

## 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 12<sup>th</sup> April 2012

### Present:

Cllr. Wood (Chairman);  
Cllr. Clarkson (Vice-Chairman);  
Cllrs. Bennett, Chilton, Mrs Dyer, Galpin, Howard, Smith.

### Apologies:

Cllrs. Davison, Goddard.

### Also Present:

Deputy Chief Executive, Senior Member Services & Scrutiny Support Officer.

## 396 Declarations of Interest

Councillor	Interest	Minute No.
Smith	Code of Conduct – Personal but not Prejudicial – One of the Council's appointed representatives on the River Stour (Kent) Internal Drainage Board	399

## 397 Minutes

### Resolved:

**That the Minutes of the Meeting of this Committee held on the 12<sup>th</sup> January 2012 be approved and confirmed as a correct record.**

## 398 Amendments to Contract Procedure Rules – Buying-In of External Expertise, Single Supplier Sourcing and Other Minor Changes

The report sought approval to amend the Council's Contract Procedure Rules following the recommendation of Cabinet last December that agreed changes to the rules governing the procurement of external expertise (formerly described as the 'use of consultants'). The amendments followed on from internal audit reviews and also recommendations of the Overview & Scrutiny Committee. They were designed to more adequately reflect the types of work for which external expertise was engaged and to ensure the adequate justifications and approvals were in place. The amendments introduced revisions to the 'exceptions' to Contract Procedure Rules (the occasions when the rules governing seeking quotations or tenders may be

waived – called ‘single supplier sourcing’), including a new process for recording such decisions and for seeking approvals in certain instances. Both sets of changes had been designed to provide reasonable and proportionate safeguards, and to satisfy accountability issues including the Council’s transparency commitment. Some other minor amendments were also proposed that were unrelated to the above, however, the report did not cover a more general review of the Procedure Rules which would be carried out later in the year.

**Recommended:**

**That the amendments to Contract Procedure Rules appended to the report and highlighted as ‘track changes’ to the current rules be approved.**

### **399 Representatives on Outside Bodies/Organisations – The River Stour (Kent) Internal Drainage Board**

The report advised of the need to make a nomination to the River Stour (Kent) Internal Drainage Board. A Member, who was also a member of the Board, mentioned that the Board had 19 Members – 10 positions had been awarded to Local Councils and 9 to local landowners and other interested individuals. This was to ensure that Local Authorities were always in the majority. However Ashford Borough Council had traditionally allocated its five seats to three elected Members and two others. He therefore considered that this vacancy, which had come about due to a resignation from a non-elected person, should be filled by an elected Member. The Committee agreed and said that the appointment should be deferred until the next Meeting of the Committee in May 2012.

**Resolved:**

**That the appointment be deferred until the next Meeting of the Committee in May 2012.**

### **400 Proper Officer for Infectious Diseases Regulations**

The report advised that Dr M Chandrakumar, the Council’s current authorised Proper Officer for Infectious Diseases Regulations, had retired as Director for Kent Health Protection Unit and been replaced on an interim basis by Dr James Sedgwick.

**Resolved:**

**That Dr James Sedgwick be authorised as the Proper Officer for Infectious Diseases Regulations and the Constitution be amended accordingly to reflect this.**

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