

## 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 **25<sup>th</sup> May 2023**

### Present:

Cllr. Bell (Chairman);

Cllrs. Mrs Bell, Campkin, Chilton, Feacey, Gauder, Harman, Heyes, Iliffe, Joseph, Ovenden, Wright.

### Apologies:

Cllrs. Forest, Spain.

### Also Present:

Cllrs. Gathern, Leavey, Ledger, Nilsson, Pickering.

Chief Executive, Deputy Chief Executive, Solicitor to the Council and Monitoring Officer, Head of Policy and Performance, Principal Solicitor (Strategic Development), Member Services Manager.

## 402 Election of Chairman

### Resolved:

**That Councillor Bell be elected as Chairman of the Committee for this Meeting.**

## 403 Election of Vice-Chairman

### Resolved:

**That the Committee did not consider it necessary to elect a Vice-Chairman of the Committee for this Meeting.**

## 404 Declarations of Interest

Councillor	Interest	Minute No.
Feacey	Made a Voluntary Announcement as Chairman of the Ashford Volunteer Centre.	407

## **405 Minutes**

### **Resolved:**

**That the Minutes of the Meeting of this Committee held on the 29<sup>th</sup> September 2022 be approved and confirmed as a correct record.**

## **406 Background and Principles of Political Balance and Administrative Structure**

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 30<sup>th</sup> May 2023. 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 revised recommendations and consequential changes to the Appendices to the report. The new Appendices included proposals following input from Group Leaders.

The Chairman ran through the membership of Committees, Groups, Panels and Boards one by one. With input from Members, the proposed membership for 2023/24 was completed including the nominations for Chairmen and Vice-Chairmen. This is contained at Appendix B to these Minutes. The Chairman explained that given the unique circumstances of this year, the appointments could be considered as 'placeholders' with a recognition that these may need to be reviewed following the election of the Leader of the Council.

### **Recommended:**

**That (i) the Committee recommends to Council the adoption of the Political Balance of the Authority as contained at Appendix A to these Minutes, and that the Council agrees that the requirements of the Political Balance Regulations be not applied to the Membership of the Joint Transportation Board, the Appeals Committee and its Panels, the Investigation and Disciplinary Committee (and its Panels), the Standards Committee, and the Sub-Committees of the Licensing and Regulatory Committees established under the Licensing Act 2003 and Gambling Act 2005.**

**(ii) the Committee recommends to Council that 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**

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

- (iii) the Committee recommends that the Council appoint the Chairmen and Vice-Chairmen for each Committee etc. as shown in Appendix B.**
- (iv) the Committee recommends that the Council re-appoints Mrs Carol Vant as the Independent Person for a further period to the end of the next Council in May 2027.**

## **407 Appointment of Members of, or Liaison Members to, Outside Bodies**

The report gave details of those outside bodies or organisations to which the Council made appointments, either as members of those bodies, or (in almost all cases) as Liaison Members to those bodies. It was explained that all appointments (whether continuing or new) would be made in line with the decision at the Council Meeting of 27<sup>th</sup> April 2023. This was explained further in the report. Details of attendance by the Council's appointed representatives at meetings of the organisations during the past year (where known) were also shown.

The Solicitor to the Council and Monitoring Officer advised that as Cllr Peter Feacey had been appointed to the Ashford Volunteer Centre as a Trustee in his own right, it would be sensible to leave the Liaison Member appointment vacant for the timebeing.

### **Recommended:**

**That (i) the Council is minded to appoint: -**

- (a) the members and Replacement members (as stated) of the organisations listed in Appendix C to these Minutes, and**
- (b) the Liaison Members to work with the organisations listed in Appendix C to these Minutes,**

**in both cases subject to the prior receipt, to the satisfaction of the Solicitor to the Council and Monitoring Officer, of written confirmation from the organisation of the relevant matters as described in Paragraph 3 of the report.**

- (ii) **the Council delegate the making of the formal appointments as above to the Solicitor to the Council and Monitoring Officer and Member Services Manager, subject to receipt of the confirmation described above to his satisfaction.**
- (iii) **the Council delegate to the Solicitor to the Council and Monitoring Officer and Member Services Manager the powers to:-**
  - (a) **formally confirm in writing to the outside bodies and outgoing appointees the cessation of previous appointments which are being considered for replacement by new appointments;**
  - (b) **should the required confirmations not be received from the organisations after reasonable efforts have been exhausted, terminate previous appointments which are being considered for renewal as recommended in the report.**

