority, they do not set out in detail the amount of contributions required from member councils. These contributions are decided by the Joint Committee and are set at a level which should not be prohibitive to any council wishing to join the Joint Committee. These charges will be reviewed annually by the Joint Committees at their January meetings.

## **8. Public Information**

The Joint Committee has approved the provision of common public information on civil enforcement on behalf of local authorities. A public information web site is in operation at [www.patrol-uk.info](http://www.patrol-uk.info). Information about the web site can be sought from Miles Wallace on 0161 242 5290 or [mwallace@patrol-uk.info](mailto:mwallace@patrol-uk.info).

## **9. Feedback**

I trust that this briefing note has been useful. If you have any comments on how this might be improved, please do not hesitate to contact me.

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[www.patrol-uk.info](http://www.patrol-uk.info)

**July 2009**

**OUTSIDE BODIES – JOB SPECIFICATION FORM**

|  |   |
|--|---|
| DATE   | 19 <sup>th</sup> November, 2013-11-19   |
| NAME OF ORGANISATION   | Maidstone Area Arts Partnership   |
| TYPE OF ORGANISATION, eg<br>Charity  | Charity   |
| CONTACT DETAILS  | <p>NAME: Linda Anderson</p> <hr/> <p>ADDRESS<br/>12 Cavendish Way, Bearsted<br/>Maidstone<br/>Kent<br/>ME15 8PN</p> <hr/> <p>TELEPHONE NO: 01622 631586</p> <hr/> <p>EMAIL: 1@linjoy12.plus.com</p> <p>WEBSITE: www.maidstineareaartspartnership.org.uk</p>   |
| Mission and Objectives of<br>Organisation  | <p><b>OUR VISION</b><br/>Individuals and communities in Maidstone flourishing through the contribution of Arts and Culture</p> <p><b>OUR MISSION</b><br/>To represent and promote arts and culture in Maidstone and participate as a proactive partner in its artistic and cultural development</p> <p><b>KEY OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>• Help members flourish</li> <li>• Fully represent arts organisation in the Maidstone area</li> <li>• Improve public awareness of artistic and cultural activities and its benefits to individuals and communities</li> <li>• Contribute to development of artistic and cultural initiatives for individual and wider community benefit</li> <li>• Partner with key agencies to implement artistic and cultural initiatives for individual and wider community benefit</li> <li>• Secure financial viability</li> </ul> |
| Role and responsibility of the<br>Council representative eg<br>Observer, Trustee, Director | <p>Observer +</p> <p>To report to the partnership activities proposed or being undertaken by MBC that are pertinent to the aims and objectives of MAAP.</p> <p>To provide feedback and where appropriate take action on issues raised by MAAP members.</p> <p>To advise MAAP on proposed actions so that they are mutually beneficial to MBC, the wider community and MAAP</p>  |
| What do you hope to achieve<br>through the relationship?                                   | Recognition of the role that the arts can make to realising the aspirations of MBC and its residents.   |

|  |   |
|--|---|
|  | <b>Mutual support in realising each others aims and objectives</b>  |
| <b>How often does the Organisation meet?</b>                             | <b>Quarterly, plus ad hoc meetings of working parties</b>   |
| <b>Desirable skills and experience from the Council's representative</b> | <p><b>Knowledge of a range of MBC activities including but not limited to community development and economic regeneration.</b></p> <p><b>Ability to communicate MBC position to partner organisations</b></p> <p><b>Support for the arts and an Ability and desire to present MAAP concerns effectively within MBC</b></p> <p><b>Ability to attend evening meetings</b></p> |
| <b>Terms of Reference Attached?</b>                                      | <b>NO – Do not exist</b>  |
| <b>Any other information the Organisation wishes to add?</b>             | <p><b>MAAP take an active role in the Town Team, supporting all sub teams and taking a lead on most projects.</b></p> <p><b>MAAP are also promoting the use of the arts to enhance individual and community wellbeing. They are doing this in consultation with other voluntary groups and with MBC support(Sarah Robson and Zena Cooke)</b></p>                            |