

**Report of Outside Bodies – 2021/22**

<b>Final Decision-Maker</b>	Strategic Planning and Infrastructure Committee
<b>Lead Head of Service</b>	<i>Angela Woodhouse, Head of Policy, Communications and Governance.</i>
<b>Lead Officer and Report Author</b>	<i>Ryan O’Connell, Democratic and Electoral Services Manager. Oliviya Parfitt, Democratic Services Officer.</i>
<b>Classification</b>	Public
<b>Wards affected</b>	All

**Executive Summary**

*To provide an update on the vacancies on the Outside Bodies for which this Committee is responsible for appointing Council representatives, including appointments to the:*

*Kent Downs AONB Joint Advisory Committee  
Headcorn Aerodrome Consultative Committee  
Maidstone Cycle Campaign Forum  
Medway Valley Line Steering Group*

*This includes the length of office of the Kent Downs AONB Joint Advisory Committee and the number of positions for Council representatives on the Medway Valley Line Steering Group and Maidstone Cycle Campaign Forum.*

**Purpose of Report**

*Decision*

**This report makes the following recommendations to this Committee:**

That:

1. Any nominations received for the Kent Downs AONB Joint Advisory Committee, Medway Valley Line Steering Group and Maidstone Cycle Campaign Forum be considered and a Council representative appointed;
2. A suitable term of office be chosen for the Council’s representative on the Kent Downs AONB Joint Advisory Committee;
3. In the absence of any nominations to the Medway Valley Line Steering Group and Maidstone Cycle Campaign Forum, the number of positions associated with each Outside Body be considered in accordance with the Outside Bodies Vacancy protocol, with a recommendation made to Council if appropriate.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Strategic Planning and Infrastructure Committee	6 July 2021
Council (if appropriate)	14 July 2021

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## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p><i>The four Strategic Plan objectives are:</i></p> <ul style="list-style-type: none"> <li>• <i>Embracing Growth and Enabling Infrastructure</i></li> <li>• <i>Safe, Clean and Green</i></li> <li>• <i>Homes and Communities</i></li> <li>• <i>A Thriving Place</i></li> </ul> <p><i>The report ensures that the strategic plan objectives are met through the proper administration of Outside Bodies.</i></p>	Democratic and Electoral Services Manager
<b>Cross Cutting Objectives</b>	<p><i>The four cross-cutting objectives are:</i></p> <ul style="list-style-type: none"> <li>• <i>Heritage is Respected</i></li> <li>• <i>Health Inequalities are Addressed and Reduced</i></li> <li>• <i>Deprivation is reduced and Social Mobility is Improved</i></li> <li>• <i>Biodiversity and Environmental Sustainability is respected</i></li> </ul> <p><i>The report ensures that the cross-cutting objectives are met through the proper administration of Outside Bodies.</i></p>	Democratic and Electoral Services Manager
<b>Risk Management</b>	<i>See Section 5 of this report.</i>	Democratic and Electoral Services Manager
<b>Financial</b>	<i>No impact identified.</i>	Democratic and Electoral Services Manager
<b>Staffing</b>	<i>No impact identified.</i>	Democratic and Electoral Services Manager
<b>Legal</b>	<i>The functions of the Committee are set out in Part 2, section 2.2.2 of the Council's Constitution, which includes the appointment of Members to outside bodies assigned to it</i>	Team Leader Corporate Governance

	<p><i>and listed at Part 5 Schedule 2 of the Constitution.</i></p> <p><i>The appointments to the outside bodies referred to in the recommendations fall within the list of outside bodies which have been assigned to the Committee under the Constitution.</i></p>	
<b>Privacy and Data Protection</b>	<i>No impact identified.</i>	Democratic and Electoral Services Manager
<b>Equalities</b>	<i>No impact identified.</i>	Democratic and Electoral Services Manager
<b>Public Health</b>	<i>No impact identified.</i>	Democratic and Electoral Services Manager
<b>Crime and Disorder</b>	<i>No impact identified.</i>	Democratic and Electoral Services Manager
<b>Procurement</b>	<i>No impact identified.</i>	Democratic and Electoral Services Manager

