

Selection and Constitutional Review Committee

13th July 2017

Report of the Corporate Director (Law and Governance)

Background and Principles of Political Balance and Administrative Structure and Changes to Committee Membership

Purpose of Report

To consider the political balance for the Authority for the remainder of the 2017/18 Municipal Year following the result of the by-elections for the Bockhanger and Victoria Wards in which Councillors Howard-Smith and Suddards were elected. The balance calculations as contained in the Appendix to this report have 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 the remainder of the 2017/18 municipal year for agreement at the Full Council. This reflects the outcome of the by-elections for the Bockhanger and Victoria Wards in which Councillors Howard-Smith (Conservative) and Suddards (Labour) were elected. Appendix B sets out details of Members to be appointed to seats on the various committees etc. by Group Leaders.

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. 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.

4. Cabinet Portfolio Responsibilities

The Leader has taken the opportunity to review the Membership of the Cabinet and make some minor amendments to the wording of the individual Portfolio Responsibilities. Copies of the revised Portfolios are attached as Appendix C, with amendments shown in ***bold italics***.

The Leader has made one change to the Membership of the Cabinet with Councillor Knowles standing down and Councillor Pickering becoming a Cabinet member.

5. Deputy Portfolio Holders

The Leader has also made some amendments to the Deputy Portfolio Holders. Full details of the updated appointments are set out below.

Portfolio	Portfolio Holder (Cabinet Member)	Deputy Portfolio Holder
Leader	Cllr Clarkson	N/A
Deputy Leader (Legal and Democratic Services)	Cllr Bell	N/A
Culture	Cllr Bennett	Cllr Sims
Human Resources and Customer Services	Cllr Pickering	Cllr Feacey
Health, Parking and Community Safety	Cllr Bradford	Cllr Buchanan
Planning	Cllr Clokie	Cllr Dehnel
Corporate Property	Cllr Galpin	Cllr Barrett
Housing	Cllr White	Cllr Hicks
Finance and IT	Cllr Shorter	Cllr Knowles
Environment and Land Management	Cllr Mrs Bell	Cllr Mrs Dyer

Consideration

6. Under the draft calculation shown in Appendix A all Groups have received their allocation on the various committees and when taken collectively their overall entitlement to seats across all committees. However one seat on the Appointments Committee needs to be recommended for allocation to the Liberal Democrat member.
7. Group Leaders have been consulted on the draft Political Balance Calculation and will advise of any changes to Committee Membership in terms of their Group's allocation.

Recommendations:

That (i) the Committee recommends the adoption of the political balance of the Authority in Appendix A subject to the Council agreeing that the requirements of the Political Balance Regulations be not applied to the Membership of the Joint Transportation Board, Appeals Panels, Standards Committee and the Sub-Committee of the Licensing and Health and Safety Committee established under the Licensing Act 2003 and Gambling Act 2005.

- (ii) the Committee is requested to allocate the remaining seat on the Appointments Committee to Councillor Koowaree and the remaining seat on the Planning Committee to the Conservative Group.**
- (iii) The changes in Committee membership as notified by the Group Leaders and as set out in Appendix B be noted.**
- (iv) the revised Cabinet Members Portfolio Responsibilities as attached at Appendix C be received and noted.**
- (v) the revised Deputy Portfolio Holder appointments be received and noted.**

Terry Mortimer
Corporate Director (Law and Governance)

**THE POLITICAL BALANCE CALCULATION
MAY 2017**

A.1 All Committees to which balance applies

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

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

43 members =		%
34 Conservative	=	79.06976
3 Ashford Independent	=	6.97674
3 Labour	=	6.97674
2 UKIP	=	4.65116
<u>Note:</u> 1 Liberal Democrat		2.32558
		<hr/>
		99.99998
		<hr/>

