

AGENDA

DEMOCRACY COMMITTEE MEETING



Date: Thursday 8 September 2016

Time: 10.00 am

Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Boughton (Chairman), Fissenden
(Vice-Chairman), Mrs Hinder, Joy,
Lewins, Newton, Revell, Mrs Ring and
Vizzard

Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Notification of Visiting Members
4. Disclosures by Members and Officers
5. Disclosures of Lobbying

Continued Over/:

Issued on Wednesday 31 August 2016

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Tessa Ware on 01622 602621**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone Kent ME15 6JQ**

6. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
7. Minutes of the meeting held on 7 July 2016 1 - 4
8. Report of the Head of Finance and Resources - Outside Body Review Continuation 5 - 28
9. Report of the Head of Finance and Resources - Change of Democracy Committee Meeting Days and Time for 2016/7 Municipal Year 29 - 35

MAIDSTONE BOROUGH COUNCIL

Democracy Committee

MINUTES OF THE MEETING HELD ON THURSDAY 7 JULY 2016

Present: Councillor Boughton (Chairman), and
Councillors Mrs Blackmore, Fissenden, Mrs Hinder,
Joy, Lewins, Newton, Mrs Ring and Vizzard

Also Present: Councillors Prendergast and Round

7. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Revell.

8. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Blackmore was present as a substitute for Councillor Revell.

9. URGENT ITEMS

There were no Urgent Items.

10. NOTIFICATION OF VISITING MEMBERS

Councillor Round was in attendance as an observer.

Councillor Prendergast was in attendance to speak on item 14.

11. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

12. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

13. EXEMPT ITEMS

RESOLVED:

That all items on the agenda be taken in public as proposed.

14. MINUTES OF THE MEETING HELD ON 17 MARCH 2016

RESOLVED:

That the minutes of the meeting held on 17 March 2016 be approved as a correct record and signed by the Chairman.

15. MINUTES OF THE MEETING HELD ON 24 MAY 2016

RESOLVED:

That the minutes of the meeting held on 24 May 2016 be approved as a correct record and signed by the Chairman.

16. REPORT OF THE HEAD OF HUMAN RESOURCES - MEMBER DEVELOPMENT BUDGET

The Learning and Development Manager presented the report.

It was agreed that the Questioning Skills workshop should be rescheduled for this year.

The Committee asked if Officers could investigate the possibility of including training dates in the Members Diary's when they are printed.

The Committee asked if the expenditure listed under 'Miscellaneous' on page 15 of the agenda regarding room hire at Oakwood House could be investigated and reported back to the Committee.

RESOLVED:

That the Member Development Plan for 2016-2017 be approved with the addition of a Questioning Skills workshop.

That the estimated expenditure for the 2016-2017 Member Development budget be approved with the addition of a Questioning Skills workshop.

Voting: For – 9 Against – 0 Abstentions – 0

17. OPTIONS FOR COMMITTEE WORK PLAN 2016-17

The Head of Finance and Resources presented his report and explained that the report offered the Committee an opportunity to consider options for a Committee work plan for 2016-2017. This would provide the Committee and Officers with a focus for the delivery of objectives set by the Committee.

The Committee considered the suggestions made in the report and agreed to the following:

- To continue with the review of Outside Bodies from 2015;
- To carry out a further review of the Constitution with a report coming to Committee around December 2016. To include in the report a section on the election of all Committee Chairmen and Vice Chairmen at the beginning of the municipal year, not just Service Committees;

- To carry out an officer based review with a Councillor Champion looking at the cost/benefits of the courier system with a report coming to the Committee in September 2016;
- To carry out a scrutiny type review looking at the possibility of changing to a system of four yearly elections;
- To review the Committee System in two years' time (in 2018);

The Committee discussed changing the Committee's meeting days and times. Monday evening was suggested as an alternative. The Committee agreed to discuss this further at a later meeting as some Committee members had other commitments on Monday evenings.

RESOLVED:

1. That the following issues to be included in the Committee Work Plan for 2016/17:

- A continuation of the review of Outside Bodies from 2015;
- A further review of the Constitution with a report coming to Committee around December 2016. To include in the report a section on the election of all Committee Chairmen and Vice Chairmen (not just Service Committees Chairmen and Vice Chairmen) at the beginning of the municipal year;
- An officer based review, with a Councillor Champion, looking at the cost/benefits of the courier system with a report coming to the Committee in September 2016.

2. That a scrutiny type review of changing to a system of four yearly elections be carried out by the Committee for the municipal year 2016/17.

3. That a work plan for the Committee be produced for the year 2016/17 to be reviewed by the Committee at each Committee meeting.

18. REPORT OF THE HEAD OF FINANCE AND RESOURCES - OUTSIDE BODY NOMINATIONS FOR APPROVAL

The Committee considered the report on Outside Body nominations and the automatic appointments to Outside Bodies.

RESOLVED:

1. That the nominations for Outside Bodies in Appendix I of the report be approved.
2. That the automatic appointments to Outside Bodies, as shown in paragraph 2.4 of the report be noted.

19. REFERENCE FROM LICENSING COMMITTEE - LICENSING COMMITTEE ROLES AND RESPONSIBILITIES

The Committee considered the reference from the Licensing Committee regarding the roles and responsibilities of the Licensing Committee.

The Committee agreed that the policy development for Licensing should remain with the Communities, Housing and Environment (CHE) Committee. To ensure members of CHE Committee maintained an up to date knowledge of Licensing issues it was agreed that they should attend Licensing training.

Concerns were raised regarding the training of Licensing Committee Members to sit on the Licensing Act Sub-Committee 2003. It was agreed that no Member should sit on this Committee until they had attended the relevant training. Licensing training should be arranged as early into the new municipal year as possible.

RESOLVED:

That Council be recommended to agree that the Constitution be amended to include the following wording as the penultimate sentence at part 4.5, paragraph 1c of the Constitution:

Members will not be eligible to sit on a Licensing Act 2003 Sub-Committee until training, which will be open to all Councillors, has been completed.

20. REFERENCE FROM PLANNING COMMITTEE - TRAINING FOR PLANNING REFERRALS COMMITTEE MEMBERS AND SUBSTITUTE MEMBERS

The Committee discussed the reference from the Planning Committee regarding training for Planning Referrals Committee Members and Substitute Members.

RESOLVED:

That the Council be recommended to agree that the Constitution be amended to make it a requirement that Members and Substitute Members of the Planning Referrals Committee undergo training on the policies, procedures, legislation and guidance relevant to the work of the Planning Committee. In connection with this, the following wording be included in section 2.8 of Part 2.1 of the Constitution:

No Member will be able to serve on the Planning Referrals Committee without having agreed to undergo training on the policies, procedures, legislation and guidance relevant to the work of the Planning Committee, the details of which are to be agreed by the Chief Executive in consultation with the Leaders of the Political Groups represented on the Committee. The training must be completed before the Committee first meets to discharge its function and must be refreshed as appropriate.

Democracy Committee

8 September 2016

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Report of the Head of Finance and Resources – Outside Body Review Continuation

Final Decision-Maker	Democracy Committee
Lead Head of Service	Angela Woodhouse, Head of Policy and Performance
Lead Officer and Report Author	Tessa Ware, Democratic Services Officer
Classification	Public
Wards affected	

This report makes the following recommendations to this Committee:

1. That the Committee recommends to Council that Maidstone Borough Council (MBC) continues to support those outside bodies on which it has a representation as a result of legislation, a previous agreement (eg named on a charity's trust) and Kent wide protocol, or stated in the Constitution.
2. That the Committee considers whether MBC ceases formal involvement in the remaining outside bodies on which representation is voluntary as set out in paragraph 2.4.6 and report to Council on this decision.
3. That the Committee recommends to Council that the remaining outside bodies should be linked to the relevant Service Committee.
4. That the Committee recommends to Council that, if recommendation 3 is approved, appointments to outside bodies should be made by the relevant Service Committee.
5. That the Committee recommends to Council that the amended terms of reference of the relevant Service Committees contain a requirement for the outside bodies to report to the Service Committee on a regular basis, eg quarterly.