## **408 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.**

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**APPENDIX A**  
**(Minute No. 406/5/23 refers)**

**THE POLITICAL BALANCE CALCULATION**  
**MAY 2013**

**A All Committees to which balance applies**

	<b>Committee</b>	<b>Seats/Committee</b>		<b>Total Seats</b>
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	12	=	12
1 x 8	Audit	8	=	8
1 x 5	Appointments	5	=	5
			<b>Total</b>	<u>77</u>

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

47 members =		%
19 Conservative	=	40.4255319
11 Labour	=	23.4042553
9 Ashford Independent	=	19.1489362
8 Green	=	17.0212766
		<u>100</u>

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

<b>Committee</b>	<b>Con</b>	<b>Lab</b>	<b>AI</b>	<b>Green</b>	<b>Total</b>
1 x 12 O&S	5	3	2	2	12
1 x 14 Planning	6	3	3	2	14
1 x 12 Selection	5	3	2	2	12
1 x 13 Licensing	5	3	2*	3*	13
1 x 13 Regulatory	5	3	3*	2*	13
1 x 8 Audit	3	2	2	1	8
1 x 5 Appointments	2	1	1	1	5
<b>Totals</b>	<b>31 (31.13)</b>	<b>18 (18.02)</b>	<b>15 (14.74)</b>	<b>13 (13.11)</b>	<b>77</b>

\* Under the draft calculation the Ashford Independent Group was allocated 14 seats when their overall entitlement across all Committees was 15. The Green Group was allocated 12 seats when their overall entitlement across all Committees is 13. All other Groups had received their overall entitlement to seats. There was one seat on each of the Licensing and Regulatory Committees to be allocated so it is proposed to offer one each of these to the Ashford Independent and Green Groups. The Ashford Independents took the extra seat on the Regulatory Committee and the Greens took the extra seat on the Licensing Committee.

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

**Political Group entitlement in relation to all seats: 77**

<b>Conservative</b>	<b>31.1276596</b>	<b>=</b>	<b>31</b>
<b>Labour</b>	<b>18.0212766</b>	<b>=</b>	<b>18</b>
<b>Ashford Independent</b>	<b>14.7446809</b>	<b>=</b>	<b>15</b>
<b>Green</b>	<b>13.1063829</b>	<b>=</b>	<b>13</b>
			<b>77</b>

**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 15	Appeals	3 Members per meeting drawn on rota from a Panel of 15 Members (which does not meet as a Committee)	=	3
*1 x 15	Investigation & Disciplinary	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 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	Regulatory 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

\* 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
<b>*1 x 15 Appeals</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>15</b>
<b>*1 x 15 Inv &amp; Dis</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>15</b>
<b>x1 x 7 Joint Transportation</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>7</b>
<b>**1 x 8 Standards</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>8</b>

- \* **The requirements of the 'Political Balance' regulations be not applied to the membership of the Appeals Committee and its Panels, the Investigation and Disciplinary Committee and its Panels and the Licensing and Regulatory Panels of 3 Members which are drawn for each meeting.**
  
- 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.**
  
- \*\* **Standards – broadly politically balanced as membership is based on posts.**



**APPENDIX B**

(Minute No. 406/5/23 refers)

**SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE**

**25<sup>TH</sup> MAY 2023**

**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 has recommended 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

<b>Conservative (5)</b>	<b>Labour (3)</b>	<b>Ashford Independent (2)</b>	<b>Green (2)</b>
Mrs Bell	Chilton (VCh)	Betty	Campkin
Blanford	Joseph	Ovenden (Ch)	Meaden
Brunger-Randall	C Suddards		
Krause			
Mulholland			

**Audit Committee (8 Members)**

<b>Conservative (3)</b>	<b>Labour (2)</b>	<b>Ashford Independent (2)</b>	<b>Green (1)</b>
Bartlett	Dean	Hayward (VC)	Gambling
Buchanan	Hallett	McGeever	
Krause (Ch)			

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

Planning Committee training will be held on the 17<sup>th</sup> May 2023 at 6pm. All Members of the Council are encouraged to attend, however, Group Leaders are asked to ensure that their nominees for the Planning Committee, and any Members wishing to Substitute, who have not already attended a session, do so.

