

Selection and Constitutional Review Committee

Minutes of a Meeting of the Selection and Constitutional Review Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **3rd May 2022**.

Present:

Cllr. Clarkson (Chairman);
Cllr. Bartlett (Vice-Chairman);

Cllrs. Barrett, Chilton, Farrell, Feacey, Forest, Hayward, Howard-Smith, Meaden.

In accordance with Procedure Rule 1.2(c) Councillor Forest attended as Substitute Member for Councillor Clokie.

Apologies:

Cllrs. Clokie, Harman, Ovenden.

Also Present:

Member Services Manager.

386 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 17th February 2022 be approved and confirmed as a correct record.

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

The Member Services Manager introduced the report which 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 19th May 2022. The agreed Political Balance is contained at Appendix A to these Minutes. He also drew the Committee's attention to the tabled paper which included some amendments to the Committee membership which had occurred following the publication of the Agenda.

The Chairman ran through the membership of Committees, Groups, Panels and Boards one by one. With input from Members, the membership for 2022/23 was completed including the nominations for Chairmen and Vice-Chairmen. This is contained at Appendices B and C to these Minutes.

The Chairman also advised that he has asked for consideration to be given to potentially increasing the size of the Planning Committee again. The Member Services Manager

would look at the size of the Committee and more details on this would follow if this was taken forward.

Recommended:

- That (i) **the Political Balance of the Authority 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 Panels, Standards Committee and the Sub-Committees of the Licensing and Regulatory Committees established under the Licensing Act 2003 and Gambling Act 2005.**
- (ii) **the following Committees be constituted for the Municipal Year as detailed in Part 3 of the Constitution:**
- Appeals**
 - Appointments**
 - Audit**
 - Investigation and Disciplinary**
 - Joint Arrangements – Joint Transportation Board**
 - Licensing**
 - Overview and Scrutiny**
 - Planning**
 - Regulatory**
 - Selection and Constitutional Review**
 - Standards.**
- (iii) **the remaining seat on the Planning Committee be allocated to Councillor Walder.**
- (iv) **the remaining seats on the Licensing and Regulatory Committees be allocated to Councillor Michael.**
- (v) **the changes in Committee membership as notified by the Group Leaders and as set out in Appendix B to these Minutes, be noted.**
- (vi) **the membership of Cabinet Boards, Advisory Committees and Task Groups for 2022/23 as set out in Appendix C to these Minutes be noted.**
- (vii) **the Ashford Strategic Delivery Board be increased in size from four to six Members.**

388 Representatives on Outside Bodies/Organisations

The report 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 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.

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 D to these Minutes be agreed.

389 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 Solicitor to the Council and Monitoring Officer prepare the Order of Proceedings for the Annual Meeting of the Council on the basis of the advice of this Committee.

Queries concerning these Minutes? Please contact Member Services:
Telephone: 01233 330349 Email: membersservices@ashford.gov.uk
Agendas, Reports and Minutes are available on: <https://ashford.moderngov.co.uk>

THE POLITICAL BALANCE CALCULATION
MAY 2022

A All Committees to which balance applies

	Committee	Seats/Committee	=	Total Seats
1 x 12	Overview and Scrutiny	12	=	12
1 x 14	Planning	14	=	14
1 x 13	Licensing	13	=	13
1 X 13	Regulatory	13	=	13
1 x 12	Selection & CR	12	=	12
1 x 8	Audit	8	=	8
1 x 5	Appointments	5	=	5
			Total	<u><u>77</u></u>

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

47 members =		%
24 Conservative	=	51.1
11 Ashford Independent	=	23.4
6 Labour	=	12.8
4 Green	=	8.5

Note:

1 Independent	=	2.1
1 Independent	=	2.1

100

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

Committee	Con	AI	Lab	Green	To Be Allocated	Total
1 x 12 O&S	6	3	2	1	0	12
1 x 14 Planning	7	3	2	1	1*	14
1 x 12 Selection	6	3	2	1	0	12
1 x 13 Licensing	7	3	1*	1	1*	13
1 x 13 Regulatory	7	3	1*	1	1*	13
1 x 8 Audit	3*	2	1	2*	0	8
1 x 5 Appointments	3	1	1	0	0	5
Totals	39* (39.32)	18 (18.02)	10 (9.83)	7* (6.53)	3	77

*Under the draft calculation the Labour Group was allocated 12 seats when their overall entitlement across all Committees was 10. All other Groups had received their overall entitlement to seats. There is therefore a need for the Labour Group to gift two of their allocated seats to Independent Members. The Labour Group has offered one of their seats on each of the Licensing and Regulatory Committees.

