

You are hereby summoned to attend a meeting of the

MAIDSTONE BOROUGH COUNCIL



Date: Wednesday 16 September 2015

Time: 6.30 p.m.

Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Ash, Mrs Blackmore, Brice, Burton,
Butler, Chittenden, Clark, Cox,
Cuming, Daley, Ells, English,
Fissenden, Fort, Garland, Mrs Gooch,
Greer, Mrs Grigg, Harper, Harwood,
Hemsley, Mrs Hinder, Mrs Joy, McKay,
McLoughlin, Moriarty (Mayor),
B Mortimer, D Mortimer, Munford,
Naghi, Newton, Paine, Mrs Parvin,
Paterson, Perry, Pickett, Mrs Ring,
Mrs Robertson, Ross, Round, J Sams,
T Sams, Sargeant, Springett,
Mrs Stockell, Thick, Vizzard, Watson,
Webb, Webster, de Wiggondene,
Willis, J.A. Wilson and Mrs Wilson

Continued Over/:

Issued on 8 September 2015

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 DEBBIE SNOOK on 01622 602030**. To find out more about the work of the Council, please visit www.maidstone.gov.uk

Alison Broom

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

AGENDA

Page No.

1. Prayers
2. Apologies for Absence
3. Dispensations (if any)
4. Disclosures by Members and Officers
5. Disclosures of Lobbying
6. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
7. Minutes of the meeting of the Borough Council held on 15 July 2015 1 - 11
8. Mayor's Announcements
9. Petitions
10. Question and Answer Session for Members of the Public
11. Questions from Members of the Council to the Chairmen of Committees
12. Current Issues - Report of the Leader of the Council, Response of the Group Leaders and Questions from Council Members
13. Report of the Audit, Governance and Standards Committee - Audit Committee - Annual Report to Council 2014/15 12 - 20
14. Oral Report of the Strategic Planning, Sustainability and Transport Committee to be held on 8 September 2015 (if any)
15. Oral Report of the Communities, Housing and Environment Committee to be held on 15 September 2015 (if any)
16. Notice of the following motion has been given by Councillor Newton:

That Maidstone Borough Council in recognising the significance of the Centenary of the end of World War I in 2018 and the sacrifice made by the people of this Borough, support in principle the provision of resources to provide both a Commemoration and Celebratory Event.
17. Report of the Head of Finance and Resources - Overview and Scrutiny Annual Report 2014/15 21 - 46
18. Report of the Head of Finance and Resources - Non-Attendance at Council Meetings 47 - 49
19. Report of the Head of Finance and Resources - Review of Allocation of Seats on Committees (if necessary) 50 - 52
20. Appointment of the following Committees (if necessary) / Membership of Committees:

- (a) Policy and Resources Committee
- (b) Strategic Planning, Sustainability and Transport Committee
- (c) Communities, Housing and Environment Committee
- (d) Heritage, Culture and Leisure Committee
- (e) Planning Committee
- (f) Licensing Committee
- (g) Employment Committee
- (h) Joint Transportation Board
- (i) Democracy Committee
- (j) Audit, Governance and Standards Committee
- (k) Planning Referrals Committee
- (l) Urgency Committee

MAIDSTONE BOROUGH COUNCIL ACTING AS CORPORATE TRUSTEE OF THE CHARITY KNOWN AS THE COBTREE MANOR ESTATE

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| 21. | Report of the Head of Finance and Resources - Review of Allocation of Seats on the Cobtree Manor Estate Charity Committee (if necessary) | 53 |
| 22. | Appointment of the Cobtree Manor Estate Charity Committee (if necessary) / Membership of the Cobtree Manor Estate Charity Committee | |

MAIDSTONE BOROUGH COUNCIL ACTING AS CORPORATE TRUSTEE OF THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST

- | | | |
|-----|---|----|
| 23. | Report of the Head of Finance and Resources - Review of Allocation of Seats on the Queen's Own Royal West Kent Regiment Museum Trust Committee (if necessary) | 54 |
| 24. | Appointment of the Queen's Own Royal West Kent Regiment Museum Trust Committee (if necessary) / Membership of the Queen's Own Royal West Kent Regiment Museum Trust Committee | |

IN ACCORDANCE WITH SECTION 17 OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989 ALTERNATIVE ARRANGEMENTS FOR APPOINTMENTS TO COMMITTEES OUTSIDE THE USUAL POLITICAL BALANCE REQUIREMENTS MAY BE CONSIDERED IN RELATION TO AGENDA ITEMS 19, 21 AND 23

Agenda Item 7

MAIDSTONE BOROUGH COUNCIL

MINUTES OF THE MEETING OF MAIDSTONE BOROUGH COUNCIL HELD AT THE TOWN HALL, HIGH STREET, MAIDSTONE ON WEDNESDAY 15 JULY 2015

Present: Councillor Moriarty (The Mayor) and Councillors Ash, Mrs Blackmore, Brice, Burton, Butler, Chittenden, Clark, Cox, Cuming, Daley, English, Fissenden, Fort, Garland, Mrs Gooch, Greer, Mrs Grigg, Harper, Harwood, Hemsley, Mrs Joy, McKay, McLoughlin, D Mortimer, Munford, Naghi, Newton, Paine, Mrs Parvin, Paterson, Perry, Pickett, Mrs Ring, Mrs Robertson, Ross, Round, J Sams, T Sams, Sargeant, Springett, Mrs Stockell, Thick, Vizzard, Watson, Webb, Webster, de Wiggondene, Willis, J.A. Wilson and Mrs Wilson

23. COUNCILLOR ALISTAIR BLACK

The Council stood in silence for one minute in memory of Councillor Alistair Black who died on 13 July 2015.

24. PRAYERS

Prayers were said by the Reverend Robin Williamson, Assistant Minister at St Luke's Church, Maidstone.

25. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillors Ells, Mrs Hinder and B Mortimer.

26. DISPENSATIONS

There were no applications for dispensations.

27. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

28. DISCLOSURES OF LOBBYING

All Members stated that they had been lobbied regarding the Councillor Referral from the Policy and Resources Committee (agenda item 15).

29. EXEMPT ITEMS

RESOLVED: That the items on the agenda be taken in public as proposed.

30. MINUTES OF THE ANNUAL MEETING OF THE BOROUGH COUNCIL HELD ON 23 MAY 2015

RESOLVED: That the Minutes of the Annual Meeting of the Borough Council held on 23 May 2015 be approved as a correct record and signed.

31. MAYOR'S ANNOUNCEMENTS

The Mayor and representatives of the five political groups paid tribute to Councillor Alistair Black who passed away on 13 July 2015.

The Mayor then updated Members on recent/forthcoming events.

32. PETITIONS

There were no petitions.

33. QUESTION AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

Question to the Chairman of the Policy and Resources Committee

Dr Mike Speight asked the following question of the Chairman of the Policy and Resources Committee:

With regard to the debate at the meeting on 24 June of the Policy and Resources Committee, concerning the Economic Development Strategy, why was detailed correspondence from CPRE and the Joint Parishes Group to Councillor Wilson and detailed correspondence from Kent County Council to the Chief Executive singled out for in-depth consideration by Members, whilst very notably at the same time there was not even the simplest of enquiry of Members as regards whether they had been lobbied by members of the public?

The Chairman of the Policy and Resources Committee replied that:

The two letters from the CPRE and the Joint Parishes Group and Kent County Council were sent at the very last minute. The letter from the CPRE and the Joint Parishes Group was dated 22 June and was sent to all Members of the Policy and Resources Committee and the Chief Executive. The letter from KCC was dated 24 June and was sent to the Chief Executive. By this time the agenda had already been circulated and published and therefore it was too late to include the letters with the published documents.

Because these two letters were sent to Members of the Committee and to the Council at the last minute, and because they appeared to raise some serious points about the report, I decided, in consultation with the Chief Executive, that it was appropriate to circulate them at the meeting. The Council wished to be as open and transparent as possible in doing this, by ensuring that all Councillors and members of the public at the meeting could read the letters and that all Councillors could include the points raised in an open and frank debate.

The Economic Development Strategy had gone through extensive consultation and a full summary of those responses was included in the report. John Foster, the Council's Economic Development Manager, presented the report and gave a detailed presentation on the night, including summarising the results of the consultation. A full and detailed debate followed the presentation.

In answer to your question about declarations of lobbying, such declarations are a standard item on the agenda and it was on the agenda that evening. On the webcast, I asked for disclosures and said that I thought a number of Councillors had perhaps been lobbied on various issues and I would take them at the appropriate item. At item 13, the Economic Development Strategy, I referred to the fact that the letter from CPRE and the Joint Parishes Group had been sent to the Committee. I also referred to the letter from KCC and told the Committee that Officers had prepared an update. I adjourned the meeting for 15 minutes for the Councillors to read the letters before moving on to discuss the report. It was each Councillor's responsibility to declare lobbying at that point if they wished.

Councillor Mrs Blackmore, the Leader of the Conservative Group, Councillor Mrs Gooch, the Leader of the Independent Group, Councillor Sargeant, the Leader of the UKIP Group, and Councillor McKay, the Leader of the Labour Group, responded to the question.

Dr Speight asked the following supplementary question of the Chairman of the Policy and Resources Committee:

Do you think that in a manner entirely similar to the absence of acknowledgement of lobbying from the general public, the emphasis of the Policy and Resources Committee's deliberations on the results of the online survey, and more particularly the telephone survey, fabricated as they were to produce the answers which some sections of the Council wished to hear, was at the expense of consideration of those constructive contributions, particularly the written representations, some of which gave rise to detailed, worthy changes to the consultation version of the Economic Development Strategy, but which were disdainfully consigned to obscurity in the papers presented to the Policy and Resources Committee as well as the papers reproduced for full Council's scrutiny?

The Chairman of the Policy and Resources Committee replied that:

First of all, I do somewhat take exception to the implication that the Economic Development Strategy was deliberately framed to minimise certain things and perhaps enhance others. Whatever our personal views about the totality of the Economic Development Strategy, I think most of us who have been involved in that aspect of the Council's business (not just the Officers) were satisfied that the Strategy that came forward, whether we agreed with all of it or not, was based on the evidence that had been provided to Officers to underpin what they were saying in that report.

