

## **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 **23<sup>rd</sup> May 2019**

### **Present:**

Cllr. Clarkson (Chairman);  
Cllr. Bartlett (Vice-Chairman);  
Cllrs. Barrett, Buchanan, Chilton, Clokie, Farrell, Feacey, Harman, Howard-Smith, Ovenden, Smith

In accordance with Procedure Rule 1.2 (c) Councillors Barrett, Farrell and Smith attended as Substitute Member for Councillors Dehnel, Ward and Hayward respectively

### **Apologies:**

Cllrs. Dehnel, Hayward, Shorter, Ward

### **Also Present:**

Cllrs. Burgess, Campkin, Forest, Wright  
Member Services Manager (Operational).

## **450 Election of Chairman**

### **Resolved:**

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

## **451 Election of Vice-Chairman**

### **Resolved:**

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

## **452 Minutes**

### **Resolved:**

**That the Minutes of the Meeting of this Committee held on the 11<sup>th</sup> April 2019 be approved and confirmed as a correct record.**

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

The Member Services Manager (Operational) 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 2019. 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 addition to recommendation (iii) allocating a seat on the Appointments Committee to the Independent Councillor – Councillor Walder.

The Chairman ran through the membership of Committees, Groups, Panels and Boards one by one. With input from Members, the membership for 2019/20 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:**

**Appeals  
Appointments  
Audit  
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 – Independent Councillor (Cllr Walder)  
Audit Committee – Green Group**

- (iv) **the Council appoint the Chairmen and Vice-Chairmen for each Committee etc. as shown in Appendix B.**
- (v) **the position on Boards, Advisory Committees and Task Groups as outlined within the report be noted and membership and nominees to those will be subject to confirmation at a future Cabinet Meeting.**

## **454 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.

A Member pointed out that the Singleton Spaces Trust did not currently appear in the schedule and it was agreed to add this to the list going forward. It was also agreed to delete the post of Member Champion for Media.

**Recommended:**

**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.**

## **455 Annual Meeting – Order of Proceedings**

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

**Resolved:**

**That the Head of Legal and Democracy 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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**THE POLITICAL BALANCE CALCULATION**  
**MAY 2019**

**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**

47 members =		%
26 Conservative	=	55.3191
11 Ashford Independent	=	23.4043
7 Labour	=	14.8936
2 Green	=	4.2553

Note:

1 Independent	=	2.1277
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### 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	7	3	2	0	0	12
1 x 17 Planning	9	4	3	1	0	17
1 x 12 Selection	7	3	2	0	0	12
1 x 13 Licensing, Health & Safety	7	3	2	1	0	13
1 x 8 Audit	4	2	1	1*	0	8
1 x 5 Appointments	3	1	0	0	1**	5
<b>Totals</b>	<b>37 (37.064)</b>	<b>16 (15.681)</b>	<b>10 (9.979)</b>	<b>3 (2.851)</b>	<b>1</b>	<b>67</b>

\*Under the draft calculation the Green Group has been allocated 2 seats but their overall entitlement across all Committees is 3 and therefore, there still remains the need for the Green Group to be allocated one additional seat. Under the calculation there is one seat on the Audit Committee that remains to be allocated. The Group Leaders have therefore agreed to allocate that seat to the Green Group to achieve overall balance.

\*\* Under the draft calculation the Labour Group had been allocated 11 seats (one more than their overall entitlement of 10). The Leader of the Labour Group has indicated that he will give up their seat on the Appointments Committee. As all other Groups have received their entitlement to seats across all Committees, this will be allocated to Cllr Walder as the Independent Member.

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

**Political Group entitlement in relation to all seats: 67**

<b>Conservative</b>	<b>37.064</b>	<b>=</b>	<b>37</b>
<b>Ashford Independent</b>	<b>15.681</b>	<b>=</b>	<b>16</b>
<b>Labour</b>	<b>9.979</b>	<b>=</b>	<b>10</b>
<b>Green</b>	<b>2.851</b>	<b>=</b>	<b>3</b>

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**66**

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**1 Independent** = **1**

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**Total** = **67**

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**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

\* 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
*1 x 7 Joint Transportation	4	2	1	0	7

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

**APPENDIX B**

(Minute No. 453/5/19 refers)

**SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE**

**23<sup>RD</sup> MAY 2019**

**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 (7)</b>	<b>Ashford Independent (3)</b>	<b>Labour (2)</b>	<b>Green (0)</b>
Burgess	Ledger	Chilton	
Feacey	Michael (VCh)	Farrell	
Forest	Ovenden (Ch)		
Howard-Smith			
Iliffe			
Krause			
Mulholland			