**Training is compulsory for anyone sitting on the Planning Committee.**

<b>Conservative (6)</b>	<b>Labour (3)</b>	<b>Ashford Independent (3)</b>	<b>Green (2)</b>
Blanford (VCh)	Chilton	Betty	Nilsson
Brunger-Randall	Gathern	Harman	Walder
Forest	Spain	Ovenden (Ch)	
Heyes			
Iliffe			
Mulholland			
<b><u>(PH EO?)</u></b>			

**Selection & Constitutional Review Committee (12 Members)**

<b>Conservative (5)</b>	<b>Labour (3)</b>	<b>Ashford Independent (2)</b>	<b>Green (2)</b>
Bell (Ch)	Chilton	Harman	Campkin
Feacey (VCh)	Gauder	Ovenden	Wright
Forest	Spain		
Heyes			
Iliffe			

### 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. Ideally, membership of the Licensing and Regulatory Committees will be the same to aid continuity.

**Training for the Licensing and Regulatory Committees will be held on the 23<sup>rd</sup> June 2023 at 10am. Group Leaders are asked to ensure that their nominees for these Committees attend if they have not attended a session in the past as this training is compulsory for anyone sitting on these Committees.**

<b>Conservative (5)</b>	<b>Labour (3)</b>	<b>Ashford Independent (2)</b>	<b>Green (3)</b>
Buchanan	Hallett	McGeever	Arnold
Feacey (VCh)	Leavey	Michael	Walder (Ch)
Krause	L Suddards		Wright
Shilton			
Smith			

### 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. Ideally, membership of the Licensing and Regulatory Committees will be the same to aid continuity.

**Training for the Licensing and Regulatory Committees will be held on the 23<sup>rd</sup> June 2023 at 10am. Group Leaders are asked to ensure that their nominees for these Committees attend if they have not attended a session in the past as this training is compulsory for anyone sitting on these Committees.**

<b>Conservative (5)</b>	<b>Labour (3)</b>	<b>Ashford Independent (3)</b>	<b>Green (2)</b>
Buchanan	Hallett	McGeever	Walder (Ch)
Feacey (VCh)	Leavey	Michael	Wright
Krause	L Suddards	Townend	
Shilton			
Smith			

**Appointments Committee (5 Members)**

<b>Conservative</b>	<b>Labour</b>	<b>Ashford Independent</b>	<b>Green</b>
<b>(2)</b>	<b>(1)</b>	<b>(1)</b>	<b>(1)</b>
Feacey	Chilton	Ovenden (VC)	Meaden
Pickering (Ch)			

**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.

<b>Conservative</b>	<b>Labour</b>	<b>Ashford Independent</b>	<b>Green</b>
<b>(6)</b>	<b>(3)</b>	<b>(3)</b>	<b>(3)</b>
Blanford	Dean	Ledger	Campkin
Buchanan	Hallett	Meaden	Giles
Hicks	Leavey	Townend	Nilsson
Mulholland			
Pickering			
Shilton			

**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

<b>Conservative</b>	<b>Labour</b>	<b>Ashford Independent</b>	<b>Green</b>
<b>(6)</b>	<b>(3)</b>	<b>(3)</b>	<b>(3)</b>
Mrs Bell	Chilton	Ledger	Campkin
Bell	Dean	Ovenden	Giles
Blanford	L Suddards	Townend	Wright
Feacey			
Krause			
Pickering			

**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.

<b>Conservative (3)</b>	<b>Labour (2)</b>	<b>Ashford Independent (2)</b>	<b>Green (1)</b>
Mrs Bell (Ch)	Chilton	Ovenden (VC)	Gambling
Pickering	Gathern	Pauley	
Smith			

**Joint Transportation Board (7 Members)**

<b>Conservative (3)</b>	<b>Labour (2)</b>	<b>Ashford Independent (1)</b>	<b>Green (1)</b>
Feacey	Gathern	Michael (Ch)	Meaden
Forest	Joseph		
Heyes			

**APPENDIX B2**

**Community Grants Panel (7 Members including the relevant Portfolio Holder)**

<b>Conservative (3)</b>	<b>Labour (2)</b>	<b>Ashford Independent (1)</b>	<b>Green (1)</b>
Feacey (VCh)	Dean	Hayward (Ch)	Nilsson
Link	L Suddards		
Smith			

**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.

<b>Conservative (3)</b>	<b>Labour (1)</b>	<b>Ashford Independent (1)</b>	<b>Green (1)</b>
Mulholland	C Suddards	Michael	Wright
Pickering (Ch)			
Roden			