I personally feel very strongly about consultation, and I am happy to stand here now and say that any consultation that takes place whilst I am the Leader of the Council will be a true consultation. I am not saying that this was not the case before; I am just making a personal promise that it will be, and all results, as I believe they have been, will be looked at and analysed appropriately. Indeed, the Liberal Democrats put in a full response to the Economic Development Strategy, and you can be assured that I certainly, and other colleagues, made sure that what we had written had been noted; and in some cases it had been taken on board.

I think the debate at the Policy and Resources Committee was a very good one bearing in mind that it was one of the first Committee meetings of that type, and as far as I can recall practically every Member on that Committee had a contribution to make. I think that there is always room for improvement, but I am satisfied that there was no fudging and that there was no deliberate obfuscation.

Councillor Mrs Blackmore, the Leader of the Conservative Group, Councillor Mrs Gooch, the Leader of the Independent Group, Councillor Sargeant, the Leader of the UKIP Group, and Councillor McKay, the Leader of the Labour Group, responded to the question.

Question to the Chairman of the Strategic Planning, Sustainability and Transportation Committee

Ms Geraldine Brown asked the following question of the Chairman of the Strategic Planning, Sustainability and Transportation Committee:

You are aware that GL Hearn have assessed that there will be an additional London effect on Maidstone Borough Council's housing numbers that could far exceed the figure already quoted and that the Strategic Planning, Sustainability and Transportation Committee has minuted that an uplift in the Objectively Assessed Housing Need is likely to be required in the future. What does this mean please?

The Chairman of the Strategic Planning, Sustainability and Transportation Committee replied that:

The 9 June Strategic Planning, Sustainability and Transportation Committee report on the Strategic Housing Market Assessment Update noted that the influence of migration to/from London will continue to impact on the demand for housing in all South East authorities to a greater or lesser degree. London is a world city generating a significant demand for additional workforce which in turn puts an upward pressure on housing.

At this point in time however, the Committee considered that there is some uncertainty about whether and when the increased migration from London predicted by the Greater London Authority, rather than the levels projected by the Office for National Statistics, will come to fruition.

As time goes by however there is an increasing likelihood that the upward pressure on housing numbers will continue. In practical terms this means that delay to the timetable for the Local Plan increases the risk that housing need figures will need to increase further.

Councillor Harwood, on behalf of the Leader of the Liberal Democrat Group, Councillor Mrs Gooch, the Leader of the Independent Group, Councillor Sargeant, the Leader of the UKIP Group, and Councillor Harper, on behalf of the Leader of the Labour Group, responded to the question.

Ms Brown asked the following supplementary question of the Chairman of the Strategic Planning, Sustainability and Transportation Committee:

Do you believe that the constraints of transport and other infrastructure that Kent County Council keeps telling us will not support the existing numbers will stand up to scrutiny or will our Borough just have to find other replacement sites so that it meets the full Objectively Assessed Housing Need, including any additional London effect homes?

The Chairman of the Strategic Planning, Sustainability and Transportation Committee replied that:

In my previous capacity as Cabinet Member, I searched long and I searched hard for constraints. What I can honestly say to you is that to date I have not found a single overarching constraint that I believe cannot be solved. So, a very direct answer to your question is that I do not think that the argument of constraint based upon the evidence that I have seen thus far will prevent an Inspector looking to us to meet the Objectively Assessed Housing Need.

Councillor Harwood, on behalf of the Leader of the Liberal Democrat Group, Councillor Mrs Gooch, the Leader of the Independent Group, Councillor Sargeant, the Leader of the UKIP Group, and Councillor Harper, on behalf of the Leader of the Labour Group, responded to the question.

Question to the Chairman of the Policy and Resources Committee

Miss Abigail Hogg asked the following question of the Chairman of the Policy and Resources Committee:

A change to the Committee system that has now come into effect within the Council was proposed to allow all Councillors more input and say for their communities and the way the Council is run.

Chairmen from the previous Scrutiny Committees under the Cabinet system, who were from various political parties, have now seemed to have faded into the background, with very little chance of the greater input they once had, and in place now is a Committee system which is mainly controlled, with an exception, by the key figures of the two main political parties, where other Councillors have gone from having a place on Scrutiny Committees before the change of system to in some cases,

having very little input at all, due to the lack of selectiveness of them within the new Committees.

Does the Chairman of the Policy and Resources Committee think, as she has stated and voted for this new system, that it is fairer for all Councillors to have their say when Chairmen from previous Committees, which consisted of most parties, have been pushed aside, with Councillors allowed to have more involvement than others. How does this new Committee System intend to get more Councillors involved, when Councillors that voted for this new system have not really taken advantage by increasing their attendance and taking an interest in extra meetings?

The Chairman of the Policy and Resources Committee replied that:

First of all I am going to say that there were those of us who were wedded to the Committee system, but when we changed to a Cabinet system of governance, which was forced upon us, we did everything in our power to make it work as well as it possibly could. We currently have some Councillors who are wedded to the Cabinet system, but I believe that all of these are also doing everything in their power to make the Committee system work. That is the starting point to my response.

Under the old Cabinet/Scrutiny system there were four Overview and Scrutiny Committees and the Chairmen were elected on an annual basis at the first meeting of each Committee in the Municipal Year. Under the new Committee system, there are four Service Committees and with one exception, the Chairmen are elected by the Members of those Committees on an annual basis. There is no certainty that a Member will be re-elected as Chairman from one year to the next. The Chairman of one of the Overview and Scrutiny Committees had as much chance as any other Member of being elected as a Committee Chairman.

Under the old Cabinet/Scrutiny system, the Chairman and Vice-Chairman of an Overview and Scrutiny Committee had to come from different political groups. Under the new Committee system, it is a requirement for the Chairman and Vice-Chairman of a Service Committee to come from different political groups. This means that there is no change from previously.

Under the old Cabinet/Scrutiny system, the Chairman of the Strategic Leadership and Corporate Services Overview and Scrutiny Committee had to come from a political group not represented on the Executive. In adopting the new Constitution, the Council agreed to elect a Leader of the Council on an annual basis. It also agreed that the Leader of the Council would be the Chairman of the Policy and Resources Committee. This means that of the four Service Committee Chairmen, two are Conservatives, one is a Liberal Democrat and one is an Independent.

Under the old Cabinet/Scrutiny system the Overview and Scrutiny Committees could only make recommendations; they had no decision making powers. Under the new Committee system, the Committees can

make decisions and each Member of every Committee has a vote. There is also a referral system in place and any Member can attend meetings of the Service Committees as a Visiting Member when matters of interest to them are being discussed.

The Council has increased the membership of the Policy and Resources Committee to fifteen to enable every Group Leader to have a place or to be represented, leaving ten places to be filled by backbench Members.

I cannot really see any substance to this question other than that the Council has adopted a new system of governance and Members should be doing their best to make it work; to make it as open, transparent and as democratic as they can. This includes reading the papers, attending meetings and taking full part in the discussions.

Councillor Mrs Blackmore, the Leader of the Conservative Group, Councillor Mrs Gooch, the Leader of the Independent Group, Councillor Sargeant, the Leader of the UKIP Group, and Councillor Harper, on behalf of the Leader of the Labour Group, responded to the question.

Miss Hogg asked the following supplementary question of the Chairman of the Policy and Resources Committee:

How will the new Committee system ensure minority parties within the Council are given just as equal say considering that on some Committees they have no representative and the majority of the Chairman and Vice-Chairman positions within the Committees are dominated by the two larger parties?

The Chairman of the Policy and Resources Committee replied that:

No one Councillor can serve on every single Committee. Members serve on some Committees or attend other Committee meetings as Visiting Members. If a Member has a really strong view on an issue, they can lobby other Members either in their own party or across the board. Group Leaders gave a lot of thought as to how to involve all Members, but it was a difficult decision to make due to the rules relating to political balance. The Council had already decided that the Policy and Resources Committee should comprise fifteen Members to enable all political groups to be represented on the Committee, and adjustments were made to enable minority groups to be represented on other Committees, but this still means that minority groups have less direct representation. However, Councillors can attend meetings as Visiting Members, ask questions and lobby, and there is a referral system in place if Members are not happy with a decision made by a Service Committee.

Every effort has been made to involve all Members in the decision making process, and a review of the operation and effectiveness of the new Constitution will be undertaken six months after its adoption to see where improvements can be made.

Councillor Mrs Blackmore, the Leader of the Conservative Group, Councillor Mrs Gooch, the Leader of the Independent Group, Councillor Sargeant, the Leader of the UKIP Group, and Councillor Harper, on behalf of the Leader of the Labour Group, responded to the question.

Question to the Chairman of the Strategic Planning, Sustainability and Transportation Committee

Mr Geoffrey Crabtree asked the following question of the Chairman of the Strategic Planning, Sustainability and Transportation Committee:

Given the identified need for employment land in the Council's emerging Local Plan, could the Member please explain what consideration has been given to the owner's application for the allocation of the existing WW2 Aerodrome for the extension of the existing industrial estate at Detling, conveniently located between the 2 main motorways, and having the potential for a considerable contribution to the employment land requirement?

The Chairman of the Strategic Planning, Sustainability and Transportation Committee replied that:

Detling Airfield is an identified existing employment site in the current Borough-wide Local Plan 2000. On 14 January 2015 Cabinet agreed to include the site as a designated Economic Development Area in policy DM18 of the emerging Local Plan to secure its continued and future use for employment purposes.

It is a tightly constrained designation due to the presence of the adjacent Scheduled Ancient Monument at Binbury Castle and also due to the site's location within the Kent Downs Area of Outstanding Natural Beauty. The policy extends to the existing limits of the estate.

An expansion of Detling Airfield was put forward as part of the call for sites in 2013 and was considered by Officers but rejected as an allocation.

The reasons for rejection can be summarised as follows:

1. Unacceptable harm to the Kent Downs Area of Outstanding Natural Beauty within which it is located;
2. Impact from the necessary and likely to be substantial highway works to the A249 that would be necessary to achieve an acceptable access to the site; and
3. The site's unsustainable location remote from available workforce and services.

