



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 Thursday, 19th May 2011 at 7.00pm.

The Members of this Committee are:-

The Head of Legal and Democratic Services has delegated authority to determine the membership for this meeting of the Committee, following consultation with Group Leaders. Notification of the membership for the meeting will therefore be clarified in due course.

All Leaders are also reminded of the need to ensure that each of the Members who are to attend this meeting have signed their Declaration of Acceptance of Office.

N.B. 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)

Agenda

Page
Nos.

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **Apologies/Substitutes** – To receive Notification of Substitutes in accordance with Procedure Rule 1.2 (iii)
4. **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 be declared.
5. **Minutes** – To approve the Minutes of the Meeting of this Committee held on the 10th February 2011

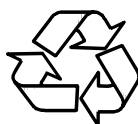
Part I – For Decision

6. Background and Principles of Political Balance and Administrative Structure
7. Terms of Reference of the Audit Committee
8. Representatives 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 for the various positions to be filled at the Annual Meeting of the Council and determine the proposers and seconders of the same.

DS/VS
11th May 2011

Queries concerning this agenda? Please contact Danny Sheppard:
Telephone: 01233 330349 Email: danny.sheppard@ashford.gov.uk
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Selection and Constitutional Review Committee

Minutes of a Meeting of the Selection and Constitutional Review Committee held in Committee Room No. 2 (Bad Münstereifel Room), Civic Centre, Tannery Lane, Ashford on the **10th February 2011**

Present:

Cllr. Wood (Chairman);

Cllrs. Clokie, Davison, French, Mrs Heyes, Hodgkinson, Mrs Martin, Packham

In accordance with Procedure Rule 1.2(iii) Councillors Clokie and Packham attended as substitute Members for Councillors Bartlett and Mrs Hawes respectively.

Apologies:

Cllrs. Bartlett, Bradberry, Goddard, Mrs Hawes

Also Present:

Member Services and Scrutiny Manager

368 Minutes

Resolved:

That the Minutes of the meeting of this Committee held on the 14th October 2010 be approved and confirmed as a correct record.

369 “The Leader” and “Community and Communications” Portfolios – Additions to Responsibilities

The report advised that the Leader of the Council had signified his wish to amend the Portfolios of both the Leader and Community and Communications by making an addition to their responsibilities. The issue of “wellbeing” should be added to the Community and Communications Portfolio and would cover Children, Youth, Elderly and Health. Health would also initially be a joint responsibility with the Leader and should be added to that Portfolio accordingly. Drafts of the detailed Portfolios were attached as Appendix 1 to the report.

The Chairman also advised that at the Council Meeting the following week there would be an item on the Agenda dealing with the election of a Deputy Leader of the Council and he said that he was pleased to report that Councillor Clarkson would be nominated to that position.

Recommended:

That the amended Portfolios for the “Leader” and “Community and Communications” be approved.

370 Grants Gateway Panel – Terms of Reference

The report advised that the Committee had recommended the formation of a Grants Gateway Panel and agreed the associated Terms of Reference at its meeting on the 4th May 2010. Since then the Panel had met and incorporated Single Grants Gateway. The new arrangements appeared to be working well and at a formal training session on the 22nd November 2010 the Panel recommended some amendments to the Terms of Reference to take account of the emerging process. Attached as Appendix 1 to the report were the proposed new Terms of Reference.

Recommended:

That the amended Terms of Reference of the Grants Gateway Panel as appended to the report be agreed.

371 Appointments to Outside Bodies/Organisations

The report advised of the need to make a nomination for the appointment of a Member Representative to sit on the Kennington Parochial Charity until the Annual Meeting 2012. The vacancy was due to the unfortunate passing of Councillor Kemp. The Chairman advised that partly in respect for Councillor Kemp and also the fact that there was not currently a Member for Kennington, he wished to defer consideration of the nomination until after the elections in May 2011. He suggested that in the meantime Officers write to the Charity explaining the decision but making them aware that Officers were available to give advice if they required it.