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

Committee	Con	AI	Lab	UKIP	Allocated	Total
1 x 12 O&S	9	1	1	1		12
1 x 17 Planning	14**	1	1	1		17
1 x 12 Selection	9	1	1	1		12
1 x 13 Licensing, Health & Safety	11*	1	1	0*		13
1 x 8 Audit	6	1	1	0		8
1 x 5 Appointments	4	0	0	0	1***	5
Totals	53 (52.977)	5 (4.674)	5 (4.674)	3 (3.116)	1	67

- * Under the draft calculation the UKIP Group were entitled to 3 seats but were allocated 4 so there was a need for that Group to gift one of their seats to the Conservative Group who, under the calculation, had not received their overall entitlement across Committees. Following discussion the respective Group Leaders have agreed that the Conservative Group will take the seat on the Licensing and Health and Safety Committee.
- ** Under the draft calculation the Conservative Group had been allocated 51 seats but their overall entitlement across all Committees is 53 and therefore after taking into account the gifting of the seat from the UKIP Group (in 1 above), there still remains the need for the Conservative Group to be allocated one additional seat. Under the calculation there is one seat that remains to be allocated on the Planning Committee and Group Leaders wish to ask Council to allocated the remaining seat on Planning to the Conservative Group to achieve overall balance.
- *** Under the draft calculation all Groups had received their allocations on the above Committees, and when taken collectively their overall entitlement to seats across all Committees, however, one seat remains to be allocated on the Appointments Committee. Group Leaders recommend that this seat be allocated to Councillor Koowaree.

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

Political Group entitlement in relation to <u>all</u> seats:	66
Conservative	52.977 = 53
Ashford Independent	4.674 = 5
Labour	4.674 = 5
UKIP	3.116 = 3
	66
1 Liberal Democrat	= 1
Total	67

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

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

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

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

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

^{xx} Agreed by Group Leaders

APPENDIX B

SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE

13TH JULY 2017

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

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

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

Overview and Scrutiny Committee (12 Members)

Members of the Cabinet may not be appointed to this Committee

Conservative (9)	Ashford Independent (1)	Labour (1)	UKIP (1)	Liberal Democrat (0)
Bartlett	Ovenden (VCh)	Chilton (Ch)	Macpherson	
Burgess				
Feacey				
Hicks				
A Howard				
Krause				
Knowles				
Miss Martin				
Mrs Martin				

Audit Committee (8 Members)

Conservative (6)	Ashford Independent (1)	Labour (1)	UKIP (0)	Liberal Democrat (0)
Barrett (VCh)	Smith	_____		
Buchanan				
Burgess				
Shorter				
Sims				
Waters (Ch)				

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

Conservative (14)	Ashford Independent (1)	Labour (1)	UKIP (1)	Liberal Democrat (0)
Bennett	Ovenden	Farrell	Murphy	
Mrs Blanford				
Bradford				
Buchanan				
Burgess (Ch)				
Clarkson (EO)				
Clokie				
Dehnel				
Galpin				
Heyes				
Hicks				
Krause				
Link (VCh)				
Pickering				
Waters				

Selection & Constitutional Review Committee (12 Members)

Conservative (9)	Ashford Independent (1)	Labour (1)	UKIP (1)	Liberal Democrat (0)
Barrett	Ovenden	_____	Murphy	
Bell (VCh)				
Bennett				
Burgess				
Clarkson (Ch)				
Clokie				
Galpin				
Hicks				
Shorter				

Licensing and Health and Safety Committee (13 Members)

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

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

Appointments Committee (5 Members)

Conservative (4)	Ashford Independent (0)	Labour (0)	UKIP (0)	Liberal Democrat (1)
Clarkson (Ch)				Koowaree
Clokie (VCh)				
Mrs Dyer				
Pickering				

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

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

Conservative (12)	Ashford Independent (1)	Labour (1)	UKIP (1)	Liberal Democrat (0)
Adby	Michael	Farrell	Macpherson	
Barrett				
Buchanan				
Heyes				
Mrs Heyes				
Hicks				
A Howard				
W Howard				
Knowles				
Link				
Sims				
Waters				

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

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

Conservative (12)	Ashford Independent (1)	Labour (1)	UKIP (1)	Liberal Democrat (0)
Bell	Ovenden	Chilton	MacPherson	
Mrs Bell				
Bradford				
Clarkson				
Clokie				
Dehnel				
Galpin				
Knowles				
Pickering				
Shorter				
Waters				
White				

Standards Committee (8 Members)

Based on 6 Conservative Members (including at least one Member of the Cabinet) plus the Chairman and Vice-Chairman of the Overview & Scrutiny Committee.

