

## 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 **1<sup>st</sup> May 2018**

### Present:

Cllr. Clarkson (Chairman);  
Cllrs. Barrett, Mrs Bell, Bennett, Burgess, Clokie, Galpin, Hicks, Murphy, Shorter.

In accordance with Procedure Rule 1.2 (iii) Councillor Mrs Bell attended as Substitute Member for Councillor Bell.

### Apologies:

Cllrs. Bell, Chilton, Ovenden.

### Also Present:

Senior Member Services Officer.

## 436 Declarations of Interest

Councillor	Interest	Minute No.
Clarkson	Made a 'Voluntary Announcement' as he was a Director of the 'A Better Choice for Property Company'.	438
Shorter	Made a 'Voluntary Announcement' as he was a Director of Kent Play Clubs and the 'A Better Choice for Building Consultancy Company'.	438

## 437 Minutes

### Resolved:

**That the Minutes of the Meeting of this Committee held on the 13<sup>th</sup> July 2017 be approved and confirmed as a correct record.**

## 438 Background and Principles of Political Balance and Administrative Structure

The Senior Member Services Officer 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 17<sup>th</sup> May 2018. 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 additions to the report which had occurred following the publication of the Agenda and an additional recommendation regarding the re-appointment of the Council's Independent Person.

The Chairman advised of his intention to constitute a new Ashford Town Centre Place Making Board, which would operate in a similar way to the Ashford Strategic Delivery Board, and deal with masterplanning for the town centre.

In response to a question the Senior Member Services Officer advised that Mrs Vant had indicated that she was happy to be re-appointed as the Independent Person for a further period.

The Chairman ran through the membership of Committees, Groups and Forums one by one. With input from Members, the membership for 2018/19 was completed 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 Panels, Standards Committee, the Investigation and Disciplinary Committee (and its Panels) 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 Municipal Year as detailed in Part 3 of the Constitution:**

**Audit  
Appointments  
Appeals  
Investigation and Disciplinary  
Joint Arrangements – Joint Transportation Board  
Licensing and Health and Safety  
Overview and Scrutiny  
Planning  
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 may be subject to amendments from Group Leaders.**

(iii) **seats on the following Committees be allocated to the Members indicated: -**

**Appointments Committee – Ashford Independent Group  
Licensing and Health and Safety Committee – Labour Group  
Planning Committee – Councillor Macpherson  
Selection & Constitutional Review Committee – Cllr Koowaree**

- (iv) the revised title for the Community Safety and Wellbeing Portfolio be received and noted.**
- (v) the changes in respect of Task Groups, Boards and Advisory Committees as outlined in Section 5 of the report be noted.**
- (vi) the Council re-appoints Mrs Carol Vant as the Independent Person for a further period to the end of the next Council in May 2023.**

### **439 Constitutional Amendments**

The Senior Member Services Officer introduced the report which recommended an amendment to the Responsibility for Functions in the Constitution – Delegations to the Head of Corporate Property and Projects in order to clarify a previously added provision and a change to the Terms of Reference of the Community Grants Panel.

The Portfolio Holder confirmed that he was satisfied that the financial level proposed in the report at which consultation over new leases would be required, was sufficient.

**Recommended:**

**That the changes in the Constitution as set out in Paragraph 4 of the report be made.**

### **440 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. The Senior Member Services Officer directed the Committee's attention to the tabled paper which included some additions to attendance figures.

The Committee asked if Minutes of meetings could be requested from the organisations directly throughout the year, so that full attendance figures could be obtained, even if the organisations failed to respond to the annual request for information.

Members pointed out a couple of organisations that did not currently appear in the schedule and it was agreed to add the Romney Marsh Partnership and Singleton Spaces to the list going forward.