Resolved:

That the nomination for the appointment of a Members’ Representative to sit on the Kennington Parochial Charity until the Annual Meeting in 2012 be deferred until after the elections in May 2011.

KRF/VS/AEH
SCRX1106

Queries concerning these Minutes? Please contact Keith Fearon:
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Selection and Constitutional Review Committee

19th May 2011

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 26th May 2011. The balance calculation as contained in the Appendix to this report has been agreed by Group Leaders.

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 2011/12 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.

Executive – Portfolio Holder Responsibilities

The Leader has signified his wish to amend the composition of Portfolio Responsibilities and further information on this issue will be provided in due course prior to the meeting. Under the new legislation the new Leader of the Council will be elected for a 4 year term and will have the responsibility for appointing Members to the Executive. The Leader will also appoint a Deputy Leader.

Change of Scheme of Delegation to the Development Control Manager/ Strategic Sites and Design Manager

The current delegation arrangements to the Development Control Manager/ Strategic Sites and Design Manager require that any application made under the Town and Country Planning Act 1990, where this Council is the applicant, has to be determined by the Planning Committee. This also applies to the approval of non material amendments. The suggested changes at Appendix C to this report set out proposed changes to the Scheme of Delegation to allow changes to non-material amendments to be approved by Officers without having to be considered by the Planning Committee.

Review of Groups and Task Groups

The Leader has given an indication that he wishes for the roles and responsibilities and weaknesses/strengths of the various Groups/Task Groups currently constituted to be reviewed to take account of best practice. Any changes would need to be endorsed by the Selection and Constitutional Review Committee and Council in July or October.

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 be not applied to the Membership of the Appeals and the Audit Committees 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 2011/12 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

- (iii) the Council appoint the Chairman and Vice Chairman for each Committee etc as shown in Appendix B**
- (iv) 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 C in respect of the Development Control Manager/Strategic Sites Manager.**
- (v) 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

**THE POLITICAL BALANCE CALCULATION
FINAL ARRANGEMENTS
MAY 2011**

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 =		%
30 Conservative	=	69.76744
5 Ashford Independent	=	11.6279
5 Labour	=	11.6279
2 Liberal Democrat	=	4.65116
		<hr/>
Note: 1 Independent = 2.32558		99.99998
		<hr/>

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

Committee	Con	AI	Lab	LD	Ind	Total
1 x 19 O&S	13	2	2	1	1	19
1 x 14 Planning	10	2*	1	1	0	14
1 x 12 Selection	9***	1*	1	0	1	12
1 x 13 Licensing, Health & Safety	9	1	2**	1	0	13
1 x 8 Audit	5	1	1	0	1	8
1 x 5 Appointments	3	1	1	0	0	5
Totals	49(50) (49.534882)	8 (8.255809)	8 (8.255809)	3 (3.3023236)	3(2)**** (2.32550)	71

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

*1 On the Planning Committee the Ashford Independent Group took the additional seat which was available to either them or the Labour Group.

**2 On the Licensing and Health & Safety Committee the Labour Group took the additional seat which was available to either them or the Ashford Independent Group.

***3 To enable the Conservative Group to have their overall entitlement of 50 seats across all Committees, the Liberal Democrat Group gifted their seat on the Selection and Constitutional Review Committee as the balance across Committees had resulted in the Liberal Democrat Group being allocated an additional seat over and above their entitlement of 3 seats.

****4 The Group Leaders wished to retain the Independent Member on the Audit Committee (in line with the arrangement agreed during the last Council) to draw upon his previous experience as a Local Authority Auditor. The Conservative Group gifted a seat on the Audit Committee to the Independent Member to enable this arrangement to continue to apply. Furthermore under the draft calculation all Groups had received their allocations on the Overview and Scrutiny Committee and the Selection and Constitutional Review Committee and in both cases one seat remained to be allocated on each of them. Group Leaders agreed to allocate these to the Independent Member.