Conservative (6)	Ashford Independent (1)	Labour (1)	UKIP (0)	Liberal Democrat (0)
Mrs Bell (VCh)	Ovenden	Chilton		
Dehnel (Ch)				
Hicks				
Howard-Smith				
Knowles				
White				

Joint Transportation Board (7 Members)

Conservative (6)	Ashford Independent (1*)	Labour (0)	UKIP (0)	Liberal Democrat (0)
Bradford	Ovenden			
Burgess				
Feacey				
Heyes (Ch)				
Mrs Martin				
Mrs Webb				

*One seat to be allocated to an Opposition Group

Community Grants Panel (7 Members including the Portfolio Holder for Culture)

Conservative (6)	Ashford Independent (1)	Labour (0)	UKIP (0)	Liberal Democrat (0)
Bennett (PH)	Smith			
Mrs Dyer				
W Howard				
Link (Ch)				
Sims				
Mrs Webb (VCh)				

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

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

Conservative (4)	Ashford Independent (1)	Labour (1)	UKIP (0*)	Liberal Democrat (0)
Feacey	Smith	Farrell		
Krause				
Pickering (Ch)				
Shorter				

* The UKIP Group did not wish to put anyone forward for this seat

Member Training Panel (8 Members)

Conservative (6)	Ashford Independent (1)	Labour (0)	UKIP (1)	Liberal Democrat (0)
Mrs Bell (VCh)	Smith		Macpherson*	
Feacey (Ch)				
A Howard				
W Howard				
Krause				
Link				

*Seat gifted by the Conservative Group

Local Government and Polling Districts Task Group (10 Members)

Conservative (8)	Ashford Independent (1)	Labour (1)	UKIP (0)	Liberal Democrat (0)
Adby (VCh)	Ovenden	Chilton		
Barrett				
Bell (Ch)				
Buchanan				
Clokie				
Heyes				
W Howard				
White				

Local Plan & Planning Policy Task Group (10 Members)

Conservative (8)	Ashford Independent (1)	Labour (1)	UKIP (0)	Liberal Democrat (0)
Mrs Blanford	Smith	_____		
Bradford				
Clarkson (Ch)				
Clokie (VCh)				
Mrs Dyer				
Galpin				
Heyes				
Shorter				

MEMBERSHIP OF CABINET BOARDS, ADVISORY COMMITTEES AND TASK GROUPS FOR 2017/18

The following are set out for information only.

Boards

Ashford Health & Wellbeing Board (1 Member)

Conservative
(1)
Bradford

Trading and Enterprise Board (4 Members and 1 Observer)

Conservative
(4)
Bell (Ch)
Bradford
Clokie
Galpin

* Councillor Ovenden to be appointed as Observer.

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

Ashford Strategic Delivery Board (3 Members)

Conservative
(3)
Clarkson (Ch)
Clokie
Galpin

Economic Regeneration & Investment Board (4 Members)

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

Compliance & Enforcement Board (4 Members)

Conservative (3)	Ashford Independent (1)	Labour (0)	UKIP (0)	Liberal Democrat (0)
Mrs Bell	Ovenden			
Bradford				
Dehnel (Ch)				

Advisory Committees

Bockhanger, Bybrook and Ashford South Advisory Committee (5 Members)

Conservative (4)	Ashford Independent (0)	Labour (1)	UKIP (0)	Liberal Democrat (0)
Barrett		Chilton		
Buchanan (Ch)				
Howard-Smith				
Mrs Webb				

