

Selection & Constitutional Review Committee

Minutes of a Meeting of the Selection & Constitutional Review Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **3rd May 2016**

Present:

Cllr. Clarkson (Chairman);
Cllr. Bell (Vice-Chairman);
Cllrs. Bennett, Mrs Blanford, Burgess, Chilton, Clokie, Galpin, Link, Ovenden, Shorter.

In accordance with Procedure Rule 1.2 (iii) Councillors Clokie and Link attended as Substitute Members for Councillors Mrs Bell and A Howard respectively.

Apologies:

Cllr. Mrs Bell, A Howard, Mrs Martin.

Also Present:

Cllr. Smith.

Senior Member Services & Scrutiny Support Officer.

412 Declarations of Interest

Councillor	Interest	Minute No.
Clarkson	Made a 'Voluntary Announcement' as he was a Director of the 'A Better Choice for Property Company'.	414
Galpin	Made a 'Voluntary Announcement' as his son held a senior role at the Kent Invicta Chamber of Commerce.	414, 415
Shorter	Made a 'Voluntary Announcement' as he was a Director of Kent Play Clubs and the 'A Better Choice for Building Consultancy Company'.	414

413 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 11th February 2016 be approved and confirmed as a correct record.

414 Background and Principles of Political Balance and Administrative Structure

The Senior Member Services & Scrutiny Support Officer introduced the report which presented the Political Balance for the Authority and sought to agree a number of other constitutional matters which needed to be recommended to the Annual Meeting of the Council on the 19th May 2016. The agreed Political Balance is contained at Appendix A to these Minutes.

The Chairman directed Members attention to the tabled papers which included some minor changes and additions to the report following further discussions. He ran through the report page by page and the points in the tabled paper one by one, explaining the rationale behind the proposed changes. He advised that following the May 2015 Elections, the Council had returned approximately one third of newly elected Members. It had always been his intention to let those individuals settle in to their roles for the first year of the Administration before beginning to consider more senior appointments going forward. He considered now was the correct time to do that.

In response to questions about the proposed Superfast Broadband – Hard to Reach Panel, the Chairman advised that this area was something that had been added to the Information, Technology & Communications Portfolio and he had set up a small Panel, Chaired by the Deputy Leader and to include Group Leaders and the Portfolio Holder, to oversee the aspiration of superfast broadband across the entire Borough. There would need to be liaison with KCC, broadband providers, local businesses and planning officers amongst others.

A Member referred to the Compliance & Enforcement Board and the importance of protecting areas against unauthorised occupation by gypsies and travellers. This was particularly important for the Council's own land as protection in advance was often more cost effective than the costs of clearing up afterwards. A survey of Members' Wards had been commissioned by a former Housing Officer some years ago to identify vulnerable sites, and the Portfolio Holder said he would look in to the possibility of reissuing this survey.

The Chairman ran through the membership of Committees, Groups and Forums one by one. With input from Members, the membership for 2016/17 was completed including the nominations for Chairmen and Vice-Chairmen. This is contained at Appendix B to these Minutes.

Recommended:

That (i) the Political Balance of the Authority as contained at Appendix A to these Minutes be adopted, subject to the Council agreeing that the requirements of the Political Balance Regulations be not applied to the Membership of the Joint Transportation Board, Appeals Panels, Standards Committee, the Investigation and Disciplinary Committee (and its Panels) and the Sub-Committee of

the Licensing and Health and Safety Committee established under the Licensing Act 2003 and Gambling Act 2005.

- (ii) the following Committees be constituted for the Municipal Year as detailed in Part 3 of the Constitution:**

**Audit
Appointments
Appeals
Investigation and Disciplinary
Joint Arrangements – Joint Transportation Board
Licensing and Health and Safety
Overview and Scrutiny
Planning
Selection and Constitutional Review
Standards**

NB: Details of Members appointed to Membership of each Committee etc by Group Leaders is shown at Appendix B to these Minutes. Note: This may be subject to amendments from Group Leaders.

- (iii) seats on the following Committees be allocated to the Members indicated: -**

**Planning Committee – Cllr Murphy
Appointments Committee – Cllr Koowaree**

- (iv) the revised Cabinet Member Portfolio Responsibilities as attached at Appendix C to the report and outlined in the tabled papers be received and noted.**
- (v) the Lead Member Appointments for 2016/17 as set out in Section 5 of the report and the tabled papers be approved.**
- (vi) the changes in respect of Task Groups, Boards and Steering Groups as outlined in Section 6 of the report be noted.**

415 Representatives on Outside Bodies/Organisations

The report of the Corporate Director (Law & Governance) gave details of those organisations or outside bodies to which the Council appointed or nominated representatives, and the names of the Members of the Council and others who currently served in this capacity. Details of attendance by the Council's appointed representatives at meetings of the organisations during the past year (where known) and retirement dates were also shown. The covering report and the tabled paper also provided additional information about current vacancies, attendance and Annual Reports.