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

Political Group entitlement in relation to <u>all</u> seats:	71	
Conservative	49.534882	= 50
Ashford Independent	8.255809	= 8
Labour	8.255809	= 8
Liberal Democrat	3.3023236	= 3
Note -Independent – 2 seats to be allocated		= 2
	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 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
x 1 x 7	Joint Transportation Board		=	7
° 1 x 7	Local Development Framework Task Group		=	7
*1 x 8	Audit		=	8
+1 x 3	Licensing Sub-Committee (3 Member Panels)		=	3

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

+ Balance disapplied 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, disapplied by statute.

° Balance does not apply to Groups.

x 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	AI	Lab	LD	Ind	Total
*1 x 15 Appeals	10	2	2	1	0	15
+1 x 5 Standards	3	1	1	0	0	5
1 x 15 Community Partnership Group	10	2	2	1	0	15
1 x 19 Policy Advisory Group	13	2	2	1	1	19
*1 x 7 Joint Transportation	5	1	1	0	0	7
*1 x 7 Local Development Framework Task Group	5	1	1	0	0	7

* + That the requirements of the 'Political Balance' regulations be not applied to the membership of the Appeals and the Licensing and Health & Safety Panels of 3 Members which are drawn for each meeting.

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

Conservative (5)	Ashford Independent (1)	Labour (1)	Liberal Democrat (0)	Independent (0)
(PH) (Non Voting)				
Chairman of Transport Forum (EO)				

Grants Gateway Panel (5 members including the Portfolio Holder for Cultural Services & IT)

Conservative (3)	Ashford Independent (1)	Labour (1)	Liberal Democrat (0)	Independent (0)
(PH)				

Joint Consultative Committee (6 members) – One from each Group - two from the administration.

Membership is to include the Leader or appropriate Portfolio Holder.

Conservative (2)	Ashford Independent (1)	Labour (1)	Liberal Democrat (1)	Independent (1)
				Smith

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

Conservative (4)	Ashford Independent (1)	Labour (1)	Liberal Democrat (0)	Independent (0)
(PH)				

Community Partnership Group (15 Members)

Conservative (10)	Ashford Independent (2)	Labour (2)	Liberal Democrat (1)	Independent (0)

Parish Forum (6 members)

Membership to include the Leader of the Council and the Leaders of Groups

Conservative (2)	Ashford Independent (1)	Labour (1)	Liberal Democrat (1)	Independent (1)
				Smith

Transport Forum (7 members including the Portfolio Holder for Environmental Services)

Conservative (5)	Ashford Independent (1)	Labour (1)	Liberal Democrat (0)	Independent (0)
(PH)				

Member Training Panel (8 Members)

Conservative (2)	Ashford Independent (2)	Labour (2)	Liberal Democrat (1)	Independent (1)

Local Development Framework Task Group (7 Members)

Conservative (5)	Ashford Independent (1)	Labour (1)	Liberal Democrat (0)	Independent (0)

Development Control Manager/Strategic Sites and Design Manager

Executive Functions

Nil

Non-Executive Functions

- 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 The determination of all applications and/or notifications (including applications for non material amendments and the discharge of conditions) made under the Town and Country Planning Act 1990 (as amended), the Listed Buildings and Conservation Areas Act 1990 (as amended), the Planning and Compulsory Purchase Act 2004 (as amended) or any Orders or Regulations made thereunder with the exception of:-
- (a) the provisions of dwellinghouses where:
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (a) (i).
 - (b) the provision of a building or buildings where the floor space to be created by the development is 1000sq metres or more (Revised (a) & (b) Minute No 112/6/06 refers).
 - (c) applications submitted by or on behalf of a Member of the Council or Member of staff or his or her partner.
 - (d) applications which, in the opinion of the Development Control Manager/Strategic Sites and Design Manager, are sensitive and should be determined by the Planning Committee.
 - (e) applications submitted, promoted or sponsored by or on behalf of the Borough Council be submitted to the Planning Committee and be not subject to the Scheme of Delegation.

