



Selection and Constitutional Review Committee

Notice of a meeting, to be held in the Council Chamber, Civic Centre, Tannery Lane,
Ashford, Kent TN23 1PL on Tuesday 4th May 2010 at 6.30pm.*

The Members of this Committee are:-

Cllr. Clokie (Chairman)

Cllr. Bartlett (Vice-Chairman)

Cllrs Ayres, Bradberry, Davidson, Davison, Goddard, Mrs Heyes, Hodgkinson, Kemp, Mrs
Martin, Naughton

**NB: Under the Council's Public Participation Scheme, members of the public can
submit a petition, ask a question or speak concerning any item contained on this
Agenda (Procedure Rule 9 refers)**

***Please Note Start Time**

Agenda

**Page
Nos.**

1. **Apologies/Substitutes** - To receive notification of substitutes in
accordance with Procedure Rule 1.2(iii)
2. **Declarations of Interest** - Declarations of Interest under the Code of
Conduct adopted by the Council on the 24th May 2007 relating to items on
this agenda should be made here. The nature as well as the existence of
any such interest must also be declared
3. **Minutes** – To approve the Minutes of the Meeting of this Committee held
on the 4th February 2010

Part I – For Decision

4. Independent Members of the Standards Committee – Extension of Terms
of Appointment
5. Creation of Community Grants Gateway Panel
6. Handling of Annual Governance Statement
7. Background and Principles of Political Balance and Administrative
Structure
8. Representation on Outside Bodies/Organisations

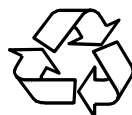
9. Annual Meeting – Order of Proceedings – Please see attached copy of the usual procedure. The Committee is requested to consider and advise on the identity of the Members to be nominated to the various positions to be filled at the Annual Meeting of the Council and determine the proposers and seconders of the same

Part II – For Information

None for this Meeting

DWS/EB
23rd April 2010

Queries concerning this agenda? Please contact Danny Sheppard:
Telephone: 01233 330349 Email: danny.sheppard@ashford.gov.uk
Agendas, Reports and Minutes are available on: www.ashford.gov.uk/committees



Selection & Constitutional Review Committee

Minutes of a Meeting of the Selection & Constitutional Review Committee held in Committee Room No.2 (Bad Münstereifel Room), Civic Centre, Tannery Lane, Ashford on the **4th February 2010**

Present:

Cllr. Clokie (Chairman);
Cllr. Bartlett (Vice-Chairman);
Cllrs. Ayres, Davidson, Davison, Goddard, Mrs Heyes, Hodgkinson, Wood.

In accordance with Procedure Rule 1.2 (iii) Councillor Wood attended as Substitute Member for Councillor Kemp.

Apologies:

Cllrs. Bradberry, Kemp, Mrs Martin.

Also Present:

Head of Legal & Democratic Services, Licensing Manager, Senior Member Services & Scrutiny Support Officer.

406 Minutes

Resolved:

That the Minutes of the meeting of this Committee held on the 24th September 2009 be approved and confirmed as a correct record.

407 Licensing Act 2003 and Criminal Justice and Police Act 2001 – Delegation of Functions

The report sought Council approval for the granting of delegated powers to the Head of Environmental Services in respect of certain functions under the Criminal Justice and Police Act 2001, and to the Licensing and Health & Safety Committee and Head of Environmental Services, in respect of certain functions under the Licensing Act 2003, both as outlined in full within the report. The proposals were supported by the Chairman of the Licensing and Health & Safety Committee.

A Member said he had no problems with the proposals but expressed concern about the potential relationship with Kent Police and the danger that their role on Licensing would diminish and they would attempt to pass everything to the Council. The Licensing Manager assured the Committee that they were in a very fortunate position in Kent in that the relationship and partnership with the Police was extremely good. Over recent times there had been many joint operations with the Police's new Licensing Officer and there was an extremely good dialogue between both parties.

He had experienced absolutely no problems in his five years with the Council and almost all night time visits were undertaken in collaboration with the Police. This view was supported by the Chairman of the Licensing and Health & Safety Committee.

Recommended:

- That
- (i) **the Licensing and Health & Safety Committee delegate its functions under Section 19-28 of the Criminal Justice and Police Act 2001 to the Head of Environmental Services.**
 - (ii) **the Licensing and Health & Safety Committee delegate its functions under Sections 53A, 53B and 53C of the Licensing Act 2003 to the Licensing Sub-Committee.**
 - (iii) **the Constitution (Delegations to Regulatory and Non-Executive Committees) be amended to take account of recommendations (i & ii) above as detailed in Appendix A and B to the report.**
 - (iv) **the additional schedule of delegations to Officers to determine applications under the Licensing Act 2003, as contained in Appendix A & B to the report, be approved and adopted and added to the current schedule of delegations.**
 - (v) **the Terms of Reference of the Licensing and Health & Safety Committee be revised so as to enable them to discharge the additional functions of the Licensing Authority under the Licensing Act 2003.**
 - (vi) **the Head of Environmental Services and the Head of Legal & Democratic Services be given authority to change the procedure note for Licensing Hearings.**

408 Local Government and Public Involvement in Health Act 2007 – New Executive Arrangements for the Council

The report summarised and outlined the implications of the requirements of the Local Government and Public Involvement in Health Act 2007 in relation to mandatory changes to all Local Authorities' Executive arrangements. The report set out a timetable and the steps which needed to be taken to enable the Council to make a decision by the 31st December 2010 on which of the two models to adopt. A slight amendment to the wording of recommendation (iii) had been tabled.

The Chairman said that the new style of Leader and Cabinet was not too different to what happened in reality now. Under the new arrangements the Council would elect a Leader for four years rather than one and the Leader would directly chose his Cabinet rather than the full Council, however at present the Leader was generally re-appointed each year to serve a four year term and the Leader's recommended Cabinet Members were always approved by full Council.

The Head of Legal & Democratic Services explained that a consultation exercise had to take place and this would be via Ashford Voice and the Council's website. It would be helpful if, as part of that consultation, the Council indicated its preferred option subject to the outcome of consultation in which the alternatives would need to be explained.

Recommended:

- That**
- (i) the changes to Executive model arrangements and the necessary procedures to change them as provided for in the Local Government and Public Involvement in Health Act 2007 be noted.**
 - (ii) the timetable for the process as set out in Paragraph 10 of the report be approved.**
 - (iii) the consultation with the public be undertaken by way of an article in the Ashford Voice and by a dedicated page on the Council's website and on the basis that, subject to the outcome of the consultation, the Council's preferred option is the revised style of Leader and Cabinet model; the detailed arrangements for the consultation to be agreed by the Head of Legal & Democratic Services and the Head of Communications and Marketing.**
 - (iv) it be noted that a further report would be submitted to the Selection and Constitutional Review Committee and Executive in early Autumn advising of the results of the consultation exercise and proposing a recommendation as to which Executive model to adopt for consideration by the Council on the 7th October 2010.**

DS

Queries concerning these Minutes? Please contact Danny Sheppard:
Telephone: 01233 330349 Email: danny.sheppard@ashford.gov.uk
Agendas, Reports and Minutes are available on: www.ashford.gov.uk/committees

Agenda Item No: 4
Report To: Selection & Constitutional Review Committee



Date: 4th May 2010

Report Title: Independent Members Of The Standards Committee – Extension Of Terms Of Appointment

Report Author: Head of Legal & Democratic Services

Summary:	To seek agreement to extend the terms of appointment of the Independent Members of the Standards Committee to 1st May 2014.
-----------------	---

Key Decision: NO – Full Council Function

Affected Wards: N/A

Recommendations: To recommend to the Full Council on the 13th May 2010 that the terms of appointment for the Independent Members of the Standards Committee, namely Mrs Carol Vant, Mr Mike Sharpe and Mr John Dowsey, be extended to the 1st May 2014.

Policy Overview: To ensure that Independent Members are appointed to the Standards Committee. One Independent Member is required to be present at each meeting of the Standards Committee.

Financial Implications: N/A

Other Material Implications: N/A

Exemption Clauses: N/A

Background Papers: Nil

Contacts: danny.sheppard@ashford.gov.uk – Tel: 01233 330349

Report Title: Independent Members Of The Standards Committee – Extension Of Terms Of Appointment

Issue to be Decided

1. To consider extending the terms of appointment of the Independent Members of the Standards Committee.

Background

2. Pursuant to Minute Nos. 645/5/06, 146/7/06 and 52/6/08 Mrs Carol Vant, Mr Mike Sharpe and Mr John Dowsey were appointed as Independent Members of the Standards Committee until the 1st May 2010. Each Member was interviewed by the Independent Members Interview Panel, which recommended their appointment to Full Council.

The three Independent Members have indicated that they would be willing to serve a further term, therefore it is suggested that the appointees' period of appointment be extended for a further four year period until the 1st May 2014. It is the view of the Monitoring Officer that he would like to, where possible, re-appoint Independent Members to retain knowledge, expertise and experience and this is also in recognition of the positive contribution of the existing Members.

Consideration

3. An Independent Member is required to be present at each meeting of the Standards Committee and its Panels and under the latest regulations an Independent Member has to Chair Panels dealing with assessment of complaints. Therefore it is important that a full complement of three Independent Members is retained. To go through another recruitment and selection process at this time when the Council has the opportunity to retain the three existing Members seems unnecessary. The Standards Committee has met fairly infrequently over the last 4 years, but the existing Members have had particularly specialist training in dealing with Code of Conduct complaints and local referrals. Given the infrequency of Standards Committee meetings/hearings it is considered that extended service would not affect the impartiality of the Independent Members.