These reasons are still currently applicable and it is for these reasons that the site's expansion beyond its existing limits for further economic development is not supported by policy DM18.

Councillor Harwood, on behalf of the Leader of the Liberal Democrat Group, Councillor Mrs Gooch, the Leader of the Independent Group, Councillor Sargeant, the Leader of the UKIP Group, and Councillor Harper, on behalf of the Leader of the Labour Group, responded to the question.

34. QUESTIONS FROM MEMBERS OF THE COUNCIL TO THE CHAIRMEN OF COMMITTEES

Question to the Chairman of the Policy and Resources Committee

Councillor T Sams asked the following question of the Chairman of the Policy and Resources Committee:

On behalf of our residents, given the social and economic impact that Operation Stack has on our community, the M20 a lorry park and the A20 often at a standstill, with the chaos this causes, can this Council demonstrate ways in which we can encourage all agencies to work together to alleviate what is an ever worsening and more frequent problem?

The Chairman of the Policy and Resources Committee replied that:

I would like to thank Councillor Sams for a very pertinent and very apt question as Stack is once again in operation. I have a huge sense of déjà vu as seven years ago, when I was last Leader of the Council, we were talking about this problem, and little seems to have changed in the interim other than the numbers of HGVs held on our roads which, I am informed, have gone through the roof since the economy started to improve.

One of the issues which needs tackling is the current disconnect between Dover's traffic access protocol and Operation Stack. It is my personal view that Dover Town, Dover Port and the Stack need to find a more efficient way to relate to each other, and I will raise that with Kent Leaders.

This, however, does not resolve the issues Harrietsham and Lenham face or, indeed, the adverse impact upon all of our northern communities and the town centre itself. Our economy is suffering, our people are suffering. It is a ridiculous situation.

However, to answer your specific question, I believe the most important thing we can do currently for the Ward you represent is for Maidstone Borough Council to corporately push Kent County Council and other authorities to provide the road safety measures on the A20 which, I believe, have been agreed in principle, and now need to be implemented as a matter of urgency.

Councillor T Sams asked the following supplementary question of the Chairman of the Policy and Resources Committee:

I am concerned as to the safety of all people associated with this; pedestrians, cyclists, car and lorry drivers, with lorries parked in often precarious parts on and off the highway and others forced into often questionable manoeuvres around them. How will we work on joint strategies with other agencies to reduce risk?

The Chairman of the Policy and Resources Committee replied that:

I absolutely agree that this is a dire situation. I believe that the only way forward is for Maidstone Borough Council to work closely with the Police and other agencies to see what can be done to improve the monitoring of the system when it is in place; not least, we need to watch the welfare of the lorry drivers themselves. I come back to the point that we need the safety measures in place on the A20 so that people can at least cross the road safely and we need to see what we can do to monitor the situation on a day to day basis. I will respond further to Councillor Sams when I have more information.

35. CURRENT ISSUES - REPORT OF THE LEADER OF THE COUNCIL, RESPONSE OF THE GROUP LEADERS AND QUESTIONS FROM COUNCIL MEMBERS

The Leader of the Council submitted her report on current issues.

After the Leader of the Council had submitted her report, Councillor Mrs Blackmore, the Leader of the Conservative Group, Councillor Mrs Gooch, the Leader of the Independent Group, Councillor Sargeant, the Leader of the UKIP Group, and Councillor McKay, the Leader of the Labour Group, responded to the issues raised.

A number of Members then asked questions of the Leader of the Council on the issues raised in her speech.

36. ORAL REPORT OF THE HERITAGE, CULTURE AND LEISURE COMMITTEE HELD ON 13 JULY 2015

It was noted that there was no report arising from the meeting of the Heritage, Culture and Leisure Committee held on 13 July 2015.

37. ORAL REPORT OF THE STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE HELD ON 14 JULY 2015

It was noted that there was no report arising from the meeting of the Strategic Planning, Sustainability and Transportation Committee held on 14 July 2015.

38. REPORT OF THE CHIEF EXECUTIVE - COUNCILLOR REFERRAL FROM POLICY AND RESOURCES COMMITTEE

It was moved by Councillor Mrs Stockell, seconded by Councillor Mrs Blackmore, and:

RESOLVED: That the Council agrees to adopt the Economic Development Strategy, attached as an Appendix to the report of the Chief Executive, with the following sentence removed from paragraph 6.21:

“However with the NPPF direction to meet the needs of the economy in full it is Officers’ view that, with the completion of this qualitative assessment, the balance of planning and economic development considerations now weigh in favour of identifying land in the location of J8 in the emerging Local Plan.”

39. MS ZENA COOKE - DIRECTOR OF REGENERATION AND COMMUNITIES

The Mayor announced that after six years working for Maidstone Borough Council, Zena Cooke would be leaving to take up a new position with Tower Hamlets Council on 31 July 2015. On behalf of Members, the Mayor thanked Ms Cooke for her services to the Council and congratulated her on her new appointment.

40. DURATION OF MEETING

6.30 p.m. to 9.00 p.m.

MAIDSTONE BOROUGH COUNCIL

COUNCIL

16 SEPTEMBER 2015

REPORT OF THE AUDIT, GOVERNANCE AND STANDARDS COMMITTEE HELD ON 20 JULY 2015

AUDIT COMMITTEE – ANNUAL REPORT TO COUNCIL 2014/15

The Audit, Governance and Standards Committee, at its meeting held on 20 July 2015, considered the Audit Committee Annual Report for 2014/15 (copy attached as an Appendix). It was noted that the report was a retrospective review of the activity of the Audit Committee and reflected that Committee's terms of reference.

The Committee agreed that the report demonstrated that the Audit Committee had effectively discharged its duties during 2014/15 and provided assurance that important internal control, governance and risk management issues were monitored and addressed by the Committee. The report also provided additional assurance to support the Annual Governance Statement.

The Committee indicated that it would wish to receive similar reports reflecting its own terms of reference in future.

RECOMMENDED: That the Audit Committee Annual Report 2014/15, which demonstrates how the Committee discharged its duties during 2014/15, provides assurance that important internal control, governance and risk management issues were monitored and addressed by the Committee, and provides assurance to support the Annual Governance Statement, be noted.

Audit Committee Annual Report 2014/15

Maidstone Borough Council



Introduction

Maidstone Borough Council understands and supports the value of having an independent Audit Committee as an essential component of the Council's governance framework.

At the end of 2014/15 the Council changed its governance processes which, as a consequence, decommissioned the Audit Committee. The bulk of the Audit Committee's governance responsibilities have transferred to the Audit, Governance & Standards Committee from 2015/16. This report focusses on the Audit Committee as constituted in 2014/15 and so uses the past tense, but the essential governance work it undertook continues.

The Maidstone Audit Committee comprised five members whose key purpose was to monitor audit activity (internal and external), review and comment on the effectiveness of the Council's regulatory framework and review and approve the Council's annual statements of accounts and scrutinise associated strategy and policy

The Committee was independent from the Council's Executive and Scrutiny functions and had clear reporting lines and rights of access in order to discharge its responsibilities in line with its terms of reference. This included direct access to the Council's Appointed Auditor and Head of Internal Audit where appropriate.

The Committee held, developed and maintained skills, interests and knowledge in finance and risk management, accounting concepts, standards and regulation. It was required to provide independent and unbiased scrutiny to promote apolitical discussion, as well as maintain ability to challenge the Executive and senior officers of the Council when required.

The Committee **was not a substitute for the Executive function** in the management of internal or external audit, risk management, governance, or any other review or assurance function. It was the Committee's role to examine these functions, and to offer views and recommendations on the way the management of these functions is conducted.

There are many benefits to be gained from an effective Audit Committee. In fulfilling its role the Committee will:

- raise greater awareness of the need for internal control and the implementation of audit recommendations;
- increase public confidence in the objectivity and fairness of financial and other reporting;
- reinforce the importance and independence of internal and external audit and any other similar review process (for example, providing a view on the Annual Governance Statement);

Terms of Reference

The Committee's detailed Terms of Reference were set out in the Council's constitution and are based on the Chartered Institute of Public Finance and Accounting (CIPFA) model.

In summary, the Audit Committee's core responsibility was providing independent assurance to the Council in relation to the areas of governance. Its core functions were to:

1. Consider the effectiveness of the Authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
2. Seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
3. Be satisfied that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it.
4. Approve (but not direct) internal audit's strategy, plan and monitor performance.
5. Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
6. Receive the annual report of the Head of Internal Audit Partnership.
7. Consider the reports of external audit and inspection agencies.
8. Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
9. Review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.

Membership

The Audit Committee comprised five Members. The Committee met on five occasions in 2014/15. Audit Committee meetings were held in public, and members of the Council and the public were welcome to attend. All of the Audit Committee agenda papers and minutes are available on the Council's [website](#).

Committee Attendance 2014/15

	14 July 2014	15 Sept 2014	24 Nov 2014	25 Jan 2015	30 Mar 2015
Audit Committee Members					
Cllr Alistair Black (Chairman)	✓	✓		✓	✓
Cllr Dan Daley (Vice- Chairman)	✓	✓	✓	✓	✓
Cllr Paul Harper	✓	✓	✓		✓
Cllr Thomas Long	✓	✓	✓		
Cllr John Perry	✓	✓	✓	✓	✓
Substitute Members					
Cllr Derek Butler			✓		
Cllr Clive English				✓	

The Audit Committee was well supported throughout the year by both Members and Officers. Regular attendees to the Audit Committee meetings included:

Officers
Director of Regeneration & Communities
Head of Finance & Resources
Chief Accountant
Head of Audit Partnership
Audit Manager
Head of Policy & Communications
Head of Mid Kent Revs & Bens
Benefit Fraud Team Manager
External Audit – Grant Thornton
Maidstone BC Audit Manager
Engagement Lead
Democratic Services
Democratic Services Officers

The Committee also had the right to call any other officers of the Council as required.