The exceptions listed above shall not include applications for non material amendments to permissions or consents and all applications to discharge conditions imposed on any permission or consent (see paragraph 17.2A below).

17.2A To determine all applications for non material amendments to permissions or consents and all applications to discharge conditions imposed on any permission or consent made under the Town and Country Planning Act 1990 (as amended), the Listed Buildings and Conservation Areas Act 1990 (as amended), the Planning and Compulsory Purchase Act 2004 or any Orders or Regulations made thereunder.

- 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 any 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.**

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17.2B To make minor amendments or corrections (of a clerical, grammatical or editorial nature only) to the wording of conditions, obligations, reasons, informatives, etc in order to give effect to the decisions of the Planning Committee.

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17.3 To determine any request for approval or respond to any consultation submitted by the Concessionaires or Railtrack pursuant to the provisions of the Channel Tunnel Act 1987 where such request or consultation falls within the Terms of Reference of the Planning Committee and:

- (a) the application concerned attracts no objection as a result of neighbour/Parish Council or other consultation and
- (b) is one which the Development Control Manager/Strategic Sites and Design Manager considers should be approved and
- (c) is one which the appropriate Ward Member has not asked to be referred to the Planning Committee for determination.

17.4 To determine any request or application for approval under Schedule 6 of the Channel Tunnel Rail Link Act 1990.

17.5 To make all decisions pursuant to the Heritage Agreements entered into for the purpose of the Channel Tunnel Rail Link Act 1990, except in relation to the approval of sites for the relocation of listed buildings.

17.6 To make decisions or respond to consultations in relation to restoration schemes submitted for approval under the provisions of the Channel Tunnel Rail Link Act 1990.

17.7 To respond on the Council's behalf to consultations by the Kent County Council on any application or request for approval or other matter under the Channel Tunnel Rail Link Act 1990.

17.8 To agree any other scheme, plan or code submitted for approval under the Channel Tunnel Rail Link planning regime or to respond to consultations on the Council's behalf in respect thereof and to take any other action on the Council's behalf in relation to planning or heritage matters under the Channel Tunnel Rail Link Act 1990.

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 (as amended):

17.10 To respond to any application for a Goods Vehicle Operators' Licence.

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

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17.12 To decline to determine applications in accordance with the powers in Section 70A of the Town and Country Planning Act 1990 (as amended) and Section 43 of the Planning and Compulsory Purchase Act 2004 (as amended).

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

- (a) enforcement or other action under Part 7 of the Town and Country Planning Act 1990 (as amended).

- (ii) action under Section 215 to 219 of the Town and Country Planning Act 1990 (as amended) and
- (iii) action under Chapter 4 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

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.

- 17.14 To take all such emergency action as in his opinion may be required to deal with any dangerous tree.
- 17.15 To determine whether to serve a Hedgerow Retention Notice in response to the service upon the Council of a Hedgerow Removal Notice and in circumstances where a hedgerow is removed in contravention of the Hedgerow Regulations 1997 (as amended) to determine whether a Hedgerow Replanting Notice should be served upon the landowner concerned.
- 17.16 To determine whether injunction or criminal proceedings should be taken against any landowner for contravention of the Hedgerow Regulations 1997 (as amended).
- 17.17 To respond to consultation or notifications by the Forestry Authority.
- 17.18 To determine all matters relating to Tree Preservation Orders, trees in Conservation Areas and other landscape matters both for approval or refusal with or without third party representations.
- 17.19 Make and serve a Tree Preservation Order pursuant to the powers contained in Sections 198 and 201 of the Town and Country Planning Act 1990 (as amended).
- 17.20 To confirm any Tree Preservation Order where no objections have been received.
- 17.21 To undertake all matters associated with the High Hedge Legislation (Part 8 of the Anti-Social Behaviour Act) (as amended). Any cases considered to be exceptional be referred to the Planning Committee for decision. (Minute No. 71/6/05 refers).
- 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:

(i) Kent County Council on any consultation made under [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2010](#), and directions made thereunder, and

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(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 [\(as amended\)](#) (for example national policy statements and applications for development consent).