Handling

4. Subject to Council agreeing to extend the terms of appointment, the Independent Members will be advised accordingly.

Conclusion

5. That it be recommended to the Full Council on the 13th May 2010 that the terms of appointment for the Independent Members of the Standards Committee, namely Mrs Carol Vant, Mr Mike Sharpe and Mr John Dowsey, be extended to the 1st May 2014.

Portfolio Holder's Views

6. Not applicable as the appointment of Independent Members to Standards Committees is a whole Council function.

Contacts: danny.sheppard@ashford.gov.uk – Tel: 01233 330349

Agenda Item No: 5

Report To: Selection & Constitutional Review Committee

Date: 4 May 2010

Report Title: **Formation of a Grants Gateway Panel**

Report Author: Kim Harlow

Report Owner: Mark Carty



Summary:

This report relates to ABC's recent adoption of a new corporate policy for the Support and Funding of Voluntary and Community Organisations and the roll out of a Single Grants Gateway approach (min 460/040310 refers). It recommends changes to the membership of the Community Grants Panel and new terms of reference to allow extension of its remit to consider grants gateway allocations for 2011-2012 and onwards. Known as the Grants Gateway Panel, the Panel will retain responsibility for recommending Community Grants Fund allocations.

The Grants Gateway Panel will meet three times per year in May, October and January to consider Community Grants, and once per year starting September 2010 to consider Single Grants Gateway allocations for the following financial year.

Key Decision: No

Affected Wards: The funding policy applies to not-for-profit groups operating for the benefit of residents across the borough.

Recommendations: **The Committee is asked to recommend the new terms of reference to enable the formation of a Grants Gateway Panel.**

Policy Overview: ABC 5 yr business plan will direct funding priorities for the grants gateway.
There is a raft of national guidance to local authorities on funding and relationships with VCS. Please refer to the Policy itself for key national and local policy drivers.

Financial Implications: Ashford Borough Council currently provides in excess of £960k annual funding to approximately 155 different voluntary and community organisations across the Borough mostly through grants (including discretionary rate relief), some attached to funding and service level agreements.

The PAG supported future budget allocations to VCS funding in line with current totals, subject to our budget position and financial targets in our five year business plan.

Risk Assessment	All funding recipients were given formal written notice on 31 October 2008 that their funding may be at risk from 1.4.10. There is a potential risk for some ABC revenue funding recipients in moving to a Single Grants Gateway if they were not to satisfy the criteria and/or address our funding priorities.
Equalities Impact Assessment	The Policy and Single Grants Gateway will ensure equality of opportunity and that all applications for funding from VCOs are administered and considered equitably and transparently.
Exemption Clauses:	N/A
Background Papers:	<p>Policy for Funding & Support of Voluntary & Community Organisations & The Single Grants Gateway – Report to Exec 4 March 2010</p> <p>Review of Ashford Borough Council Funding to Voluntary and Community Organisations – Report to Exec 23 October 2008</p> <p>ZBB Review of Grants to Voluntary Organisations – Report to PAG 1 October 2008</p> <p>Minutes of PAG task groups 1 (30.6.08) and 2 (18.8.08)</p> <p>Review of funding and support to voluntary and community organisations – Report to PAG 8 May 2008</p> <p>Update report to PAG 13 March 2008</p> <p>ZBB Introductory report to PAG 23 October 2007</p> <p>These papers are available to members online by logging on to the Agenda & Minutes system.</p>
Contacts:	kim.harlow@ashford.gov.uk – 01233 330413

Formation of a Grants Gateway Panel

Purpose of the Report

1. This report recommends changes to the terms of reference of the Community Grants Panel to form the Grants Gateway Panel with immediate effect.

Background

2. The Single Grants Gateway is a model which co-ordinates various funding arrangements into a coherent corporate programme by channelling all applications from voluntary and community organisations (regardless of the service to which they relate) through a single point of entry and administration in the Council.
3. The grants gateway will allow us to accommodate a broader mix of formal funding arrangements in line with the findings of our PAG review (which identified we predominantly 'give' but rarely 'shop' or truly 'invest' for the future when we fund VCOs) such as a commissioning scheme, loans and emergency funding. In addition, it will enable us to consider reallocation or provision of funding to new priorities led by the Council's 5 year business plan, and to ensure we are making best use of resources and receiving maximum value for money.

Terms of Reference

4. The new terms of reference include some changes to the community grant panel's membership, extension to its remit and an additional yearly meeting dedicated to grants gateway applications. Known as the Grants Gateway Panel, the Panel will retain responsibility for the Community Grants Fund.
5. The Grants Gateway Panel will meet three times per year in May, October and January to consider Community Grants, and once per year starting September 2010 to consider Single Grants Gateway allocations for the following financial year. The Panel will recommend grants gateway allocations to the Executive for final decision.

Handling

6. Cultural Services has agreed to administer the grants gateway and will work with Heads of Service (as part of a Corporate Funding Team) to establish funding priorities from our 5 year business plan, shortlist bids for the Panel to consider, and monitor the impact of our funding arrangements.
7. Heads of Service will present shortlisted bids relating to their area of service and expertise to the Panel for their consideration.

Conclusion

8. Ashford Borough Council is facing serious financial challenges and it is increasingly necessary to ensure that we target our resources to best effect. The single grants gateway provides a framework through which we can be confident that our funding relationship with the voluntary and community sector is transparent and productive, our funding arrangements can deliver

additional value in the achievement of our corporate priorities, and that our internal processes inspire corporate 'ownership' and accountability.

Portfolio Holder's Views

Cllr Michael Cloughton – “This seems eminently sensible and the right way to proceed for the future.

So I fully support the recommendation.”

Contact: Kim Harlow

Email: kim.harlow@ashford.gov.uk

Grants Gateway Panel

Membership

4 members including Portfolio Holder for Resource Management and Control and 4 external representatives (2 from Ashford Community Network Board, 1 from Active Ashford Board and 1 from Ashford Chamber of Commerce and Industry)

Only members or substitute members, and council officers are permitted to attend meetings, together with appropriate ward members and applicants, with the consent of the Chairman.

Terms of Reference

Community Grants Fund

To consider recommendations from the Head of Cultural & Project Services on the allocation of capital grants over £1,000 and up to £10,000.

Each application to be assessed by the Panel in terms of the Council's funding priorities, budget position, the stated benefits of the project, its social value, value for money and taking account of the recommendation of the Head of Cultural & Project Services.

The Head of Cultural and Projects Services has delegated powers to determine such grants.

To meet three times per financial year in May, October and January to consider shortlisted applications from rounds closing in March, August and November respectively.

Grants Gateway

To consider recommendations from the Corporate Funding Team on the allocation of all Ashford Borough Council funding to voluntary and community organisations* other than capital grants, in line with the Council's Policy for Funding and Support of Voluntary and Community Organisations.

Each application to be assessed by the Panel in terms of

- the Council's funding priorities and budget position
- the direct benefits and any wider/social benefits of the project or service
- value for money and
- the views and recommendations of the Corporate Funding Team.

The Executive committee has power to determine such allocations as part of the Council's annual budget setting process.

To meet once per financial year in September.

Notes

All applications submitted for the panel's consideration will have already been judged to meet the following eligibility criteria (and any additional entry criteria for the specific scheme i.e. NNDR, Community Grants Fund) in order to pass through the gateway.

Eligibility Criteria for Single Grants Gateway (inc Community Grants Fund)

- Not-for-profit organisations* with either charitable status OR a constitution with a formally appointed management committee OR a parish council (not NNDR). No individuals, public sector or private business.
- Non-political
- Operating in Ashford borough and/or serving borough residents.
- Service or project open to any resident in the borough (unless clear, non-financial justification for targeting or prioritising client group)
- Not for projects already started or completed, or to replace funds already spent
- Not for mainstream public services eg health, education provision; or religious instruction
- Bank or Building Society account in the organisation's name
- Accounts either audited or signed by Chair or Treasurer OR if new organisation less than a year old, 12 month cash flow forecast and balance sheet to date signed by Chair or Treasurer.
- No more than 12 months' running costs in unrestricted/free reserves.
- Must have relevant safeguards, insurances and policies in place i.e public liability insurance, health and safety, child protection policy.

Kim Harlow
19 April 2010

* as defined in the Policy for Funding & Support of Voluntary & Community Organisations

SELECTION & CONSTITUTIONAL REVIEW COMMITTEE

4TH MAY 2010

HANDLING OF THE ANNUAL GOVERNANCE STATEMENT

Following recent meetings of the Audit Committee and the Executive (Minute Nos. 484/3/10 and 500/4/10 refer), the Selection & Constitutional Review Committee is now asked to consider the proposed changes to the handling of the Annual Governance Statement which, if supported, will require amendments to the Terms of Reference of both the Audit Committee and this Committee.

Recommended:

That the Selection & Constitutional Review Committee agree that the Audit Committee be responsible for recommending the Annual Governance Statement for approval to the Executive (currently delegated to the Selection & Constitutional Review Committee) and that the Council discontinues preparing and approving a separate Statement on Internal Control (as this is part of the Annual Governance Statement).