Reports Considered by the Committee

The Committee considered the following reports during 2014/15:

Report	14 July 2014	15 Sept 2014	24 Nov 2014	25 Jan 2015	30 Mar 2015
Local Code of Corporate Governance	✓				
Annual Governance Statement	✓				
Benefit Fraud Annual Report 13/14	✓				
Audit Committee Annual Report 13/14	✓				
Internal Audit Annual Report 13/14	✓				
Internal Audit Process Refresh 14/15	✓				
Statement of Accounts 13/14	✓				
Treasury Management Performance 13/14	✓				
External Audit Fees 14/15	✓				
External Auditors Audit Plan 13/14	✓				
Audit Committee Progress Report – Grant Thornton	✓				
Irrecoverable Business Rates		✓			
Internal Audit – Follow-up Report Update		✓			
External Auditor’s Audit Findings Report 2013/14		✓			
Annual Governance Statement Action Plan Update			✓		
Member Development Programme			✓		
Treasury Management Strategy Mid-Year Performance 14/15			✓		
External Auditor’s Annual Audit Letter			✓		
Audit Committee Update – Grant Thornton			✓		
Grant Claim Certification Report 13/14				✓	
Interim Internal Audit Report 14/15				✓	
Budget Strategy 15/16 Onwards – Risk Assessment				✓	
Treasury Management Strategy 15/16				✓	
Audit Committee Update – Grant Thornton				✓	
External Audit – “Understanding how the Audit Committee gains assurance from management”					✓
Audit Plan 14/15 – Grant Thornton					✓

Report	14 July 2014	15 Sept 2014	24 Nov 2014	25 Jan 2015	30 Mar 2015
Audit Committee Update – Grant Thornton					✓
Internal Audit Operational Plan 2015/16- 2018/19					✓
Internal Audit Charter					✓
Audit Committee Work Programme		✓	✓	✓	

Reports Considered by the Committee

The Audit Committee considered the following areas to assist it in gaining assurance of the internal control, governance and risk management arrangements within the Council as part of its annual work programme:

Risk Management

In July 2014 the Committee considered the adoption of the risk based audit planning process and a revised internal audit process and assurance levels.

In July 2014 the Committee considered the Benefit Fraud Annual report 2013/14, including summary of fraud prevention and detection activity.

In March 2015 the Committee considered the operational audit plan for 15/16 - 18/19. The report set out the risk based audit planning process in compliance with the Public Sector Internal Audit Standards (PSIAS).

Internal Control

In March 2015 the Committee considered the Internal Audit Charter including substantial revisions as per PSIAS.

In January 2015 the Committee considered the Internal Audit interim report including a summary of audit findings and overall assessment of controls.

In September 2014 the Committee considered the systems of control over irrecoverable business rates.

In July 2014 and November 2014 the Committee considered the Treasury Management activity reports and Prudential Indicators.

Audit Activity

In July 2014 the Committee considered the Head of Audit Partnerships Annual Report for 2013/14 which included the opinion on the Council's control environment and performance of the Internal Audit service against delivery of the audit plan.

Throughout the year the Committee has reviewed and considered various Internal Audit reports covering revised processes and updates. The Committee has contributed and commented to how these have been adopted to the service.

Accounts

In July 2014 the Committee approved the Annual Governance Statement for 2012/13 and reviewed progress against actions in November 2014.

In July 2014 the Committee considered the Statement of Accounts 13/14.

Throughout the year the Committee considered various reports from the External Auditor (Grant Thornton). Notably, the Committee agreed the certification of the grant claim, the Annual Audit Letter and agreed the Audit Plan and fee scales for 14/15.

Review of the Committee's Effectiveness

In partnership with its external auditors and with the support of officers the Audit Committee provided robust and effective independent assurance to the Council on a wide range of risk, governance and internal control issues. The Audit, Governance & Standards Committee concludes, therefore, that the Audit Committee appropriately and effectively fulfilled its duties for 2014/15.

2015/16 Work Programme

The Audit Committee was decommissioned for 2015/16 and the Council established an Audit, Governance & Standards Committee to, among other responsibilities, continue its essential governance work. The Terms of Reference for the Audit, Governance & Standards Committee includes the following key aspects:

- Internal control (and the work of the Council's internal and external auditors)
- Accounts
- Risk management
- Governance (including the Annual Governance Statement)
- Code of Conduct (in respect of standards)
- Complaints relating to breaches of the Cllr Code of Conduct

This Committee looks forward to taking up the new responsibilities and providing effective independent assurance as it works through its work programme for 2015/16.

Agenda Item 17

Council

**16 September
2015**

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Overview and Scrutiny Annual Report 2014-15

Final Decision-Maker	Council
Lead Director or Head of Service	Paul Riley, Head of Finance and Resources
Lead Officer and Report Author	Orla Sweeney, Democratic Services Officer
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. To note the Overview and Scrutiny Annual Report 2014-15.

This report relates to the following corporate priorities:

- Keeping Maidstone an attractive place for us all
- Securing a successful economy for Maidstone Borough

Timetable	
<i>Meeting</i>	<i>Date</i>
Council	16 September 2015
Other Committee	N/A

Overview and Scrutiny Annual Report 2014-15

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Scrutiny Coordinating Committee had responsibility for producing an Overview and Scrutiny Annual Report.
 - 1.2 The Annual Report provides an overview of the year, highlighting successes alongside the challenges of the Overview and Scrutiny Committees during the 2014-15 Municipal Year.
-

2. INTRODUCTION AND BACKGROUND

- 2.1 The Maidstone Borough Council Constitution for 2014-15 stated that "Overview and Scrutiny Committees may report annually to the full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate" (Part One, article 6.3 (d) of the previous Constitution).
- 2.2 The Chairman and Vice-Chairman of the four Overview and Scrutiny Committees formed the Scrutiny Coordinating Committee as per the constitution.
- 2.3 The Committee held five meetings over the course of the year and were responsible for considering any cross-cutting issues that arose and deciding which Committee, based on its terms of reference, was best placed to examine the issue.
- 2.4 Overview and Scrutiny at Maidstone Borough Council aligned to the Centre for Public Scrutiny's principles:
 - Constructive 'critical friend' challenge;
 - Amplifies the voices and concerns of the public;
 - Led by independent people who take responsibility for their role; and
 - Drives improvement in public services.
- 2.5 Overview and Scrutiny continued its cross party Budget Working Group in 2014-15. It was established during the 2012-13 Municipal Year as an outcome of the Capital Programme Review undertaken by Overview and Scrutiny. The Budget Working Group harnessed the appetite of back bench Scrutiny members who were keen to have early involvement in the development of the Medium Term Financial Strategy and Capital Programme.
- 2.6 During the 2014-15 Municipal Year the Budget Working Group, a sub group of the Strategic Leadership and Corporate Services Overview and Scrutiny Committee, 'provided a sounding board for early stage consideration of commercial projects which in turn prompted the group to

initiate Member Development sessions on strategic risk' (Councillor Mrs Gooch).

- 2.7 Some of the successes highlighted in the Annual Report include the following:
- The Community, Environment and Housing Committee's successful lobbying for the retention of the Community Warden Service;
 - Increased public engagement, particularly in relation to the Local Plan. The Planning and Development Overview and Scrutiny Committee involved residents and Parish Councils; and
 - The Twilight Economy Review and the Career's Guidance Review.
- 2.8 One of the key challenges highlighted by the Scrutiny Coordinating Committee in its report was the Local Plan and in particular the allocation of housing sites for the borough. This was given careful consideration over a series of three meetings.

3 AVAILABLE OPTIONS

- 3.1 Council are asked to note the report.
- 3.2 Council could choose not to note the report; however the work of Overview and Scrutiny during the 2014-15 and its opportunity to share this with all members of the Council and residents would be lost.

4 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The preferred option is detailed at 3.1 of this report, that Council note the report so that the work of the Overview and Scrutiny committee members during the 2014-15 Municipal Year is recognised by all members of the Council.

5 CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Not applicable to this report.

6 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 Once the report is noted it will become a public document and a point of reference for members and residents. It is the last Overview and Scrutiny Committee Annual Report as the Council have now changed its Governance arrangements, moving from an Executive model to a Committee system.

7 CROSS-CUTTING ISSUES AND IMPLICATIONS

7.1 Not applicable to this report.

8 REPORT APPENDICES

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

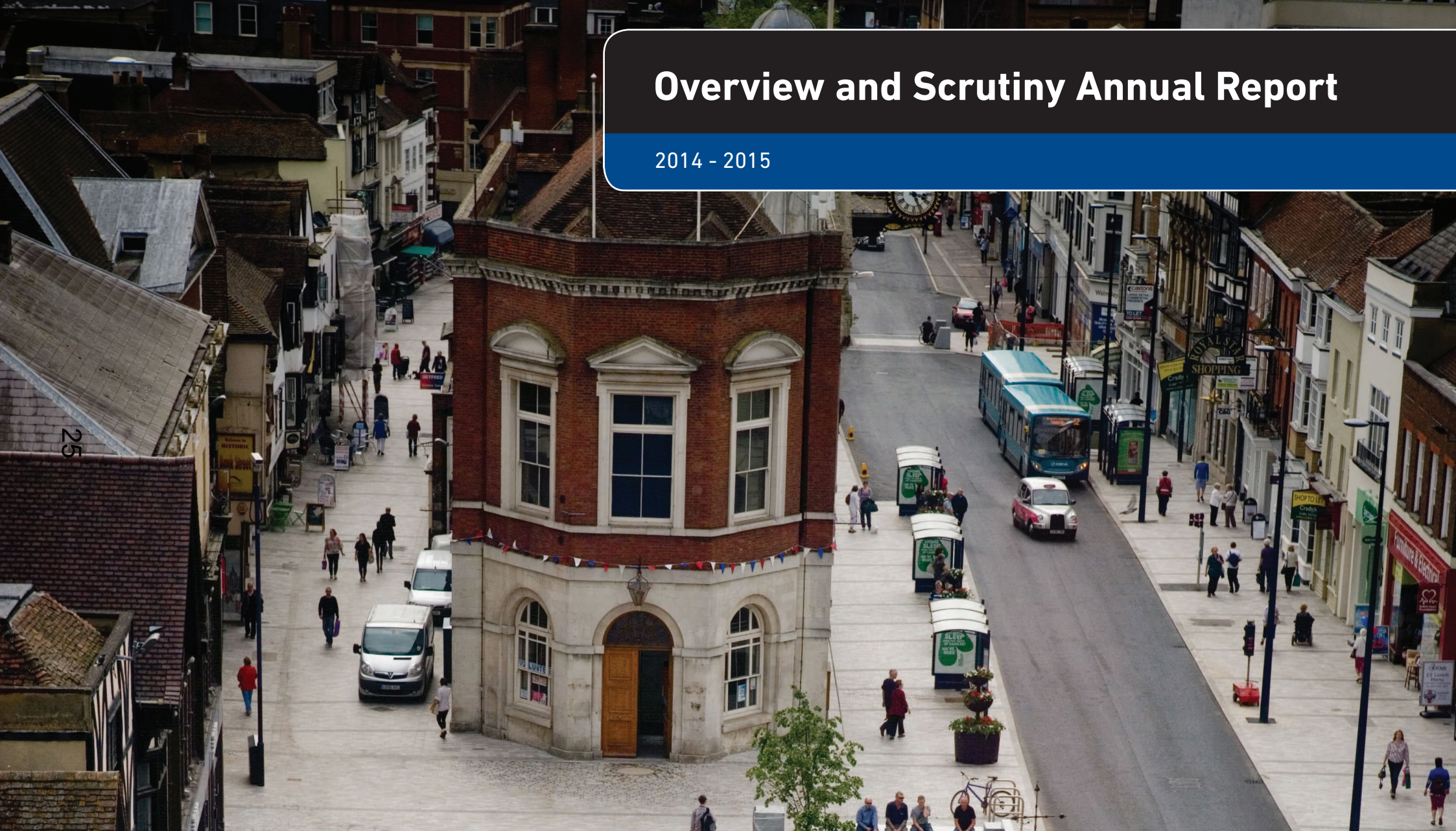
- Appendix I: Overview and Scrutiny Annual Report 2014-15