Environment and Conservation Advisory Committee (4 Members)

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

IT and Digital Transformation Advisory Committee (4 Members)

Conservative (3)	Ashford Independent (1)	Labour (0)	UKIP (0)	Liberal Democrat (0)
Knowles (Ch)	Ovenden			
Pickering				
Shorter				

Task Groups

Design and Development of Parks and Open Spaces Task Group (5 Members)

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

Borough, History, Heritage and Commemoration Task Group (6 Members)

Conservative (4)	Ashford Independent (1)	Labour (1)	UKIP (0)	Liberal Democrat (0)
Bennett (Ch)	Smith	Chilton		
Dehnel				
A Howard (VCh)				
Mrs Webb				

Public & Voluntary Transport Liaison Task Group (4 Members)

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

Council Tax & Welfare Reform Task Group (4 Members)

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

Additions are shown in ***bold italics*** and deletions shown as ~~struck through~~.

The Leader – Cllr Clarkson

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.

To Chair the Ashford Strategic Delivery Board and lead the economic development of the Borough.

Lead the development of European, national, regional and local policies and strategic partnerships.

To direct Corporate Marketing and promote the corporate media and public relations image of the Borough.

Promote the objectives of the Council's Corporate Plan.

To promote the Borough's History, Heritage and Civic Pride.

To use the good offices of the Leadership to uphold the Constitution and ensure adherence, especially in terms of member observance of standards and behaviour.

Duties and Responsibilities

To determine the size of the Cabinet and appoint between two and nine Members of the Council to the Cabinet.

To allocate areas of responsibility i.e., Portfolios to them and be able to remove them from the Cabinet at any time.

To appoint Lead Members as appropriate to assist in the discharge of the business of the Council.

To determine the scheme of delegation for the discharge of the Cabinet functions of the Council and report to the Council all appointments and changes to the Cabinet.

To appoint one of the Members of the Cabinet to be his/her Deputy, to hold office until the end of the term of office of the Leader (unless the person resigns as Deputy Leader, ceases to be a Councillor or is disqualified or removed from office by the Leader).

To if he/she thinks fit remove the Deputy Leader from office, but must then appoint another person in his/her place.

To exercise leadership by ensuring the adherence to the approved Constitution and Codes of Good Conduct and to act as appropriate in cases of serious breaches. In particular the Leader of the Council in appropriate cases will instigate discussions with the relevant other Group Leader in the event that there is either a prima facie case of serious misconduct or a finding of such misconduct following an investigation in accordance with the Constitution against a member of that political group (or where a member to whom that political group has gifted a seat or seats in the case of an ungrouped councillor). Such discussions may cover the possible removal of a relevant councillor in that group (or who has been gifted a seat by that group) from membership of committees, sub-committees, task groups, forums or panels etc. either pending or following the outcome of an investigation.

To Chair the Cabinet

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:-

Monitoring and implementation of corporate plan objectives relating to Communications and Social Media, Council Websites, Public Information, the growth of the revenue business outcomes and to advise on the relationship with policy matters in as far as they can interface with national policy;

Developing and promoting new policies together with advancing new strategies as necessary;

Development, monitoring and implementation of the Corporate Plan and 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;

Ensuring that the Emergency Planning is well structured and subject to regular review and testing;

The formulation of and participation in partnerships;

Press, Public Relations & Civic Activities in liaison with the CEO, the Ceremonial Liaison Champion and Mayor as appropriate;

Ensuring that systems exist to appraise the performance of senior managers;

Liaison with the HR & Customer Services Portfolio Holder and Head of HR & Customer Services with regards to complaints;

Interacting with all departments of the Council and appropriate agencies and external bodies to ensure Communication is being used effectively and to make recommendations for improvements;

Taking up corporate or personal membership of any appropriate body or organisation whose objectives are considered to be beneficial to the Council's own activities and as approved by the Proper Officer of the Council;

Submitting proposals to the Cabinet 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 Leader having:-

(a) Overall responsibility for decision-making arrangements in the following areas:

To fulfil and participate as appropriate in any legal or statutory duty commensurate with the role of Leader of the Council.