Background

Appended to this report for Members information is the relevant Minute of the Audit Committee held on the 22nd March 2010 and relevant Minute of and report to the Executive held on the 8th April 2010.

484 Statement of Accounts 2009/10 – A Review of Accounting Policies and Disclosure Requirements

(Only relevant part of the Minute attached)

With regard to the second part of the report, the Deputy Chief Executive explained that it had been proposed to change the handling and approval of the Annual Governance Statement (AGS). When the statutory requirement to produce an AGS replaced the requirement to produce a Statement on Internal Control (SIC) the Council had agreed it would nevertheless continue to produce a SIC as it essentially focussed on the internal control aspects overseen by the Audit Committee, whilst the wider focus of the AGS would be best overseen by the Selection & Constitutional Review Committee. However, given that the AGS must also be part of the Statement of Accounts approved by the Audit Committee, this separation had, with hindsight, created a loop in reporting that could be avoided by placing full responsibility for the AGS with the Audit Committee. Officers were not aware of another Council maintaining such a split.

The Leader of the Council said he agreed that this Committee should consider the AGS rather than Selection & Constitutional Review, but wondered if it would be better if it was recommended to the Executive for approval as that would then give Overview & Scrutiny the opportunity to call it in if they had concerns.

In response to a question the Deputy Chief Executive assured Members that any issues raised as significant control issues by any area of the democratic process would be included in the AGS. Members said that the wider scope of the AGS would perhaps mean that Audit Committee Members may need to establish a wider understanding of specific governance issues with regard to issues such as Standards and Partnerships which would be flagged where appropriate within the AGS, including an indication of the relevant Committee tasked with following up the matter.

Recommended:

That the Selection & Constitutional Review Committee agree that the Audit Committee be responsible for recommending the Annual Governance Statement for approval to the Executive (currently delegated to the Selection & Constitutional Review Committee) and that the Council discontinues preparing and approving a separate Statement on Internal Control (as this is part of the Annual Governance Statement).

500 Handling of Annual Governance Statement 2009-10

The report provided a summary of the historical format for the presenting of the statutory governance information and asked the Executive to consider a new system of reporting of the Annual Governance Statement incorporating the Annual Governance Statement and Statement of Internal Control. Tabled at the meeting was a supplementary note which dealt with the role of the Governance Management Board and the production of the 2010 Annual Governance Statement.

Recommended:

That the proposed changes to the handling of the Annual Governance Statement be approved and an amendment to the Audit Committee's Terms of Reference be considered

SELECTION & CONSTITUTIONAL REVIEW COMMITTEE

4TH MAY 2010

HANDLING OF THE ANNUAL GOVERNANCE STATEMENT

Following recent meetings of the Audit Committee and the Executive (Minute Nos. 484/3/10 and 500/4/10 refer), the Selection & Constitutional Review Committee is now asked to consider the proposed changes to the handling of the Annual Governance Statement which, if supported, will require amendments to the Terms of Reference of both the Audit Committee and this Committee.

Recommended:

That the Selection & Constitutional Review Committee agree that the Audit Committee be responsible for recommending the Annual Governance Statement for approval to the Executive (currently delegated to the Selection & Constitutional Review Committee) and that the Council discontinues preparing and approving a separate Statement on Internal Control (as this is part of the Annual Governance Statement).

Background

Appended to this report for Members information is the relevant Minute of the Audit Committee held on the 22nd March 2010 and relevant Minute of and report to the Executive held on the 8th April 2010.

484 Statement of Accounts 2009/10 – A Review of Accounting Policies and Disclosure Requirements

(Only relevant part of the Minute attached)

With regard to the second part of the report, the Deputy Chief Executive explained that it had been proposed to change the handling and approval of the Annual Governance Statement (AGS). When the statutory requirement to produce an AGS replaced the requirement to produce a Statement on Internal Control (SIC) the Council had agreed it would nevertheless continue to produce a SIC as it essentially focussed on the internal control aspects overseen by the Audit Committee, whilst the wider focus of the AGS would be best overseen by the Selection & Constitutional Review Committee. However, given that the AGS must also be part of the Statement of Accounts approved by the Audit Committee, this separation had, with hindsight, created a loop in reporting that could be avoided by placing full responsibility for the AGS with the Audit Committee. Officers were not aware of another Council maintaining such a split.

The Leader of the Council said he agreed that this Committee should consider the AGS rather than Selection & Constitutional Review, but wondered if it would be better if it was recommended to the Executive for approval as that would then give Overview & Scrutiny the opportunity to call it in if they had concerns.

In response to a question the Deputy Chief Executive assured Members that any issues raised as significant control issues by any area of the democratic process would be included in the AGS. Members said that the wider scope of the AGS would perhaps mean that Audit Committee Members may need to establish a wider understanding of specific governance issues with regard to issues such as Standards and Partnerships which would be flagged where appropriate within the AGS, including an indication of the relevant Committee tasked with following up the matter.

Recommended:

That the Selection & Constitutional Review Committee agree that the Audit Committee be responsible for recommending the Annual Governance Statement for approval to the Executive (currently delegated to the Selection & Constitutional Review Committee) and that the Council discontinues preparing and approving a separate Statement on Internal Control (as this is part of the Annual Governance Statement).

500 Handling of Annual Governance Statement 2009-10

The report provided a summary of the historical format for the presenting of the statutory governance information and asked the Executive to consider a new system of reporting of the Annual Governance Statement incorporating the Annual Governance Statement and Statement of Internal Control. Tabled at the meeting was a supplementary note which dealt with the role of the Governance Management Board and the production of the 2010 Annual Governance Statement.

Recommended:

That the proposed changes to the handling of the Annual Governance Statement be approved and an amendment to the Audit Committee's Terms of Reference be considered

Supplementary Note relating to Agenda Item 13 – Annual Governance Statement

Role of Governance Management Board in the production of the 2010 Annual Governance Statement

In respect of the Agenda Item specified above, the issue of the future and continuing role of the Governance Management Board in the drafting and discussion of the Annual Governance Statement is not covered in the main report. This note aims to address this issue and clarify the role of the Board with regards the production of the Annual Governance Statement for 2010.

Within the creation of previous Annual Governance Statements, a Governance Management Board was formed, consisting of the Chairs of the Audit, Standards, Overview & Scrutiny and Selection & Constitutional Review committees as well as the Chief Executive, Deputy Chief Executive (as Section 151 Officer), Head of Legal & Democratic Services (as Monitoring Officer) and the Head of Internal Audit. This board is responsible for considering a draft of the Annual Governance Statement (including, importantly, agreeing on any significant control weaknesses to be reported) and recommending its adoption to members.

This Board offers a valuable forum for discussion amongst a wide range of officer and member remits, and is a highly useful tool in the final drafting of the Statement itself.

It is the intention that the Governance Management Board, with its role in facilitating cross-committee discussion prior to the formal presentation of the Annual Governance Statement, be retained. In the context of the changes proposed the Board will consider the Annual Governance Statement before recommending its adoption to the Audit Committee.

Selection and Constitutional Review Committee

4th May 2010

Report of the Head of Legal and Democratic Services

Background and Principles of Political Balance and Administrative Structure

Purpose of Report

To consider the political balance for the Authority and to agree a number of other constitutional matters which need to be recommended to the Annual Meeting of the Council on the 13th May 2010. The balance calculation as contained in the Appendix to this report has been agreed by Group Leaders. The report also deals with suggested changes to Portfolio Responsibilities on the Executive and other constitutional changes which will be recommended to the Annual Council Meeting on the 13th May 2010.

External Consultees

None.

Internal Consultees

The Leaders of Groups on the Council.

Financial/Legal and Human Rights Implications

The Authority is required to adopt a political balance which complies with the Local Government and Housing Act 1989 and associated regulations. Alternative arrangements are permitted only if no individual Member votes against the proposal.

Staffing Implications

None.

Environmental Implications

None.

Corporate Strategy

Not relevant in the context of this report.

Introduction

1. Appendix A contains details of the draft political balance calculation for 2010/11 which needs to be recommended by this Committee for agreement at the Full Council.

Background and Principles of Political Balance

2. The Local Government and Housing Act 1989 (as amended) requires the Council to allocate seats on its Committees and Sub-Committees to political groups in proportion to their relative strengths on the Council.
3. In allocating seats a number of principles must be adhered to, namely:-
 - (a) A political group (where there is more than one) may not have all of the seats on a Committee or Sub-Committee.
 - (b) The majority of seats must be allocated to the majority group. This allocation is calculated by reference first, to the total number of seats available on ordinary Committees of the Authority and secondly, to the total number of seats available on ordinary Sub-Committees. It does not follow that this results in the majority group upon the Council (in this case the Conservative Group) having the majority of seats on individual Committees or Sub-Committees as the regulations further provide:-
 - (i) That the total number of seats on the Council's Ordinary Committees must be allocated in the proportion as is borne by the number of members of any group to the membership of the Authority as a whole.
 - (ii) The seats on the Council's Ordinary Committees and Sub-Committees as a whole must be allocated in proportion to the political groups' membership of the appointing Council.

NB: It is possible for the Council to agree to make other arrangements but it is essential that no member votes against them.

4. The Constitution provides for a number of constitutional matters to be considered at the Annual Meeting of the Council, which will be in the form of recommendations from the Selection and Constitutional Review Committee.
5. This includes the size and split of functions of the Executive; the constitution of the Overview and Scrutiny Committee and the Policy Advisory Group; the constitution of other Committees; the reaffirmation of Executive and Council delegations; and whether it is the intention of the Executive to reconstitute Forums and Groups.