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17.23 Power to decline to determine applications submitted under the Town and Country Planning Act 1990 [\(as amended\)](#) and the Planning (Listed Buildings and Conservation Areas) Act 1990. [\(as amended\)](#)

Powers Relating to Functions that can be Executive, Non-Executive, Incidental to Either or Administrative

Nil

Selection & Constitutional Review Committee

19th May 2011

Terms of Reference of the Audit Committee

The ability of the Audit Committee to appoint a Co-opted Independent Member(s) if it so wishes.

At its meetings on the 14th December 2010 and the 1st February 2011 the Audit Committee considered the findings of a review of the Committee undertaken by Local Government Improvement & Development (LGID). One of the key recommended areas of development for the Committee to consider was the possibility of appointing co-opted non-voting Members to the Committee. It was seen as good practice and an opportunity to acquire independence, challenge and useful skills and experiences from other sectors.

In discussions the Committee agreed with the recommendation in principle but wished to defer a final decision until after the Election.

Therefore, the purpose of this report is to seek approval for an addition to the Audit Committee's Terms of Reference by way of a footnote enabling the Committee to appoint one or more Co-opted Non-Voting Independent Members if it so wishes.

Issue to be Decided

Members are asked to agree: -

That an additional footnote be added to the Terms of Reference of the Audit Committee as follows: -

Note: The Committee has been given the ability to appoint one or more Co-opted Non-Voting Independent Members if it so wishes.

**Danny Sheppard
Senior Member Services & Scrutiny Support Officer**

REPORT OF THE HEAD OF LEGAL & DEMOCRATIC SERVICES

19TH MAY 2011

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 the Ashford Town Centre Partnership Environment and Transport Working Groups.

Ashford's Future Partnership Board

It will be necessary to make appointments to this Board for its September 2011 Meeting. Following that Meeting the Board will cease to exist.

Ashford Town Centre Partnership – Environment and Transport Working Groups

We have been advised that appointments are no longer needed as these particular Working Groups are no longer meeting.

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
19TH MAY 2011

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2010/2011	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2011)	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 Hodgkinson Koowaree Cllrs Claughton Heyes	3 3 3 3	1 2 1 3	3 year period expiring 30/11/13 5 Year period expiring 31/5/14		Cllr Hodgkinson Mr Koowaree Cllr Claughton Cllr Heyes
Ashford Choral Society	The Mayor – President			Ongoing		The Mayor – President
Ashford Community Arts Trust	Portfolio Holder for Cultural Services & IT			Ongoing		Portfolio Holder for Cultural Services & IT
Ashford Community Safety Partnership	Portfolio Holder for Community & Communications	4	4	Ongoing		Portfolio Holder for Community & Communications

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2010/2011	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2011)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Ashford Federation of the Arts	Cllr Mrs Heaton	1	0			-----
Ashford's Future Partnership Board	Cllr Clokie Alternate: Leader of the Council Chief Executive Observer: Cllr Davison/Mrs Hawes	5 5 5	5 5 5	Ongoing		----- Alternate: Leader of the Council Chief Executive ----- THE BOARD WILL MEET IN SEPTEMBER 2011 AND THEN CEASE TO EXIST
Ashford's Future Company Board	Cllr Wood Alternate: Cllr Clarkson	5	2			----- Alternate: -----
Ashford Leisure Trust	Cllr Wallace	11	0			-----
Ashford Mediation Service - Management Committee	Cllr Mrs Hawes Patron: The Mayor			Ongoing	✓	----- The Mayor