**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.**

## **441 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 Director of Law and Governance 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. 438/5/18 refers)**

**THE POLITICAL BALANCE CALCULATION**  
**MAY 2018**

**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 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
			<b>Total</b>	<u>67</u>

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

43 members =		%
34 Conservative	=	81.39534
3 Ashford Independent	=	6.97674
3 Labour	=	6.97674

Note:

1 Foundation	=	2.32558
1 Liberal Democrat	=	2.32558
1 UKIP	=	2.32558

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**99.99998**

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

Committee	Con	AI	Lab	To Be Allocated	Total
1 x 12 O&S	9	1	1	1* **	12
1 x 17 Planning	13	1	1	2 * **	17
1 x 12 Selection	9	1	1	1 ***	12
1 x 13 Licensing, Health & Safety	10	1	1	1 ***	13
1 x 8 Audit	6	1	1		8
1 x 5 Appointments	4	0	0	1***	5
<b>Totals</b>	<b>51*</b> <b>(52.977)</b>	<b>5</b> <b>(4.604)</b>	<b>3</b> <b>(3.116)</b>	<b>6</b>	<b>67</b>

1. \*Under the draft calculation for Conservative Group has been allocated 51 seats but their overall entitlement across all Committees is 53 and therefore, there still remains the need for the Conservative Group to be allocated two additional seats. Under the calculation there are six seats that remain to be allocated. The Leader of the Conservative Group wishes to take a seat on the Planning Committee and a seat on the Overview and Scrutiny Committee, to achieve overall balance.
2. \*\*The Conservative Group wish to give one of their seats on the Overview and Scrutiny Committee to the Labour Group.
3. \*\*\*After the Conservative Group had been allocated their two seats (referred to in 1\* above), 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, four seats remain to be allocated. Group Leaders recommend that these seats be allocated as follows: - Appointments Committee – Ashford Independent Group; Licensing and Health and Safety Committee – Labour Group; Planning Committee – Cllr Macpherson; Selection & Constitutional Review Committee – Cllr Koowaree.

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

Political Group entitlement in relation to all seats: 65

<b>Conservative</b>	<b>52.977</b>	<b>=</b>	<b>53</b>
<b>Ashford Independent</b>	<b>4.674</b>	<b>=</b>	<b>6</b>
<b>Labour</b>	<b>4.674</b>	<b>=</b>	<b>6</b>
			<b>65</b>
<b>1 Foundation</b>			<b>2</b>
<b>1 Liberal Democrat</b>		<b>=</b>	<b>2</b>
	<b>Total</b>		<b>67</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 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 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 to meet as a Committee from an overall membership of 15	=	3

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

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	Total
<b>*1 x 15 Appeals</b>	<b>13</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b>1 x 15 Investigation and Disciplinary Committee</b>	<b>13</b>	<b>Plus Group Leaders and Chair of O&amp;S</b>		<b>15</b>
<b>*1 x 7 Joint Transportation</b>	<b>6<sup>xx</sup></b>	<b>1<sup>xx</sup></b>	<b>0<sup>xx</sup></b>	<b>7</b>
<b>** Standards</b>	<b>6</b>	<b>Plus Chair and Vice-Chair of O&amp;S</b>		<b>8</b>

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

**SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE**

**1<sup>ST</sup> MAY 2018**

**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

<b>Conservative (9)</b>	<b>Ashford Independent (1)</b>	<b>Labour (2*)</b>	
Bartlett	Michael (VCh)	Chilton (Ch)	
Buchanan		Farrell	
Burgess			
Dehnel			
Feacey			
Krause			
Knowles			
Miss Martin			
Mrs Martin			

\* Seat gifted by the Conservative Group



**Audit Committee (8 Members)**

<b>Conservative (6)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	
Barrett (VCh)	Smith	Suddards	
Mrs Dyer			
Hicks			
Link			
Shorter			
Waters (Ch)			

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

<b>Conservative (14)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>Foundation (1)</b>
Bennett	Ovenden	Chilton	Macpherson
Bradford			
Buchanan			
Burgess (Ch)			
Clarkson (EO)			
Clokie			
Dehnel			
Galpin			
Heyes			
Hicks			
Knowles			
Krause			
Link (VCh)			
Waters			
Wedgbury			

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

<b>Conservative (9)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>Liberal Democrat (1)</b>
Barrett	Ovenden	Chilton	Koowaree
Bell (VCh)			
Bennett			
Bradford			
Burgess			
Clarkson (Ch)			
Clokie			
Galpin			
Hicks			

**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.

<b>Conservative (10)</b>	<b>Ashford Independent (1)</b>	<b>Labour (2)</b>	
Adby	Smith	Farrell	
Bennett		Suddards	
Bradford			
Mrs Dyer (VCh)			
Feacey (Ch)			
Krause			
Pickering			
Shorter			
Sims			
White			

**Appointments Committee (5 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	
Clarkson (Ch)	Ovenden		
Mrs Bell			
Clokie (VCh)			
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.