Executive – Changes to Portfolio Holder Responsibilities

The new Leader of the Conservative Group has signified his wish to amend the composition of Portfolio Responsibilities and create an additional Portfolio in relation to Development Management. The following Portfolios will be recommended to the Annual Meeting of the Council.

- **The Leader – Legal and Democratic Services, Corporate Policy, Emergency Planning, Personnel and Development, and Local Strategic Partnerships.**
- **“Resource Management and Control” – Resource Management and Control, Financial Services, Corporate Property (including asset management but not including Emergency Planning), Shared Service Development and Corporate Governance (including internal audit).**
- **“Strategic Planning” – Economic Development, Local Development Framework and Ashford’s Future.**
- **“Development Management” – Development Management, Building Control and Land Charges.**
- **“Housing and Customer Services” – Housing and Customer Services.**
- **“Cultural Services and IT” – Cultural Services (including leisure, arts and sports), Project Office and leisure trusts, IT (not including Customer Services).**
- **“Environmental Services” – Environmental Services (including environmental health, waste collection and management, licensing, parking and engineering services).**
- **“Community and Communications” – communications, forums, partnerships (excluding Local Strategic Partnerships) parishing, voluntary sector, Crime and Disorder Reduction Partnership and Community Safety.**

Drafts of the detailed re-aligned Portfolios are attached as Appendix C. Deletions are shown as struck through and additions in *italic text*.

Deputy Leader of the Council

The new Leader of the Conservative Group has requested that the Constitution makes express provision for the Portfolio Holder appointed as the Deputy Leader of the Council to be able to act on behalf of the Leader of the Council in relation to the duties of the Leader when he or she is absent or unable to act.

Subject to the Annual Meeting of the Council agreeing to this recommendation it is suggested that appropriate wording be inserted within the Constitution under Part 3 – Responsibility for Functions Appendix 2 – Executive Functions (Split) – General as an additional point 15 within the General Responsibilities : All Cabinet Members section and also as a footnote on the Portfolio Responsibilities for the Leader

Portfolio. As the Deputy Leader can be elected from any of the Portfolios on the Executive it is not considered appropriate to incorporate the footnote in any one specific Portfolio, other than the Leader.

Development Management Portfolio

A principal focus for this new portfolio would be to promote closer member-officer working especially in relation to officer decision-making. It is proposed that the Portfolio Holder has a right to elevate certain categories of delegated officer actions and decisions to the Planning Committee similar to the right already given to Ward Members on local applications. This would have effect in relation to any application appearing on any weekly list of applications following the Annual Meeting, or any delegated action proposed to be taken after that date. The detailed consequential amendments to the relevant officer delegations are attached as Appendix D. This also includes some other unrelated drafting changes to update the list of delegations.

The Independent Members Remuneration Panel have been consulted and have agreed that the SRA for the new Portfolio should be at the same level currently paid to existing Portfolio Holders.

Ex Officio Member of the Planning Committee

The Constitution – Part 4, Rules of Procedure – General Procedure Rules – Appendix 3 – Procedural Decisions Relating to Committees Section B(3) provides for an ex officio Member to be appointed to the Planning Committee by virtue of the office held and not by his/her selection as an individual. The Leader of the Council has normally been appointed to the ex officio position on the Planning Committee. It is the wish of the new Conservative Group Leader to nominate the Portfolio Holder for Development Management as the ex officio Member of the Planning Committee with the Portfolio Holder for Strategic Planning being named as the substitute to the ex officio position. The Committee is asked to agree this arrangement.

Conclusion

Many of the following recommendations are implied through the political balance calculation and the allocation of seats on Committees, however for completeness, the Selection and Constitutional Review Committee is asked to consider the following recommendations.

Recommendations

That

- (i) the Committee recommends the adoption of the political balance of the Authority as contained in Appendix A to this report subject to the Council agreeing that the requirements of the Political Balance Regulations being not applied to the Membership of the Appeals and the Audit Committee and the Sub-Committee of the**

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

- (ii) the size of the Executive be eight Members, ie a Leader and seven Portfolio Holders.**
- (iii) the split of functions of Executive Members be as set out below and as detailed in Appendix C:-**

**Leader of the Council
Resource Management and Control
Strategic Planning
Cultural Services and IT
Development Management
Environmental Services
Housing and Customer Services
Community and Communications**

- (iv) the SRA payable to the newly created Development Management Portfolio be at the same level currently paid to existing Portfolio Holders.**
- (v) The Constitution – Part 3 Responsibility for Functions, Appendix 2 – Executive Functions (Split) General be amended to authorise the Deputy Leader to act as the Leader when the Leader is absent or unable to act. A note to the same effect be added as a footnote to the Leader Portfolio.**
- (vi) it be agreed that the Member to be appointed to the ex officio position on the Planning Committee will be the Portfolio Holder for Development Management with the Portfolio Holder for Strategic Planning being the substitute for the ex officio position.**
- (vii) the following Committees be constituted for the 2010/11 Municipal Year as detailed in Part 3 of the Constitution:**

**Audit
Overview and Scrutiny
Planning
Selection and Constitutional Review
Licensing and Health and Safety
Appointments
Appeals
Standards (including an Assessment Panel; a Hearings Panel and a Review Panel)
Joint Arrangements – Joint Transportation Board**

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

- (viii) the Council appoint the Chairman and Vice Chairman for each Committee etc as shown in Appendix B**
- (ix) the Scheme of Executive and Council Delegations as set out in Part 3 of the Constitution be reaffirmed, subject to the inclusion of the changes set out within Appendix D in respect of the Development Control Manager/Strategic Sites Manager.**
- (x) the intention of the Executive to reconstitute the Forums and Groups as listed in Part 3 Appendix 2 to the Constitution be noted.**

Terry Mortimer
Head of Legal and Democratic Services

APPENDIX A

THE POLITICAL BALANCE CALCULATION
FINAL ARRANGEMENTS
MAY 2010

A.1 All Committees to which balance applies

	Committee	Seats/Committee		Total Seats
1 x 19	Overview and Scrutiny	19	=	19
1 x 14	Planning	14	=	14
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>71</u>

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

43 members =		%
28 Conservative	=	65.11627
8 Liberal Democrat	=	18.60465
3 Ashford Independent	=	6.9767441
2 Labour	=	4.65116
2 Independent	=	4.65116
		<u>99.99998</u>

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

Committee	Con	LD	AI	Lab	Ind	Total
1 x 19 O&S	12	4	1	1	1	19
1 x 14 Planning	9	2	1	1	1	14
1 x 12 Selection	8	2	1	*1	0	12
1 x 13 Licensing, Health & Safety	8	2	1	1	1	13
1 x 8 Audit	5	1	1	0	**1	8
1 x 5 Appointments	3	1	1***	0	0	5
Totals	45 (46.232551)	12 (13)** (13.209301)	6*** (4.9534883)	4* (3.3023236)	4 (3)** (3.3023236)	71

NB: During the rounding up and down of the percentage figures, it was not possible to achieve overall balance, and

- * 1. The Labour Group took the available seat to them and the Independent Group on the Selection & Constitutional Review Committee.
- ** 2. The Group Leaders wished to retain one of the Independent Members on the Audit Committee (in line with the previous arrangement) to draw upon his previous experience as a Local Authority Auditor. The Liberal Democrat Group gifted a seat on the Audit Committee to the Independent Group to enable this arrangement to continue to apply.
- *** 3. The Ashford Independent Group needed to gift one seat to the Conservative Group. A seat on the Appointments Committee was offered, however the Leader of the Conservative Group was happy for the Ashford Independent Group to keep this seat.

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

Political Group entitlement in relation to all seats: 71

Conservative	46.232551	=	46	
Liberal Democrat	13.209301	=	13	
Ashford Independent	4.9534883	=	5	
Labour	3.3023236	=	3)
Independent between them	3.3023236	=	3)+1

Total 71

D. Committees to which balance will not apply either as a direct result of statute 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 15	Appeals	3 Members per meeting drawn on rota from a panel of 15 Members	=	15
*1 x 13	Licensing Health & Safety	3 Members per meeting drawn on rota from a panel of 13 Members	=	
+1 x 5	Standards	(Special arrangements apply as to the Membership of this Committee) ◇See note below re Sub-Committees	=	5
° 1 x 15	Community Partnership Groups		=	15
° 1 x 19	Policy Advisory Group		=	19
× 1 x 7	Joint Transportation Board		=	7
° 1 x 7	Local Development Framework Task Group		=	

			TOTAL	71

* Council's choice as to whether balance will apply to this Committee. **This may only happen if no member votes against this arrangement.**

+ Balance disappplied by statute.

◇ The Head of Legal & Democratic Services has been given delegated authority to set up an Assessment Panel, a Review Panel and a Hearings Panel, each comprised of 3 Members. All members will be drawn from those on the Standards Committee. Balance is, however, disappplied by statute.

° Balance does not apply to Groups.