Policy Direction & External Liaison;

Corporate Policy, Economic Development and Communications

- (i) Closely monitoring Central Government and other agencies in order to ensure that all aspects, including any political implications, are fully considered
- (ii) Ensure that effective policies are in place to:-
 - a. Promote the introduction, and effective monitoring and participation in the relevant and approved aspects of Social Media in the best interests of the Authority;
 - b. Ensure that effective safeguards are in place regarding all aspects of social media;
 - c. Promote the effective monitoring of all Council websites to ensure they are up to date and provide the appropriate and relevant information
 - d. Ensure the Council websites are easy to use and navigate in the best interests of the Authority and the public we serve;
- (iii) Approve and endorse the Council's Annual Report.

Economic Development & Strategic Projects;

Overview of Civic Ceremonial Activities;

Corporate Marketing, Media & Public Relations;

Overview and Scrutiny of Emergency Planning.

- (b) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.
- (c) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.

The Deputy Leader – Legal and Democratic Services Portfolio Holder – Cllr N Bell

Main Role:

As the appointed Deputy Leader with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives.

To Chair the Cabinet meetings in the absence of the Leader and where the Leader may have a conflict of interest.

To Chair the Local Government & Polling Districts Task Group.

To Chair the Trading & Enterprise Board

To represent the Council on the Ashford College Business Advisory Board

To work closely with the officers of the Limited Companies in order to support the growth of commercial revenues.

To liaise with the Compliance and Enforcement Board as well as our own legal team with regards to Law and Litigation.

To ensure the written constitution is kept up to date and at all times reflects the current position accurately.

Responsibility for ensuring the effectiveness and value for money of the functions of the Legal and Democratic Services.

To work closely with the Leader and other relevant agencies to ensure that the organisation and structure are subject to review from time to time.

To undertake any specific duties as directed by the Leader from time to time.

To work closely with Cabinet Colleagues and Senior Officers across the Portfolios on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

Duties and Responsibilities:-

To have responsibility for monitoring and implementation of corporate plan objectives relating to Legal and Democratic Services, Further and Higher Education, and Vocational Skills;

In addition to: -

To effectively liaise and interface with the development of our commercial and industrial interests in the Limited Companies and the commercial management of the Council's commercial interests.

To proffer and promote new policies and strategies as necessary.

The Deputy Leader having:-

- (a) Overall responsibility for decision-making arrangements in the following areas:-
 - Legal and Democratic Services;
 - Further and Higher Education and Vocational Skills
- (b) Advising the Leader and Cabinet regarding Government policy and its interface with our approach to the Corporate Policy and our operations;
- (c) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.
- (d) The responsibility to work together with the Leader and other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.

Finance & Information Technology - Portfolio Holder - Cllr Shorter

Main Role:

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordination and planning of Corporate Resources and Financial Services, including the implementation of an effective performance management framework.

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the use of Information Technology

To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

Duties and Responsibilities:-

To have responsibility for resource planning and management, including monitoring expenditure, implementing audit plans and corporate governance (including risk management), in addition to responsibility for monitoring and implementation of corporate plan objectives relating to the use of Information Technology by:-

Setting performance targets and indicators relating to the objectives;

Ensuring goals and milestones are met;

Interacting with the KCC, Parishes and Urban Area;

Interacting with all departments of the Council to ensure up-to-date IT is being used effectively and to make recommendations for improvements;

Digital Transformation

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary;

Establishing the implementation and monitoring systems, in liaison with other Cabinet Members are in place, to ensure that the management of departmental performance plans are consistent with corporate strategies and policies.

The Cabinet Member having:-

- (a) Overall responsibility for decision-making arrangements in the following areas:-

Financial Services;

Finance, Budget & Resource Management;

Acquisitions Analysis;

Resource Management;

~~Emergency Planning in conjunction with the EP Unit;~~

Communications and publicity regarding the Portfolio;

Procurement including regular monitoring, review and scrutiny.

