

Selection & Constitutional Review Committee

Minutes of a Meeting of the Selection & Constitutional Review Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **6th May 2014**

Present:

Cllr. Clarkson (Chairman);
Cllrs. Bennett, Chilton, Davidson, Davison, Mrs Dyer, Galpin, Howard, Mrs Martin, Robey, Smith.

Apology:

Cllr. Cloughton.

Also Present:

Cllr. Marriott.

Senior Member Services & Scrutiny Support Officer.

425 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 16th January 2014 be approved and confirmed as a correct record.

426 Background and Principles of Political Balance and Administrative Structure

The report of the Head of Legal & Democratic Services presented the Political Balance for the Authority and sought to agree a number of other constitutional matters which needed to be recommended to the Annual Meeting of the Council on the 15th May 2014. The agreed Political Balance is contained at Appendix A to these Minutes. The report also outlined the Leader's appointments to the Trading and Enterprise Board.

The Chairman also advised that there would be some changes to the Portfolio Responsibilities of the Cabinet Members and these would be outlined in more detail at the Annual Meeting of the Council on the 15th May 2014.

The Chairman ran through the membership of Committees, Groups and Forums one by one. With input from Members, the membership for 2014/15 was updated including the nominations for Chairmen and Vice-Chairmen. This is contained at Appendix B to these Minutes.

Recommended:

That (i) the Political Balance of the Authority as contained at Appendix A to these Minutes be adopted, subject to the Council agreeing that the requirements of the Political Balance Regulations be not applied to the Membership of the Joint Transportation Board, Appeals, Audit and Standards 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 2014/15 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
Transportation, Highways and Engineering Advisory Committee
Education and Vocational Skills Advisory Committee
Joint Arrangements – Joint Transportation Board**

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

(iii) the Council appoint the Chairman and Vice Chairman for each Committee etc as shown in Appendix B to these Minutes.

(iv) the Scheme of Cabinet (Executive) and Council Delegations as set out in Part 3 of the Constitution be reaffirmed.

(v) the intention of the Cabinet to reconstitute the Forums and Groups as listed in Part 3 Appendix 2 to the Constitution be noted.

(vi) it be noted that the Leader of the Council has appointed Councillors Mrs Bell, Claughton, Galpin and Robey from the Cabinet and Councillor Feacey from outside the Cabinet to the Trading and Enterprise Board.

(vii) Councillor Smith be allocated the one remaining seat available for allocation on the Selection and Constitutional Review Committee.

427 Representatives on Outside Bodies/Organisations

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

The Chairman advised that all of the appointments were currently the subject of a separate wider review in terms of effectiveness and benefit to the Council. The coming year would be used to complete that review and assess all of the appointments, with a view to consolidating the somewhat lengthy list of organisations down to just those the Council wanted to continue supporting. The Council could then inform the relevant organisations whether they would be re-appointing or not in time for May 2015 and the new Council.

The Committee reviewed the appointments and some changes of representative were suggested by Members.

Resolved:

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

428 Annual Meeting – Order of Proceedings

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

Resolved:

That the Head of Legal & Democratic Services prepare the Order of Proceedings for the Annual Meeting of the Council on the basis of the advice of this Committee.

DS

Queries concerning these Minutes? Please contact Danny Sheppard:
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THE POLITICAL BALANCE CALCULATION
FINAL ARRANGEMENTS
MAY 2014

A All Committees to which balance applies

	Committee	Seats/Committee		Total Seats
1 x 16	Overview and Scrutiny	16	=	16
1 x 16	Planning	16	=	16
1 x 13	Licensing and Health & Safety	13	=	13
1 x 12	Selection	12	=	12
1 x 8	Audit	8	=	8
1 x 8	Transportation and Highways Advisory	8	=	8
1 x 8	Educational & Vocational Skills Advisory	8	=	8
1 x 5	Appointments	5	=	5
			Total	<u>86</u>