## **2. INTRODUCTION AND BACKGROUND**

2.1 The Outside Bodies which fall under the remit of this Committee are:

Headcorn Aerodrome Consultative Committee  
Kent Downs AONB Joint Advisory Committee  
Kent Community Railway Partnership  
Maidstone Cycle Campaign Forum  
Maidstone Quality Bus Partnership (SPI Chairman automatically appointed)  
Medway Valley Line Steering Group  
Parking and Traffic Regulations Outside London Adjudication Joint Committee

2.2 There are vacant and/or expiring positions on the Kent Downs AONB Joint Advisory Committee, Maidstone Cycle Campaign Forum and the Medway Valley Line Steering Group.

2.3 There are two positions for Council representatives on both the Maidstone Cycle Campaign Forum and Medway Valley Line Steering Group. One

position for each of these bodies has been vacant long-term since July 2019. These positions were advertised on 19 June 2020 and 24 June 2021 with no nominations received. In the event that no nominations are received for these bodies by 5 p.m. on 5 July 2021, then the Outside Bodies Vacancy Protocol will apply.

- 2.4 The Outside Bodies vacancy protocol, as agreed by the Democracy and General Purposes Committee on 3 July 2019, states that any position that has been vacant for two municipal years will be submitted to the relevant Committee for consideration. The positions must have been advertised at least once per municipal year, for two years. If the Committee decides to reduce the positions available, a recommendation must be made to full Council.
- 2.5 The Council Representative's term of office on the Kent Downs AONB Joint Advisory Committee expires on the Friday 9 July 2021. If any nominations are received, the appointment made will begin from Monday 12 July 2021.
- 2.6 The term of office to the Kent Downs AONB Joint Advisory Committee is one year. This body has confirmed that they do not have a set term and are willing for the Council to appoint to the position on a term of office of its choosing. The Committee may wish to consider whether they would like to increase the term of office. The only consideration would be that if in increasing the term, the elected Member does not remain a Councillor for the allotted time period. In which case, another Member would be appointed to the position, and the term of office would be re-set.
- 2.7 Discussion is ongoing with the Headcorn Aerodrome Consultative Committee to confirm the number of Council appointed positions available. Once this has occurred, any vacant positions will be advertised.
- 2.8 Any nominations received by 5 p.m. on Monday 5 July 2021, for the Outside Bodies outlined in point 2.2, will be considered by the Committee on the 6 July 2021.

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### **3. AVAILABLE OPTIONS**

- 3.1 Option 1 - That if any nominations are received for any of the Outside Bodies listed in Section 2.2, the Committee appoints a Council Representative for each position available. Additionally, if no nominations are received for the bodies listed in point 2.3, then a recommendation be made to full council to remove these positions. This will leave each of those bodies with one position for a Council representative.
  - 3.2 Option 2 – As above, except that the positions for the Outside Bodies listed in point 2.3 be readvertised, rather than reduced.
  - 3.3 Do nothing. This is not recommended, as positions to Outside Bodies should ideally be filled.
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#### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

4.1 The preferred option is Option 1, as outlined in Section 3.1.

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#### **5. RISK**

5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.

#### **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

6.1 Not applicable.

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#### **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 If any Member is appointed to an outside body associated with this Committee, the relevant body will be informed of this appointment.
- 7.2 If a decision is made on the appropriate term of office for the Council's representative to the Kent Downs AONB Joint Advisory Committee, then that body will be informed.
- 7.3 If a decision is made to reduce the number of positions on the Medway Valley Line Steering Group, a recommendation will be made from this Committee to Council to approve the reduction.
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#### **8. REPORT APPENDICES**

Appendix 1: Nomination form to Kent Downs AONB Joint Advisory Committee – Cllr Garten.

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#### **9. BACKGROUND PAPERS**

Minutes of the Democracy and General Purposes Committee Meeting held on 3 July 2019, (Minute 19):

[Your Councillors - Maidstone Borough Council](#)