This report relates to the following corporate priorities:

- Keeping Maidstone Borough an attractive place for all
- Securing a successful economy for Maidstone Borough

Timetable

Meeting	Date
Democracy Committee	8 September 2016
Council	21 st September 2016

Report of the Head of Finance and Resources – Outside Body Review Continuation

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report was requested by the Democracy Committee at their meeting on 28 January 2016 as it was considered further information was needed before a decision was made regarding the future of the Council's support of outside bodies.
- 1.2 This report provides details of surveys of the outside bodies, nominated Members to outside bodies and the Chairmen and Vice Chairmen of the four Service Committees. The report also presents possible options for the way forward regarding the support provided to outside bodies.
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2. INTRODUCTION AND BACKGROUND

2.1 At the Democracy Committee meeting of 28 January 2016 the Committee resolved that the review of Outside Bodies be continued and a report to come to the Committee which:

- Reports of further attempts to gather information from Outside Bodies who have not responded to the survey.
- Provides further information on the status of each Outside Body in relation to Maidstone Borough Council's (MBC) as to which ones are supported:
 - § By law or statute – where to withdraw support would require following a lengthy legal process
 - § Through policy decisions
 - § Voluntary – where neither of the two points above apply
- Establishes which Outside Bodies link with the Council's priorities and Service Committees of the Council
- Considers the creation of formal communication processes between the Council, Member representatives of Outside Bodies and the Outside Body.
- Considers the withdrawal of Member involvement where links are tentative or unproductive for both parties.

2.2 Outside Bodies who have not responded to the review survey

2.2.1 All outside bodies who had not responded to the review survey in time for the meeting on 28 January 2016 were followed up. Those who have still not responded are:

- Kent County Council Youth Advisory Group
- Kent County Council Youth and Community Charity
- Maidstone Cycling Forum
- Relate West and Mid Kent
- South Eastern Rail Passenger Group
- Maidstone Sea Cadets

2.2.2 A full list of responses received is attached as **Appendix A**.

2.2.3 A full list of outside bodies is attached as **Appendix B**. Of that list the following were not surveyed for the reason below:

- A Charity or Charities supported by MBC and serviced by Democratic Services:
 - Relief in Need Charity;
 - Bently Wing;
 - Brenchley Charity.
- Outside body supported by MBC and serviced by Democratic Services:
 - Headcorn Aerodrome Consultative Committee;
 - Mid Kent Downs Steering Group.
- Outside body partnership with other local authority/ies
 - Kent County Council Overview and Scrutiny Committee;
 - Kent and Medway Crime Panel;
 - Kent Partnership;
 - Local Government Association General Assembly;
 - South East Employers;
 - West Kent Health and Wellbeing Board.

2.3 Survey of Nominated Members

2.3.1 Outside bodies have been surveyed to find out views on MBC involvement. Members nominated to outside bodies were also asked about their work with outside bodies to establish how useful they found it.

2.3.2 The questions asked and the responses relating to 17 outside bodies are attached in the table at **Appendix C**.

2.3.3 The responses show that Councillors' work with these 17 outside bodies ranges from one meeting every six months to weekly meetings. Hours spent per month ranges from 1 to 60.

2.3.4 15 responses were positive about the work with the outside bodies concerned.

2.3.5 Two responses were negative relating to; Kent County Council's Youth Advisory Group, where the nominee was nominated in September 2014 and has never been invited to attend a meeting;

and, One Maidstone, where the nominee has been invited to meetings which were subsequently cancelled.

- 2.3.6 Expenses claimed by members of outside bodies (for example travel) amounted to a total of £306.90 for the municipal year 2015 to 2016.

2.4 Status of outside bodies

- 2.4.1 Column 3 of Appendix B shows how an outside body is supported by MBC.

- 2.4.2 Appointments to the following outside bodies are automatic appointments under the Trust's deeds, other obligations or MBC's Constitution:

- Bentliff Wing Trust – the Mayor;
- Brenchley Charity – Chairman and Vice Chairman of Heritage, Culture and Leisure Committee (HCL);
- Kent County Council (KCC) Health Overview and Scrutiny Committee – Chairman of Communities, Housing and Environment Committee (CHE);
- Kent and Medway Crime Panel – Chairman of Policy and Resources Committee (P&R);
- Kent Partnership – Chairman of P&R;
- Local Government Association General Assembly – Chairman of P&R
- Maidstone Area Arts Partnership – the Mayor as Honorary President (plus 3 other Councillors through the current nomination process);
- West Kent Health and Wellbeing Board – Chairman of P&R.

- 2.4.3 The following outside bodies are mentioned in the Constitution under the Terms of Reference for Committees. Particular committees have responsibility for being involved in particular outside bodies – eg. the Chairman of CHE is required to work with groups such as the Older Person's forum and the voluntary sector including organisations such as the Citizens Advice Bureau, Voluntary Action Maidstone, Maidstone Mediation and other important community organisations. However, MBC does not make automatic appointments to these bodies. Other outside bodies specifically referred to in committees' terms of reference included:

- Citizen's Advice Bureau – CHE;
- Maidstone Area Arts Partnership – CHE;
- Maidstone Mediation – CHE;
- One Maidstone – HCL;
- Quality Bus Partnership – Strategic Planning, Sustainability and Transport Committee (SPST);
- South East Rail Passenger Group (SPST).

- 2.4.4 The following outside bodies are ones where the Ward Member, or other member, is automatically appointed:

- Action with Communities in Rural Kent – Councillors Round and Prendergast;
- Allington Millennium Green Trust – Councillor Daley;
- Headcorn Aerodrome Consultative Committee – (Headcorn Ward) Councillor Round;
- Howard de Walden Centre – (East and North Ward Members) Councillor Cox;
- Kent Downs AONB Joint Advisory Committee – Chairman of the Mid Kent Downs Steering Group.

2.4.5 There are some particular agreements which define MBC's involvement in outside bodies: for example, charities where representatives of MBC are named as trustees in the original trust document; part ownership of land, eg. Hayle Park; participation in some external partnerships – eg. Health and Wellbeing, Crime and Disorder etc, is required by legislation and is also part of Kent wide protocols.

2.4.6 Based on the information above support for the remaining outside bodies listed below would appear to be on a voluntary basis:

- KCC Youth Advisory Group
- Kent Playing Fields Association
- Kent Downs AONB Advisory Committee
- Maidstone Cycling Forum
- Maidstone Street Pastors
- Maidstone YMCA
- Medway Valley Line Steering Group
- PATROLAJC
- Relate West and Mid Kent
- Vinters Valley Park Trust
- KCC Youth and Community Charity

2.5 Outside Body links with the Council's priorities and Service Committees of the Council

2.5.1 The Council's priorities are:

- Keeping Maidstone Borough an attractive place for all;
- Securing a successful economy for Maidstone Borough.

2.5.2 Underpinning the two priorities are eight action areas:

- Providing a clean and safe environment;
- Encouraging good health and wellbeing;
- Respecting the character of our Borough;
- Ensuring there are good leisure and cultural attractions;
- Enhancing the appeal of the town centre for everyone;
- Securing improvement to the transport infrastructure of our Borough;
- Promoting a range of employment opportunities and skills required across the Borough;

- Planning for sufficient homes to meet our Borough's needs.
- 2.5.3 Column 4 of the table in Appendix B shows suggested links between each Outside Body and the Council's priorities.
- 2.5.4 Column 5 of the table at Appendix B shows suggested links between each Outside Body and one of the Service Committees. These links have been made based on each committee's Terms of Reference, which are attached as **Appendix D** and the information provided at 2.4.

2.6 Aligning outside bodies with Service Committees

- 2.6.1 The Chairmen and Vice Chairmen of the Service Committees were asked for their opinion of the alignment of outside bodies with the Council's priorities and their Committee. It may be considered that further discussion is needed regarding this matter. However, of the responses received, there is an indication that there is an appetite for this.
- 2.6.2 Regarding the responsibility for the decision on nominations to outside bodies, responses indicate a preference that, if the outside bodies were aligned with the Service Committees, Service Committees should be responsible for agreeing nominations to outside bodies.
- 2.6.3 The Chairmen and Vice Chairmen of the Service Committees who responded indicated that the nominees to the outside bodies should provide regular updates to the particular Committee.

3 AVAILABLE OPTIONS

- 3.1 Members could decide to do nothing and leave the outside bodies as they are. However, the number of vacancies currently on outside bodies (11 vacancies and a further 6 due for renewal in September 2016) could be an indication of a decline in Members' appetite for involvement with outside bodies.
- 3.2 Members could decide to end involvement with all outside bodies who have not responded to the survey (2.2.1 above) and retain those that have. However, it is known that Maidstone Cycling Forum and South Eastern Rail Passenger Group became outside bodies as a result of a thorough Overview and Scrutiny review during 2014. These two organisations hold regular meetings where nominated Councillor members attend. Maidstone Sea Cadets rent a council property for a peppercorn rent and it may be considered that a link with the Council is important.
- 3.3 Members could decide to invite the remaining outside bodies who have not responded to the survey (KCC Youth Advisory Group; KCC Youth and Community Charity; Relate West and Mid Kent) to attend the next Committee meeting to respond to the survey questions in person. This would, however, further delay the Committee's decision on the future of

outside bodies and if they did not respond to the survey there is no guarantee they would respond to an invitation.