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

Committee	Con	LD	AI	Lab	Ind	Total
* 1 x 15 Appeals	9 (9.7674405)	3 (2.7906975)	1 (1.395348)	1 (0.697674)	1 (0.697674)	15
+ 1 x 13 Licensing Health & Safety	8 (8.4651151)	2 (2.4186045)	1 (0.9069767)	1 (0.6046508)	1 (0.6046508)	13
+1 x 5 Standards	3 (3.2558135)	1 (0.9302325)	1 (0.3488372)	0 (0.232558)	0 (0.232558)	5
**1 x 15 Community Partnership Group	10 (9.7674405)	3 (2.7906975)	1 (1.0465116)	1 (0.697674)	0 (0.697674)	15
1 x 19 Policy Advisory Group	12 (12.372091)	4 (3.5348835)	1 (1.3255813)	1 (0.8837204)	1 (0.8837204)	19
^x1 x 7 Joint Transportation	5 (4.5581389)	1 (1.3023255)	1 (0.488372)	0 (0.3255812)	0 (0.3255812)	7
^x1 x 7 Local Development Framework Task Group	5 (4.5581389)	1 (1.3023255)	1 (0.488372)	0 (0.3255812)	0 (0.3255812)	7
Total						81

* + That the requirements of the 'Political Balance' regulations be not applied to the membership of the Appeals and the Licensing and Health & Safety Committee. The Independent Group took the one seat available between their Group and the Labour Group on the Licensing and Health & Safety Committee. The Conservative Group also gifted a seat on the Appeals Committee to allow for all Groups to be represented on that Committee.

** The Labour Group took the one seat available between their Group and the Independent Group.

APPENDIX B

SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE

4TH MAY 2010

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

Changes to Committee membership are shown "struck through" with the proposed new Member in brackets. Conservative Membership shown as of 2009/10. Proposed changes will be advised before the meeting.

Overview and Scrutiny Committee (19 members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(12)	(4)	(1)	(1)	(1)
Ayres	Davidson (Cowley)	Davison (VC)	Naughton	Smith
Mrs Bell	Mrs Hawes (CH)			
French	Koowaree			
Goddard	Packham			
Mrs Heyes				
Mrs Hicks				
Hodgkinson				
Howard				
Link				
Mrs Martin				
Wallace				
Wedgbury				

Audit Committee (8 Members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(5)	(1*)	(1)	(0)	(1*)
Ellison (VC)	Koowaree	Mrs Laughton		Smith
Honey				
Link				
Taylor				
Wallace (CH)				

* The Liberal Democrat Group has gifted one of their seats to the Independent Group

Planning Committee (14 Members) (plus 1 ex officio)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(9)	(2)	(1)	(1)	(1)
Mrs Blanford	Norris	Davison	Wells (Naughton)	Smith
Burgess	Packham			
Clarkson				
Cløkie (EO)				
(PH for				
Development				
Management EO				
– PH for				
Strategic				
Planning Sub				
EO)				
French				
Heyes				
Mrs Hicks				
Mrs Hutchinson				
Mrs Marriott				
(CH)				
Wedgbury (VC)				

Selection & Constitutional Review Committee (12 Members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(8)	(2)	(1)	(1)	(0)
Bartlett (VC)	Bradberry	Davison	Naughton	
Clokie (CH)	Davidson (Mrs Hawes)			
Ayres				
Goddard				
Mrs Heyes				
Hodgkinson				
Kemp				
Mrs Martin				

Licensing And Health And Safety Committee (13 Members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(8)	(2)	(1)	(1)	(1)
Mrs Bell	Mrs Heaton	Woodford	Naughton	Holland
Mrs Blanford	Norris			
Ellison				
Feacey (VC)				
Goddard (CH)				
Kemp				
Link				
Mrs Martin				

Appointments Committee (5 members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(3)	(1)	(1)	(0)	(0)
Clokie (CH)	Davidson	Mrs Laughton	Wells (invited non voting Member)	Smith (invited non voting Member)
Bartlett (VC)				
Taylor				

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

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(9*)	(3)	(1)	(1*)	(1)
Ayres	Bradberry	Woodford	Wells	Holland
Mrs Bell	Cowley			
Ellison	Norris			
Goddard				
Mrs Hicks				
Mrs Hutchinson				
Taylor				
Wedgbury				

* The Conservative Group has gifted one of their seats to the Labour Group

Standards Committee (5 members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(3)	(1)	(1)	(0)	(0)
Mrs Blanford	Mrs Hawes (VC) (Davidson (VC))	Mrs Laughton		
Honey				
Wood				

Policy Advisory Group (19 Members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(12)	(4)	(1)	(1)	(1)
Mrs Bell	Bradberry	Mrs Laughton	Wells (Naughton)	Holland
Burgess (VC)	Cowley			
Ellison	Mrs Heaton			
French	Packham			
Heyes				
Hodgkinson				
Honey				
Howard				
Mrs Hutchinson				
Link				
Taylor (CH)				
Wallace				

Joint Transportation Board (7 members plus Portfolio Holder covering Parking and Engineering Services (non-voting) and the Chairman of the Transport Forum (ex-officio))

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(5)	(1)	(1)	(0)	(0)
Mrs Blanford Burgess (VC) Clarkson	Cowley	Woodford		
<hr/>				
Clokie Ellison Laughton (PH for Environmental Services) (PH) (Non Voting) Chairman of Transport Forum (EO)				

Community Grants Gateway Panel (4 members) (Subject to agreement of earlier report on Agenda)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(1)	(1)	(1)	(1)	(0)
Mrs Hutchinson (Portfolio Holder for Resource Management & Control (CH))	Norris (VC)	Mrs Laughton	Wells	

Joint Consultative Committee (6 members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(2)	(1)	(1)	(1)	(1)
Clokie Kemp (CH)	Cowley	Woodford	Naughton	Smith

Nature Conservation Forum (6 members including Portfolio Holder for Environmental Services)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(3)	(1)	(1)	(1)	(0)
Bell (PH)	Mrs Hawes	Woodford	Naughton	
(PH for Environmental Services (PH))				
Mrs Martin				
Wedgbury (CH)				

Community Partnership Group (15 Members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(10)	(3)	(1)	(1)	(0)
Mrs Blanford	Mrs Heaton	Mrs Laughton	Wells	
Clokie	Koowaree			
Heyes (CH)	Packham			
Mrs Heyes				
Honey (VC)				
Howard				
Mrs Hutchinson				
Kemp				
Mrs Martin				
Wedgbury				

Parish Forum (6 members including the Portfolio Holder for Parishing/Forums)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(2)	(2)	(1)	(1)	(0)
Claughton (PH)	Davidson (Mrs Hawes)	Davison	Naughton	Smith
Clokie (CH)				

Transport Forum (7 members including the Portfolio Holder covering Parking/Engineering Services)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(4)	(1)	(1)	(1)	(0)
Cloughton (PH) (PH for Environmental Services (PH)) Goddard Heyes (CH) Wedgbury	Cowley (VC)	Woodford	Wells	

Member Training Panel (8 Members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(2)	(2)	(2)	(1)	(1)
Clarkson Taylor	Mrs Heaton Koowaree (CH)	Mrs Laughton Woodford	Wells	Holland (VC)

Local Development Framework Task Group (7 Members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(5)	(1)	(1)	(0)	(0)
Burgess (CH) Heyes Honey Mrs Marriott (VC) Wood	Packham	Davison		

Parish Council Review and Polling District Review Task Group (10 Members)

Conservative	Liberal Democrat	Ashford Independent	Labour	Independent
(6)	(2)	(1)	(1)	(0)
Mrs Bell	Bradberry	Davison	Wells	
Clokie	Packham			
Goddard				
Mrs Marriott				
Wedgbury				
Wood				

The Leader

Main Role

To provide visible political leadership to residents of the Borough, stakeholders and partners in the overall co-ordination of Council policies, strategies and service delivery.

Lead the development of local, regional, national and european policy and strategic partnerships.

Promote the objectives of the Council's Corporate Plan.

Duties and Responsibilities

To Chair the Executive.

To represent and act as an ambassador for the Council and to lead in developing strategic partnerships with agencies, residents of the Borough and stakeholders in relation to the delivery of strategic objectives and the provision of services to residents of the Borough.

To have overall responsibility for:-

- ~~Strategic policy initiatives;~~ *Developing and promoting new policies and strategies as necessary;*
- Development, monitoring and implementation of the Corporate Plan;
- *Setting performance targets relating to the objectives;*
- Capital and Revenue budgets, *ethical standards and* probity and financial monitoring;
- Communicating the Council's values, vision and objectives to all members of the Council's staff, residents of the Borough, partners and stakeholders;
- Emergency Planning;
- *Local Strategic Partnerships.*

Part 3
Responsibility for Functions
Appendix 2
Executive Functions (Split) –
The Leader

Responsible for resource planning and management including:-

- *Employee Relations and Policies related to staff employment;*
- *Equal opportunities policies related to staff employment and service delivery.*

To ensure that systems exist to appraise the performance of senior managers.

To take up corporate membership of any appropriate body or organisation whose objectives are considered to be beneficial to the Council's own activities.

To submit proposals to the Executive on annual budget allocations.

Co-ordination of the implementation of policies and strategies, especially in relation to crosscutting issues, to achieve a corporate approach.

The Executive Member having:-

- (a) Overall responsibility for: ~~decision – making arrangements in the following areas:~~
- Legal and Democratic Services
 - Corporate Policy
 - Emergency Planning
 - *Personnel and Development*
- (b) The power to require a proposed decision in any such area to be referred to the Executive for their consideration or determination.