The Chairman advised that a separate wider review of all of the appointments in terms of effectiveness and benefit to the Council had commenced, but had been placed on hold. He intended to pick that issue up again in 2016/17.

Resolved:

That the names of the persons to be appointed or nominated as Members or Substitute Members (as the case may be) to the organisations listed in Appendix C to these Minutes be agreed.

416 Annual Meeting – Order of Proceedings

The Committee considered the Order of Proceedings for the Annual Meeting of the Council including the movers and seconders of the Mayor, Deputy Mayor and the vote of thanks to the retiring Mayor.

Resolved:

That the Corporate Director (Law and Governance) prepare the Order of Proceedings for the Annual Meeting of the Council on the basis of the advice of this Committee.

DS

APPENDIX A
(Minute No. 414/5/16 refers)

THE POLITICAL BALANCE CALCULATION
MAY 2016

A All Committees to which balance applies

	Committee	Seats/Committee		Total Seats
1 x 12	Overview and Scrutiny	12	=	12
1 x 17	Planning	17	=	17
1 x 13	Licensing and Health & Safety	13	=	13
1 x 12	Selection	12	=	12
1 x 8	Audit	8	=	8
1 x 5	Appointments	5	=	5
Total				<u>67</u>

B. Percentage of group in relation to total membership of the authority

43 members =		%
35 Conservative	=	81.39534
3 Labour	=	6.97674
3 Ashford Independent	=	6.97674
<u>Note:</u> 1 Liberal Democrat	=	2.32558
1 UKIP	=	2.32558
		<u>99.99998</u>

C.1 Allocation of Seats on Committees in proportion to Group strength

Committee	Con	Lab	AI	Allocated	Total
1 x 12 O&S	10	1	1		12
1 x 17 Planning	14	1	1	1*	17
1 x 12 Selection	10	1	1		12
1 x 13 Licensing, Health & Safety	11	1	1		13
1 x 8 Audit	6	1	1		8
1 x 5 Appointments	4	0	0	1*	5
Totals	55 (54.538)	5 (4.604)	5 (4.604)	2	67

*Under the draft calculation all Groups had received their allocations on the above Committees, and when taken collectively their overall entitlement to seats across all Committees, however one seat remains to be allocated on the Planning and Appointments Committees. Group Leaders have recommended that Cllr. Koowaree be allocated the seat on the Appointments Committee and Cllr. Murphy allocated the seat on the Planning Committee.

C.2 Allocation of seats on all ordinary Committees to achieve overall proportionality

Political Group entitlement in relation to all seats: 66

Conservative	54.538	=	55
Labour	4.604651	=	5
Ashford Independent	4.604651	=	5
			<hr/> 65
1 Liberal Democrat			
1 UKIP		=	2
			<hr/> 67
Total			<hr/> 67

D. Committees etc. to which balance cannot apply or will not apply either as a direct result of joint arrangements or the Council agreeing, i.e. no member votes against this arrangement, on each occasion the Council adopts a revised political balance for the Authority.

*1 x 3	Appeals (3 Member Panels)	3 Members per meeting drawn on rota from a Panel of 15 Members (which does not meet as a Committee)	=	3
* 1 x 7	Joint Transportation Board		=	7
1 x 3	Licensing Sub- Committee (3 Member Panels)	3 Members per meeting drawn on rota from a Panel of 13 Members (which does meet as a Committee so is itself balanced)	=	3
1 x 3	Investigation & Disciplinary Committee	3 Members to meet as a Committee from an overall membership of 15	=	3

* Standards – broadly politically balanced as part of membership based on posts.

x Due to the Joint Arrangements and the manner in which seats are allocated by the Kent County Council, it is impossible to have an overall balanced allocation of seats.