- 3.4 Members could decide to end involvement with all outside bodies with the exception of those mentioned in the Constitution, as the Constitution was adopted by Council in May 2016. While this may have a negative impact on the council's reputation and relationships with other organisations, Councillors would still be able to support outside bodies as part of their general work in the community without the formal link to Maidstone Borough Council.
- 3.5 Members could decide to end involvement with outside bodies with no obvious link to the MBC priorities. This would enable Members to focus on specific areas relating to the council's strategic priorities.
- 3.6 If Members decided on either 3.1, 3.2, 3.3 or 3.4 above they could decide to link the remaining outside bodies with a Service Committee. However, this would have the following implications:
- The links to outside bodies shown in Appendix B, column 5, are suggestions. The Committee may wish to go through these to ensure the links are appropriate;
 - A decision on which Committee is responsible for nominating Members to outside bodies would need to be made. Should this responsibility remain with the Democracy Committee or should it move to the linked Service Committee? If the latter, then the Terms of Reference for these committees would need to be amended.
 - A decision on whether to introduce a formal communication process between the outside body, the nominated member and the Service Committee would need to be made.

4 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The preferred options are as set out in 1 to 6 of the Recommendations. These steps are suggested in order to satisfy the wishes of the majority of the Service Committees who responded. The Chairmen and Vice Chairmen think that linking the appropriate outside bodies to the relevant service committee makes sense. In addition, an end to involvement in those outside bodies on which representation is voluntary (see 2.4.6), or on those outside bodies which, despite numerous attempts, have not responded to the survey, will reduce the number of outside bodies. This in turn will make MBC's involvement simpler and will enable councillors to have a more proactive involvement in relevant outside bodies.

5 CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 All outside bodies have been consulted and the results of the responses received are summarised in Appendix A.

- 5.2 All Members associated with outside bodies were surveyed and the responses received are summarised in Appendix C.
- 5.3 All Chairmen and Vice Chairmen were asked their opinion on the linking of outside bodies to the Service Committees and the implications of this. Their responses are summarised in section 2.6 of this report.

6 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 If this Committee agrees any or all of the Recommendations, officers will prepare a report for Council and will inform all the Chairmen and Vice Chairmen of the Service Committees, all councillors and the relevant outside bodies.

7 CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The impact of each outside body on corporate priorities is set out in Appendix B	Director of Finance and Business Improvement
Risk Management	The major risk from any decision arising from this report is reputational. Any decision to cease support for any outside body will be subject to further consideration by Council before a final decision is made.	Director of Finance and Business Improvement
Financial	Expenses are claimed in relation to membership of outside bodies as set out in paragraph 2.3.6. Generally, Member participation in outside bodies helps to ensure that Council funding is directed towards meeting its key priorities.	Director of Finance and Business Improvement
Staffing	The main staffing impact of any decisions arising from this report relate to the Democratic Services Officers who support the administration of the relevant body	[Head of Service]
Legal	The legal implications are set out in the report and	Team Leader Corporate

	appendices, specifically with regards to those outside bodies where there is a legal basis for the appointment.	Governance
Equality Impact Needs Assessment	No detrimental impact on the protected characteristics of individuals identified.	Equalities and Corporate Policy Officer

8 REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: Outside Body responses to survey questions
 - Appendix B: Outside Bodies as at 3 August 2016
 - Appendix C: Outside Body nominees survey responses July 2016
 - Appendix D: Service Committee Terms of Reference
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Outside Body	Briefly describe the purpose of your organisation	What are your organisation's current objectives – what do you want to achieve in the next two to three years?	What are your expectations of your MBC councillor representatives/s?	How do your expectations compare with what you received from your MBC Councillor representative/s?	What specific knowledge, skills and experience do you need your MBC Councillor representative/s to have?	How often and when does your committee/board meet each year?	What time of the year is best for recruiting/renewing MBC Councillor representatives?	How many MBC Councillor spaces do you have on your board/committee?	What is their role – ie Board member, observer, committee member etc.?	Who is/are your current MBC representatives?
Action with Communities in Rural Kent	Action with Communities in Rural Kent exists to help rural communities identify, articulate and address their needs	We are currently working on a new strategy covering the period 1 st April 2016 – 31 st March 2021. Among the things we wish to achieve in the next two to three years are: securing a sound financial base for core services; Being able to bankroll programmes that we develop, but which pay in arrears, as opposed to passing them on to larger organisations once we've brought investment in to Kent; Creation of services that operate effectively in counties across rural England, but which no agency within Kent seems interested in supporting financially (even where saving taxpayers millions of pounds a year elsewhere)	To reflect key policies of MBC so as to inform our work and to take back to MBC information/evidence on any agendas we work on that are of interest to the statutory functions of the local authority	Very well	Knowledge / skills / experience in any of the following: regeneration, rural policy, economic development, community development, charity governance.	Six	This is not a 'deal-breaker' for us; as long as it happens somewhere during the year, there is no problem!	Our Management Committee has no reserved spaces for MBC, but the authority has the right to put forward a candidate for election. We also have a structure called the 'Council' which MBC has two reserved spaces on. This 'council' has not met for several years, but its members do receive various pieces of information on our work & invitations to events we run on specific rural community topics.	The current Management Committee representative from MBC is a committee member.	Martin Round and Shellina Prendergast
Age UK	Age UK Maidstone exists to promote the welfare of the older residents of the Borough of Maidstone. We provide a wide variety of services aimed at improving the quality of life for elderly.	Our current objectives are to grow our existing services and to launch our new Cognitive Stimulation Clubs for people with Dementia in Headcorn and Maidstone. The next financial year will be the last of our current funding arrangements with Kent County Council. During the next financial year Kent County Council will be run a tendering process for older people's service in West Kent. We believe the contract will be in the region of £1 million and we will be working with our partner Age UK's on winning the bid as either the lead organisation or a delivery partner.	We expect our Borough representative to attend 10 to 12 Board meetings a year and our AGM. To be involved in our discussions and represent the Borough's views as required. We expect the Councillor an ambassador for us with the Borough informing other Councillors of the work we do. When appropriate the Councillor should inform us of projects the Borough is carrying out with our client group.	In practice Borough representatives have not been able to attend all meetings as they sometimes clash with their Borough commitments. When in attendance they have always fully engaged with our work and are good ambassadors for the work we do. Councillors have also become volunteers with us and helped us to deliver our projects.	We expect the representatives to have an understanding of older people's issues. It is helpful if they have experience in the voluntary sector either on a Board, as a volunteer or an employee but it is not essential. They needed to be interested in our work.	Our Board meets on the morning of the second Wednesday of each month normally excluding August and December. Attend the AGM in October.	September in time for our AGM in October	Two	They are an observer representing the Borough's interests	Vacant
Allington Millennium Green Trust	The trust's main purpose is to create and maintain Allington Millennium Green, which should include significant 'natural' areas where people can enjoy Nature and wildlife at first hand. It is intended to be a semi-wild area, where people can simply walk and sit, with no provision for formal recreation of any kind. There is a huge diversity of wild plants on the Green, and it is easily the richest habitat in this respect in the whole of Allington.	We have a number of projects in hand, or planned: replacement of some fencing; repair to the concrete surface of a seating area; installation of a new bench; installation of a tool storage container; tree surgery and management; undergrowth management; wild flower meadow management; fund raising for all of the above and for the costs of insurance and other items.	Our MBC councillors have always fulfilled our expectations, by being supportive in every way, and by helping to secure funding whenever they are able to do so.	(See the previous answer.)	In particular, knowledge of available funding, and of the council's services which impinge directly on us, such as the planning process	Two or three times formally, but on many other occasions on an informal basis.	No specific time, and the MBC already has the right to appoint a Director. Councillor Daley continues to be the appointee.	No specific places at present, but we would be open to suggestions if another councillor were to be interested in joining us.	Director of Allington Millennium Green Limited, the Sole Corporate Trustee for Allington Millennium Green Trust	Councillor Dan Daley, plus a retired councillor, Brian Moss.
Citizen Advice Bureau	The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.	Available as a separate document	Available as a separate document	Available as a separate document	Available as a separate document	Bi-monthly (6 times) plus and AGM. We also have four Committees which are Chaired by a Trustee. These meet between 4-6 times each year.	During September for our AGM	One	They are a co-opted member of the Board with full responsibilities. Sometimes they can also be the Chair of one of the Board's Committees of which there are currently 4.	Marion Ring
Cutbush and Corral	The objects of the charity are: the relief of poverty by the provision of almshouse accommodation for the beneficiaries; and such charitable purposes for the benefit of the residents as the trustees decide	The charity now owns and manages 149 properties in the Borough and following a period of growth the Trustees have recently decided to focus on consolidation. The priority for the next couple of years will be maintenance and improvement of the existing stock.	The Trustees are keen to appoint individuals that are able to commit time and energy to ensure the charity continues to run successfully	MBC representatives have made a useful contribution to the business of the charity.	The charity seeks Trustees that have good local knowledge, a sound understanding of the needs of vulnerable adults and the issues that face people on low income. A background in social policy, housing, buildings, finance would be particularly welcome	There are four full Board meetings each year. The Board is supported by two sub-committees that also meet four times a year	Our financial year runs Jan to Dec. Therefore autumn/winter is ideal for recruitment with appointments in January.	Four (nb The person nominated by MBC does not have to be a Councillor)	Nominated Trustee (each appointment made for four years or the unexpired term of the appointees predecessor)	Denise Joy and Clive English
Hayle Park Nature Reserve	The Nature Reserve is as is suggested by the title established to maintain and enhance the Natural Landscape and Biodiversity of this significant part of the Loose Valley	The immediate objectives are to update the Management Plan, to secure designation as a Local Nature Reserve, and to adopt by laws to regulate on site behaviour and reduce the risk of ecological damage and anti-social behaviour.	The MBC representatives are expected to contribute time and commitment to managing the organisation through participating in Board Meetings, liaising with Council Departments and other stakeholders where appropriate.	For the most part MBC members have with one exception contributed significantly, particularly with knowledge and expertise.	A knowledge of procedure and a reasonable knowledge of governance is useful, as is other expertise of say landscapes, parks or planning.	The Board meets 5 times a year on average, and there are many informal meetings of one kind or another.	The Board Members from MBC are Local Ward Members so are best re-examined after the relevant election, it should be borne in mind that the Board Members serve 4 year terms, as full members.	Two		Currently these are the Derek Mortimer, and Ian Chittenden, with Brian Clark taking over from Mike Hogg who has resigned. Paul Wilby will replace Ian at the AGM (July)
Howard de Walden Centre	The provision of a youth and community centre for the residents of Maidstone and its neighbourhood	The organisation currently rents rooms on a long term and short term basis at affordable rates to more than 15 local organisations and community groups including IMAGO, Little Monsters Pre School, M4S and Kent County Council. The building is used throughout the day and most evenings. Our location allows us the opportunity to reach some of Maidstone's ethnic populations, in particular the nepalese community. The building is currently occupied around 60% of the time, so over the next two to three years we plan to continue these lettings and grow the number of local groups that we support. The building is well used by groups, but under used by individuals, so we plan to reach more local individuals who may wish to hire our space for family functions in the evenings and weekends. We also have an ongoing refurbishment and improvement plan; which will continue to be implemented over the next two to three years.	To play an active role in the delivery of our aims and objectives	We have been fortunate in the quality of nominations received from Maidstone Borough Council and we value the work and commitment we have had from our Councillor representatives	It would help if they had an understanding of charity law and basic financial knowledge as well as knowing about the implications of running a building	The Board meets 6 times a year for ordinary meetings and has an AGM. Usually our meetings happen on a Monday afternoon	We have always worked in sync with the terms of office for Councillors and this has worked well for us	Two	Active Board members	Martin Cox