Under the draft calculation the Green Group was allocated six seats when their overall entitlement across all Committees was seven. The Conservative Group was allocated 40 seats when their overall entitlement was 39. There is therefore a need for the Conservative Group to gift one of their allocated seats to the Green Group. The Conservative Group has offered one of their seats on the Audit Committee.

There is one seat to be allocated on the Planning Committee. All Groups have received their overall entitlement to seats so it is proposed to offer this seat to an Independent Member.

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

Political Group entitlement in relation to all seats: 77

Conservative	39.32	=	39
Ashford Independent	18.02	=	18
Labour	9.83	=	10
Green	6.53	=	7

74

1 Independent	=	2
1 Independent	=	1

Total

77

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
x 1 x 7	Joint Transportation Board		=	7
*1 x 3	Licensing (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	Regulatory (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

* 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 an overall balanced allocation of seats.

Committee	Con	AI	Lab	Green	Total
*1 x 15 Appeals	8	4	2	1	15
x1 x 7 Joint Transportation	4	2	1	0	7
** 1 x 8 Standards	4	2	1	1	8

* The requirements of the 'Political Balance' regulations be not applied to the membership of the Appeals and Licensing and Regulatory Panels of 3 Members which are drawn for each meeting.

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

APPENDIX B
(Minute No. 387/5/22 refers)

SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE

3RD MAY 2022

MEMBERSHIP OF COMMITTEES AND BOARDS 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 (6)	Ashford Independent (3)	Labour (2)	Green (1)
Barrett	Hayward	Chilton (VCh)	Meaden
Blanford	Ledger	Farrell	
Brooks	Ovenden (Ch)		
Burgess			
Howard-Smith			
Mulholland			

Audit Committee (8 Members)

Conservative (3)	Ashford Independent (2)	Labour (1)	Green (2)
Buchanan (VCh)	Hayward	Spain	Campkin
Krause (Ch)	Smith		Wright
Shorter			

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

Training is compulsory for anyone sitting on the Planning Committee.

Conservative (7)	Ashford Independent (3)	Labour (2)	Green (1)	Independent (1*)
Blanford (VCh)	Harman	Chilton	Meaden	Walder
Burgess (Ch)	Ovenden	L Suddards		
Forest	Sparks			
Howard				
Iliffe				
Mulholland				
Shorter				
Bell (EO)				

*Seat allocated to Independent Member as all other Groups had received their allocation across all Committees as part of the Political Balance calculation.

Selection & Constitutional Review Committee (12 Members)

Conservative (6)	Ashford Independent (3)	Labour (2)	Green (1)
Barrett	Harman	Chilton	Meaden
Bartlett (VCh)	Hayward	Farrell	
Clarkson (Ch)	Ovenden		
Feacey			
Forest			
Howard-Smith			

Licensing 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.

Training is compulsory for anyone sitting on the Licensing Committee.

Conservative (7)	Ashford Independent (3)	Labour (1)	Green (1)	Independent (1*)
Buchanan	Ledger	L Suddards	Wright	Michael
Burgess	Rogers			
Feacey	Smith			
Howard (Ch)				
Krause (VCh)				
Pickering				
Shorter				

*Seat allocated to Independent Member as all other Groups had received their allocation across all Committees as part of the Political Balance calculation.

Regulatory Committee (13 Members)

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

Training is compulsory for anyone sitting on the Regulatory Committee.

Conservative (7)	Ashford Independent (3)	Labour (1)	Green (1)	Independent (1*)
Buchanan	Ledger	L Suddards	Wright	Michael
Burgess	Rogers			
Feacey	Smith			
Howard (Ch)				
Krause (VCh)				
Pickering				
Shorter				

*Seat allocated to Independent Member as all other Groups had received their allocation across all Committees as part of the Political Balance calculation.