**Member Training Panel (8 Members)**

<b>Conservative (3)</b>	<b>Labour (2)</b>	<b>Ashford Independent (2)</b>	<b>Green (1)</b>
Barrett	Anckorn	McGeever	Wright
Mrs Bell (VCh)	Gathern	Pauley	
Pickering (Ch)			

**Local Government and Polling Districts Task Group (10 Members)**

<b>Conservative (4)</b>	<b>Labour (2)</b>	<b>Ashford Independent (2)</b>	<b>Green (2)</b>
Barrett	Anckorn	Harman (Ch)	Meaden
Buchanan (VCh)	Spain	Hayward	Walder
Hicks			
Smith			

**Local Plan & Planning Policy Task Group (10 Members)**

<b>Conservative (4)</b>	<b>Labour (2)</b>	<b>Ashford Independent (2)</b>	<b>Green (2)</b>
Bartlett (Ch)	Hallett	Harman (VCh)	Meaden
Mrs Bell	Spain	Ledger	Walder
Blanford			
Roden			

**Trading and Enterprise Board (4 Members and 1 Observer)**

<b>?</b>
<b>(4)</b>

\* Councillor xxx to be appointed as Observer (Leader of Largest Opposition Group).

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

ASHFORD BOROUGH COUNCIL

APPOINTMENT/NOMINATION TO OUTSIDE BODIES/ORGANISATIONS

**Appendix 1  
Trustee/Director/Management Committee Appointments**

The following appointments are made to the following organisations.

<b>Name of Organisation</b>	<b>New Representative for 2023/24</b>
Ashford Almshouses and Parochial Charities (Trustee)	<b>Cllr Heyes Cllr Krause Cllr L Suddards Cllr Wright</b>
Kennington Parochial Charities (Trustee)	<i>It is believed that appointments should now be made by Kennington Community Council. This is subject to legal confirmation. In the event that the responsibility remain with the Council the nominations are Cllr Buchanan and Cllr Iliffe</i>
Chilmington Management Organisation (Director and Trustee)	<b>Cllr Hayward (Delegated authority to Solicitor to the Council to appoint a replacement if required – Cllr Mrs Blanford)  Mr Ben Lockwood (on behalf of KCC)</b>
St Mary's Arts Trust (Director and Trustee)	<b>Cllr Heyes 2<sup>nd</sup> position left vacant</b>

**Appendix 2  
Liaison Member Appointments**

The following Liaison Member appointments are made to work with the following outside bodies.

<b>Name of Organisation</b>	<b>New Representative for 2023/24</b>
Ashford Community Safety Partnership	<b>Portfolio Holder for Safety and Wellbeing</b>



Ashford Health and Wellbeing Partnership	<b>Portfolio Holder for Safety and Wellbeing</b>
Ashford Mediation Service	<b>Cllr Krause</b>
Ashford Museum Committee	<b>Cllr Heyes</b>
Ashford Street Pastors Management Committee	<b>Cllr L Suddards</b>
Ashford Volunteer Centre	<b>Leave Vacant</b>
Citizens' Advice Bureau Ashford Branch Management Committee	<b>Cllr Mulholland Cllr Wright</b>
Dungeness Power Station Site Stakeholder Group	<b>Cllr Shilton</b>
Headcorn Aerodrome Consultative Committee	<b>Member for Weald North Ward</b>
High Weald (AONB) Joint Advisory Group	<b>Cllr Pickering</b>
Home-Start, Ashford: Management Committee	<b>TBC</b>
Kent Downs (AONB) Joint Advisory Committee	<b>Cllr Blanford</b>
Kent & Medway Police & Crime Panel	<b>Cllr Feacey</b>
Kent Invicta Chamber – Ashford Economic Development Group	<b>Cllr Ovenden</b>
Marshlink Steering Group	<b>Cllr Shilton</b>
River Stour Internal Drainage Board	<b>Cllr Buchanan Cllr Hicks Cllr Ledger Cllr Meaden Cllr Ovenden</b>
Romney Marshes Area Internal Drainage Board	<b>Cllr Hicks</b>
Sandyacres Trust	<b>Cllr Krause</b>
South East Local Enterprise Partnership	<b>Leader of the Council</b>
SWAN Site Management Committee	<b>Cllr Smith</b>
Tenterden Folk Day Trust	<b>Cllr Mulholland</b>
Willesborough Windmill Trust	<b>Cllr Wright</b>
Wye Rural Museum Trust	<b>Cllr Betty</b>