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2010/2011	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2011)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Ashford Partnership	Leader of the Council Chief Executive Observers: Cllrs Davison Mrs Hutchinson Wells	4 4 4 4 4	4 4 2 1 2	Ongoing Ongoing		Leader of the Council Chief Executive Observers: to be agreed by other Group Leaders ----- ----- -----
Ashford Parochial Charities	Cllrs Hodgkinson Koowaree Cllrs Claughton Heyes	2 2 2 2	1 2 2 2	3 year period expiring 30/11/13 5 year period expiring 31/5/14		Cllr Hodgkinson Mr Koowaree Cllr Claughton Cllr Heyes
Ashford Sure Start (Fifth Wave) Partnership	Cllr Naughton	3	1			-----
Ashford Town Centre Partnership:						
Environment Working Group	Cllr Goddard Substitute: Cllr Mrs Hawes					

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2010/2011	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2011)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Management Board	Chief Executive Cllr Heyes Alternate: Cllr Howard	5	3			Chief Executive ----- Alternate: -----
Marketing & Promotions Working Group	Cllr Davison Substitute: Cllr Packham	4	1			----- -----
Transport Working Group	Cllr Heyes Substitute: Cllr Packham					NO LONGER MEETING
Ashford Youth Centre Trustees	Cllr Mrs Hutchinson					-----
Ashford Youth Forum Trustees	Cllr Howard Cllr Mrs Hutchinson	2 2	2 2			----- -----
Ashford Winkle Club	The Mayor – Honorary Member			Ongoing		The Mayor – Honorary Member
Bockhanger Community Trust	Cllr Cloughton	0	0			-----
Citizens' Advice Bureau Ashford Branch Management Committee	Cllr Ellison (Voting) Cllr Mrs Heaton (Non-voting)					----- -----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2010/2011	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED - ANNUAL MEETING 2011)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Citizens Rights for Older People	Cllr Davidson	0	0			-----
Downland Housing Association (East) Tenant Consultative Panel	Cllr Wells					-----
Dungeness Power Station Site Stakeholder Group	Cllr Naughton	2	0			-----
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 Mrs Dyer)
High Weald (AONB) Joint Advisory Group	Cllr Taylor Substitute: Cllr Packham	2	1		✓	----- -----
Home Improvement Agency Support Group	Cllr Norris					-----
Home-Start, Ashford: Management Committee	Cllr Goddard	6	2			-----
Kennington Parochial Charities (Two Nominative Trustees)	Cllr Kemp Mr P Sims	0 1	0 1	Annual Meeting 2012 (4 year period) Annual Meeting 2012 (2 year period)		----- Cllr Sims

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2010/2011	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2011)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Kent County Forum for Sport	Portfolio Holder – Cultural Services & IT Cultural Projects Manager			Ongoing		Portfolio Holder for Cultural Services & IT Cultural Projects Manager
Kent County Playing Fields Association	Portfolio Holder – Cultural Services & IT	2	0			-----
Kent Downs (AONB) Joint Advisory Committee and Executive Committee	Cllr Mrs Marriott Substitute: Cllr Woodford				✓	----- Substitute: -----
Kent Education Local Member Briefings	Cllrs Clokie Davidson Mrs Laughton Smith Wells					----- ----- ----- ----- -----
Kent Invicta Chamber – Economic Development Group	Cllr Clokie					-----
Leaders/Chief Executive Forum (formerly KALA)	Leader of the Council Substitute: Deputy Leader of the Council Chief Executive			Ongoing		Leader of the Council (Sub – Deputy Leader of the Council) Chief Executive
Local Government Association:						

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2010/2011	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED - ANNUAL MEETING 2011)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
General Assembly Urban Commission Rural Commission	Cllr Clokie Deputy Leader of the Council Cllr Mrs Blanford Substitute: Leader of the Council	2 2	0 0		✓	----- ----- ----- Substitute: -----
Marshlink Steering Group	Cllr Mrs Hicks	2	1		✓	-----
Mid Kent Downs (AONB) Advisory Group	Cllr Mrs Blanford Substitute: Cllrs Mrs Hawes					----- -----
National Council on Inland Transport - Executive Committee	Cllr Cowley	8	6			----- ALTHOUGH NO LONGER A COUNCILLOR, MR COWLEY HAD EXPRESSED A DESIRE TO CONTINUE IN THIS POSITION IF NO ELECTED MEMBER IS INTERESTED