Committee	Con	Lab	AI	Others	Total
*1 x 15 Appeals	12	1	1	1	15
1 x 15 Investigation and Disciplinary Committee	12	1	1	1	15
*1 x 7 Joint Transportation	6	1	0	0	7
*Standards	6	Plus Chair, Vice-Chair O&S			8

APPENDIX B
(Minute No. 414/5/16 refers)

SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE

3RD MAY 2016

**MEMBERSHIP OF COMMITTEES, GROUPS AND FORUMS,
INCLUDING CHAIRMEN AND VICE-CHAIRMEN**

On the basis of the draft Political Balance Calculation agreed with Group Leaders the entitlement to seats is set out below.

The Committee may wish to propose the identity of the Chairman and Vice-Chairman of each Committee, for appointment in accordance with the Constitution, by the Full Council.

Overview and Scrutiny Committee (12 Members)

Members of the Cabinet may not be appointed to this Committee

Conservative (10)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Burgess	Chilton (Ch)	Michael (VCh)		
Feacey				
Hicks				
A Howard				
W Howard				
Krause				
Link				
Mrs Martin				
Sims				
Wedgbury				

Audit Committee (8 Members)

Conservative (6)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Buchanan (VCh)	Farrell	Smith		
Link				
Powell				
Shorter				
Waters (Ch)				
White				

Planning Committee (17 Members) (plus 1 ex officio)

Conservative (14)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (1)
Apps	Chilton	Ovenden		Murphy
Bennett				
Mrs Blanford				
Bradford				
Burgess (Ch)				
Clarkson (EO)				
Clokier				
Dehnel				
Galpin				
Heyes				
Krause				
Link (VCh)				
Powell				
Waters				
Wedgbury				

Selection & Constitutional Review Committee (12 Members)

Conservative (10)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Bell (VCh)	Chilton	Ovenden		
Mrs Bell				
Bennett				
Mrs Blanford				
Burgess				
Clarkson (Ch)				
Galpin				
A Howard				
Mrs Martin				
Shorter				

Licensing and Health and Safety Committee (13 Members)

Group Leaders are reminded of the importance of nominating Members who are available to attend day-time hearings of the Licensing Sub-Committee.

Conservative (11)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Adby	Britcher	Smith		
Apps				
Bennett				
Bradford (VCh)				
Feacey (Ch)				
Mrs Heyes				
Krause				
Pickering				
Shorter				
Sims				
Mrs Webb				

Appointments Committee (5 Members)

Conservative (4)	Labour (0)	Ashford Independent (0)	Liberal Democrat (1)	UKIP (0)
Bell (VCh)	Chilton (invited non- voting)	Ovenden (invited non- voting)	Koowaree	
Clarkson (Ch)				
Clokie				
Powell				

Appeals (15 Members – 3 Members to be drawn per meeting)

Members should not be a Member of the Cabinet. Group Leaders are reminded of the importance of nominating Members who are available to attend day-time meetings.

Conservative (12)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	UKIP (0)
Adby	Britcher	Michael	Koowaree	
Apps				
Barrett				
Mrs Dyer				
Mrs Heyes				
Hicks				
A Howard				
W Howard				
Pickering				
Waters				
Wedgbury				
White				

Investigation & Disciplinary Committee (15 Members – 3 Members to be drawn per meeting)

To include at least one Member of the Cabinet, Group Leaders and the Chairmen of the Overview & Scrutiny and Audit Committees

Conservative (12)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	UKIP (0)
Adby	Chilton	Ovenden	Koowaree	
Mrs Bell				
Bradford				
Buchanan				
Clarkson				
Dehnel				
Feacey				
Heyes				
Knowles				
Powell				
Waters				
White				

Standards Committee (8 Members)

Based on 6 Conservative Members plus the Chairman and Vice-Chairman of the Overview & Scrutiny Committee.

Conservative (6)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Mrs Bell (VCh)	Chilton	Michael		
Dehnel (Ch)				
Mrs Dyer				
Feacey				
Hicks				
Knowles				

Joint Transportation Board (7 Members)

Conservative (6)	Labour (1)	Ashford Independent (0)	Liberal Democrat (0)	UKIP (0)
Bartlett (VCh)	Chilton			
Bradford				
Burgess				
Feacey				
Mrs Martin				
Mrs Webb				

Community Grants Panel (7 Members including the Portfolio Holder for Culture, Leisure, Environment & Heritage)

Conservative (6)	Labour (1)	Ashford Independent (0)	Liberal Democrat (0)	UKIP (0)
Apps (VCh)	Farrell			
Mrs Blanford (PH)				
Mrs Dyer				
Link (Ch)				
Sims				
Mrs Webb				

Joint Consultative Committee (6 Members) – At least one Member from each Group – the remainder from the administration.