Outside Body	Briefly describe the purpose of your organisation	What are your organisation's current objectives – what do you want to achieve in the next two to three years?	What are your expectations of your MBC councillor representatives/s?	How do your expectations compare with what you received from your MBC Councillor representative/s?	What specific knowledge, skills and experience do you need your MBC Councillor representative/s to have?	How often and when does your committee/board meet each year?	What time of the year is best for recruiting/renewing MBC Councillor representatives?	How many MBC Councillor spaces do you have on your board/committee?	What is their role – ie Board member, observer, committee member etc.?	Who is/are your current MBC representatives?
Kent County Playing Fields Association	We are a charitable organisation whose main purpose is to support recreation and sport & play	Our main objective is to provide, maintain, encourage and enhance the provision of recreational facilities throughout Kent. Our objectives remain constant	To act in an observational manner only and to attend one AGM & one Council Meeting (ACM) per year	Councillor David Nahgi attended one council meeting in 2014	MBC representative should ideally be interested in sport and recreation within the community	Our Management Committee meets a minimum of four times per year, plus the AGM & ACM. Our Golf Committee meets two times per year plus an annual Golf Competition Fund Raise named the Cecil Leitch 5 Club Competition	Ideally before June each year so that Annual report & Accounts can be updated with new appointments	One	Observer	David Nahgi
Kent Community Rail Partnership Steering Committee and Medway Valley Line Group	The Partnership improves the effectiveness of local railways and brings social, economic and environmental benefits to all those served by community rail services. The CRP work focuses on promoting improvements to station environments and surroundings, for all and promoting local rail lines and nearby attractions to local businesses and a wider public as a means to improve Health & Wellbeing and Tourism. We also work with seeking to improve integration of rail services with other means of sustainable transport, schools to encourage young people to get into the habit of using rail. Crucially we seek to engage local communities in this work so that they see their local lines and stations as a core part of the life of their villages and towns, placing a greater value on the benefits ensuring access which they can obtain from their railway.	The representative(s) will be expected to work with the CRP/MVL to develop, co-ordinate, and implement co-operative endeavours to improve the provision of rail and associated sustainable transport initiatives.	In addition to undertaking the normal duties of members of the Kent Community Rail Partnership Steering Committee (which approves and monitors delivery of the annual Action Plan) and the Medway Valley Line Group (MVL), the representative(s) appointed by the Maidstone Borough Council's Strategic Planning and Sustainable Transport Committee will be expected to maintain and improve liaison and communication between Maidstone Borough Council and the Community Rail Partnership and the Medway Valley Line Group.	Maidstone Council should be an active participant in the Partnership with regular attendance at meetings, helping to ensure the long term sustainability of the Partnership and its contribution to local communities and transport improvements. In addition to attendance at formal meetings, it is always much appreciated if representatives are able to support some of our public events where we promote the Partnership and its work to constituents.	Familiarity with Transport and particularly Public transport plans and issues.	Quarterly			Committee Member	Clive English and James Willis
Maidstone Area Arts Partnership	OUR VISION - Individuals and communities in Maidstone flourishing through the contribution of Arts and Culture OUR MISSION - To represent and promote arts and culture in Maidstone and participate as a proactive partner in its artistic and cultural development	Help member flourish; fully represent arts organisations in the Maidstone Area; Improve public awareness of artistic and cultural activities and its benefits to individuals and communities; Contribute to the development of artistic and cultural initiatives for individual and wider community benefit; secure funding for and undertake projects that use the arts to support community development; secure financial viability	They should advise how MAAP can use the Arts to support MBC strategic initiatives, lets us know of proposed objectives/activities that afford an opportunity for MAAP to contribute, update member organisations on MBC plans, give advice where MAAP seeks support/funding from MBC -always subject to confidentiality of conflict interests. Understand the needs and aspirations of member organisations and take them into account when making decisions on behalf of MBC	There has been a gap between MBC cultural plans (none) and councillors knowledge of them or any relevant initiatives. The new Arts, Culture and Heritage Committee will hopefully overcome this and is very well represented on MAAP.		We meet quarterly on a weekday evening. The day is not fixed and is deliberately varied to ensure that dates do not consistently clash with member meeting dates.	Around our AGM in June, but we are happy to follow any date that is best from a councillor perspective.	We do not set an upper limit but have found that three is a good balance that assures attendance and enables elected representative input which is valued.	They attend meetings of members and are treated as such. We expect them to provide both an MBC perspective and their personal views on issues under consideration. Both are valued.	They are all councillors and are David Pickett and Gordon Newton. We no longer have officer involvement which is a significant deficiency.
Maidstone Beauvais Twinning Association	To retain and foster the links of friendship between Beauvais and Maidstone that has existed for over 50 years as well as supporting links with others under the umbrella of the Comité de Jumelage in Beauvais.	To encourage and support links with schools, sports clubs and music/Choir groups. Exchange of visits for culture and leisure including the idea of using the internet wherever it is feasible to apply. To initiate social events for members. the possibility to forming links with towns in other countries.	To embed as working members of the committee as defined by our Constitution so as to provide a strong link with MBC as well as ensuring that the ethos of good governmentship displayed by MBS is maintained.	Cllr. Wendy Hinder is the acting Chair and Cllr. Richard Ash is an Executive Committee member with voting rights, both elected by MBC. Cllrs. Malcolm Cox and David Pickett are members in there own rights having been elected to serve as Executive Committee members by the last AGM. Two other MBC vacancies remain to be filled. It should be noted that early in 2015 Cllr Bryan Vizzard as Chair and Cllr Wendy Hinder as well as two other members of the executive visited Beauvais to discuss ideas for the future with our counterparts as well as staff from 5 French schools. The visit was paid out of their own pockets so as to eke out the funds of the Association	Someone who has an interest in developing the ideals of social and formal links with people from other cultures and countries. Language is not a barrier as we have found that there is always one with the verbal skills to assist in translations.	We try to arrange a meeting every 6 weeks through out the year	At the start of the municipal year with members able to serve, with voting rights, for up to three years.	Currently there are two vacancies - four in total	As stated in the Constitution the MBC approve Councillors are automatically members of the Executive Committee	Cllr Wendy Hinder. Note that in the Constitution the Mayor of Maidstone or his /her Deputy is the Honorary President during the term of office and attends the AGM and receives personal invites to visit Beauvais.

