

**DEMOCRACY AND GENERAL  
PURPOSES COMMITTEE**

**3 JULY 2019**

**OUTSIDE BODY REPORT 2019/20**

<b>Final Decision-Maker</b>	Democracy and General Purposes Committee
<b>Lead Head of Service</b>	Angela Woodhouse, Head of Policy, Communications and Governance
<b>Lead Officer and Report Author</b>	Caroline Matthews, Principal Democratic Services Officer Mike Nash, Democratic Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	All

**Executive Summary**

This report outlines the arrangements for Outside Bodies relevant to this committee for the 2019/20 municipal year. The report summarises:

1. The positions that are currently filled.
2. The automatic appointments that have been made.
3. The nominations that have been received for vacant positions.
4. Any outstanding vacancies.

**Purpose of Report**

Decision

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

That:

1. The current Council Representatives be noted.
2. The Committee consider the nominations received for positions on the Maidstone Street Pastors Management Committee and Relief in Need Charities and makes an appointment if appropriate.
3. The Committee identifies a suitable course of action to fill any outstanding vacancies.
4. The principles for reviewing Outside Bodies that have had vacant positions for a period of two full municipal years be agreed.

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<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Democracy and General Purposes Committee	3 July 2019

# OUTSIDE BODY REPORT 2019/20

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	We do not expect the recommendations will by themselves materially affect achievement of corporate priorities.	Democratic Services Officer
<b>Cross Cutting Objectives</b>	Each organisation has a different remit and will contribute to the cross-cutting objectives in various ways.	Democratic Services Officer
<b>Risk Management</b>	There are no significant risks associated with the appointment of Council Representatives.	Democratic Services Officer
<b>Financial</b>	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Senior Finance Manager (Client)
<b>Staffing</b>	We will deliver the recommendations with our current staffing.	Democratic Services Officer
<b>Legal</b>	There are no legal implications as the recommendations in this report are in accordance with the procedure in the Constitution,	Estelle Culligan, Principal Solicitor
<b>Privacy and Data Protection</b>	No implications.	Democratic Services Officer
<b>Equalities</b>	The recommendations do not propose a change in service and therefore will not require an equalities impact assessment.	Democratic Services Officer
<b>Public Health</b>	No implications.	Democratic Services Officer
<b>Crime and Disorder</b>	No implications.	Democratic Services Officer
<b>Procurement</b>	No implications.	Democratic Services Officer

## **2. INTRODUCTION AND BACKGROUND**

- 2.1 At its meeting on 28 February 2018, Council recommended that some of the Council's Outside Bodies be appointed by an appropriate Committee. The Outside Bodies attributable to this Committee are:
- Allington Millennium Green Trust
  - Hayle Park Nature Reserve
  - Headcorn Aerodrome Consultative Committee
  - Howard de Walden Centre
  - Kent and Medway Economic Partnership
  - Kent and Medway Police and Crime Panel
  - Maidstone Street Pastors Management Committee
  - Relief in Need Charities
  - South East Employers
  - West Kent Improvement Board
- 2.2 Some Councillors have previously been appointed as a Council Representative and have time remaining on their term of office, while others have been automatically appointed for the 2019/20 municipal year.
- 2.3 Despite the previous appointments and the automatic appointments for 2019/20, some positions remained vacant. These vacancies were advertised to all Councillors, who were invited to nominate themselves as a Council Representative.
- 2.4 There were three vacancies in total for Outside Bodies attributable to this Committee, one of which has received a nomination. Additionally, Councillor Wendy Hinder has re-nominated herself for a second term of office on the Relief in Need Charities, as her current term of office is due to expire shortly. Therefore, there remains outstanding vacancies on South East Employers.
- 2.5 The current Council Representatives, automatic appointments, nominations received and outstanding vacancies are summarised in Appendix 1.
- 2.6 The Committee are asked to consider the nominations that were received and make an appointment if appropriate. The Committee are also asked to consider a suitable course of action to fill the outstanding vacancies.

## **REVIEWING OUTSIDE BODIES**

- 2.7 Anecdotal feedback, and the work undertaken this year, suggests that there are challenges filling all of the current Outside Body vacancies. Prolonged vacancies are not beneficial to the Outside Bodies, as it means that MBC is not actively contributing to an external organisation that it has recognised in its Constitution. Furthermore, there is the risk of MBC incurring reputational damage if positions remain vacant for a significant period of time.
- 2.8 In order to promote transparency and consistency, it is suggested that the following principles for reviewing Outside Bodies be agreed:

- a) Democratic Services advertise all Outside Body vacancies to all MBC Councillors at least once per municipal year.
  - b) If a position remains vacant for two full municipal years, this is to be submitted to the relevant Committee for consideration.
  - c) The Committee must then make a recommendation to Full Council. Unless the Committee recommends that Council retain the Outside Body position and identifies an appropriate course of action to fill the vacancy, Council will be recommended to remove the position.
- 2.9 It is likely that there will be instances where an Outside Body has more than one position. If, for example, an Outside Body has multiple Council Representative positions and only some of these are consistently filled, the recommendation to Council would be to reduce the number of positions rather than to remove the Outside Body entirely from the Constitution.
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### **3. AVAILABLE OPTIONS**

- 3.1 The Committee could do nothing. This is not recommended as it would mean that no additional Council Representatives are appointed to Outside Bodies. This could damage the relationships that the Council fosters with these organisations.
  - 3.2 The Committee could appoint to the various Outside Bodies as appropriate and note the positions that are currently filled by Council Representatives.
  - 3.3 The Committee could identify a suitable course of action to fill any outstanding vacancies.
  - 3.4 The Committee could agree the principles for reviewing Outside Bodies. Alternatively, the Committee could recommend an alternative approach.
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### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 Option 3.2 and 3.3 are recommended as there is a need to ensure that these vacancies are filled as soon as possible.
  - 4.2 Option 3.4 is also recommended to ensure there is a transparent and consistent process for reviewing Outside Bodies.
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### **5. RISK**

- 5.1 There are no significant risks associated with the appointment of Council Representatives.

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

6.1 In response to feedback from Councillors, Democratic Services are currently reviewing the information that is held for all Outside Bodies. Throughout the course of this work, each Outside Body will be engaged to request updated contact information and Job Descriptions. This will ensure that there is greater clarity regarding the role of both the Outside Body and Council Representative, and the expectations of the relationship between the two parties. It will also benefit Councillors who are considering nominating themselves to a position in the future, as they will have a fuller understanding of the role that they are applying to. This work is expected to be complete by the end of July 2019.

6.2 All Councillors have been emailed to advertise the vacancies on Outside Bodies.

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

7.1 Relevant Outside Bodies will be contacted to inform them of any automatic appointments or appointments made by the committee.

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## **8. REPORT APPENDICES**

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

- Appendix 1: D&GP Outside Body Summary Table
- Appendix 2: Nomination Form – Cllr Joy – Maidstone Street Pastors Management Committee
- Appendix 3: Nomination Form – Cllr W Hinder – Relief in Need Charities

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## **9. BACKGROUND PAPERS**

None.