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2010/2011	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2011)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Parochial Church Council of St Mary's The Virgin Ashford Arts & Arts Development Sub-Committee	Cllr Claughton					-----
PATROL – Joint Committee	Portfolio Holder for Environmental Services Substitute: Cllr Bartlett	1	0	Ongoing		Portfolio Holder for Environmental Services 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 6 4 6 4	4 4 4 4 1			----- ----- ----- ----- -----
Romney Marshes Area Internal Drainage Board	Cllr Davison 2007- 2009 (sub 2009-2011) Cllr Mrs Hicks 2009- 2011 (sub 2007-2009)	3	2			-----
Rural Development Area - Strategic Panel	Portfolio Holder – Cultural Services & IT Substitute: Cllrs Mrs Marriott			Ongoing		Portfolio Holder – Cultural Services & IT Substitute: -----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2010/2011	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2011)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Sandyacres Trust	Cllr Wallace					-----
South East England Councils (SEEC)	Leader of the Council Substitute: Deputy Leader of the Council			Ongoing		Leader of the Council Substitute: Deputy Leader of the Council
Singleton Environment Centre Management Advisory Board	Cllr Hodgkinson			Annual Meeting 2015		-----
South Ashford Youth Club - Management Committee	Cllr Davidson				✓	-----
South East Employers	Cllr Kemp Substitute: Cllr Bartlett					----- -----
Supporting People Commissioning Body	Portfolio Holder for Housing & Customer Services Head of Customers, Homes & Property			Ongoing		Portfolio Holder for Housing & Customer Services Head of Customers, Homes & Property
SWAN Centre Site Management Committee	Cllr Smith Substitute: Cllr Norris	1	1			----- Substitute: -----
Tourism South East Council, Quarterly Forum and Annual Meeting	Cllr Mrs Hutchinson Substitute: Cllr Kemp	1	0			----- Substitute: -----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2010/2011	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED - ANNUAL MEETING 2011)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Tenterden Folk Day Trust	Cllr. Clokie					-----
Tenterden Leisure Centre Trust	Cllr Mrs Hutchinson					-----
Volunteering Ashford	Cllr Feacey					-----
Willesborough Charities - Nomination of Two Trustees	Cllr Davidson Cllr Smith	0 0	0 0			----- -----
Willesborough Windmill Trust Limited	Cllr Davidson				✓	-----
Wye Rural Museum Trust	Mr Farrant	3	2	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 26th MAY 2011
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 Mayor's Consort 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 Mayor's Consort 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 Mayor's Consort.
- (d) Presentation of a gift by the new Mayor to the Retiring Mayor's Consort.

6. **Response by the Retiring Mayor**

- (a) Presentation of floral gift by the Retiring Mayor 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.

9. **Minutes**

To consider the Minutes of the meeting of the Council held on the 28th April 2011.

10. **Apologies for Absence**

11. **Announcements**

To receive any announcements from the Mayor.

12. **Election of the Leader of the Council for a Four Year Term**

Proposed by Councillor _____

Seconded by Councillor _____

13. To note the names of the Members to be appointed by the Leader to the Executive and the size of the Executive.

(a) **The size of the Executive**

The Leader will advise that the Executive will be composed of the Leader and a set number of Portfolio Holders.

(b) **Members to the Executive**

The Leader to advise of the appointment of Members to the Executive and their Portfolio titles.

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

The Leader will advise which Member of the Executive he has appointed Deputy Leader of the Council.

15. To consider the Minutes of the Selection and Constitutional Review Committee held on the 19th May 2011.

(TJR)
DS:Orderpro