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

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

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

Committee	Con	Lab	AI	LD	Ind	Total
1 x 16 O&S	11	2	2	1	0	16
1 x 16 Planning	11	2	2	1	0	16
1 x 12 Selection	8	1	1	1	1*	12
1 x 13 Licensing, Health & Safety	9	1**	1**	1	1**	13
1 x 8 Audit	5***	1	1	0	1***	8
1 x 8 Transport & Highways	6	1	1	0	0	8
1 x 8 Education & Vocational	6	1	1	0	0	8
1 x 5 Appointments	3	1	1	0	0	5
Totals	59(60)*** (60.0000)	10(10) (10.0000)	10(10) (10.0000)	4(4) (4.0000)	3(2)** (2.32550)	86

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

1* Under the draft calculation all Groups had received their allocation on the Selection and Constitutional Review Committee, however, one seat remained to be allocated. Group Leaders recommend to Council that this seat be allocated to Councillor Smith, the Independent Councillor

2** Under the draft calculation for the Licensing and Health and Safety Committee there remained one seat to be allocated to either the Labour Group or the Ashford Independent Group. However, if either Group took the seat it would result in them having 1 more seat over and above their overall entitlement. The Leaders of the Labour Group and the Ashford Independent Group agreed to gift this seat to Councillor Smith

3***The Group Leaders wished to retain Councillor Smith on the Audit Committee (in line with previous arrangements) to draw upon his previous experience as a Local Authority Auditor. The Conservative group gifted a seat on the Audit Committee to Councillor Smith to enable this arrangement to continue to apply.

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

Political Group entitlement in relation to all seats: 86

Conservative	60.0000 =	60
Labour	10.0000 =	10
Ashford Independent	10.0000 =	10
Liberal Democrat	4.0000 =	4
Independent	2.0000 =	2
Total	86	

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

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

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

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

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	Lab	AI	LD	Ind	Total
*1 x 15 Appeals	10	2	2	1	0	15
*1 x 7 Joint Transportation	5	1	1	0	0	7
*Standards	5	Plus Chair, Vice-Chair of O&S plus one other minority group member				8

- * **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 and Standards. The Appeals Committee of 15 is not part of the political calculation (being as it never meets as a Full Committee).**

SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE

6TH MAY 2014

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

Overview and Scrutiny Committee (16 Members)

Members of the Cabinet may not be appointed to this Committee

Conservative (11)	Labour (2)	Ashford Independent (2)	Liberal Democrat (1)	Independent (0)
Apps	Chilton (Ch)	Davison (VCh)	Adby	
Bartlett	Yeo	Mortimer		
Buchanan				
Burgess				
Feacey				
Hodgkinson				
Mrs Hutchinson				
J Martin				
M Martin				
Sims				
Wedgbury				

Audit Committee (8 Members)

*Seat gifted by the Conservatives to draw upon Cllr Smith's experience as a former Local Authority Auditor

Conservative (5*)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (1*)
Buchanan	Yeo	Michael		Smith
Clokie (Ch)				
Link (VCh)				
Marriott				
Shorter				

Planning Committee (16 Members) (plus 1 ex officio)

Conservative (11)	Labour (2)	Ashford Independent (2)	Liberal Democrat (1)	Independent (0)
Apps	Britcher	Davison	Davidson	
Bennett (Ch)	Yeo	Ovenden		
Burgess (VCh)				
Clarkson (EO)				
Clokie				
Mrs Dyer				
Galpin				
Heyes				
Mrs Heyes				
Mrs Hutchinson				
Robey				
Wedgbury				

Selection & Constitutional Review Committee (12 Members)

Conservative (8)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (1)
Bennett	Chilton	Davison	Davidson	Smith
Clarkson (Ch)				
Claughton (VCh)				
Galpin				
Hodgkinson				
Howard				
M Martin				
Robey				

Licensing and Health and Safety Committee (13 Members)

Conservative (9)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (1)
Bennett	Chilton	Davey	Adby	Smith
Feacey (Ch)				
Galpin (VCh)				
Hodgkinson				
Mrs Hutchinson				
Marriott				
J Martin				
M Martin				
Shorter				