Delegation

None

Note: The Portfolio Holder appointed as Deputy Leader of the Council will be able to act on behalf of the Leader in relation to the above duties and responsibilities when he or she is absent or unable to act.

Resource Management and Control – Portfolio Holder

Main Role

Co-ordination and planning of corporate resources and Financial Services.

Duties and Responsibilities

Responsibility for resource planning and management, including monitoring expenditure, *corporate land use and asset management, implementing audit plans and corporate governance (including risk management) and the development of shared services initiatives by:-*

~~Specific responsibility for resource issues relevant to the corporate plan objectives including:-~~

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Reviewing relevant areas of service provision;
- Developing *and promoting* new policies and strategies as necessary;

To have responsibility for the implementation of an effective performance management framework including co-ordinating and monitoring the implementation of corporate policies through:-

- *Strategic monitoring of the content and production of the annual local performance plan;*
- *Leading on the setting of corporate objectives and performance indicators;*
- *Establishing the implementation and monitoring systems, in liaison with other Executive Members, to ensure that the management of departmental performance plans are consistent with corporate strategies and policies.*

The Executive Member having:-

- (a) Overall responsibility for:- ~~decision — making arrangements in the following areas:~~
 - Financial Services;

Part 3
Responsibility for Functions
Appendix 2
Executive Functions (Split) –
Resource Management and Control

- Resource Management and Control;
- *Property (including Asset Management but not including Emergency Planning);*
- *Corporate Governance (including Internal Audit and risk management).*

- (b) the power to require a proposed decision in any such area to be referred to the Executive for their consideration or determination.

To work together with other Executive Members to achieve the aims, objectives and action plans of the Council.

Delegation

None

(Minute No. 602/5/08)

Cultural Services *and IT* – Portfolio Holder

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to Cultural Services *and IT*.

Duties and Responsibilities

To have responsibility for monitoring the implementation of corporate plan objectives relating to the Project Office, community planning, the Community Strategy, and cultural, leisure and sports provision *and IT* by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Reviewing relevant areas of service provision;
- Developing *and promoting* new policies and strategies as necessary.

The Executive Member having:-

- (a) Overall responsibility for: - ~~decision – making arrangements in the following areas:~~
- Cultural Services (~~including leisure, arts and sports~~)
 - ~~Project Office~~
 - *IT (not including Customer Services)*
- (b) the power to require a proposed decision in any such area to be referred to the Executive for their consideration or determination.

To work together with other Executive Members to achieve the aims, objectives and action plans of the Council.

Delegation

At meetings of the Nations and Regions Group to exercise the powers and duties of the Executive subject to those decisions being in accordance with the Council's current policies and within the existing budget. (Minute No. 422/1/08).

Part 3
Responsibility for Functions
Appendix 2
Executive Functions (Split) –
Cultural Services

~~Development, Partnerships~~ **Strategic Planning and Personnel – Portfolio Holder**

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the *strategic* corporate plan objectives relating to development and growth, *and economic development, partnership working, and personnel and development.*

Duties and Responsibilities

To have responsibility for monitoring the implementation of *strategic* corporate plan objectives relating to development and growth in the physical environment, ~~partnership working, and personnel and development~~ by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Reviewing relevant areas of service provision;
- Developing *and promoting* new policies and strategies as necessary;

~~Responsibility for resource planning and management including:-~~

- ~~• Employee relations and policies related to staff employment;~~
- ~~• Equal opportunities policies related to staff employment and service delivery;~~

The Executive Member having:-

- (a) Overall responsibility for: - ~~decision – making arrangements in the following areas:~~
- *Economic Development*
 - *Local Development Framework*
 - *Ashford's Future*
 - ~~• Personnel and Development~~

Part 3
Responsibility for Functions
Appendix 2
Executive Functions (Split) –
Development, Partnerships and Personnel

- ~~Planning and Development Services (including economic development);~~
- ~~Developing and monitoring the Community Strategy, strategic partnerships and partnership working;~~

- (b) the power to require a proposed decision in any such area to be referred to the Executive for their consideration or determination.

To work together with other Executive Members to achieve the aims, objectives and action plans of the Council.

Delegation

None.

(Minute No. 602/5/08)

Development Management – Portfolio Holder

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to Development Management ~~Planning~~ ~~Implementation~~.

Duties and Responsibilities

To have responsibility for monitoring the implementation of corporate plan objectives relating to Development Management ~~Planning~~ ~~Implementation~~ by:-

- *Setting Performance targets relating to the objectives;*
- *Ensuring goals and milestones are met;*
- *Reviewing relevant areas of service provision;*
- *Developing and promoting new policies and strategies as necessary;*

The Executive Member having:-

- (a) Overall responsibility for: - ~~decision—making arrangements in the following areas:~~
- *Development Management;*
 - *Building Control and Land Charges;*
- (b) *the power to require a proposed non-regulatory decision in any such area to be referred to the Executive for their consideration or determination.*

To work together with other Executive Members to achieve the aims, objectives and action plans of the Council.

Delegation

None

Part 3
Responsibility for Functions
Appendix 2
Executive Functions (Split) –
Development Management

~~Housing, Property and Corporate Governance~~ *and* **Customer Services – Portfolio Holder**

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to all housing services, ~~corporate property and Customer Services corporate governance.~~

Duties and Responsibilities

To have responsibility for monitoring and implementation of corporate plan objectives relating to delivery of the Council's housing strategy, housing services *and customer services by:-* ~~corporate land use and asset management, implementing audit plans and corporate governance (including risk management).~~

~~Specific responsibility for performance management issues relevant to the corporate plan objectives including:-~~

- ~~Setting performance targets relating to the objectives;~~
- ~~Ensuring goals and milestones are met;~~
- ~~Reviewing relevant areas of service provision;~~
- ~~Developing *and promoting* new policies and strategies as necessary;~~

~~To have responsibility for the implementation of an effective performance management framework including co-ordinating and monitoring the implementation of corporate policies through:-~~

- ~~Strategic monitoring of the content and production of the annual local performance plan;~~
- ~~Leading on the setting of corporate objectives and performance indicators;~~
- ~~Establishing the implementation and monitoring of systems, in liaison with other Executive Members, to ensure that the management of departmental performance plans are consistent with corporate strategies and policies.~~

The Executive Member having:-

- (a) Overall responsibility for: - ~~decision – making arrangements in the following areas:~~
- Housing Strategy;
 - Housing Revenue Account Services;
 - General Fund Housing Services (including social housing and homelessness);
 - *Customer Services*
 - ~~Corporate Governance (including internal audit);~~
 - ~~Corporate Property (including asset management but not including Emergency Planning);~~
- (b) the power to require a proposed decision in any such area to be referred to the Executive for their consideration or determination.

To work together with other Executive Members to achieve the aims, objectives and action plans of the Council.

Delegation

At meetings of the Supporting People Commissioning Body to exercise the powers and duties of the Executive to:-

- (i) agree the full Supporting People Strategy and Annual Plan which will detail all expenditure within the Supporting People Grant, all services, new high cost projects and the recharging rules;
- (ii) consider any significant changes to the Supporting People Strategy and Annual Plan;
- (iii) review the Supporting People Strategy and Annual Plan.

(Minute No. 602/5/08)

Environmental Services and IT – Portfolio Holder

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the delivery of environmental services and IT.

Duties and Responsibilities

To have responsibility for monitoring the implementation of corporate plan objectives relating to environmental health and waste collection and management and IT by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Reviewing relevant areas of service provision;
- Developing and promoting new policies and strategies as necessary.

The Executive Member having:-

- (a) Overall responsibility for: - ~~decision – making arrangements in the following areas:~~
- Environmental Services including environmental health, waste collection and management) ~~(not including licensing, and parking and engineering services);~~
 - ~~IT (not including customer services).~~
- (b) the power to require a proposed *non-regulatory* decision in any area to be referred to the Executive for its consideration or determination.

To work together with other Executive Members to achieve the aims, objectives and action plans of the Council.

Delegation

None

(Minute No. 602/5/08)

Part 3
Responsibility for Functions
Appendix 2
Executive Functions (Split) –
Environmental Services and IT

~~Community and Communications, Parking and Licensing, Customer Services and Community Safety – Portfolio Holder~~

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to communications, ~~parking and licensing,
customer services and~~ *community safety and partnership working.*

Duties and Responsibilities

To have responsibility for monitoring and implementation of corporate plan objectives relating to communications, marketing, ~~parking and licensing, customer services and
community safety, forums, partnerships (excluding the Local Strategic Partnership),
parishing, voluntary sector and the Crime and Disorder Reduction Partnership~~ by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Reviewing relevant areas of service provision;
- Developing *and promoting* new policies and strategies as necessary.

The Executive Member having: -

- (a) Overall responsibility for: - ~~decision – making arrangements in the
following areas:~~
- Communications and Marketing;
 - Community Safety (including the Crime and Disorder Reduction Partnership);
 - ~~Customer Services;~~
 - ~~Licensing;~~
 - ~~Parking and Engineering Services;~~
 - Parishing, Forums and the Voluntary Sector.

Part 3
Responsibility for Functions
Appendix 2
Executive Functions (Split) –
~~Community and Communications, Parking and Licensing, Customer Services and
Community Safety~~

- *Developing and monitoring the Community Strategy and Partnership working.*

- (b) The power to require a proposed decision in any such area to be referred to the Executive for their consideration or determination.

To work together with other Executive Members to achieve the aims, objectives and action plans of the Council.