**Audit Committee (8 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Green (1)</b>
Krause (Ch)	Hayward	C Suddards	Wright
Link (VCh)	Smith		
Mulholland			
Shorter			

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

Planning Committee training will be held on the 29<sup>th</sup> May 2019 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 (9)</b>	<b>Ashford Independent (4)</b>	<b>Labour (3)</b>	<b>Green (1)</b>
Blanford (VCh)	Harman	Chilton	Wright
Burgess (Ch)	Ovenden	Spain	
Clokie	Smith	Ward	
Dehnel	Sparks		
Heyes			
Howard			
Howard-Smith			
Krause			
Shorter			
Clarkson (EO)			

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

<b>Conservative (7)</b>	<b>Ashford Independent (3)</b>	<b>Labour (2)</b>	<b>Green (0)</b>
Barrett	Harman	Chilton	
Bartlett (VCh)	Hayward	Farrell	
Buchanan	Ovenden		
Clarkson (Ch)			
Clokie			
Feacey			
Howard-Smith			



### 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.

**Licensing training will be held on the 17<sup>th</sup> June 2019 at 10am. Group Leaders are asked to ensure that their nominees for this Committee attend if they have not attended a session in the past as this training is compulsory for anyone sitting on the Licensing and Health and Safety Committee.**

<b>Conservative (7)</b>	<b>Ashford Independent (3)</b>	<b>Labour (2)</b>	<b>Green (1)</b>
Buchanan	Ledger	Farrell	Wright
Burgess	Rogers	L Suddards	
Feacey (Ch)	Smith		
Krause (VCh)			
Mulholland			
Pickering			
Shorter			

### Appointments Committee (5 Members)

<b>Conservative (3)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	<b>Independent (1*)</b>
Mrs Bell	Ovenden		Walder
Clarkson (Ch)			
Pickering (VCh)			

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

**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 (8)</b>	<b>Ashford Independent (4)</b>	<b>Labour (2)</b>	<b>Green (1)</b>
Blanford	Mrs Heyes	Anckorn	Campkin
Burgess	Ledger	Chilton	
Heyes	Sparks		
Howard	Turner		
Knowles			
Krause			
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

<b>Conservative (8)</b>	<b>Ashford Independent (4)</b>	<b>Labour (2)</b>	<b>Green (1)</b>
Barrett	Michael	Chilton	Campkin
Bartlett	Ovenden	C Suddards	
Mrs Bell	Sparks		
Bell	Turner		
Blanford			
Clarkson			
Gideon			
Krause			

**Standards Committee (8 Members)**

Based on 5 Conservative Members (including at least one Member of the Cabinet) plus the Chairman and Vice-Chairman of the Overview & Scrutiny Committee.

<b>Conservative (5)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Mrs Bell (Ch)	Michael	Chilton	
Dehnel (VCh)	Ovenden		
Knowles			
Link			
Pickering			

**Joint Transportation Board (7 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Burgess	Mrs Heyes	Ward	
Feacey	Michael		
Forest			
Heyes (Ch)			

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

<b>Conservative (4)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Barrett	Miss Ovenden	L Suddards	
Dehnel (PH)	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.

<b>Conservative (3)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>Green (1)</b>
Iliffe	Smith	Farrell	Campkin
Pickering (Ch)			
Wedgbury			

**Member Training Panel (8 Members)**

<b>Conservative (5)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Mrs Bell	Miss Ovenden	Spain	
Forest	Smith		
Howard			
Pickering (Ch)			
Wedgbury (VCh)			

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

<b>Conservative (6)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Ind (1*)</b>
Bell (Ch)	Rogers	Anckorn	Walder
Blanford	Sparks		
Heyes			
Howard			
Knowles (VCh)			
Wedgbury			

\* Group Leaders have agreed to allocate this seat to the Independent Member Councillor Walder.

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

<b>Conservative (6)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Ind (1*)</b>
Bartlett (Ch)	Ledger	Spain	Walder
Mrs Bell	Michael		
Blanford			
Clokie			
Heyes			
Shorter (VCh)			

\* Group Leaders have agreed to allocate this seat to the Independent Member Councillor Walder.

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

<b>Conservative (4)</b>
Bell (Ch)
Dehnel
Gideon
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 2018/19**

The following are set out for information only.