9 BACKGROUND PAPERS

None

Overview and Scrutiny Annual Report

2014 - 2015



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Overview and Scrutiny Committee Membership 2014-15

Strategic Leadership and Corporate Services	Economic and Commercial Development	Community, Environment and Housing	Planning, Transport and Development
Chairman: Mrs Gooch	Chairman: Mrs Paterson	Chairman: JA Wilson	Chairman: Mrs Springett
Vice Chairman: Black	Vice Chairman: Butler	Vice Chairman: Mortimer	Vice Chairman: English
Mrs Stockell	Cuming	Mrs Parvin	Ross
Mrs Grigg	Hinder	Round	Round
Long	Hogg	Mrs Stockell	De Wiggondene
Pickett	Fissenden	Mrs Joy	Chittenden
Ash	Powell	Vizzard	Willis
Mrs Edwards-Daem	Harper	Munford	Mrs Gooch
Butler	Mrs Wilson	Sargeant	Powell

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Foreword from the Overview and Scrutiny Committee Chairmen



Cllr Fay Gooch
Barming

Councillor Fay Gooch, Chairman Strategic Leadership and Corporate Services Overview and Scrutiny Committee 2014-15

We look back on this 2014-15 year with a sense of pride and achievement.

We initiated Joint Scrutiny Meetings with representatives

from Swale and Tunbridge Wells borough councils and formed a Task & Finish group to look into the governance arrangements of the Mid Kent Improvement Partnership and its communications. After a huge amount of evidence gathering within a punishingly short space of time, the resulting 12-recommendation report was very well received and is being implemented. We look to our new Policy & Resources Committee to select Maidstone's representatives on the Joint Scrutiny Meeting where the momentum will continue after the May 2015 elections to look at the Planning Shared Support Service.

Meanwhile on Maidstone Borough territory, we successfully continued our day job of regularly monitoring and scrutinising complaints and key performance indicator reports. We diligently input and exercised our role as 'critical friend' to principal policy documents.

The 'Making the Most of Meetings' all-member workshop we initiated will stand us in good stead for the forthcoming change in governance arrangements. The ability to question and challenge are skills which will easily transfer from scrutiny to the new committee system, and will enable interesting and productive meetings to continue.

Our cross-party Budget Working Group continued to demonstrate its added value and importance. For example, it provided a sounding board for early-stage consideration of commercial projects, which in turn prompted

the Group to initiate Member Development Sessions on Strategic Risk. The Group also considered short term / long-term options for the Local Tax Discount Scheme, and for potential use of the Budget Underspend.

I thank most warmly my colleagues on the Scrutiny Committee for their careful attention and considered input during this municipal year of 2014-15. I also thank most gratefully the help and support of Support Officer Poppy Brewer and her predecessor Christian Scade, without whom the meetings could not have taken place.

“ We diligently input and exercised our role as ‘critical friend’ to principle policy documents. We initiated a ‘Making the Most of Meetings’ all-member workshop on questioning and challenging skills...”



Councillor Jenni Paterson, Chairman Economic and Commercial Development Overview and Scrutiny Committee 2014-15

The pressing challenge for Maidstone Borough Council during the past few years and quite extensively during 2014/15 has been the delivery of a Local Plan covering 2011-2031. Alongside

the delivery of the Local Plan there needs to be an Integrated Transport Strategy and an Economic Development Strategy – this also included a qualitative report into the availability of employment land. The officers and the committee members have worked to ensure that progress has been made on the Economic Development Strategy but this work is still on going and will need to be completed during 2015/2016.

The Committee became interested in reviewing the Night Time Economy, which evolved into an investigation into Maidstone's Twilight Economy. It was undecided as to whether there was a case to promote the Twilight Economy in Maidstone. It was after interviewing witnesses and undertaking site visits that it became clear to members that there were a number of issues which if addressed could promote

Maidstone's Twilight Economy. The Committee's Twilight Economy Review was presented to Cabinet in March 2015 and it was well received and officer and committee members were thanked for their hard work.

Members have been aware for some time of both national and local criticism relating to the perceived lack of skills of young people entering the workplace. With this in mind the Committee decided to review what careers guidance is offered to students with the Maidstone borough.

The review is still underway at the time of writing this. Many witnesses have been interviewed

and learning establishments, together with a major career fair, have been visited. Councillor Martin Round who has expertise in the subject, was co-opted to the Committee for this review. It is the Committee's intention that the review will feed back to the Economic Development department to aid the skills and employability agenda

In addition to the two reviews the Committee has taken part in a co-located, simultaneous meeting with the Planning, Transport and Development Overview and Scrutiny Committee to consider the approach to employability land and the approach to employability land within the Local Plan and to

"...it became clear to members that there were a number of issues which if addressed could promote Maidstone's Twilight Economy."

consider the release of the Draft Economic Development Strategy for consultation. For most of us it was the first experience of this type of meeting format and I think the jury is still out on the benefits gained.

We have also considered and made recommendations on the draft Commercialisation Strategy, draft Festivals and Events policy, Maidstone enterprise hub and reviews of business cases.

As chair I must thank members of the Committee for their patience and support throughout the year. Everyone has engaged positively in the meeting and I particularly appreciate the support of members who have been able to attend the many evidence gathering sessions outside of formal meetings.



Councillor Val Springett, Chairman Planning and Development Overview and Scrutiny Committee 2014-15

This has probably been one of the most challenging years for the Planning, Transport and Development Overview and Scrutiny Committee. We started the year with a list of suggested topics to review but

the committee's work has been dominated by the Local Plan. We have reviewed some pretty large and detailed documents this year, which are part of the Local Plan process. Where our housing sites should be allocated was probably the most challenging issue, and the agenda item to discuss the draft proposed housing sites was, I think, a record breaking one, extending to in excess of 19 hours over three separate meetings. Scrutiny did what Scrutiny was intended to do and reviewed Officer recommendations in conjunction with the views of residents. We listened to the views of Parish Councils, Community groups, and Borough Council Ward members to ensure everyone had their say, and this resulted in some well-considered recommendations.

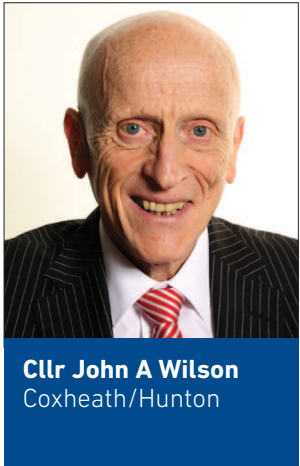
Alongside the Local Plan issues, we also undertook a review of Transport in Maidstone -

alternatives to using the car. This also turned out to be a rather large review topic, which generated a lot of interest amongst both the press and community groups. Our report has just been published and will hopefully be used as a valuable evidence base when future transport options are being looked at. In addition to this, it is proposed to establish a platform going forward, to continue researching

and reviewing future transport options that may ease congestion in the Borough in the coming years.

Some of the topics suggested for Scrutiny to review during the year were not covered due to time constraints, but these will be carried forward as suggested topics for the new committee to look at.

“This has probably been one of the most challenging years for the Planning, Transport and Development Overview and Scrutiny Committee.”



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Councillor John Wilson, Chairman Community, Environment and Housing Overview and Scrutiny Committee 2014-15

One of the main drives this year has been to encourage more member participation following criticism by them that their input into the decision making process

was not adequate. This Committee has done this, and wherever possible involved relevant Ward members in the subject matter being discussed. The main topics have been:

- A review of Adult and Elder People Services. This concentrated on a major review of loneliness and isolation in recognition of the increasing problem this represents in an ageing population.
- Kent Health and Wellbeing Board. Aspects included obesity in young people, accessing mental health services before point of crisis and resident input at Ward member level.
- Crime and Disorder O&S Committee. In this role, the Committee heard from the Safer Maidstone Partnership focussing on Anti-social behaviour, reducing reoffending,

Road Safety, Substance misuse and violent crime. As a rider to this, the Committee looked at the Night Time Economy in Maidstone, and asked for a report on the cost of Policing and clearing up compared to the direct financial gain. This is something that it would be pertinent for the new Service Committees to take forward.

- The Committee lobbied for and were pleased to see were successful in, the retention of the Community Warden Service.
- The Committee were updated on MKIP Environmental Health

Shared Service.