16

	Briefly describe the purpose of your organisation	What are your organisation's current objectives – what do you want to achieve in the next two to three years?	What are your expectations of your MBC councillor representative/s?	How do your expectations compare with what you received from your MBC Councillor representative/s?	What specific knowledge, skills and experience do you need your MBC Councillor representative/s to have?	How often and when does your committee/board meet each year?	What time of the year is best for recruiting/renewing MBC Councillor representatives?	How many MBC Councillor spaces do you have on your board/committee?	What is their role – ie Board member, observer, committee member etc.?	Who is/are your current MBC representatives?
Outside Body										
Maidstone Street Pastors	Street Pastors is an inter-denominational Church response to urban problems, engaging with people on the streets to listen care and help. A Street Pastor is a church member who has a concern for society and who is willing to engage people where they are both in terms of their thinking and their location. Each Street pastor undertakes 50 hours of training over 8 sessions, covering subjects such as counselling skills, drugs awareness, sociology, knowing your community, role and responsibility and street safety.	Our objectives are to maintain and if possible grow the service we currently provide. We would like to extend to operating perhaps on a Friday night as well as our usual Saturday night and also look in to the possibility of having Day Pastors.	Our expectations are fulfilled by our representative. She attends most meetings and provides valuable information. It is a great privilege to have her on our management team	As described, very good	Understanding, passion, compassion, informative, we have these with our representative	We meet around 5 - 6 times a year for management meetings but often contact them by email more frequently.	There is not a preferred time of year but it would seem logical to start this at the beginning of every new year.	One	Their role is on our management committee.	Denise Joy
One Maidstone (Maidstone Town Centre Management Liaison Group)	The MBC/TCM Liaison Group meets to allow any topics affecting either party to be spoken about informally and confidentially	Maidstone Town Centre Management is currently working on a merge with the Town Team and plan to live trade from 1 April 2016 as One Maidstone CIC. We share our plans, and updates with the members of the Liaison Group to ensure that they are comfortable with our work	We value the input of our nominated members and seek their guidance on how best to deliver our objectives whilst avoiding duplication and wherever possible meeting joint objectives of both TCM and MBC	I would say that our needs are met effectively by the councillors that we work with	The members can feed into the group the needs of the people and businesses in the wards that they represent	The Liaison Group meets periodically, alternating host locations approximately quarterly. However the group will no longer be required once the new CIC is formed as the nominated members will be involved through different groups	We have no difficulty with falling into line with whenever the nominations come through and as the new company starts to trade we will have a better idea of when/how this might best be done	We have three councillors on the Liaison Group and one nominated member (differing from those on the Liaison Group) on our board		Our Liaison Group members are Cllrs Denise Joy and Gordon Newton. Our Board member is Clive English
MIND Maidstone	We are passionate about supporting people with mental health issues. We believe in recognising people as unique individuals and not as a diagnosis or a label. We aim to equip people with the tools they need to work towards positive well-being and self-fulfillment. We work to stamp out stigma and discrimination.	To provide person centred peer support and recovery services to improve the mental health and wellbeing of local people. Our long term aim is to expand our services so that all residential groups are catered for and the stigma attached to poor mental health is eradicated.	To promote us and raise awareness of the organisation and to keep us informed of local government direction and funding arrangements	We have somewhat less contact with our local members than we would like	Funding awareness, understanding the voluntary sector, local needs analysis and an awareness of how local policies effect the voluntary sector.	The Board meets every other month	April	2	Board Member	Cllrs English, Joy and Fran Wilson (Cllr Grigg)
PATROL - Parking and Traffic Regulations Outside London - Joint Committee	PATROL has been established to enable councils undertaking civil parking enforcement in England to exercise their functions under: S81 of the TMA Act 2004; Reg 17 & 18 of the Civil Enforcement of Parking Contraventions (Eng); Gen Regs 2007 (the Eng Gen Regs); Regs 12 & 13 of the Road User Charging Schemes (Penalty Charges, Adjudication and Enfnc) (Eng); Regs 2013 (Road User Charging Regs)	N/A PATROL is the joint committee of a legal tribunal (Traffic Penalty Tribunal)	To attend and participate in JC meetings, raise issues as put forward by your authority for discussion.	The previous nomination Cllr Black attended most meetings which is preferred but attendance is not mandatory.	None. It is advantageous to the nomination if they have an understanding of local Highway /Parking issues however.	Three – January, June, October	N/A – You can nominate a Cllr at any point throughout the year.	One Cllr nomination (a named substitute (Cllr) is welcomed)	Committee Member	Cllr Clive English
Rochester Bridge Trust	Medieval charity responsible for providing crossings of the River Medway at Rochester, supporting other crossings of the river and making grants for engineering education and preservation of heritage	Efficient maintenance of the river crossings. Raise awareness and standard of education to encourage young people into civil engineering careers. Making best use of grant funds available – new funding programmes will launch in the New Year	Active participation in the activities of the charity. Good attendance record, reading the papers in advance and engaging in decision making	Mr Butler has only recently joined us but is already making a good and effective contribution to the charity	None but knowledge in one or more of our key areas of operation are useful (engineering, property management, financial investments, historical research and archives, charity governance)	Quarterly "board" meeting plus quarterly committee meeting plus approx. 6 other events per annum	There is a fixed timetable for appointments. Each 4-year term ends on 31 May so it is helpful if a replacement is in place in advance of that date in the years where an appointment is needed	One	Charity trustee (Board member)	Derek Butler
Upper Medway Internal Drainage Board	The Medway IDB was set-up under the Land Drainage Act to manage surface water and land drainage issues within its drainage district (roughly the floodplain)	To maintain current maintenance levels and manage the drainage district in an appropriate manner. To ensure new development does not increase flood risk.	They represent the public (and not the council) within their council areas. Their input and local knowledge helps in a number of areas	They are very good and helpful.	To know their area well, if they have any other skills like knowledge of finance or environmental then that's a benefit.	four times a year	no preference	2x members	Board Member	Cllr Round
Vinters Valley Park Trust	Vinters Valley Nature Reserve is one of the few areas close to Maidstone town centre which is dedicated to the preservation and enjoyment of Nature The Aim of the organization is to maintain this diversity and continue into the future providing a quiet oasis where all animals and plants can live and where people can experience this first hand .Visitors are welcome to enjoy the nature reserve and its many features – these may appear everyday common species but in our ever expanding fast moving world we aim to provide a public space to watch the changing seasons and enjoy the riches that Nature provides .	The current objectives are to engage the future generations ,local schools Groups, and nurseries, in engaging in preserving and identifying the local flora and fauna and taking a pride in their surroundings. To improve accessibility and to raise more funds.	To attend Trustee meetings and to bring expertise and knowledge to these meetings.	Have been very impressed with our present representative	A good understanding of meeting etiquette, good and useful contacts and advise on budgetary issues	Trustee meetings are held 4 times a year and also an AGM	At any time	One	Trustee	Martin Cox (plus Cllr Harper)
YMCA Maidstone	Maidstone YMCA, on behalf of its Members, aims to strive to fulfil the YMCA aims and purposes; provide a centre of excellence with a Christian emphasis in regard to its work with young people; enrich the lives of members by the provision of high standard sporting, recreation and social programme facilities in a safe and stimulating environment; encourage personal development in body, mind and spirit; foster friendship and fellowship between members; co-operate with other agencies and organisations in order to meet with the needs of the communities it serves; enable appropriate growth and development by way of strategic and creative planning.	To continue to run the Loose site and generate income to keep our charity on a sound financial footing and develop our new Tovil Community Centre to its full potential and eventually get the site to break even.	To keep us up to date with funding opportunities and help with networking and problem solving - ie planning issues	Our expectations are met by both MBC Councillor reps	A knowledge of business, planning, personnel, audit, finance and a good knowledge of stakeholder help from Maidstone	Our Board meets 12 time each year ply an AGM	Any time is OK for recruiting representatives	Two	One is a Board Member and one is an observer soon to be a Board member	Sue Girgg and Derek Mortimer