Membership is to include the Leader and/or appropriate Portfolio Holder.

Conservative (4)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Knowles (Ch)	Britcher	Smith		
Krause				
Shorter				
Wedgbury				

Member Training Panel (8 Members)

Conservative (6)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Mrs Dyer (VCh)	Farrell	Smith		
A Howard				
W Howard				
Krause				
Link				
Wedgbury (Ch)				

Local Government and Polling Districts Task Group (10 Members)

Conservative (8)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Barrett	Chilton	Michael		
Bell (Ch)				
Mrs Bell				
Clokie				
Dehnel				
Galpin				
Heyes				
W Howard				

Local Plan & Planning Policy Task Group (10 Members)

Conservative (8)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Bennett (VCh)	Chilton	Michael		
Mrs Blanford				
Clarkson (Ch)				
Clokie				
Galpin				
Heyes				
Shorter				
Wedgbury				

Electoral Review Task Group (5 Members)

Membership is to include the 3 Group Leaders and the Portfolio Holder/Deputy Leader.

Conservative (3)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Bell (VCh)	Chilton	Ovenden		
Clarkson (Ch)				
Clokie				

MEMBERSHIP OF CABINET BOARDS, STEERING GROUPS AND TASK GROUPS FOR 2016/17

The following are set out for information only and are for ratification by the Cabinet at a future meeting. There are some recommended changes to the current year's arrangements.

Boards

Ashford Health & Wellbeing Board (1 Member)

Conservative
(1)
Bradford

Trading and Enterprise Board (4 Members and 1 Observer)

Conservative
(4)
Bell (Ch)
Bennett
Mrs Blanford
Galpin

* Councillor Powell to be appointed as Observer.

** Councillor Bell (as Chairman) to be the Shareholder Representative under the Articles of Association of the Trading Companies.

Ashford Strategic Delivery Board (3 Members)

Conservative
(3)
Clarkson (Ch)
Bennett
Galpin

Economic Regeneration & Investment Board (4 Members)

Conservative (3)	Labour (0)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Clarkson (Ch)		Ovenden		
Galpin				
Shorter				

Compliance & Enforcement Board (4 Members)

Conservative (3)	Labour (0)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Bradford		Michael		
Bennett				
Dehnel (Ch)				

Steering Groups

Development of Conningbrook Lakes Country Park & Victoria Park Steering Group (5 Members)

Conservative (4)	Labour (0)	Ashford Independent (0)	Liberal Democrat (1)	UKIP (0)
Mrs Blanford (Ch)			Koowaree	
Aaby				
Apps				
Mrs Martin				

Stour Centre Redevelopment & Leisure Management Steering Group (4 Members)

Conservative (3)	Labour (0)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Apps		Smith		
Pickering				
White (Ch)				

Task Groups

Public & Voluntary Transport Liaison Task Group (4 Members)

Conservative (3)	Labour (1)	Ashford Independent (0)	Liberal Democrat (0)	UKIP (0)
Bradford (Ch)	Farrell			
Feacey				
Pickering				

Council Tax & Welfare Reform Task Group (4 Members)

Conservative (3)	Labour (1)	Ashford Independent (0)	Liberal Democrat (0)	UKIP (0)
Shorter (Ch)	Britcher			
Clokier				
Mrs Webb				

Environment, Conservation & Heritage Task Group (4 Members)

Conservative (3)	Labour (1)	Ashford Independent (0)	Liberal Democrat (0)	UKIP (0)
Mrs Blanford (Ch)	Britcher			
Hicks				
Sims				

Housing Aims & Objectives Task Group (4 Members)

Conservative (3)	Labour (1)	Ashford Independent (0)	Liberal Democrat (0)	UKIP (0)
Clokier (Ch)	Britcher			
Krause				
White				

Ground Water Management & Flood Protection Task Group (4 Members)

Conservative (3)	Labour (0)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Burgess		Smith		
Hicks (Ch)				
Miss Martin				

Panels

Broadband – Hard to Reach Panel (4 Members)

To include the Deputy Leader, Portfolio Holder and Opposition Group Leaders

Conservative (3)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	UKIP (0)
Bell (Ch)	Chilton	Ovenden		
Knowles				

APPENDIX C
(Minute No. 415/5/16 refers)