Other topics reviewed included Street Population, Maternity Services, Street Cleansing and Health Inequalities.

All the above matters should be carried forward and be issues under the new Governance arrangements.

The Committee wishes to record its thanks to all the Officers, members and visitors who gave their time to its business this year.

“One of the main drives this year has been to encourage more member participation.”

Introduction What is Scrutiny?

All local authorities operating a Cabinet and Scrutiny model have a Cabinet made up of the Leader of the Council and up to nine members of his Group. All executive decisions (i.e. those needed to implement the Policy Framework and Budget approved by the County Council) are taken by the Cabinet.

Overview and Scrutiny bodies are not “decision making” bodies but are bodies which monitor and influence those that are.

The Overview and Scrutiny role, carried out by non-Cabinet members, is designed to support the work of the Council in the following ways:

- Reviewing and scrutinising decisions taken by the Cabinet (sometimes known as acting as a “critical friend”);
- Considering aspects of the Council’s performance;

- Assisting in research, policy review and development;
- Involving itself with external organisations operating in the borough to ensure that the interests of local people are enhanced by collaborative working; and
- Providing a means of involving the community in the Council’s work.

The Scrutiny Co-ordinating Committee comprises of the Chairman and Vice-Chairman of all four Overview and Scrutiny Committees. It has overall responsibility for Overview and Scrutiny including terms of reference, budget and progress of reviews. It is also responsible for addressing cross-cutting issues and preventing the duplication of work of the individual committees.

The Committees scrutinise the

Council’s functions in relation to the relevant departments as appropriate to each Committee’s term of reference, which are aligned to Cabinet Member portfolios. The Community, Environment and Housing Overview and Scrutiny Committee is responsible for Crime and

Disorder Overview and Scrutiny and keeps a watching brief on health and well-being matters, for example, Clinical Commissioning Groups and the Health and Well-Being Board.

The Budget Working Group was set up as a result of a

The Local Government Act 2000 specifies that “executive arrangements by a local authority must ensure that their overview and scrutiny committee has power...

- (a) to review or scrutinise decisions made, or other action taken...**
- (b) to make reports or recommendations to the authority ...**
- (e) to make reports or recommendations to the authority or the executive on matters which affect the authority’s area or the inhabitants of that area.” (Local Government Act 2000, S.21 (2)).**

Introduction What is Scrutiny?

recommendation of the Corporate Services Overview and Scrutiny Committee in 'the Council as a business? review undertaken during the 2011/12 Municipal Year. It was felt that a cross-party Budget Working Group, appointed from the membership of the Corporate Services Overview and Scrutiny Committee, would help improve the Committee's understanding of budgetary issues and allow the Committee opportunity for greater input in the budget strategy and the budget setting process. This has continued to date. For the 2014-15 Municipal Year this group comprised of members of the Strategic Leadership and Corporate Services Overview and Scrutiny Committee.

It is recommended by the Scrutiny Coordinating Committee that the Budget Working Group is taken forward, in an appropriate manner, under the new Committee

structure.

Corporate Services Overview and Scrutiny Committee, would help improve the Committee's understanding of budgetary issues and allow the Committee opportunity for greater input in the budget strategy and the budget setting process. This has continued to date. For the 2014-15 Municipal Year this group comprised of members of the Strategic Leadership and Corporate Services Overview and Scrutiny Committee.

It is recommended by the Scrutiny Coordinating Committee that the Budget Working Group is taken forward, in an appropriate manner, under the new Committee structure.

Decision Making Structure at Maidstone Borough Council

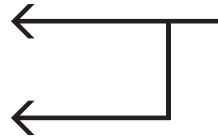
Regulatory Committees

- Audit
- Planning
- Licencing

Council

Cabinet

- Leader of the Council
- Cabinet Members



Overview and Scrutiny

- Strategic Leadership and Corporate Services
- Economic and Commercial Development
- Planning, Transport and Development
- Community, Environment and Housing

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Key

Main reporting relationship →

Key Outcomes from work undertaken during the past year

Strategic Leadership and Corporate Services Overview and Scrutiny Committee

The Strategic Leadership and Corporate Services Overview and Scrutiny Committee's terms of reference align with the Corporate and Customer Excellence priority, and have responsibility for

holding the Leader of the Council and the Cabinet Member for Customer Services to account.

The Committee considered financial, performance, corporate governance and communication data in order to produce recommendations that benefited of Maidstone's residents. The work of the Committee encompassed the following:

- Discretionary Housing Payments
- Local Council Tax Discount Scheme

- Use of Revenue Underspend
- Cabinet Member Priorities
- Annual Performance Report
- Complaints Reports
- Equality Objectives
- Key Performance Indicator Monitoring
- Strategic Plan Updates
- Budget Strategy

Local Council Tax Discount Scheme Working Group

Workshops were held to allow Members to examine the implications of financial decisions within the calculation of the Local Council Tax Discount Scheme. This allowed the Committee to make thoroughly researched and quality recommendations

to Cabinet regarding the options available.

Budget Working Group

The Committee supported the continuation of the Budget Working Group. Originally constituted and chaired by Members of the Strategic Leadership and Corporate Services Committee, the Group extended invitations to all Councillors in order to create a dynamic platform for discussion and include a breadth of perspectives. It enjoyed a sizable attendance from across the Council. Workstreams the Group had input into included:

- Budget Strategy 2015-16 Onwards
- Fees and Charges Data
- Capital Programme

The Group worked concurrently

with the progression of the Commercialisation programme and the Commercial Projects schedule. Drawing upon the acumen and wide ranging experience of the members, the Group became a valuable sounding board for commercial project development.

MKIP Joint Task and Finish Group

Having forged a relationship with the Scrutiny Committees at Tunbridge Wells and Swale Borough Councils in the previous Municipal Year, a productive collaboration continued. There was an appetite from Members across all three authorities to be involved and updated on the Mid Kent Improvement Partnership. A co-located meeting of the three Committees took place in June 2014. They implemented

Key Outcomes from work undertaken during the past year

a joint task and finish group to investigate and report back on the governance and communications arrangements within Mid Kent Improvement Partnership and Mid Kent Services.

This detailed examination heard evidence from:

- MKS Director and MKIP Programme Manager
- Heads of Mid Kent Services
- Monitoring and Section 151 Officers
- Heads of Service on the client side
- MKIP Board
- Heads of Communication at TWBC and MBC
- Ed Hammond, Centre for Public Scrutiny
- Paul Corney, Head of Anglia Revenue Partnership
- Dr Wim Van Vuuren, Programme

Director for Shared Service PGDip, Canterbury Christ Church University

A joint report was produced and the recommendations were considered by the Cabinet Committees of the three authorities.

As a result, a new quarterly MKIP newsletter was circulated to all staff and Members at Maidstone, Swale and Tunbridge Wells has commenced, based upon the reviews findings on

communication and awareness within the organisation. This collaborative, joint-working approach has proven fruitful and the three Committees have expressed the desire that this work continues into the next Municipal year.

Formal meetings	13
Total quality recommendations made	16
Site visits	0
Reviews	1

Economic and Commercial Development Overview and Scrutiny Committee.

The Economic and Commercial Development Overview and Scrutiny Committee holds to account the Cabinet Member for Economic and Commercial Development. The Committee's terms of reference mirror the areas of the council within the remit of the Cabinet Member for Economic and Commercial Development. This remit is closely aligned to the Council's priority: 'For Maidstone to have a growing economy.'

One of the first pieces of pre-decision scrutiny carried out by the committee was in relation to the Commercialisation Strategy. The Commercial Projects Manager outlined the council's approach to developing, and improving, commercial services in order to provide other services to residents in the face of continued funding reductions. The committee recommended the strategy for adoption. Proposed commercial

projects under the strategy were also considered by the committee throughout the year. For example, proposals to charge for parking in Mote Park, creating a pet crematorium and regenerating areas of land under council ownership were all considered by the committee.

Following the Events and Festivals Review from the previous year, the council's Events and Festivals Policy was brought to the committee. The Cultural Services Manager, was able to show the committee where their hard work had been taken forward when drafting the strategy.

Another key piece of work that the committee were involved in the was the Enterprise Hub. This piece of work had been ongoing for two years and the committee were involved in making recommendations at each stage of the project. The committee

showed their strong support for such a facility by recommending that a smaller scale Enterprise Hub be set up on council premises to test the viability of the project. This is progressing, with the Enterprise Hub scheduled to be open in the Gateway Terrace in September 2015.

The committee also had one other large piece of pre-decision scrutiny, which was the Economic Development Strategy. This strategy is important for determining employment site land allocations for the local plan. Therefore the topic was considered in a joint meeting with the Planning, Transport and Development Overview and Scrutiny Committee in October. The committees made recommendations to the cabinet member in order to ensure appropriate protection for the environment of the borough, whilst also ensuring there was

appropriate land allocations for employment sites.

The committee chose to undertake two smaller scale reviews for this year. The first was a review of the 'Twilight Economy'; and the second was a review of careers advice, education and guidance.

The Twilight Economy Review sought to find out whether there was a will to grow the Twilight Economy in Maidstone, and if this was the case finding out what had been successful elsewhere. For the purpose of the review, the 'Twilight Economy' was defined as 'Economic activity that occurs in the town centre after ordinary shop and workplace closing times (around 5.30pm) but before the usual pub closing times (around 11.30pm)'. The committee spoke to stakeholders in the Twilight Economy, visited Maidstone during twilight economy hours and also visited Canterbury to see what

Economic and Commercial Development Overview and Scrutiny Committee.

they had done in this area. The review came up with a number of recommendations that would improve the twilight economy, many of which were accepted by the relevant Cabinet Members.

As a result of engagement work carried out for the review, the Night Time Economy Forum asked the committee to consider an item on use of PA systems in the night time economy. This item was considered in January, and led to recommendations being made to Cabinet members and heads of service in order to minimise future complaints from residents in the town centre about noise from the night time economy.

The second review was regarding careers advice and guidance in the borough. Following an update from the Economic Development Officer who was working on the council's skills and employability programme it was identified that skills and

employability provision may be an area that the committee could add value.