<b>Conservative (13)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	
Adby	Michael	Farrell	
Buchanan			
Heyes			
Mrs Heyes			
Hicks			
A Howard			
W Howard			
Knowles			
Krause			
Link			
Sims			
Waters			
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

<b>Conservative (13)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	
Barrett	Ovenden	Chilton	
Bartlett			
Bell			
Mrs Bell			
Bradford			
Burgess			
Clarkson			
Dehnel			
Mrs Dyer			
Knowles			
Pickering			
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.

<b>Conservative (6)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	
Mrs Bell (VCh)	Michael	Chilton	
Dehnel (Ch)			
Knowles			
Link			
Pickering			
White			

**Joint Transportation Board (7 Members)**

<b>Conservative (6)</b>	<b>Ashford Independent (1*)</b>	<b>Labour (0)</b>	
Bradford	Michael		
Buchanan			
Feacey			
Heyes (VCh)			
Howard-Smith			
Mrs Martin			

\*One seat to be allocated to an Opposition Group

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

<b>Conservative (6)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	
Barrett	Smith		
Bennett (PH)			
Burgess			
Mrs Dyer			
Link (Ch)			
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.

<b>Conservative (4)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	
Feacey	Smith	Suddards	
Krause			
Pickering (Ch)			
Shorter			

**Member Training Panel (8 Members)**

<b>Conservative (6)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	
Mrs Bell (VCh)	Smith	Farrell	
Feacey (Ch)			
A Howard			
W Howard			
Krause			
Link			

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

<b>Conservative (8)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	
Adby (VCh)	Michael	Farrell	
Bell (Ch)			
Clokie			
Heyes			
W Howard			
Howard-Smith			
Wedgbury			
White			

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

<b>Conservative (8)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	
Mrs Bell	Michael	Suddards	
Burgess			
Clarkson (Ch)			
Clokie (VCh)			
Mrs Dyer			
Galpin			
Heyes			
White			

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

<b>Conservative (4)</b>
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.

**MEMBERSHIP OF CABINET BOARDS, STEERING GROUPS AND TASK GROUPS FOR 2018/19**

The following are set out for information only.

**Boards**

**Ashford Health & Wellbeing Board (1 Member)**

<b>Conservative</b>
<b>(1)</b>
Bradford

**Ashford Strategic Delivery Board (3 Members)**

<b>Conservative</b>
<b>(3)</b>
Clarkson (Ch)
Clokie
Galpin

**Ashford Town Centre Place Making Board (8 Members)**

<b>Conservative</b>	<b>Ashford Independent</b>	<b>Labour</b>	
<b>(7)</b>	<b>(1)</b>	<b>(0)</b>	
Bell	Ovenden		
Mrs Bell			
Bennett			
Clarkson (Ch)			
Clokie			
Galpin (VCh)			
Shorter			



**Economic Regeneration & Investment Board (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	
Clarkson (Ch)	Ovenden		
Galpin			
Shorter			

**Compliance & Enforcement Board (5 Members) (plus 1 ex-officio)**

<b>Conservative (4)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	
Bell (EO)	Ovenden		
Mrs Bell			
Bradford			
Dehnel (Ch)			
White			

**Advisory Committees**

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

<b>Conservative (3)</b>	<b>Ashford Independent (0)</b>	<b>Labour (1)</b>	
Barrett		Farrell	
Buchanan (Ch)			
Howard-Smith			
Mrs Webb			

**Land Management Advisory Committee (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (0)</b>	<b>Labour (0)</b>	<b>UKIP (1)</b>
Barrett			Murphy
Mrs Dyer (Ch)			
Hicks			

**IT and Digital Transformation Advisory Committee (4 Members) (plus 1 ex-officio)**

<b>Conservative (3)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	
Bell (EO)	Ovenden		
Knowles (Ch)			
Pickering			
Shorter			