Financial Corporate Governance (including internal audit).

Recommending improvements to the use and provision of Information Technology;

To lead and co-ordinate the introduction of new information technology **including Super-Fast Broadband** across the entire Borough;

- (i) ***Liaise with KCC's Lead Officer to maximise provision of super fast broadband to the Borough.***
- (ii) ***Consider take up of the national 'Broadband Connection Voucher Scheme' by urban businesses in the Borough.***
- (iii) ***Liaise with Planning to develop robust broadband and telecommunications policies to be included in the emerging Local Plan.***

- (b) Responsible for resource planning and management including:-

(i) Council owned assets and resources and

(ii) Establishing that the infrastructure services that would sustain a growing population, are being catered for in a planned and programmed way.

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

- (d) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.

Housing – Portfolio Holder - *Cllr G White*

Main Role:

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to all housing services.

To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

Duties and Responsibilities:-

To have responsibility for monitoring and implementation of corporate plan objectives relating to delivery of the Council's housing strategy, and housing services by:-

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

Interacting with the KCC, Parishes and Urban Area;

Reviewing relevant service provision including budgetary management;

Liaising with the Head of Housing towards the eradication of any backlog of disabled adaptations;

Developing and promoting new policies and strategies as necessary;

The Cabinet Member having:-

(a) Overall responsibility for decision-making arrangements in the following areas:

Housing Strategy including home ownership, affordable housing, private and public rented homes, assisted living, sheltered & care provision, disabled provisions and housing regeneration;

Housing Revenue Account Services;
General Fund Housing Services (including social housing and homelessness, Local Needs, Affordable and Care Housing);

Welfare arising from or connected with housing need;

Communications and publicity regarding the Portfolio;

Resettlement of refugees

- (b) For thoughtful engagement with the elderly to meet their needs as they grow older.
- (c) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.
- (d) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.

Corporate Property - Portfolio Holder - Cllr Galpin

Main Role:

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the Town Centres vibrancy, and the urban economy.

To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

Duties and Responsibilities:-

To have responsibility for monitoring the implementation of corporate plan objectives relating to the promotion of a safe and vibrant urban community and the development of the wider Town Centre as a mix of residential occupation, business, leisure and entertainment as a major economic driver and corporate land use and asset management by:-

Participating in the Economic Regeneration and Investment Board;

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary.

The Cabinet Member having:-

(a) Overall responsibility for decision-making arrangements in the following areas:-

Town Centre Activities and dynamics;

Town Centre image and attractiveness in liaison with relevant Portfolio Holders and the Lead Member for KCC & ABC Liaison on T/Centre Presentation & Safety;

Town Centre facilities in liaison with relevant Portfolio Holders;

Town Centre interface with the wider Retail Offer;

Town Centre Economy and its interface with wider economy;

Corporate Property Maintenance;

Asset Management;

Communications and publicity regarding the Portfolio;

- (b) The responsibility for liaising with joint working partners as directed, to ensure effective service delivery in the most value for money way.
- (c) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.
- (d) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.
- (e) The responsibility to work with the Head of Service, the Leader, The CEO and other Portfolios to achieve the aims, objectives and action plans of the Council.

Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.

Planning - Portfolio Holder - Cllr P Clokie

Main Role:

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

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

To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

Duties and Responsibilities: -

To have responsibility for monitoring the implementation of strategic corporate plan objectives relating to development and growth in the physical environment by:-

Ensuring that Planning Decisions, including Planning Conditions and approvals, are strictly adhered to. Any breach should be subject to compliance measure and enforcement where appropriate.

Liaise with the Policy & Compliance Task Group as appropriate on enforcement policy and monitoring.

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

Interacting with the KCC, Parishes and Urban Area;

Liaising with the Chair of the Local Plan & Planning Policy Task Group.

To sit on the Ashford Strategic Delivery Board

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary.