ASHFORD BOROUGH COUNCIL

APPOINTMENT/NOMINATION TO OUTSIDE BODIES/ORGANISATIONS

NAME OF BODY	NEW REPRESENTATIVES/ NOMINEES	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2017)
Action With Communities in Rural Kent	Cllr. Burgess Substitute: Cllr Mrs Blanford	
Ashford Almshouses & Parochial Charities	Cllr Krause Cllr Miss Martin Cllr Galpin Cllr Heyes	3 year period expiring 30/11/16 5 year period expiring 31/5/19
Ashford Choral Society	The Mayor – President	Ongoing
Ashford College Business Advisory Council	Cllr Clokie	
Ashford Community Arts Trust	Portfolio Holder for Culture, Leisure, Environment & Heritage	Ongoing
Ashford Community Safety Partnership	Portfolio Holder for Highways, Wellbeing & Safety	Ongoing
Ashford Federation of the Arts	Cllr Mrs Blanford	
Ashford Mediation Service – Management Committee	Cllr Krause Patron: The Mayor	Ongoing
Ashford Museum Committee	Cllr Apps	
Ashford Winkle Club	The Mayor (Honorary Member)	Ongoing
Ashford Youth Forum Trustees	Cllr Howard (Trustee) Cllr Chilton (Council Rep)	
Citizens' Advice Bureau Ashford Branch Management Committee	Cllr Britcher Cllr Clokie	
Dungeness Power Station Site Stakeholder Group	Cllr Burgess	

NAME OF BODY	NEW REPRESENTATIVES/ NOMINEES	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2017)
East Kent Hospitals University NHS Foundation Trust – Council of Governors	Cllr Miss Martin	3 year period expiring 28/2/2018
Elwick Club	Mayor & Mayoress (Honorary Members)	Ongoing
Headcorn Aerodrome Consultative Committee	Member from the Weald North Ward (Cllr Mrs Dyer)	Ongoing
High Weald (AONB) Joint Advisory Group	Cllr Pickering	
Home Improvement Agency Support Group	Cllr Britcher	
Home-Start, Ashford: Management Committee	Cllr Mrs Webb	
Kennington Parochial Charities (Two Nominative Trustees)	Cllr Buchanan Cllr Sims	Annual Meeting 2020 (4 year period) Annual Meeting 2018 (2 year period)
Kent County Playing Fields Association	Portfolio Holder for Culture, Leisure, Environment & Heritage	Ongoing
Kent Downs (AONB) Joint Advisory Committee and Executive Committee	Cllr Dehnel	
Kent Downs and Marshes Leader Project	Cllr Burgess	
Kent Flood Risk Management Committee	Portfolio Holder for Culture, Leisure, Environment & Heritage	Ongoing
Kent Invicta Chamber – Economic Development Group	Cllr Galpin	
Kent & Medway Police & Crime Panel	Cllr Clokie	
Local Government Association General Assembly	Cllr Galpin	
Marshlink Steering Group	Cllr Burgess	

NAME OF BODY	NEW REPRESENTATIVES/ NOMINEES	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2017)
Mid Kent Downs Steering Group	Cllr Mrs Blanford	
National Council on Inland Transport – Executive Committee	Cllr Burgess	
Parochial Church of St Mary's the Virgin Ashford Arts & Arts Development Sub-Committee	Cllr Apps	
PATROL – Joint Committee	Portfolio Holder for Highways, Wellbeing & Safety	Ongoing
River Stour Internal Drainage Board	Cllr Burgess Cllr Hicks Cllr Mrs Martin Cllr Sims Cllr Smith	
Romney Marshes Area Internal Drainage Board	Cllr Burgess	
Sandyacres Trust	Cllr Michael	
Singleton Environment Centre Management Advisory Board	Member for the Singleton South Ward (Cllr Barrett)	Annual Meeting 2019 (4 year period)
South Ashford Youth Club – Management Committee	Cllr W Howard	
South East Employers	Cllr Shorter	
SWAN Site Management Committee	Cllr Smith	
Tenterden Folk Day Trust	Cllr Link	
Tenterden Leisure Centre Trust	Cllr Bennett	
Tenterden Town Council – Tourism & Business Committee	Portfolio Holder for Public Interaction & Borough Presentation	Ongoing
Volunteering Ashford	Cllr Feacey	
Willesborough Windmill Trust Limited	Cllr Koowaree	
Wye Rural Museum Trust	Cllr Miss Martin	31 st May 2019

MEMBER CHAMPIONS

TOPIC	REPRESENTATIVE
Media	Cllr Bennett
Military Covenant	Cllr Dehnel
Safeguarding	Cllr Mrs Dyer
Twinning	Cllr Bennett