Appointments Committee (5 Members)

Conservative (3)	Ashford Independent (1)	Labour (1)	Green (0)
Feacey	Ovenden	Chilton	
Clarkson (Ch)			
Pickering (VCh)			

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 (8)	Ashford Independent (4)	Labour (2)	Green (1)
Blanford	T Heyes	Anckorn	Campkin
Burgess	Ledger	L Suddards	
B Heyes	Sparks		
Howard	Turner		
Krause			
Link			
Mulholland			
Wedgbury			

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 (8)	Ashford Independent (4)	Labour (2)	Green (1)
Barrett	Cornish	Anckorn	Campkin
Bartlett	Ovenden	Chilton	
Mrs Bell	Sparks		
Bell	Turner		
Blanford			
Clarkson			
Feacey			
Krause			

Standards Committee (8 Members)

Broadly Politically Balanced. Should include at least one Member of the Cabinet plus the Chairman and Vice-Chairman of the Overview & Scrutiny Committee.

Conservative (4)	Ashford Independent (2)	Labour (1)	Green (1)
Mrs Bell (Ch)	Ovenden	Chilton	Meaden
Knowles	Turner		
Pickering			
Shorter (VCh)			

Joint Transportation Board (7 Members)

Conservative (4)	Ashford Independent (2)	Labour (1)	Green (0)
Burgess	Cornish	C Suddards	
Feacey	T Heyes		
B Heyes (VCh)			
Link			

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

Conservative (4)	Ashford Independent (2)	Labour (1)	Green (0)
Feacey	Pauley	L Suddards	
Forest	Smith		
Link (Ch)			
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 (3)	Ashford Independent (1)	Labour (1)	Green (1)
Mrs Bell	Smith	L Suddards	Wright
Mulholland			
Pickering (Ch)			

Member Training Panel (8 Members)

Conservative (4)	Ashford Independent (2)	Labour (1)	Green (1)
Mrs Bell (VCh)	Pauley	Spain	Wright
Blanford	Smith		
Howard			
Pickering (Ch)			

Local Government and Polling Districts Task Group (10 Members)

Conservative (5)	Ashford Independent (2)	Labour (1)	Green (1)	Independent (1)
Bell (Ch)	Rogers	Anckorn	Meaden	Michael
Blanford	Sparks			
B Heyes				
Knowles (VCh)				
Wedgbury				

Local Plan & Planning Policy Task Group (11 Members)

Conservative (6)	Ashford Independent (3)	Labour (1)	Green (1)
Bartlett (Ch)	Harman	Spain	Wright
Bell (VCh)	Ledger		
Mrs Bell	Sparks		
Blanford			
B Heyes			
Knowles			

Trading and Enterprise Board (4 Members and 1 Observer)

Conservative (4)
Bell (Ch)
Feacey
Pickering
Shorter

* 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.

MEMBERSHIP OF CABINET BOARDS, ADVISORY COMMITTEES AND TASK GROUPS FOR 2022/23

The following are set out for information only.

Boards

Ashford Strategic Delivery Board (6 Members)

Conservative
(6)
Bell
Clarkson (Ch)
Feacey
Forest
Iliffe
Shorter

Regeneration, Infrastructure and Improvement Co-Ordination Board (8 Members)

Conservative	Ashford Independent	Labour	Green
(6)	(1)	(1)	(0)
Clarkson (Ch)	Ovenden	Spain	
Feacey			
Forest			
Iliffe (VCh)			
Shorter			
Webb			

Economic Regeneration & Investment Board (6 Members)

Conservative (5)	Ashford Independent (1*)	Labour (0)	Green (0)
Bartlett (VCh)	Ovenden		
Bell			
Clarkson (Ch)			
Iliffe			
Shorter			

*** One seat allocated to the Leader of the largest Opposition Group**

Compliance & Enforcement Board (6 Members) (plus 1 ex-officio)

Conservative (5)	Ashford Independent (0)	Labour (1)	Green (0)
Bell (Ch)		Spain	
Buchanan			
Feacey (VCh)			
Forest			
Shorter			
Bartlett (EO)			

Civic and Ceremonial Programme Board (6 Members) (plus the Mayor an ex-officio)

Conservative (4)	Ashford Independent (1)	Labour (1)	Green (0)
Burgess	Ovenden	L Suddards	
Clarkson (Ch)			
Forest (VCh)			
Knowles			
Mayor (EO)			

Advisory Committees

Climate Change Advisory Committee (7 Members)

Conservative (4)	Ashford Independent (1)	Labour (1)	Green (1)
Barrett (Ch)	Ledger	Anckorn	Campkin
Blanford			
Feacey (VCh)			
Mulholland			

IT and Digital Transformation Advisory Committee (5 Members)

Conservative (4)	Ashford Independent (1)	Labour (0)	Green (0)
Bell (VCh)	Ovenden		
Forest (Ch)			
Krause			
Pickering			

APPENDIX D
(Minute No. 388/5/22 refers)

ASHFORD BOROUGH COUNCIL

APPOINTMENT/NOMINATION TO OUTSIDE BODIES/ORGANISATIONS

Appendix 1
Liaison Member Appointments

The following Liaison Member appointments are made to the following charities.