The Cabinet Member having:-

(a) Overall responsibility for decision-making arrangements in the following areas:

Planning and Development;

Local Development Framework;

Local Plan & Planning Policy review and update in conjunction with the Leader;

Communications and publicity regarding the Portfolio;

Ashford's future growth in terms of the planning perspective and place making.

- (b) The power to require a proposed non regulatory decision in any such area to be referred to the Cabinet for their consideration or determination.
- (c) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.

Culture - Portfolio Holder - Cllr M Bennett

Main Role:

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the delivery of arts, culture, leisure, sport, heritage, history, festivals, tourism, cycle routes, youth engagement, members & community grants, and the ordering of public parks, gardens, commons, heathlands and open spaces, as well as supporting and marketing performance programmes of music leisure throughout the Borough.

To Chair the Ashford History, Heritage & Commemoration Task Group.

To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

Duties and Responsibilities:-

To have responsibility for monitoring the implementation of corporate plan objectives relating to the environment, culture, arts, leisure, parks and open spaces, heritage, history, tourism, cycle routes, youth engagement and management thereof by:-

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

Interacting and liaison with the Arts Council agencies and sporting bodies together with KCC, Parishes, Urban Areas and the public in general;

Liaising closely with the Design & Development of Parks & Open Spaces Task Group;

Oversee and promote Tourist Information and other activity Information in the Borough in conjunction with the Human Resources & Customer Services Portfolio Holder.

Working with education providers, industries and businesses in relation to all aspects of this Portfolio responsibilities;

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary;

Being involved with others in the design and placement of Public Art.

Fostering and maintaining civic pride;

The Cabinet Member having:-

- (a) Overall responsibility for decision-making arrangements in the following areas:

Heritage & History

Tourist, Promotion and Information;

The Cycle Route Network

The Layout, access, design, and facilities for our Public Parks, Gardens, Commons, Heathlands & Open Spaces.

Youth activities, including play areas, sports, leisure and social developmental guidance in conjunction with the Highways, Wellbeing and Safety Portfolio Holder;

Wider leisure and sporting activities for all especially the ageing;

The Arts, Culture, and our physical and environmental heritage;

Communications and publicity regarding the Portfolio;

Liaison with those programming and promoting music and the performing arts.

- (b) The power to require a proposed non-regulatory decision in any such area to be referred to the Cabinet for its consideration or determination.
- (c) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.

Environment and Land Management - Portfolio Holder - Cllr Mrs Bell

Main Role:

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to Waste & Recycling, Street Cleaning, Gateways, Borough wide Ground Maintenance, Environmental Protection, Energy Conservation, and the ongoing management, maintenance and up-keep of Public Parks, Gardens, Commons, Heathlands and Open Spaces.

To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.

To work closely with Cabinet Colleagues and Senior Officers across the Portfolios on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

Duties and Responsibilities:-

To have responsibility for monitoring the implementation of corporate plan objectives relating to the promotion of a vibrant rural community and the development of Waste & Recycling and the cleanliness and good maintenance of our Gateways and Grounds Maintenance by:-

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

Monitoring the ongoing management, maintenance and up-keep of Public Parks, Gardens, Commons, Heathlands and Open Spaces;

To act as the conduit for good relations with the local Parish Councils and Urban Forums and to Chair the Parish and Urban Forums Annual Summit and any ad hoc meetings with representatives as and when required;

Monitor the effectiveness of our Recycling and Street Cleaning arrangements;

Manage and drive the Ground Maintenance in order to present and keep the Borough in the best possible way;

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary.

The Cabinet Member having:-

- (a) Overall responsibility for decision-making arrangements in the following areas:
- The rural vibrancy and interface with the Parishes and the Council;
Customer Services;
 - Waste, Recycling and Street Cleaning;
 - The Gateways and Ground Maintenance;
 - Communications and publicity regarding the Portfolio.
 - The Green Environment & Nature Conservation;
 - Energy Conservation;
 - The Public Parks, Gardens, Commons, Heathlands and Open Spaces;
- (b) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.
- (c) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.