The Committee interviewed a wide range of witnesses from the public and private sector in round table discussions and conducted a number of site visits. In the Committee meeting setting members interviewed:

- Paul Barron, Director of Kent Foundation for Young Entrepreneurs (KFYE)
- Alison King, Red Rocket Associates
- Simon Harris, Team Leader, CXK
- John Taylor, Invicta Chamber of Commerce and Young Chamber of Commerce.
- Abigail Lewis, Economic Development Officer, Maidstone Borough Council

In Informal interview sessions they met with:

- Fay Jordan, Barclays LifeSkills
- Chris Hare, Director of Development, Kent Association of FE Colleges (KAFEC)

Site visits were arranged to the following:

- Mid Maidstone Careers Education, Information and Guidance network,
- Maplesden Noakes School, Careers Guidance department
- Kent Choices Live, Kent County Showground

The Education Act 2011 placed a duty on schools to secure access to independent careers guidance for their pupils therefore the committee focused on the 14-18 age group in this inquiry. It felt that there was a wide range of advice and guidance available but the focus of advice could be broadened to ensure the full range of opportunities available were pursued.

Formal meetings	12
Total quality recommendations made	23
Site visits	4
Reviews	2

Planning, Transport and Development Overview and Scrutiny Committee

The Planning, Transport and Development Overview and Scrutiny Committee's terms of reference align with the priorities, for Maidstone to be a decent place to live and for Maidstone to have a growing economy. The Committee has responsibility for holding the Cabinet Member for Planning, Transport and Development to account.

4 Throughout the municipal year the Committee's work focussed mainly on the preparation of the Draft Local Plan 2011-2031 and was focused on the following:

- Updates on the Integrated Transport Strategy
- Validation and summary of representations from the consultation on the draft Local Plan
- Review of the Strategic Housing Market Assessment
- Cabinet Member Priorities for

2014-2015

- Design South East report on the consultation events for the Draft Local Plan
- Community Infrastructure Levy – preliminary draft charging schedule
- Implications arising from a review of the draft Economic Development Strategy, Qualitative Study on Employment Sites and key employment issues arising from the local plan representations
- Draft Local Plan Development Management Policies – representations from consultation
- Results of the Qualitative Landscape Study- progress update
- Results of the Qualitative Agricultural Land Classification – progress update
- Draft Local Plan new and deleted

site allocations for further public consultation

- Revisit of Invicta Barracks and its inclusion in the Draft Local Plan

Review of Transport in Maidstone – alternatives to using a car

Alongside the scrutiny of the policies for the draft Local Plan the Committee carried out a review of transport in Maidstone and looked at alternatives to using a car to get into Maidstone town to ease congestion.

The aim of the review was to explore how a reduction in our reliance on the car could be achieved. It was decided the report should look at what alternative modes of transport are currently available to residents within the borough of Maidstone, and how

improvements could be made to encourage more people to use them.

The research undertaken included interviewing witnesses from transport providers and expert authority officers, to keen cyclists, walkers and service users.

Some of the main findings included:

- Improvements to communication regarding bus times and timetable disruptions, reliability and poor frequency of bus services were the main issues affecting many service users, especially school children on certain routes. It was recommended better methods of communicating road closures would assist bus companies in maintaining schedules and provide a service users could rely on;
- Funding opportunities for Parish

Planning, Transport and Development Overview and Scrutiny Committee

Council's to improve transport links and facilities within their areas needed to be published;

- Improved and safer cycle path provision in all areas and interconnectivity with bus routes in more rural locations was needed - some parish councils, such as Coxheath, had included this provision in their emerging Neighbourhood Plans;
- Parking availability and fare costs were all factors putting residents off using the rail network;
- It was established that public transport user groups were beneficial in enabling issues to be addressed more easily and Officer and Member support was beneficial. The re-establishment of the Maidstone Borough Transport User Group was recommended;
- An update of the draft Maidstone Borough Council Cycling

Strategy, dated 2012 was recommended, as well as the establishment of a Maidstone Cyclists Forum;

- Specific use of Section 106 monies would assist in enabling bus services, cycle and footpaths to be created alongside new developments;

At the conclusion of the review inquiry it was felt that there was still a long way to go in achieving reduced car usage in Maidstone. However, it was hoped the recommendations from the review report will lead to improvements to alternative transport and future increased usage as access, reliability and costs are improved. The recommendations from the report will be followed up by the Strategic Planning, Sustainability and Transport Committee from new municipal year.

Formal meetings	16
Total quality recommendations made	67
Site visits	0
Reviews	2

Community, Environment and Housing Overview and Scrutiny Committee

Formerly the Community, Leisure Services and Environment Overview and Scrutiny Committee, in July 2014 the Scrutiny Co-ordinating Committee agreed to change the terms of reference for this committee. Responsibility for Leisure Services was moved to the Economic and Commercial Development Overview and Scrutiny Committee. The revisions were made due to portfolio changes in relation to housing responsibilities and various restructures across the Council.

The Community, Environment and Housing Overview and Scrutiny Committee's terms of reference align with the priority, for Maidstone to be a decent place to live. The Committee has responsibility for holding the Cabinet Member for Community and Leisure Services and the Cabinet Member for Environment and Housing, to account.

Throughout the municipal year the Committee's work focussed on:

- The Cabinet Members' Priorities for the coming year;
- Allocations Scheme
- Regular updates on the Financial Inclusion and Troubled Families projects
- West Kent Health and Wellbeing Board
- Empty Homes Plan (2013-15)
- Recommendations from the Accessing Mental Health before the Point of Crisis review 2014-2014
- Maternity Services for the Borough
- Street Cleansing
- Refresh of the Health Inequalities Action Plan
- Affordable Housing Development programme
- Collective Switching Campaign

- Private Rented sector update
- MKIP Shared Environmental Health Service
- Housing Strategy Review
- Impact of the Welfare Reforms

Review of Maternity Services for the Borough

During late 2010 Maternity Services at Maidstone Hospital changed from a Consultant led service to a Midwife led service. The reason for the change to services were that staffing numbers for the number of births at both hospitals were insufficient to deliver a full range of maternity services at both sites. Therefore the midwife led and consultant led services were split between the two hospitals.

During the public consultation, carried out prior to the change, many concerns were raised.

A particular concern was the journey time and route Maidstone residents would have to make to access services at Pembury Hospital in Tunbridge Wells.

The Committee decided, as the changes to the service had been in place for three years, they would review the service to establish if the concerns raised during the consultation in 2010 were still valid.

Before the Committee meeting on 9 December 2014, an invitation was made, via social media and the Maidstone Family Nurse Service for service users to attend the meeting. The Committee interviewed Dr Bob Bowes, Chair of the West Kent Health and Wellbeing Board and County Councillor Daley, member of Kent County Council's (KCC) Health Overview and Scrutiny Committee.

The Committee heard the

Community, Environment and Housing Overview and Scrutiny Committee

following evidence:

- At the time of the suggested changes to services, around 97% of local GPs had concerns about the changes;
- Since the changes to the service statistical analysis had shown a reduction in adverse outcomes in deliveries;
- Only one GP on the Clinical Commissioning Group had noted a negative experience of the service. This was regarding a mother who had given birth in an ambulance. However it was noted the mother did not experience any adverse outcomes as a result;
- Whilst there was concern in Maidstone regarding the need to travel to Tunbridge Wells to access a consultant led service; those in Tunbridge Wells who needed to access the midwife led service in Maidstone experienced similar travel issues;

- As a result of the concerns raised during the consultation on the changes to the maternity services, the KCC Health Overview and Scrutiny Committee had kept a close watch over the new service since the changes had been implemented, and continued to do so;
- Emergency transport (ambulances with blue lights) were rarely used to transport patients between sites. This was because when patients arrived at Maidstone Hospital they were given an early stage pre-assessment, and if appropriate were transferred to Pembury Hospital;
- Approximately 30% of first time mothers, and 12% of second time mothers were referred to the unit in Pembury;
- The unit at Maidstone was a £3 million state of the art facility delivering an excellent service;

- The roll out of the service had been considered a success, and the model piloted in Maidstone and Tunbridge Wells had been followed elsewhere in the country where similar problems with staffing levels had been identified.

Review of Loneliness and Isolation in the over 65s of Maidstone borough

The Committee's review of Loneliness and Isolation in the over 65s began with a report from Kent Public Health. The report attempted to identify the profile of lonely and isolated adults and older people in the Borough and what support was available for them.

The Committee were not satisfied that the statistics presented reflected the true picture for Maidstone as they were based

on national statistics and not actual figures for the borough. This resulted in the Community Development Team carrying out a Quality of Life Survey of residents in an attempt to identify lonely and isolated residents along with establishing what services were already provided. The results of their research will be used to build strategies to tackle loneliness and isolation into the Council's Health Inequalities Action Plan.

Acting as the Crime and Disorder Overview and Scrutiny Committee

The Community, Environment and Housing Overview and Scrutiny Committee has a statutory responsibility to scrutinise Crime and Disorder and meets as the Acting Crime and Disorder Overview and Scrutiny Committee twice each municipal year.

Community, Environment and Housing Overview and Scrutiny Committee

During the 2014-2015 municipal year the Crime and Disorder Overview and Scrutiny Committee received reports on the following:

- Safer Maidstone Partnership
- Street Population
- Road Safety Update
- Night time economy and violent crime
- Maidstone Community Safety Partnership Plan 2013-2018



Formal meetings	11
Total quality recommendations made	17
Site visits	0
Reviews	0

Training Attended by Overview and Scrutiny Committee Members

Overview and Scrutiny requires a number of skills on the part of elected members. The council has an agreed training budget for members. In addition to meeting the individual training needs of elected members, the budget is

also used to provide group training for councillors on Overview and Scrutiny committees.

Training undertaken throughout the year is shown in the table below:

Strategic Leadership and Corporate Services	Economic and Commercial Development	Community, Environment and Housing	Planning, Transport and Development
Getting the most out of your meetings	How to get the most out of your meetings	How to get the most out of your meetings	How to get the most out of your meetings
Economic Development Strategy briefing	Economic Development Strategy briefing	Economic Development Strategy briefing	Economic Development Strategy briefing
Equality Objectives Workshop	Equality Objectives Workshop	Equality Objectives Workshop	Equality Objectives Workshop
Local Council Tax Discount Scheme workshop			
Commercial Projects Briefing			

45

The Future

Maidstone Borough Council will move from the current Executive function, a system of governance that includes a Leader and Cabinet and Overview and Scrutiny function, to a Committee system (pursuant to Section 9KC Local Government Act 2000).