**Victoria Park and Conningbrook Park Advisory Committee (5 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (0)</b>	<b>Labour (0)</b>	<b>Liberal Democrat (1)</b>
Bennett			Koowaree
Buchanan (Ch)			
Galpin			
Mrs Martin			

**Task Groups**

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

<b>Conservative (4)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	
Bennett (Ch)	Smith	Suddards	
Buchanan (VCh)			
Dehnel			
Mrs Webb			

**Strategic Transport Group (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (0)</b>	<b>Labour (1)</b>	
Feacey (Ch)		Farrell	
Heyes			
Pickering			

**Council Tax & Welfare Reform Task Group (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (0)</b>	<b>Labour (0)</b>	<b>Foundation (1)</b>
Hicks			Macpherson
Shorter (Ch)			
White			

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.

<b>Name of Organisation</b>	<b>New Representative for 2018/19</b>
Action with Communities in Rural Kent	<b>Cllr Burgess</b>
Ashford Volunteer Centre	<b>Cllr Feacey</b>
Sandyacres Trust	<b>Cllr Michael</b>
Singleton Spaces	<b>Cllr Barrett</b>
Tenterden Leisure Trust	<b>Cllr Knowles</b>
Wye Rural Museum Trust	<b>Cllr W Howard</b>

**Appendix 2  
Trustee Appointments**

The following Trustee appointments are made to the following charities.

<b>Name of Organisation</b>	<b>New Representative for 2018/19</b>
Ashford Almshouses and Parochial Charities	<b>Cllr Heyes Cllr Krause Cllr Suddards</b>
Kennington Parochial Charities	<b>Cllr Buchanan Cllr Sims</b>
Chilmington Green Community Trust	<b>Cllr Shorter Shadow: Cllr Mrs Blanford</b>
Repton Community Trust	<b>Cllr Feacey</b>
St Mary's Arts Trust	<b>Cllr Smith</b>

**Appendix 3  
Representative Appointments to Committees of Outside Bodies**

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

<b>Name of Organisation</b>	<b>New Representative for 2018/19</b>
Ashford College Business Advisory Council	<b>Cllr Clokie</b>

Ashford Community Safety Partnership	<b>Portfolio Holder for Community Safety and Wellbeing</b>
Ashford Mediation Service	<b>Cllr Krause</b>
Ashford Museum Committee	<b>Cllr Bennett</b>
Ashford Youth Forum Trustees	<b>Cllr Chilton Cllr W Howard</b>
Chilmington Green CMO Partnership Working Group	<b>Cllr Shorter Shadow: Cllr Mrs Blanford</b>
Citizens' Advice Bureau Ashford Branch Management Committee	<b>Cllr Clokie Cllr Hicks</b>
Dungeness Power Station Site Stakeholder Group	<b>Cllr Burgess</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>Cllr Mrs Webb</b>
Kent & Medway Police & Crime Panel	<b>Cllr Bradford</b>
Kent Downs and Marshes Leader Project	<b>Cllr Burgess</b>
Kent Invicta Chamber – Ashford Economic Development Group	<b>Cllr Galpin</b>
River Stour Internal Drainage Board	<b>Cllr Burgess Cllr Hicks Cllr Mrs Martin Cllr Sims Cllr Smith</b>
Romney Marsh Partnership	<b>Cllr Burgess</b>
Romney Marshes Area Internal Drainage Board	<b>Cllr Burgess</b>
SWAN Site Management Committee	<b>Cllr Smith</b>
Tenterden Folk Day Trust	<b>Cllr Link</b>
Tenterden Town Council – Tourism & Business Committee	<b>Portfolio Holder for Culture</b>

#### **OTHER COUNCILLOR APPOINTMENTS FOR INFORMATION**

<b>Councillor</b>	<b>Organisation</b>
KCC Superannuation Fund Committee	Cllr Clokie (Conservative Rep for Kent Districts)
Kent Flood Risk Management Committee	Cllr Hicks Shadow: Cllr Mrs Blanford

**MEMBER CHAMPIONS**

<b>TOPIC</b>	<b>NEW REPRESENTATIVE/NOMINEE</b>
Media	Cllr Bennett
Military Covenant & Ceremonial Liaison	Cllr Dehnel
Safeguarding	Cllr Mrs Dyer
Twinning	Cllr Bennett