Human Resources & Customer Services - Portfolio Holder - *Cllr A Pickering*

Main Role:

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the use of Human Resources, Customer Services, Union Liaison and Voluntary Member Training.

To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.

To work closely with the Leader and Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

Duties and Responsibilities: -

To have responsibility for monitoring and implementation of corporate plan objectives relating to Human Resources and Customer Services by: -

Setting performance targets relating to the objectives;

Ensuring goals and milestones are met;

Monitor and develop Customer Services thus providing an effective service;

Supervision and oversight of complaints and their handling by the appropriate Heads of Service.

Liaising with the Leader and the Head of HR & Customer Services with regards to complaints;

Interacting with the parishes and in conjunction with the Head of HR & Customer Service arranging the Annual Urban and Rural Conference;

~~Liaising with the Head of Finance & I.T. and the Portfolio Holder regarding signal provision for communications technology.~~

Reviewing relevant service provision including budget management;

Developing and promoting new policies and strategies as necessary;

Co-ordinating certain public information as directed by the Leader and prepared by sections of the Council for differing distributions;

Chairing the Joint Consultative Meeting with the Trades Union and Staff Side representatives;

Developing a residents and business email data base for efficient and effective communications;

The Cabinet Member having:-

- (a) Overall responsibility for decision-making arrangements in the following areas:

~~To lead and co-ordinate the introduction of Super-Fast Broadband across the entire Borough;~~

~~(i) Liaise with KCC's Lead Officer to maximise provision of super fast broadband to the Borough.~~

~~(ii) Consider take-up of the national 'Broadband Connection Voucher Scheme' by urban businesses in the Borough.~~

~~(iii) Liaise with Planning to develop robust broadband and telecommunications policies to be included in the emerging Local Plan.~~

Human Resources and Customer Services

Recommending an appropriate level of voluntary Member Training in close co-operation with Cabinet colleagues and the Member Training Panel;

Co-ordinating the compilation of the Annual Report and the new home owners Information Pack;

Communications and publicity regarding the Portfolio;

- (b) Personnel & Development:-

(i) Employee Relations and Policies related to staff employment;

(ii) Equal Opportunities and Health & Safety policies related to staff employment and service delivery;

(iii) To Chair the Joint Consultative Committee;

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

- (d) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.

Health, Parking & Community Safety – Portfolio Holder -Cllr G Bradford

Main Role:

As the appointed Cabinet Member with this Portfolio, you are to embrace and take responsibility for the duties as set out below:-

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to Transportation, Highways, Environmental Health and Licensing,

To work closely with the appointed Deputy Portfolio Holder and ensure that they fully embrace the Portfolio and contribute as directed.

To work closely with Cabinet Colleagues and Senior Officers across the Portfolio's on matters that may transcend any particular Portfolio, in order to effectively discharge and deliver the responsibilities as appropriate for this Portfolio.

Duties and Responsibilities: -

To have responsibility for monitoring and implementation of corporate plan objectives relating to Development Management by:-

Setting Performance targets relating to the objectives;

Ensuring goals and milestones are met;

Interacting with the KCC, Parishes and Urban Area;

Reviewing relevant service provision including budgetary management;

Developing and promoting new policies and strategies as necessary.

Representing the Leader on the Kent & Medway Police and Crime Panel;

To make recommendations for options to deliver a sponsored Public Cycling Scheme (PCS);

The Cabinet Member having:-

(a) Overall responsibility for decision-making arrangements in the following areas:-

All Public Transportation;

Highways and Traffic Management including Parking;

Health & Wellbeing;

Community Safety;

Environmental Health and Licensing;

Emergency Planning in conjunction with the EP Unit;

Communications and publicity regarding the Portfolio.

- (b) The power to require a proposed non-regulatory decision in any such area to be referred to the Cabinet for their consideration or determination.
- (c) The responsibility to work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation – None - Unless specified in authority from any formal Cabinet or Council decisions.