Appointments Committee (5 Members)

Conservative (3)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Mrs Blanford	Britcher	Davison	Davidson (invited non-voting Member)	Smith (invited non-voting Member)
Clarkson (Ch)				
Cloughton (VCh)				

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

Conservative (10)	Labour (2)	Ashford Independent (2)	Liberal Democrat (1)	Independent (0)
Bennett	Britcher	Mortimer	Davidson	
Buchanan	Chilton	Ovenden		
Burgess				
French				
Hodgkinson				
Mrs Hutchinson				
Link				
J Martin				
Sims				
Wedgbury				

Standards Committee (8 Members)

Conservative (5)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (0)
Mrs Blanford	Chilton	Davison (VCh)	Adby	
Burgess				
Mrs Dyer (Ch)				
Feacey				
Mrs Hutchinson				

Joint Transportation Board (7 Members)

Conservative (5)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Mrs Bell	Yeo	Davey		
Burgess				
Heyes (VCh)				
M Martin				
Robey				

Transportation, Highways & Engineering Advisory Committee (8 Members)

Conservative (6)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Burgess	Yeo	Michael		
Claughton				
Feacey (VCh)				
Heyes (Ch)				
Robey				
Wedgbury				

Education & Vocational Skills Advisory Committee (8 Members)

Conservative (6)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Bell	Britcher	Davey		
Clokie (Ch)				
J Martin (VCh)				
Robey				
Shorter				
Wedgbury				

Grants Gateway Panel (7 Members including the Portfolio Holder for Community & Wellbeing)

Conservative (5)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Apps (VCh)	Britcher	Davison		
Burgess				
Claughton (Ch)				
Mrs Dyer				
Link				

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

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

Conservative (2)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (1)
Galpin (Ch)	Britcher	Davey	Davidson	Smith
Shorter				

Conservation and Environment Forum (8 Members including Portfolio Holder for the Environment)

Conservative (6)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Mrs Bell	Britcher	Michael		
Bennett				
Mrs Blanford (Ch)				
Mrs Dyer				
Hicks				
Wedgbury				

Parish Forum (6 members) (plus 1 ex officio)

Membership to include the Portfolio Holder and one Member from each Group

Conservative (2)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (1)
Mrs Bell (Ch)	Yeo	Davison	Davidson	Smith
Mrs Dyer				
Clarkson (EO)				

Member Training Panel (8 Members)

Conservative (4)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (1)
Claughton	Chilton	Mortimer (VCh)	Aeby	Smith
Mrs Dyer				
Hicks				
J Martin (Ch)				

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

Conservative (7)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (0)
Apps	Britcher	Mortimer	Davidson	
Mrs Bell (Ch)				
Clarkson				
Claughton (VCh)				
Clokie				
Hicks				
M Martin				

APPENDIX C
(Minute No. 426/5/14 refers)

ASHFORD BOROUGH COUNCIL

APPOINTMENT/NOMINATION TO OUTSIDE BODIES/ORGANISATIONS

NAME OF BODY	NEW REPRESENTATIVES/ NOMINEES	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2015)
Action With Communities in Rural Kent	Cllr. Burgess Substitute: Cllr Mrs Blanford	
Alzheimer's Society – Ashford and Shepway Branch	Cllr Cloughton	
Ashford Almshouses & Parochial Charities	Cllr Hodgkinson Cllr Miss Martin	3 year period expiring 30/11/16
	Cllr Cloughton Cllr Heyes	5 year period expiring 31/5/19
Ashford Choral Society	The Mayor – President	Ongoing
Ashford Community Arts Trust	Portfolio Holder for Culture & Leisure	Ongoing
Ashford Community Safety Partnership	Deputy Leader of the Council	Ongoing
Ashford Federation of the Arts	Cllr Mrs Blanford	
Ashford Leisure Trust	Cllr Hicks	
Ashford Mediation Service – Management Committee	Cllr Davidson Patron: The Mayor	Ongoing
Ashford Museum Committee	Cllr Adby	
Ashford Sure Start (Fifth Wave) Partnership	Cllr Chilton	
Ashford Winkle Club	The Mayor (Honorary Member)	Ongoing
Ashford Youth Forum Trustees	Cllr Howard (Trustee) Cllr Chilton (Council Rep)	
Citizens' Advice Bureau Ashford Branch Management Committee	Cllr Cloughton	