1 - Notes	2 - Organisation	3 - Supported by MBC - Named on Charities Trust/Kent Wide Protocol/Constitution	4 - MBC Priority Link/action area	5 - Possible Committee link	6 - No of MBC Appointees	7 - Automatic Appointment?	8 - Title of Role
Surveyed and responded	Action with Communities in Rural Kent	Voluntary	Promoting a range of employment opportunities and skills	Policy and Resources (Economic Dev) or Heritage Culture and Leisure	2	Ward member automatically appointed	Committee Member
Surveyed and responded	Age UK	Referred to in Constituion - CHE ToR	Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
Surveyed and responded	Allington Millenium Green Trust	Is MBC named as a trustee on the trust deed?	Respecting the character of the borough	Communities, Housing and Environment or Hertiage, Culture and Leisure	1	Ward member automatically appointed - need to nominate one from the three	Director
In Constitution - not surveyed	Bentliff Wing Trust	Referred to in Constitution - Mayor	Ensuring good leisure and cultural attractions	Heritage, Culture and Leisure	1	MBC Mayor from AGM	Ex-Officio
In Constitution - not surveyed	Brenchley Charity	Referred to in Constitution - HCL ToR	Ensuring good leisure and cultural attractions	Heritage, Culture and Leisure	1	HCL Chair and Vice Chair	Nominative Trustee
Surveyed and responded	CAB	Referred to in Constitution - CHE ToR	All action areas	Communities, Housing and Environment	1	Mayor	Co-opted member with full Trustee rights and responsibilities.
Charity - not surveyed	Cutbush and Corrall	Is MBC named as a trustee on the trust deed?	Providing a clean and safe environment/planning for sufficient homes	Communities, Housing and Environment	4		2 x Public 2 x Cttee member
Not surveyed - auto appt and supported by MC through admin support	Headcorn Aerodrome Consultative Committee	Voluntary/Admin support	Promoting a range of employment opportunities and skills/improving transport infrastucture	Heritage, Culture and Leisure	1	Ward member automatically appointed	Community Representative
Surveyed and responded	Howard de Walden Centre	Voluntary	Providing a clean and safe environment/encouraging good health and wellbeing	Communities, Housing and Environment	2	Ward member automatically appointed	Community Representative
	Hayle Park Nature Reserve	MBC is a third owner of the site together with the Hayle Park Trust and the local parish council	Providing a clean and safe environment/encouraging good health and wellbeing	Communities, Housing and Environment	2		Trustee
In Constitution - Automatic membership	KCC Health Overview and Scrutiny Cttee	Kent Wide Protocol/legal	Encouraging good health and wellbeing	Communities, Housing and Environment	1	Chairman of the Communities, Housing and Environment Committee	Committee Member
No response to survey received to date	KCC Youth Advisory Group	Voluntary?	Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
In constitution - Automatic membership	Kent and Medway Crime Panel	Kent Wide Protocol/legal	Providing a clean and safe environment	Communities, Housing and Environment	1	Leader appointed	Panel Member
Surveyed and responded	Kent Community Rail Partnership	Referred to in Constitution - SPST ToR	Improving transport infrastructure	Strategic Planning, Sustainability and Development	?		Member

1 - Notes	2 - Organisation	3 - Supported by MBC through Legal Agreement/Policy/voluntarily	4 - MBC Priority Link/action area	5 - Possible Committee link	6 - No of MBC Appointees	7 - Automatic Appointment?	8 - Title of Role
Surveyed and responded	Kent County Playing Fields Association	Voluntary	Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
Not surveyed as supported by MC through admin support - linked to Mid Kent Downs Steering Group	Kent Downs AONB Joint Advisory Committee	Voluntary	Respecting the character of the borough	Heritage, Culture and Leisure	1	The Chairman of the Mid Kent Downs Steering Group is automatically appointed	Committee Member
In Constitution - Automatic membership	Kent Partnership	Kent Wide Protocol/legal		Policy and Resources		Leader of the Council automatically appointed	Committee Member
Automatic membership	Local Government Association General Assembly	Kent Wide Protocol/legal		Policy and Resources	2	Leader of the Council (voting) and of the Opposition (non-voting)	
In Constitution - Surveyed and responded	Maidstone Area Arts Partnership	Referred to in Constitution - HCL ToR	Respecting the character of the borough/enhancing the appeal of the town centre for everyone	Heritage, Culture and Leisure	3	MBC Mayor (honary President) plus three	Committee Member
No response to survey received - but only a recent addition to MBCs Obs	Maidstone Cycling Forum	Voluntary	Encouraging good health and wellbeing/improving transport infrastructure	Strategic Planning, Sustainability and Development	?		Member
In Constitution - No response to survey received	Maidstone Mediation	Referred to in Constitution - CHE ToR	Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
Surveyed and responded	Maidstone Mind	Referred to in Constitution - CHE ToR	Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
Not surveyed as supported by MBC through leasing agreement	Maidstone Sea Cadets	Supported by MBC through a reduced rental lease on the Master's Tower until 5 March 2019	Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
Surveyed and responded	Maidstone Street Pastors	Voluntary	Providing a clean and safe environment/enhancing the appeal of the town centre for everyone	Communities, Housing and Environment	1		Committee Member
Surveyed and responded - Will be know as One Maidstone CIC as of 1/5/16	One Maidstone (formerly Maidstone Town Centre Management Board/Maidston Town Centre Management Liaison Group)	Policy	Promoting a range of employment opportunities and skills/enhancing the appeal of the town centre for everyone	Policy and Resources (Economic Dev) or Heritage Culture and Leisure	4	No but one from each Political Group, one of whom must be a High Street ward Member	Board Member
Surveyed and responded	Maidstone YMCA	Voluntary	Encouraging good health and wellbeing	Communities, Housing and Environment	1		

1 - Notes	2 - Organisation	3 - Supported by MBC through Legal Agreement/Policy/voluntarily	4 - MBC Priority Link/action area	5 - Possible Committee link	6 - No of MBC Appointees	7 - Automatic Appointment?	8 - Title of Role
Surveyed and responded	Maidstone-Beauvais Twinning Association	Voluntary	Attractive Place	Heritage, Culture and Leisure	4		Committee Member
Surveyed and responded	Medway Valley Line Steering Group	Voluntary	Improving transport infrastructure	Strategic Planning, Sustainability and Development	?		Member
Not surveyed as supported by MBC through admin support - linked to Kent Downs AONB Joint Advisory Committee	Mid Kent Downs Steering Group	Voluntary - Linked to Kent Downs AONB Joint Advisory Committee	Respecting the character of the borough	Heritage, Culture and Leisure	1		
Surveyed and responded	PATROLAJC	Voluntary	Improving transport infrastructure	Strategic Planning, Sustainability and Development	1		Committee Member
Not surveyed - In constitution	Quality Bus Partnership	Referred to in Constitution - SPST ToR	Improving transport infrastructure	Strategic Planning, Sustainability and Development	?		Member
No response to survey received	Relate West and Mid Kent	Voluntary	Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
Charity - not surveyed	Relief in Need Charities	Admin support - Is MBC named as a trustee on the trust deed?	Encouraging good health and wellbeing	Communities, Housing and Environment	3		Committee Member
Surveyed and responded	Rochester Bridge Trust	Voluntary	Respecting the character of the borough	Heritage, Culture and Leisure	1		Public
Automatic membership	South East Employers	Policy		Policy and Resources	2		1 Representative 1 Deputy
In Constitution - No response to survey received - but is only a recent addition to MBCs Obs	South East Rail Passenger Group	Referred to in Constitution - SPST ToR	Improving transport infrastructure	Strategic Planning, Sustainability and Development	1		Member
Surveyed and responded	Upper Medway Internal Drainage Board	Voluntary	Respecting the character of the borough	Strategic Planning, Sustainability and Development	2		Committee Member
Surveyed and responded	Vinters Valley Park Trust	Voluntary	Respecting the character of the borough	Communities, Housing and Environment or Heritage, Culture and Leisure	1		Committee Member
In Constitution - Automatic membership	West Kent Health and Wellbeing Board	Kent Wide Protocol/legal	Encouraging good health and wellbeing	Communities, Housing and Environment	1	Leader of the Council automatically appointed	Committee Member
No response to survey received	Youth and Community Charity	Voluntary	Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member

