

Appendix 2: Amendments relating to Health and Safety

Part 1 1.8

1.8 All Councillors

Some Councillors have additional responsibilities arising from being the Leader or Deputy Leader of the Council, the Leader of a Political Group, the Mayor or Deputy Mayor or the Chairman or Vice Chairman of a Committee.

Councillors are entitled to allowances and expenses, as set out in Part Five, that have been determined by the Council after considering a report by an Independent Remuneration Panel (involving people who are not Councillors).

All Councillors will:

- collectively be the ultimate policy makers;
- represent their communities and bring their views into the Council's decision making process;
- deal with individual casework and act as an advocate for constituents in resolving particular concern;
- balance different interests and represent the Council as a whole;
- be involved in decision making;
- be available to represent the Council on other bodies;
- ensure that the Council's responsibility with regard to health, safety and welfare of its employees, elected Members and the health and safety of all persons affected by the business of the local authority are suitably addressed; and
- maintain high standards of probity, conduct and ethics in line with the Seven Principles of Public Life adopted by the Parliamentary Committee on Standards in Public Life, set out at the end of the Councillors' Code of Conduct of Part 4.1 of this Constitution.

Details of Maidstone Councillors can be accessed <http://services.maidstone.gov.uk/meetings/mgMemberIndex.aspx?bcr=1> and may be searched alphabetically, on a ward or political party basis.

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POLICY AND RESOURCES COMMITTEE

Membership: 15 Councillors

Purpose:

- To make recommendations to the Council on budget and policy matters;
- To provide strategic direction to the operation of the Council, determining policies in the areas set out below and any cross-cutting policies that impact on other Committee areas;
- make decisions regarding land and property including acquisition, disposal and appropriation;
- retain a strategic overview of risk management;

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- be responsible for all policy matters not otherwise allocated to any other Committee and to determine any disputes or differences between Committees.
- To determine planning applications referred to it by the Head of Planning and Development

(NB No Member will be able to serve on the Policy and Resources Committee when it is discharging its function as the Planning Referral body without having agreed to undergo the mandatory training required to be undertaken by Members and Substitute Members of the Planning Committee, including training on predetermination of planning applications. Such training must be completed before the Policy and Resources Committee meets to discharge its function as the Planning Referral body and must be refreshed as appropriate.

FUNCTIONS	DELEGATION OF FUNCTIONS
To be responsible for the annual budget submission to full Council (including staffing budgets).	N/A
To be responsible for significant decisions involving more than one service Committee.	N/A
To approve the Council Tax Base and recommend financial decisions to Council	N/A
<p>To be responsible for co-ordinating financial management and performance across the Council and take decisions on virement between services; business rates; council tax; and revenue and benefits functions.</p> <p>To make decisions regarding land and property including acquisition (by agreement or compulsorily), disposal, appropriation and development with the exception of the declaration of Open Space surplus to requirements for the purposes of advertising and disposing of open space under Section 123 of the Local Government Act 1972 or any other similar enactment and the final decision on the disposal of Open Space (unless delegated to officers or within the remit of another Committee).</p>	<p>N/A</p> <p>Director of Finance and Business Improvement up to £100k</p>
To be responsible for all policy matters not otherwise allocated to any other Committee	N/A

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and to determine any disputes or differences between Committees.	
To be responsible for all strategic budget related staffing issues within the Committee's remit.	N/A
To determine planning applications referred to it by the Head of Planning and Development if s/he is of the opinion that the decision of the Planning Committee is likely to have significant cost implications.	N/A
To appoint Members to the outside bodies assigned to the Committee and listed at Part 5 Schedule 2 of the Constitution and to receive annual reports from the appointed outside body representative.	N/A
Strategic Planning and Performance Management – to oversee the development, review and implementation of the Council's:	
People strategy and workforce plan;	Head of Human Resources Shared Service
Medium Term Financial Strategy to include, though not exclusively, Capital Investment Strategy, Council tax support scheme, business rates and income generation;	Director of Finance and Business Improvement
Communication and Engagement Strategy;	Head of Policy and Communications
Corporate Improvement Plan;	Head of Policy and Communications
Information Management Strategy;	Head of Policy and Communications
Risk Management Strategy including Counter Fraud;	Chief Executive/Head of Audit Partnership
Commissioning Strategy;	Director of Finance and Business Improvement
Asset Management Strategy including assets of community value;	Director of Finance and Business Improvement

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Council Accommodation Strategy;	Director of Regeneration and Place
Emergency and Resilience Planning;	Director of Regeneration and Place
Economic Development Strategy;	Head of Regeneration and Economic Development
Commercialisation Strategy;	Head of Regeneration and Economic Development
Information and communications technology (ICT);	Head of IT Shared Services
Council tax, business services and housing benefits;	Director of Finance and Business Improvement Head of Revenues and Benefits Shared Services
Making compulsory purchase orders on planning grounds and/or recommending to Council the making of compulsory purchase orders.	Director of Regeneration and Place
<u>To be responsible for the Health and Safety strategy and to review the Annual Report from the Health and Safety Committee with the report going to Full Council for information purposes</u>	<u>Chief Executive</u>

ROLE OF THE CHAIRMAN OF POLICY AND RESOURCES

- Be a figurehead for the Council
- Provide strong, clear leadership in the co-ordination of policies and in building a political consensus around council policies
- Take the lead within this Committee and with the other chairmen, of working with others in building a vision for the Council and community and for overall co-ordination of all Committees work in this respect

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- Represent the Council and its interests on regional and national bodies as appropriate including the Kent Council Leaders and the Kent Health and Wellbeing Board
- To be responsible for the Council's role in partnerships including leading the Council's contribution to the Mid Kent Improvement Partnership and supporting partnerships and organisations in the private, public and voluntary sectors
- To act as Ambassador for the Council and its activities amongst external advisory and interest groups not falling within the responsibility of the other Committees
- To act as an advocate for the Council in pressing for changes in national policy
- Act as Councillor Health & Safety at Work Champion and attend Corporate Health and Safety Committee meetings
- Champion Health and Safety training in order to make sure the authority has the right Health and Safety Strategy.
- To oversee that the objectives are set and delivered by the Corporate Health and Safety Committee and to encourage employee engagement.
- To support the authority's efforts to access expert Health and Safety Advice when required
- To foster close links with the business community and develop partnerships to achieve outcomes identified in the Economic Development and Regeneration Strategy
- To foster close links and develop partnerships with skills and education providers to achieve outcomes identified in the Economic Development Strategy
- To take responsibility for relationships with funders including KCC and the Heritage Lottery fund, service delivery partners including the Chamber of Commerce, Federation of small businesses, Locate in Kent, education and skills providers, voluntary and community groups.