(NB: as a Liaison Member, Councillors will attend board or committee meetings with the permission of the board or committee, but are not able to vote on any decisions and will not be registered at the Charity Commission or Companies House as a director or trustee. Liaison Members are still be able to bring their invaluable experience and contacts, both within the Council and within the community, to the benefit of the organisation, and act as a bridge between the organisation and the Council, but are not hampered by possible conflicts of interest.)

Name of Organisation	New Representative for 2022/23
Action with Communities in Rural Kent	Cllr Burgess
Ashford Volunteer Centre	Cllr Feacey
Sandyacres Trust	Cllr Krause
Tenterden Leisure Trust	VACANT
Willesborough Windmill Trust	Cllr Wright
Wye Rural Museum Trust	Cllr Howard

Appendix 2
Trustee Appointments

The following Trustee appointments are made to the following charities.

Name of Organisation	New Representative for 2022/23
Ashford Almshouses and Parochial Charities	Cllr B Heyes Cllr Krause Cllr L Suddards Rev. Richard Bellamy
Kennington Parochial Charities	Cllr Buchanan Cllr Iliffe
Chilmington Management Organisation	Cllr Shorter <i>(Delegated authority to the Solicitor to the Council and Monitoring Officer to appoint a replacement if required – Cllr Blanford)</i> Mr Ben Lockwood

St Mary's Arts Trust	Cllr Smith
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Appendix 3 Representative Appointments to Committees of Outside Bodies

The following Representative appointments are made to the following committees of outside bodies.

Name of Organisation	New Representative for 2022/23
Ashford Community Safety Partnership	Portfolio Holder for Community Safety and Wellbeing
Ashford Health and Wellbeing Partnership	Portfolio Holder for Community Safety and Wellbeing
Ashford Mediation Service	Cllr Krause
Ashford Museum Committee	Cllr Smith
Ashford Street Pastors Management Committee	Cllr Hayward
Ashford Youth Trust	Cllr Anckorn Cllr Pauley
Citizens' Advice Bureau Ashford Branch Management Committee	Cllr Clokie Cllr Mulholland
Dungeness Power Station Site Stakeholder Group	Cllr Burgess
Headcorn Aerodrome Consultative Committee	Member for Weald North Ward
High Weald (AONB) Joint Advisory Group	Cllr Pickering
Home-Start, Ashford: Management Committee	Cllr Webb
Kent Downs (AONB) Joint Advisory Committee	Cllr Blanford
Kent & Medway Police & Crime Panel	Cllr Feacey
Kent Downs and Marshes Leader Project	Cllr Burgess
Kent Flood Risk Management Committee	Cllr Blanford
Kent Invicta Chamber – Ashford Economic Development Group	Cllr Clokie
Marshlink Steering Group	Cllr Burgess
River Stour Internal Drainage Board	Cllr Burgess Cllr Buchanan Cllr Ovenden Cllr Smith Cllr Sparks
Romney Marsh Partnership	Cllr Burgess
Romney Marshes Area Internal Drainage Board	Cllr Burgess

South East Local Enterprise Partnership	Cllr Clarkson
SWAN Site Management Committee	Cllr Smith
Tenterden Folk Day Trust	Cllr Link
Tenterden Town Council – Tourism & Business Committee	Portfolio Holder for Culture, Tourism and Leisure

OTHER COUNCILLOR APPOINTMENTS FOR INFORMATION

Councillor	Organisation
KCC Superannuation Fund Committee	Cllr Clokie (Conservative Rep for Kent Districts)

MEMBER CHAMPIONS

TOPIC	NEW REPRESENTATIVE/NOMINEE
Military Covenant & Ceremonial Liaison	Cllr Knowles
Safeguarding	Cllr Feacey
Twinning	Cllr Forest

LEAD MEMBERS

TOPIC	NEW REPRESENTATIVE/NOMINEE
KCC and Highways Liaison	Cllr Barrett