NAME OF BODY	NEW REPRESENTATIVES/ NOMINEES	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2015)
Dungeness Power Station Site Stakeholder Group	Cllr Burgess	
Elwick Club	Mayor & Mayoress (Honorary Members)	Ongoing
Headcorn Aerodrome Consultative Committee	Member from the Weald North Ward (Cllr Mrs Dyer)	Ongoing
High Weald (AONB) Joint Advisory Group	Cllr Taylor	
Home Improvement Agency Support Group	Cllr Britcher	
Home-Start, Ashford: Management Committee	Cllr Davey	
Kennington Parochial Charities (Two Nominative Trustees)	Cllr Buchanan Cllr Sims	Annual Meeting 2016 (4 year period) Annual Meeting 2016 (2 year period)
Kent County Playing Fields Association	Portfolio Holder for Culture & Leisure and Parks & Open Spaces	Ongoing
Kent Downs (AONB) Joint Advisory Committee and Executive Committee	Cllr Marriott	
Kent Downs and Marshes Leader Project	Cllr Burgess	
Kent Invicta Chamber – Economic Development Group	Cllr Galpin	
Local Children’s Trust Board	Cllr Mrs Dyer	
Local Government Association		
General Assembly	Cllr Taylor	
Urban Commission	Cllr Heyes	
Rural Commission	Cllr Mrs Blanford	
Marshlink Steering Group	Cllr Burgess	

NAME OF BODY	NEW REPRESENTATIVES/ NOMINEES	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2015)
Mid Kent Downs (AONB) Advisory Group	Cllr Mrs Blanford	
National Council on Inland Transport – Executive Committee	Cllr Burgess	
Parochial Church of St Mary's the Virgin Ashford Arts & Arts Development Sub-Committee	Cllr Apps	
PATROL – Joint Committee	Portfolio Holder for Transportation, Highways & Engineering	Ongoing
Relate East Kent (Marriage Guidance Council)	Cllr _____ Clarification to be sought on whether nomination needed	
River Stour Internal Drainage Board	Cllr Hicks Cllr Mrs M Martin Cllr Sims Cllr Smith Mr P Howard	Ongoing
Romney Marshes Area Internal Drainage Board	Cllr Burgess	
Sandyacres Trust	Cllr Michael	
Singleton Environment Centre Management Advisory Board	Cllr Hodgkinson	Annual Meeting 2015 (4 year period)
South Ashford Youth Club – Management Committee	Cllr Howard	
South East Employers	Cllr Taylor	
South Kent Dyslexia Association	Cllr French	
Supporting People Commissioning Body	Portfolio Holder for Housing Head of Community & Housing	Ongoing
SWAN Centre Site Management Committee	Cllr Smith Substitute: Cllr Yeo	

NAME OF BODY	NEW REPRESENTATIVES/ NOMINEES	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2015)
Tenterden Folk Day Trust	Cllr Clokie	
Tenterden Leisure Centre Trust	Cllr Bennett	
Tenterden Town Council – Tourism & Business Committee	Portfolio Holder for Tourism & Rural Focus	Ongoing
Volunteering Ashford	Cllr Feacey	
Willesborough Windmill Trust Limited	Cllr Mortimer	
Wye Rural Museum Trust	Cllr Miss Martin	May 2016

Member Champions

TOPIC	NEW REPRESENTATIVE
Heritage	Cllr Mrs Blanford
Media	Cllr Bennett
Safeguarding Children	Cllr Mrs Dyer
Twinning	Cllr Bennett