What outside body are you a member of? (If more than one please list and respond to the questions individually for each outside body)	How many meetings have you attended since becoming a MBC representative of an outside body	How many hours per month would you say you spend on the work associated with this outside body	What has this outside body achieved to the benefit of Maidstone borough residents?	How does the work covered by this outside body link with MBC's priorities
Maidston Area Arts Partnership	Two	Average 1 hour	Puts on events around the borough, mainly music	Making Maidstone an attractive place for all
Maidstone MIND	Monthly board meetings with trustees Four weekly catchup meetings and phone calls with CEO Responsibility for all HR issues so available to all staff 24/7 Attended daily after KCC funding was lost and departure of past CEO		This body is invaluable to the residents of Maidstone and offers a lifeline to service users unable to fund private counselling. It offers social interaction to the lonely, it is a light at the end of a very dark tunnel to the severely depressed and has been a life saver to the suicidal - two of which spoke at a recent AGM held at the Town Hall. 3/4 years ago, I asked the Communities Scrutiny Committee to hold a review of mental health provision within the borough when a Loose resident has a nervous breakdown at 8am on a Sunday morning and, due to the fact that there was only one mental health professional covering the whole of Kent, was not seen by a doctor until 11pm. Another couple wrote to me to say they had to remortgage their home to raise the £40,000 needed to privately help their daughter. Mental health patients can't wait for NHS lists. MBC called KCC and West Kent CCG to account. We interviewed the police (many patients who are severely ill and disturbing the peace are put into custody as there is simply nowhere else for them to go). We spoke to schools and community wardens etc. Changes were made as a result of these meetings. MIND now has a presence at several schools, Community Wardens received basic training in order to assist where doctors were held up etc. However, a couple of years have passed and we are back to square one. I find it unbelievable that KCC have cut the funding for this vital service	Encouraging good health and wellbeing and providing a safe environment.
Maidstone YMCA	Approximately 55 board meetings since 2010 plus additional planning and development meetings - total approx 70	Weekly dealing with various matters which involve the council and general ward work. Monthly estimate would be minimum of 10 hours. Recent work has involved the opening of the new YMCA Tovil Community centre which has increased workload but very enjoyable and beneficial for residents.	Provides support to resident across the borough in terms of many health, social and community aspects. Based on Christian ethos the following statement essentially sums up the benefit to residents: Provides a welcome to members for themselves, in a meeting place which is theirs to share, where friendships can be made and counsel sought. Develop activities which stimulate and challenge its members in an environment that enables them to take responsibility and find a sense of achievement. Involve all members in care and work for others. Create opportunities for exchanging views, so that its members can improve their understanding of the world, of themselves and of one another.	Due to the YMCA having strong relationships with many groups, associations, KCC and the borough council I would say the majority of the YMCA's work does link with the majority of MBC's priorities and actions.
Citizen Advice Bureau	Many	2-4 hours per week - more if Chairman of H&S Committee	CAB supports residents of the borough in lots of ways for MBC with service level agreements	
Rochester Bridge Trust	14 since being appointed in April 2015 and a two day tour of the Rochester Estate	On average 10 hours a month	Historically, the Rochester Bridge Trust has financed the creation of Maidstone Grammar School for Girls and has spent large sums of money on Maidstone Grammar School for Boys. It has financed or part financed a number of bridges in Maidstone. It is an investor in property and land in Maidstone Borough and will provide money for certain education projects and projects relating to the River Medway. It has certainly provided monies in the past to Maidstone Sea Cadets and I believe there is a request pending.	The Trust applies strict control over the monies handed out in grants but the Trust is financially sound and will continue to benefit residents in Medway and Maidstone in particular but also other parts of Kent. It covers more of the Securing a successful economy for Maidstone by helping on the education side but by providing funds for the bridges in the past that also comes under the priority of keeping Maidstone Borough an attractive place for all.
Maidstone Street Pastors	Meetings are 4 times a year, more if needed. Also commissioning service for new Pastors when they have completed their training		Maidstone has a thriving night time economy and Street Pastors have become an imperative service working in partnership with the Police and the Urban Blue Bus. Street Pastors provide a neutral and reassuring presence in our local community. Individual street pastors seek to listen and talk with people to provide information and help as needed, and to discourage anti social behaviour. Street pastors hand out space blankets, flip flops to clubbers, water and chocolate for energy ensuring safety to vulnerable people. They also remove glass bottles on the streets and other potential weapons in order to discourage violence and vandalism. Maidstone Street Pastors have won local community awards for their services.	
PATROL	Six to Seven	1-2 on average	It is the support structure for the borough's decriminalised parking scheme. Without it the scheme could not operate. It is also a good source of technical information.	The decriminalised parking scheme helps maintain a reasonably attractive urban (including large villages) environment. This also helps to maintain the character of the borough.
Community Rail Partnership	15	10 to 40	The CRP has contributed significantly to making the Medway Valley Line more attractive to use. This helps to encourage passenger numbers and reduce car use. The CRP has also made significant contributions to franchise consultations to Maidstone's benefit	The CRP has made a useful contribution to maintaining and improving the transport infrastructure by its work on the Medway Valley Line and the work on the new rail franchise. This clearly assists in securing economic prosperity.
One Maidstone	Circa 60	From 10 to 60	One Maidstone has recently been established as Community Interest Company; MBC has two representatives on the board. It has replaced the previous Town Centre Management Company and the new Board has reinvigorated the approach taken to partnership working in the town centre. Some strands of work have continued including for the night time economy and street scene. New projects are being considered including for a Business Improvement District. One Maidstone has significantly contributed to improving relationships between MBC and town centre stakeholders, including businesses and promoting events and activities	One Maidstone has helped to enhance the appeal of the town centre and to promote opportunities to bring investment and hence jobs into the town. By running events it helps improve tourism opportunities and to underpin retailing and other businesses.
Maidstone Mediation	23	4 to 6	It provides a mechanism for reducing social tensions and resolving disputes peacefully and promotes community cohesion and assists with the rehabilitation of offenders and the reduction of re-offending	The wide range of services promoting options to avoid violent confrontation obviously protects the safety of the community and assists with encouraging good health and well-being across a range of areas from families, neighbours and schools to offenders.
Cutbush and Corral	4 board meetings each year plus additional as necessary	3 to date	Provides long term quality low cost housing for local residents who are 50 and over. Has 137 Almshouses across 8 sites in central Maidstone. All are within walking distance of the shops. The charity also own 12 Almshouses in East Street, Harrietsham. Properties range from new builds to ancient listed houses. Accommodation can be flatlets overlooking the River Medway at College Road, or one of the many flats or houses located near the town centre.	
South East Employers	Six to seven	Three to four	South East Employers is mainly useful as a source of information and advice. Additionally it can provide a useful range of training for members.	Ensuring that the council is familiar with developments in employment law and practice is important in all areas of the council's work. Additionally it is helpful to have the ability to use its services to improve the skills of elected members.
Upper Medway Drainage Board	6 in the past year	Anything from 2 to 6	The board oversees all water movement, watercourses, small streams and rivers and/or drainage and flooding works that support rivers and streams administered by the Environment Agency. The Board oversees this work and controls the budget and are consulted on new planning and renewals of water systems. The importance of this Board is critical to Maidstone borough in terms of flooding protection and alleviation measures and there is much consultation involved with other agencies. If any new or changed plans affect water movement - before it reaches the main rivers then UMIDB is key to that	Ensuring a clean and safe environment, wellbeing and character etc.
Action for Communities Rural Kent	9 in the past year	Two to three	It has a County remit to support rural communities in terms of good health and wellbeing, character, culture, transport, employment and homes	Good health and wellbeing, character, culture, transport, employment and homes
Headcorn Aerodrome Consultative Committee	4 per year	8 to 12 per year as well as other ad hoc work	This Committee is pertinent to my Ward, it is essential that a Ward member is involved in this group, as it is the forum for wide interaction and discussion about Headcorn Aerodrome: where a great deal goes on. It is still registered as an MOD site for emergency action, and continues to provide certain provision for national security, but it is essentially a civil and privately maintained aerodrome for leisure and pleasure activity. There is a considerable Tourism and small business benefit to the local community with many companies based there. It is also the navigation control centre for the other licensed flying take off and landing areas for planes AND balloons in my Ward and indeed in the Borough. (One other runway in Boughton Malherbe and balloons can take off/land to/from Leeds Castle or Great Danes Hotel. The Committee advises and consults with the Aerodrome "key players" regarding Civil Aviation legislation and safety, including noise and pollution issues. It provides a community perspective. It advises, suggests and reacts. It also can bring benefits for business and Tourism. We also work up projects and events. The Aerodrome attracts 1000s of visitors every week during the longer summer evenings and throughout the year offers many attractions. Several major events attract 1000s over one weekend. Dependent on desire to support then I contribute as much or as little as I choose.	Making the borough an attractive place to live
KCC Youth Advisory Group	Have not been invited to any meetings			
Town Centre Management - One Maidstone			For a year I was regularly updated about forthcoming meetings that never took place and were subject to cancellation. I have heard no more since! I was supposed to be the "rural rep" that brought town and country interaction to the Town Centre! But nothing has happened!	
Maidstone Sea Cadets	30 since May 2014	3	It gives the youth of the borough leisure activity opportunities, sailing skills, engineering skills, and promotes teamwork and discipline	It promotes attractive activity opportunities for the youth of the borough.