Delegation

None

(Minute No. 602/5/08)

Appendix D

Development Control Manager/Strategic Sites and Design Manager

17.1 To determine applications for lawful use or development certificates, save that the Portfolio Holder may request in writing that the determination of an application be elevated to the Planning Committee. In this event the delegation to the Development Control Manager/ Strategic Sites and Design Manager to determine the application shall be suspended in relation to that application, unless the Portfolio Holder revokes his request in writing.

17.2 [...]

NB: (i) In parished areas, if the Parish Council and the Ward Member together or the Ward Member acting alone consider that the application raises issues of significant local importance they or he/she may request in writing that determination of an application be elevated to the Planning Committee. In this event the delegation to the Development Control Manager/Strategic Sites and Design Manager to determine the application be suspended in relation to that application.

(ii) In unparished areas, if the Ward Member considers the application raises issues of significant local importance he/she may request in writing that the determination of an application be elevated to the Planning Committee. In this event the delegation to the Development Control Manager/Strategic Sites and Design Manager to determine the application be suspended in relation to that application. (Minute No. 123/7/05 refers)

(iii) Irrespective of the area, the Portfolio Holder may request in writing that the determination of the application be elevated to the Planning Committee. In this event the delegation to the Development Control Manager/ Strategic Sites and Design Manager to determine the application shall be suspended in relation to that application unless the Portfolio Holder revokes his request in writing.

[...]

17.9 To exercise all functions of the Local Planning Authority under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999,

[...]

17.11 To exercise all functions of the Local Planning Authority under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007,

[...]

17.13 To determine whether to take, or not to take:

(i) enforcement or other action, under Part 7 of the Town and Country Planning Act 1990,

Deleted: determine any requests from a developer made pursuant to

Deleted: : ¶
¶
(a) as to whether an Environmental Impact Assessment would be required in any particular case, and, ¶
(b) as to the scope of an Environmental Statement; and, ¶
(c) whether such a Statement is required in any case where a relevant application is submitted without such a Statement.

Deleted: authorise the removal or obliteration of any placard or poster displayed in contravention of

Deleted: (as amended)

Deleted: E

Deleted: and

Deleted: s

(ii) action under sections 215 to 219 of the Town and Country Planning Act 1990 and

(iii) action under Chapter 4 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

save that the Portfolio Holder may request in writing that the determination in respect of a particular matter be elevated to the Planning Committee. In this event the delegation to the Development Control Manager/ Strategic Sites and Design Manager to make the determination shall be suspended in relation to that matter, unless the Portfolio Holder revokes his request in writing.

Formatted: Indent: First line: 0"

[...]

17.22 Subject to the Portfolio Holder not having requested in writing that the response be made by the Planning Committee, to respond on the Council's behalf to:

Deleted: T

(i) Kent County Council on any consultation made under Article 12 of the Town and Country Planning (General Development Procedure) Order 1995 (S.I. 1995/419) and directions made thereunder, and

Deleted: the

Formatted: Indent: First line: 0.5"

(ii) all other consultations of a planning nature and including those relating to planning applications and listed building consent applications in neighbouring authorities and those arising under the Planning Act 2008 (for example national policy statements and applications for development consent)

Deleted: .

17.23 Power to decline to determine applications submitted under the Town and Country Planning Act 1990 and the Planning (Listed Buildings and Conservation Areas) Act 1990

Deleted: ¶

Formatted: Font: Not Bold

REPORT OF THE HEAD OF LEGAL & DEMOCRATIC SERVICES

4TH MAY 2010

REPRESENTATIVES ON OUTSIDE BODIES/ORGANISATIONS

Details of Outside Bodies/Organisations to which the Council makes appointments are detailed in the attached table. The Committee is asked to make nominations as indicated. Additional information is given below regarding: - the Ashford's Future Partnership Board and Company Board; the Kennington Parochial Charities and the SWAN Centre Site Management Committee.

Ashford's Future Partnership Board

It is the intention of the Conservative Group to nominate Councillor Clokie, as Portfolio Holder for Strategic Development, to the position of Chairman of the Ashford's Future Partnership Board, it being noted that the Chief Executive is also a member of the Board.

Ashford's Future Company Board

The Conservative Group wish to nominate Councillor Kemp as a Director of the Ashford's Future Company Board with Councillor Wood as the alternate Member. Founder member decisions will be taken by Councillor Kemp, or in his absence Councillor Wood, in consultation with the Leader of the Council and the Chief Executive.

Kennington Parochial Charities

Mrs Smyth's two year appointment expires at the Annual Meeting and she had indicated that she will be stepping down at that date. Therefore a replacement for that position is sought.

SWAN Centre Site Management Committee

Ashford Borough Council has been asked to nominate a representative to sit on this new Committee. The representative will also Chair the Committee as the Council is the site freeholder. The Council has also been asked to nominate a named Substitute who may take the place of the usual representative in their absence. It is recommended that the main representative be the Ward Member for South Willesborough.

Members are reminded of the requirement to produce an Annual Report of the Organisations/Outside Bodies they are appointed to.

ASHFORD BOROUGH COUNCIL
APPOINTMENT/NOMINATION OF REPRESENTATIVES TO OUTSIDE BODIES/ORGANISATIONS
4TH MAY 2010

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2009/2010	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2010)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Action With Communities in Rural Kent	Cllr Mrs Blanford Substitute: Cllr Bradberry				✓	----- Substitute: -----
Alzheimer's Society – Ashford and Shepway Branch	Cllr Ayres					-----
Ashford Almshouses Charities	Cllrs Howard Koowaree Cllrs Claughton Heyes	4 4 4 4	1 3 1 1	3 year period expiring 30/11/10 5 Year period expiring 31/5/14		Cllr Howard Cllr Koowaree Cllr Claughton Cllr Heyes
Ashford Choral Society	The Mayor – President			Ongoing		The Mayor – President
Ashford Community Arts Trust	Portfolio Holder for Cultural Services			Ongoing		Portfolio Holder for Cultural Services & IT

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2009/2010	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2010)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Ashford Crime & Disorder Reduction Partnership	Portfolio Holder for Communications, Parking/Licensing, Customer Services & Community Safety	4	3	Ongoing		Portfolio Holder for Community & Communications
	Cllr Koowaree	4	1			-----
Ashford Federation of the Arts	Cllr Mrs Heaton	1	0			-----
Ashford's Future Partnership Board	Leader of the Council	4	4			Cllr Clokie
	Chief Executive	4	3 (+1 sub)	Ongoing		Alternate: Leader of the Council
	Observer: Cllr Wells	4	4			Chief Executive

Ashford's Future Company Board	Cllr Bartlett Alternate: Leader of the Council	7	5			Cllr Kemp Alternate: Cllr Wood
Ashford Home Improvement Agency Support Group	Cllr Norris	4	3			-----
Ashford Leisure Trust	Cllr Wallace					-----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2009/2010	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED - ANNUAL MEETING 2010)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Ashford Mediation Service - Management Committee	Cllr Mrs Hawes Patron: The Mayor			Ongoing		----- The Mayor
Ashford (Kent) Old People's Welfare Committee	Cllrs Kemp Koowaree Mrs Laughton					----- ----- -----
Ashford Partnership	Leader of the Council Chief Executive Observers: Cllrs Davison Mrs Hutchinson Wells	4 4 4 4 4	3 4 0 0 3	Ongoing Ongoing		Leader of the Council Chief Executive Observers: to be agreed by other Group Leaders ----- ----- -----
Ashford Parochial Charities	Cllrs Howard Koowaree Cllrs Claughton Heyes	4 4 4 4	2 2 1 4	3 year period expiring 30/11/10 5 year period expiring 31/5/14		Cllr Howard Cllr Koowaree Cllr Claughton Cllr Heyes
Ashford Sure Start (Fifth Wave) Partnership	Cllr Naughton	10	7			-----
Ashford Town Centre Partnership:						