This decision was taken on 10 December 2014 by full Council. Since that date, a cross-party group has worked together to decide what the new Committee system will look like and how it will work. A major piece of work juxtaposed to this is the writing of a new constitution for Council to adopt.

This will be effective from the Annual Meeting of the Council in May 2015.

The members of the Scrutiny Coordinating Committee for the 2014-15 Municipal Year consisted of the Chairman and

Vice-Chairman of each Committee. The Committee have had an overarching role within the scrutiny function and want to ensure that continuity is provided as the Council moves forward.

Scrutiny topics to be considered in 2015-16

- Maternity Services
- Draft Economic Development Strategy
- Careers Guidance Review
- The Local Plan
- Continued representation from Maidstone Borough Councillors on MKIP Joint Committees (post Overview And Scrutiny)
- Budget Working Group
- Loneliness and Isolation
- MKIP Environmental Health Shared Service
- Play Areas Strategy

- Crime and Disorder

Therefore, having consulted with all scrutiny members the items outlined in the table above of significant importance to Maidstone and Maidstone residents have been put forward to be noted with the recommendation of the Co-ordinating Committee that:

“the new Policy and Resources Committee considers the topics as part of its work programme in the next Municipal Year.”

Agenda Item 18

Council	16 September 2015
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Non-Attendance at Council Meetings

Final Decision-Maker	Council
Lead Head of Service	Paul Riley, Head of Finance and Resources
Lead Officer and Report Author	Debbie Snook, Democratic Services Officer
Classification	Non-Exempt
Wards affected	N/A

This report makes the following recommendations to Council:

1. That the Council approve the reason of ill-health for non-attendance at Council meetings by Councillor Brian Mortimer.
2. That the approval of the reason for absence be reviewed at the next ordinary meeting of the Council scheduled to be held on 9 December 2015 if necessary.

This report relates to the following corporate priorities:

N/A

Timetable	
<i>Meeting</i>	<i>Date</i>
Council	16 September 2015

Non-Attendance at Council Meetings

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To consider approving the reason for absence of a Councillor who has been unable to attend Council meetings and is at risk of exceeding the six consecutive month requirement.
-

2. INTRODUCTION AND BACKGROUND

- 2.1 Councillor Brian Mortimer has been absent from Council meetings since 11 May 2015. Should he be unable to attend a meeting prior to 11 November 2015, he would exceed the six consecutive months set out in the Local Government Act 1972.
 - 2.2 Section 85 of the Local Government Act 1972 states "...if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority."
 - 2.3 Therefore, if a Councillor does not attend a meeting for six consecutive months they automatically cease to be a Councillor unless the Council approves the reason for non-attendance before the six month period has elapsed.
-

3. AVAILABLE OPTIONS

- 3.1 As the reason for absence for Councillor B Mortimer is on the grounds of ill-health, the Council could approve this reason for absence in order to prevent Councillor B Mortimer from ceasing to be a member of the authority should he not be able to attend a meeting before 11 November 2015.
 - 3.2 No reason for absence should be approved without a time limit and the approval could be reviewed at the next ordinary meeting of the Council on 9 December 2015 if necessary.
 - 3.3 The Council could decide not to approve the reason for absence, but should Councillor B Mortimer be unable to attend a meeting before 11 November 2015 he would cease to be a member of the authority.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The preferred option is that the Council approve the reason of ill-health for non-attendance at Council meetings by Councillor B Mortimer, and that the approval of the reason for absence be reviewed at the next ordinary meeting of the Council scheduled to be held on 9 December 2015 if

necessary. This will prevent Councillor B Mortimer from ceasing to be a member of the authority should he not attend a meeting before 11 November 2015.

5. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	N/A	
Risk Management	The report aims to manage the risk to Councillor B Mortimer of an extended period of absence from Council meetings leading to him ceasing to be a Councillor.	Head of Finance and Resources
Financial	N/A	
Staffing	N/A	
Legal	The legal implications are set out in the body of the report.	Deputy Head of Legal Partnership
Equality Impact Needs Assessment	N/A	
Environmental/Sustainable Development	N/A	
Community Safety	N/A	
Human Rights Act	N/A	
Procurement	N/A	
Asset Management	N/A	

6. REPORT APPENDICES AND BACKGROUND PAPERS

None

MAIDSTONE BOROUGH COUNCIL

COUNCIL

16 SEPTEMBER 2015

REPORT OF THE HEAD OF FINANCE AND RESOURCES

Report Prepared by Debbie Snook

1. **REVIEW OF ALLOCATION OF SEATS ON COMMITTEES (IF NECESSARY)**

1.1 Following the Borough Council elections on 7 May 2015, the composition of the Council was as follows:

Conservative	25
Liberal Democrat	20
Independent	6
Labour	2
UKIP	2
Total	55

1.2 The allocation of seats on individual Committees, which achieved each Political Group's overall entitlement, is set out in Appendix A.

1.3 The calculation assumed the following as previously agreed:

114 seats on Committees;

The Policy and Resources Committee and the Employment Committee comprising representatives of all five Political Groups (with a Political Group defined as consisting of two or more Members);

The Urgency Committee comprising the Leaders of all five Political Groups (not politically balanced); and

The Planning Referrals Committee comprising three Members, one from each of the largest three Political Groups (not politically balanced).

1.4 Following the death of Councillor Black, the Conservative Group has 24 Members and a by-election will be held on 10 September 2015 to fill the resultant vacancy. Depending upon the outcome of the by-election, a request may be received for a review to be carried out of the arrangements for the allocation of seats to Political Groups under Section 15 of the Local Government and Housing Act 1989.

1.5 If a request is received, the revised allocation of seats on individual Committees which achieves each Political Group's overall entitlement will be reported at the meeting. The calculation will be based on the criteria previously agreed and will

propose that only the Urgency Committee and the Planning Referrals Committee are not politically balanced as set out in paragraph 1.3 above.

- 1.6 Section 17 of the Local Government and Housing Act 1989 provides for exceptions to the political balance requirements. Essentially, the Council can amend the political balance of a Committee provided that notice of the intention to give such consideration has been given to all Members of the Council and that when the alternative arrangements are put to the vote at the Council meeting, no Member of the Council votes against them.

1.7 RECOMMENDED:

That, if necessary, the allocation of seats on Committees be reviewed and determined.

Background Documents

None.

APPENDIX A

ALLOCATION OF SEATS ON COMMITTEES

	Service Committees														
	Policy and Resources	Strategic Planning, Sustainability and Transport	Communities, Housing and Environment	Heritage, Culture and Leisure	Planning Committee	Licensing Committee	Employment Committee	Joint Transportation Board	Democracy Committee	Audit, Governance and Standards Committee	Planning Referrals Committee	Urgency Committee	Total of entitlement on individual Committees etc.	Overall entitlement	Adjustments required
Con	7	4	5	4	6	6	5	5	4	5	1	1	53	53	0
Lib Dem	5	4	3	3	5	5	4	3	4	3	1	1	41	41	0
Ind	1	1	1	1	1	1	1	1	1	1	1	1	12	12	0
UKIP	1	0	0	1	0	0	1	0	0	0	0	1	4	4	0
Lab	1	0	0	0	1	0	1	0	0	0	0	1	4	4	0
	15	9	9	9	13	12	12	9	9	9	3	5	114	114	

Agenda Item 21

THE CHARITY KNOWN AS THE COBTREE MANOR ESTATE

MAIDSTONE BOROUGH COUNCIL ACTING AS CORPORATE TRUSTEE

16 SEPTEMBER 2015

REPORT OF THE HEAD OF FINANCE AND RESOURCES

Report prepared by Debbie Snook

1. REVIEW OF ALLOCATION OF SEATS ON THE COBTREE MANOR ESTATE CHARITY COMMITTEE (IF NECESSARY)

1.1 The Cobtree Manor Estate Charity Committee comprises five Members, politically balanced as follows:

Conservative	3
Liberal Democrat	2
Independent	0
Labour	0
UKIP	0

1.2 Depending upon the outcome of the Fant Ward by-election on 10 September 2015, it may be necessary to carry out a review of the allocation of seats on the Committee. An update will be provided at the meeting.

1.3 Section 17 of the Local Government and Housing Act 1989 provides for exceptions to the political balance requirements. The Council can amend the political balance of a Committee provided that notice of the intention to give such consideration has been given to all Members of the Council and that when the alternative arrangements are put to the vote at the Council meeting, no Member of the Council votes against them.

1.4 RECOMMENDED: That, if necessary, the allocation of seats on the Cobtree Manor Estate Charity Committee be reviewed and determined.

Background Documents

None.

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST

MAIDSTONE BOROUGH COUNCIL ACTING AS CORPORATE TRUSTEE

16 SEPTEMBER 2015

REPORT OF THE HEAD OF FINANCE AND RESOURCES

Report prepared by Debbie Snook

1. REVIEW OF ALLOCATION OF SEATS ON THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE (IF NECESSARY)

- 1.1 The Queen's Own Royal West Kent Regiment Museum Trust Committee comprises five Members, politically balanced as follows:

Conservative	3
Liberal Democrat	2
Independent	0
Labour	0
UKIP	0

- 1.2 Depending upon the outcome of the Fant Ward by-election on 10 September 2015, it may be necessary to carry out a review of the allocation of seats on the Committee. An update will be provided at the meeting.
- 1.3 Section 17 of the Local Government and Housing Act 1989 provides for exceptions to the political balance requirements. The Council can amend the political balance of a Committee provided that notice of the intention to give such consideration has been given to all Members of the Council and that when the alternative arrangements are put to the vote at the Council meeting, no Member of the Council votes against them.
- 1.4 RECOMMENDED: That, if necessary, the allocation of seats on the Queen's Own Royal West Kent Regiment Museum Trust Committee be reviewed and determined.**

Background Documents

None.