**Boards**

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

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

**Ashford Strategic Delivery Board 4 Members)**

<b>Conservative</b>
<b>(4)</b>
Bell
Clarkson (Ch)
Clokie
Shorter

**Ashford Town Centre Place Making Board (9 Members)**

<b>Conservative</b>	<b>Ashford Independent</b>	<b>Labour</b>	<b>Green</b>
<b>(7)</b>	<b>(1)</b>	<b>(1)</b>	<b>(0)</b>
Bartlett	Ovenden	Farrell	
Bell			
Buchanan			
Clarkson (Ch)			
Clokie (VCh)			
Dehnel			
Shorter			

**Economic Regeneration & Investment Board (5 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (1)</b>	<b>Labour (0)</b>	<b>Green (0)</b>
Bartlett (VCh)	Ovenden		
Clarkson (Ch)			
Clokie			
Shorter			

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

<b>Conservative (5)</b>	<b>Ashford Independent (0)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Barrett		Ward	
Buchanan			
Dehnel (Ch)			
Gideon (VCh)			
Shorter			
Bartlett (EO)			

**Advisory Committees**

**Climate, Environment and Conservation Advisory Committee (6 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (0)</b>	<b>Labour (0)</b>	<b>Green (2)</b>
Blanford			Campkin
Feacey (VCh)			Wright
Howard (Ch)			
Mulholland			

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

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

**Victoria Park and Conningbrook Park Advisory Committee (4 Members) (plus 1 ex-officio)**

<b>Conservative</b>	<b>Ashford Independent</b>	<b>Labour</b>	<b>Green</b>
<b>(4)</b>	<b>(0)</b>	<b>(1)</b>	<b>(0)</b>
Buchanan (Ch)		C Suddards	
Heyes			
Iliffe			
Dehnel (EO)			

**Multi-Purpose Arts and Conference Centre Advisory Committee (4 Members) (plus 1 ex-officio)**

<b>Conservative</b>	<b>Ashford Independent</b>	<b>Labour</b>	<b>Green</b>
<b>(3)</b>	<b>(1)</b>	<b>(0)</b>	<b>(0)</b>
Clokie (Ch)	Turner		
Heyes			
Iliffe (VCh)			
Dehnel (EO)			

**Royal Military Canal Advisory Committee (4 Members) (plus 1 ex-officio)**

<b>Conservative</b>	<b>Ashford Independent</b>	<b>Labour</b>	<b>Green</b>
<b>(3)</b>	<b>(0)</b>	<b>(0)</b>	<b>(1)</b>
Mrs Blanford			Wright
Burgess (Ch)			
Mulholland (VCh)			
Dehnel (EO)			



**Civic and Ceremonial Advisory Committee (6 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Burgess	Ovenden	L Suddards	
Clarkson (Ch)			
Dehnel (VCh)			
Webb			

**Task Groups**

**Strategic Transport Group (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (0)</b>	<b>Labour (0)</b>	<b>Green (1)</b>
Barrett			Campkin
Feacey (Ch)			
Heyes			

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 2019/20</b>
Action with Communities in Rural Kent	<b>Cllr Burgess</b>
Ashford Volunteer Centre	<b>Cllr Feacey</b>
Sandyacres Trust	<b>Cllr Krause</b>
Singleton Spaces	<b>Cllr Barrett</b>
Tenterden Leisure Trust	<b>Cllr Pickering</b>
Wye Rural Museum Trust	<b>Cllr 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 2019/20</b>
Ashford Almshouses and Parochial Charities	<b>Cllr Heyes Cllr Krause Cllr Ward Revd. Richard Bellamy</b>
Kennington Parochial Charities	<b>Cllr Buchanan Cllr Iliffe</b>
Chilmington Management Organisation	<b>Cllr Shorter <i>(Delegated authority to Director of Law &amp; Governance to appoint a replacement if required – Cllr Mrs Blanford)</i> Mr Ben Lockwood</b>
Repton Community Trust	<b>Cllr Forest</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 2019/20</b>
Ashford College Business Advisory Council	<b>*To be reviewed at a later date.</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 Smith</b>
Ashford Youth Forum Trustees	<b>Cllr Anckorn Cllr Miss Ovenden</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 Feacey</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 Gideon</b>
Kent Downs and Marshes Leader Project	<b>Cllr Burgess</b>
Kent Invicta Chamber – Ashford Economic Development Group	<b>Cllr Clokie</b>
Marshlink Steering Group	<b>Cllr Burgess</b>
River Stour Internal Drainage Board	<b>Cllr Burgess Cllr Ledger Cllr Ovenden Cllr Smith Mrs Aline Hicks</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)

### MEMBER CHAMPIONS

<b>TOPIC</b>	<b>NEW REPRESENTATIVE/NOMINEE</b>
Military Covenant & Ceremonial Liaison	Cllr Dehnel
Safeguarding	Cllr Feacey
Twinning	Cllr Forest