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2009/2010	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED - ANNUAL MEETING 2010)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Environment Working Group	Cllr Goddard Substitute: Cllr Mrs Hawes	2	2			----- -----
Management Board	Chief Executive Leader of the Council	2 2	2 2	Ongoing		Chief Executive Cllr Heyes Alternate: Cllr Howard
Marketing & Promotions Working Group	Cllr Davison Substitute: Cllr Packham	2	2			----- -----
Transport Working Group	Cllr Heyes Substitute: Cllr Packham	1	1			----- -----
Bockhanger Community Trust	Cllr Cloughton	0	0			-----
Citizens' Advice Bureau Ashford Branch Management Committee	Cllr Ellison (Voting) Cllr Mrs Heaton (Non-voting)					----- -----
Citizens Rights for Older People	Cllr Davidson	0	0			-----
Downland Housing Association (East) Tenant Consultative Panel	Cllr Wells					-----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2009/2010	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2010)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Dungeness Power Station Site Stakeholder Group	Cllr Naughton	2	0			-----
East Kent Joint Arrangements Committee	Cllr Clokie Cllr Wood	0 0	0 0			NOT REQUIRED AS ABC WITHDREW FROM SHARED HOUSING PROJECT
East Kent Joint Scrutiny Committee	Cllr Burgess Cllr Packham Cllr Taylor	1 1 1	0 1 0			NOT REQUIRED AS ABC WITHDREW FROM SHARED HOUSING PROJECT
East Kent Hospitals University NHS Foundation Trust	Cllr Kemp			2 year period expiring 1/3/11		Cllr Kemp
Elwick Club	Mayor and Mayoress (Honorary Members)			Ongoing		Mayor & Mayoress
Headcorn Aerodrome Consultative Committee	Member from the Weald North Ward (Cllr Ellison)			Ongoing		Member from the Weald North Ward (Cllr Ellison)
High Level Forum – CTRL Rail Group	Leader of the Council Substitute: Deputy Leader of the Council			Ongoing		Leader of the Council Substitute: Deputy Leader of the Council
High Weald (AONB) Joint Advisory Group	Cllr Taylor Substitute: Cllr Packham	2	1		✓	----- -----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2009/2010	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2010)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Home-Start, Ashford: Management Committee	Cllr Goddard	6	3		✓	-----
Julie Rose Stadium Board	Cllr Davidson Cllr Ellison					----- -----
Kennington Parochial Charities (Two Nominative Trustees)	Cllr Kemp Mrs N Smyth	1 1	0 1	Annual Meeting 2012 (4 year period) Annual Meeting 2010 (2 year period)		Cllr Kemp -----
Kent County Forum for Sport	Portfolio Holder – Cultural Services Cultural Projects Manager			Ongoing		Portfolio Holder for Cultural Services & IT Cultural Projects Manager
Kent County Playing Fields Association	Cllr Clarkson					-----
Kent Downs (AONB) Joint Advisory Committee and Executive Committee	Cllr Mrs Marriott Substitute: Cllr Woodford	4	2			----- Substitute: -----
Kent Education Local Member Briefings	Cllrs Clokie Davidson Mrs Laughton Smith Wells					----- ----- ----- ----- -----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2009/2010	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2010)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Leaders/Chief Executive Forum (formerly KALA)	Leader of the Council Chief Executive			Ongoing		Leader of the Council (Sub – Deputy Leader of the Council) Chief Executive
LGA's 2012 Councillor Network (Nations & Regions Group)	Portfolio Holder for Cultural Services			Ongoing		Portfolio Holder for Cultural Services & IT
Local Government Association: General Assembly Urban Commission Rural Commission	Leader of the Council Deputy Leader of the Council Cllr Mrs Blanford Substitute: Leader of the Council			Ongoing	✓	Cllr Clokie Deputy Leader of the Council ----- Substitute: Leader of the Council
Mid Kent Downs (AONB) Advisory Group	Cllr Mrs Blanford Substitute: Cllrs Mrs Hawes				✓	----- -----
National Council on Inland Transport - Executive Committee	Cllr Cowley					-----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2009/2010	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2010)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Parochial Church Council of St Mary's The Virgin Ashford Arts & Arts Development Sub-Committee	Cllr Claughton	0	0			-----
PATROL – Joint Committee	Portfolio Holder for Communications, Parking/Licensing, Customer Services & Community Safety Substitute: Cllr Bartlett	1	0	Ongoing		Portfolio Holder for Community & Communications Substitute: -----
Relate East Kent (Marriage Guidance Council)	Cllr Ellison					-----
River Stour Internal Drainage Board	Cllr Mrs Martin Naughton Woodford Mr I Cooling Mr P Howard	4 4 4 4 4	2 3 4 2 1			----- ----- ----- ----- -----
Romney Marshes Area Internal Drainage Board	Cllr Davison 2007-2009 (sub 2009-2011) Cllr Mrs Hicks 2009-2011 (sub 2007-2009)	3	3	Ongoing	✓	Cllr Davison 2007-2009 (sub 2009-2011) Cllr Mrs Hicks 2009-2011 (sub 2007-2009)

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2009/2010	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2010)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Rural Development Area - Strategic Panel	Portfolio Holder – Cultural Services Substitute: Cllrs Mrs Marriott			Ongoing		Portfolio Holder – Cultural Services & IT Substitute: _____
Sandyacres Trust	Cllr Wallace					_____
Singleton Environment Centre Management Advisory Board	Cllr Hodgkinson	3	3	Annual Meeting 2011	✓	Cllr Hodgkinson
South Ashford Youth Club - Management Committee	Cllr Davidson					_____
South East Employers	Cllr Kemp Substitute: Cllr Bartlett	3	0			_____
Supporting People Commissioning Body	Portfolio Holder for Housing, Property & Corporate Governance Head of Housing	4 4	2 3	Ongoing		Portfolio Holder for Housing & Customer Services Head of Housing
SWAN Centre Site Management Committee	New Appointment for 2010/11	N/A	N/A			_____
Tourism South East Council, Quarterly Forum and Annual Meeting	Cllr Mrs Hutchinson Substitute: Cllr Kemp	2	0			_____
Tenterden Folk Day Trust	Cllr. Mrs Hutchinson	5	0			_____

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2009/2010	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2010)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Tenterden Leisure Centre Trust	Cllr Mrs Hutchinson					-----
Volunteering Ashford	Cllr Feacey	5	5		✓	-----
Willesborough Charities - Nomination of Two Trustees	Cllr Davidson Cllr Smith	0 0	0 0			----- -----
Willesborough Windmill Trust Limited	Cllr Davidson	4	3			-----
Wye Rural Museum Trust	Mr Farrant	3	1	May 2012		Mr Farrant

Member Champions

TOPIC	EXISTING REPRESENTATIVE	NEW REPRESENTATIVES/NOMINEES
Climate Change	Cllr Mrs Blanford	-----
Heritage	Cllr Goddard	-----
Procurement	Cllr Taylor	-----
Safeguarding Children	Cllr Mrs Bell	-----
Twinning	Cllr Howard	-----

**ASHFORD BOROUGH COUNCIL
ANNUAL MEETING 13th MAY 2010
ORDER OF PROCEEDINGS**

1. Election of Mayor

- (a) The Retiring Mayor enters the Council Chamber wearing robes and Chain and takes the Chair.
- (b) Prayer.
- (c) Retiring Mayor calls for nominations.
- (d) Nomination moved by Councillor _____
- (e) Nomination seconded by Councillor _____
- (f) Retiring Mayor declares the result of the election (where one nomination only it must be put to the vote).

2. Declaration of Acceptance of Office by the Mayor

- (a) The Chief Executive will read out the Declaration of Acceptance of Office and the new Mayor signs the Declaration after signifying acceptance.
- (b) The Robing Party then retires from the Council Chamber in the following order:-

Mace Bearer
Retiring Mayor
Chief Executive
New Mayor
Chaplain

NOTE: It is essential that the Retiring Mayoress and the new Mayoress are present in the Council Chamber from the commencement of the Annual Meeting, and in order that the new Mayoress may receive her Chain of Office both the Retiring Mayoress and the new Mayoress should leave the Council Chamber at the rear of the Robing Party. On return, in advance of the return of the newly elected Mayor, they should be escorted along with the retiring Mayor, into the Council Chamber and take their respective seats.

- (c) The Robing Party then returns to the Council Chamber in the following order:-

Mace Bearer
Mayor
Chief Executive
Chaplain

- (d) Prayer.

3. Appointment of Mayor's Chaplain

4. Vote of thanks by the Mayor for his Election

5. **Vote of thanks to the Retiring Mayor and Mayoress**

- (a) Moved by Councillor _____
- (b) Seconded by Councillor _____
- (c) Presentation of Badges by the Mayor to the Retiring Mayor and Mayoress.
- (d) Presentation of floral gift by the new Mayoress to the Retiring Mayoress.

6. **Response by the Retiring Mayor**

- (a) Presentation of floral gift by the Retiring Mayoress to the new Mayoress.

7. **Election and Appointment of Deputy Mayor**

- (a) Mayor calls for nominations.
- (b) Proposed by Councillor _____
- (c) Seconded by Councillor _____
- (d) Following election, Mayor declares result of the vote.

8. **Declaration of Acceptance of Office by the Deputy Mayor**

- (a) The Chief Executive will read out the Declaration of Acceptance of Office and the Deputy Mayor signs Declaration after signifying acceptance.
- (b) Deputy Mayor invested with Chain of Office by the Mayor.
- (c) Deputy Mayoress invested with Chain of Office and presented with floral gift by the Mayoress.

9. **Minutes**

To consider the Minutes of the meeting of the Council held on the 22nd April 2010.

10. **Apologies for Absence**

11. **Announcements**

To receive any announcements from the Mayor.

12. **Election of the Leader of the Council**

Proposed by Councillor _____

Seconded by Councillor _____

13. To agree the number of members to be appointed to the Executive and appoint members thereto.

(a) **To agree the size of the Executive**

Councillor _____ to propose that the Executive be composed of

the Leader and 7 Portfolio Holders.

Seconded by Councillor _____

(b) **To appoint members to the Executive**

(i) Mayor calls for nominations for each portfolio holder.

Councillor _____ to propose the appointment of Members for the following positions. Nomination to be seconded by Councillor

- ❖ Resource Management & Control - _____
- ❖ Strategic Planning - _____
- ❖ Development Management - _____
- ❖ Housing & Customer Services - _____
- ❖ Cultural Services & IT - _____
- ❖ Environmental Services - _____
- ❖ Community & Communications – _____

14. **Election of the Deputy Leader of the Council (from those members appointed to the Executive)**

Proposed by Councillor _____

Seconded by Councillor _____

15. To consider the Minutes of the Selection and Constitutional Review Committee held on the 4th May 2010.

16. To consider the Minutes of the meeting of the Executive held on the 4th May 2010.