Committee Terms of Reference**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;
- be responsible for all policy matters not otherwise allocated to any other Committee and to determine any disputes or differences between Committees.

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
To be responsible for co-ordinating financial management and performance across the Council and take decision on virement between services; business rates; council tax; and revenue and benefits functions.	N/A
To make decisions regarding land and property including acquisition (by agreement or compulsorily), disposal, appropriation and development unless delegated to officers or within the remit of another Committee.	Head of Finance and Resources up to £100k N/A
To be responsible for all policy matters not otherwise allocated to any other Committee and to determine any disputes or differences between Committees.	N/A
To be responsible for all strategic budget related staffing issues within the Committee's remit.	
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 Head of Finance and Resources
Medium Term Financial Strategy to include, though not exclusively, Capital Investment Strategy, Council tax support	

Appendix D

Committee Terms of Reference

<p>scheme, business rates and income generation;</p> <p>Communication and Engagement Strategy;</p> <p>Corporate Improvement Plan;</p> <p>Information Management Strategy;</p> <p>Risk Management Strategy including Counter Fraud;</p> <p>Commissioning Strategy;</p> <p>Asset Management Strategy including assets of community value;</p> <p>Council Accommodation Strategy;</p> <p>Emergency and Resilience Planning;</p> <p>Economic Development Strategy;</p> <p>Commercialisation Strategy;</p> <p>Information and Communications Technology (ICT);</p> <p>Council tax, business services and housing benefits;</p> <p>Making compulsory purchase orders on planning grounds and/or recommending to Council the making of compulsory purchase orders.</p>	<p>Head of Policy and Communications</p> <p>Head of Policy and Communications</p> <p>Head of Policy and Communications</p> <p>Chief Executive/Head of Audit Partnership</p> <p>Head of Finance and Resources</p> <p>Head of Finance and Resources</p> <p>Head of Finance and Resources</p> <p>Director of Environment and Shared Services</p> <p>Head of Commercial and Economic Development</p> <p>Head of Commercial and Economic Development</p> <p>Head of IT Shared Services</p> <p>Head of Finance and Resources and Head of Revenues and Benefits Shared Services</p> <p>Head of Finance and Resources</p>
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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

Committee Terms of Reference

- 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 Health and Safety meetings
- 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.

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE

Membership: 9 Councillors

Purpose: To be responsible for planning, sustainability, district highways and car parking functions and transportation.

FUNCTIONS	DELEGATION OF FUNCTIONS
To take the lead in ensuring that the Council delivers its strategic objectives for planning, sustainability and transportation	N/A
To pass a resolution that Schedule 2 to the Noise and Nuisance Act 1993 should apply in the authority’s area	N/A
To submit to Policy and Resources (P&R) Committee all revenue estimates and capital programmes within the remit of the Committee with a view to P&R determining the budget for submission to Council	
To be responsible for all strategic budget related staffing matters within the Committee’s remit	

Committee Terms of Reference

<p>Strategic Planning and Performance Management – to oversee the development, review and implementation of the Council’s:</p> <p>Development Plan, including the Maidstone Borough Local Plan and Neighbourhood Plans (subject to approval by Council); Spatial planning documents such as supplementary planning documents and planning policy advice note; Master Plans and development briefs; The Infrastructure Delivery Plan and The Community Infrastructure Levy (subject to approval by Council)</p>	<p>Head of Planning and Development</p>
<p>Development Management, Enforcement, Building Control.</p>	<p>Head of Planning and Development</p>
<p>Car Parking Plans and Strategy</p>	<p>TBA</p>
<p>Air Quality Management Strategy, smoke free premises and control of pollution.</p>	<p>TBA</p>
<p>Integrated Transport Strategy,</p>	<p>Head of Planning and Development</p>
<p>Park and ride and district highways functioning</p>	<p>TBA</p>

ROLE OF THE CHAIRMAN OF STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORT

- Working with others in building a vision for the Council and Community
- To represent the Council on all partnerships relevant to the Committee
- To take the lead role in this Committee of fostering close links with key stakeholders including Parish Councils, the Developers Forum, English Heritage and transport interest groups such as Quality Bus Partnership, Transport Users Group, Rail Stakeholders Group
- To take the lead role within this Committee for responsibility for relationships with funders including Kent County Council and Highways England.
- To chair the Joint Transportation Board with Kent County Council in alternate years and be Vice Chairman in others.

COMMUNITIES, HOUSING AND ENVIRONMENT

Membership: 9 Councillors

Purpose: To take the lead within the Council for ensuring that the Council delivers its strategic objectives with regard to Communities, Housing and the Environment; to ensure inclusive and productive community engagement, Public Health, licensing, housing, other community services and to be the Council’s Crime and Disorder Committee.

Committee Terms of Reference

FUNCTIONS	DELEGATION OF FUNCTIONS
To take the lead within the Council for ensuring that the Council delivers its strategic objectives with regard to Communities, Housing, Public Health and the Environment	N/A
To take the lead within the Council in ensuring that the Council achieves inclusiveness and productive community engagement	N/A
To act as the Council's Crime and Disorder Committee under Section 19 of the Police and Justice Act 2006 and to meet at least once per annum in this capacity	N/A
To submit to Policy and Resources (P&R) Committee all revenue estimates and capital programmes within the remit of the Committee with a view to P&R determining the budget for submission to Council	N/A
To be responsible for all strategic budget related staffing matters within this Committee's remit	N/A
Strategic Planning and Performance Management – to oversee the development, review and implementation of the Council's:	
Housing Strategy	Head of Housing and Community Services
Community Development Strategy	Head of Housing and Community Services
Climate Change Framework	Head of Housing and Community Services
Parish Charter, Parishes and Community Governance	Head of Housing and Community Services
Crime and Disorder Reduction Strategy (and recommend changes to full Council); and Community Safety Strategy to include CCTV	Head of Housing and Community Services
Compact with Voluntary and Community Sector	Head of Housing and Community Services
Public Health, Healthy Living and Health Inequalities Strategy	Head of Housing and Community Services
Waste Management, Waste minimisation and Recycling Strategy	Head of Environment and Public Realm
Private Water Management	Head of Housing and Community Services
District flood risk management functions	Director of Environment

Committee Terms of Reference

Licensing Strategy and Polices (including making recommendations to Council)	and Shared Services Head of Housing and Community Services
Public Conveniences	Head of Environment and Public Realm
Street Scene and Environment Strategy (to include Clean Neighbourhood Enforcement monitoring)	Director of Environment and Shared Services/Head of Environment and Public Realm
Enforcement of Air Quality Policies	Head of housing and Community Services
Renewable Energy Strategy	Director of Environment and Shared Services
Contaminated Land Strategy	Environmental Health
Community Safety in consultation with the Safer Maidstone Partnership, reviewing the exercise of crime and disorder functions by responsible authorities (Police and Crime Commissioner, Chief Constable, probation, health etc.) and to make reports and recommendations with regard to the discharge of those functions – NB any Councillor may refer such a matter to this Committee	Head of Housing and Community Services

ROLE OF THE CHAIRMAN OF COMMUNITIES, HOUSING AND ENVIRONMENT COMMITTEE

- Taking the lead within this Committee of working with others in building a vision for the Council and community
- To take the lead within this Committee for external relationships with properly constituted Tenants and Resident’s Groups and Parish Councils including the Parish Services Scheme
- To take the lead within this Committee for all aspects of community engagement
- To work with groups such as the Older Person’s Forum and the Voluntary Sector including organisations such as the Citizens Advice Bureau, Voluntary Action Maidstone, Maidstone Mediation and other important community organisations
- To represent the Council on all relevant partnerships including the Kent Waste Partnership, the Kent Community Safety Partnership and the Kent Health Overview & Scrutiny Committee. (Health scrutiny shall be undertaken in accordance with the agreed Kent Protocols for NHS Overview and Scrutiny from time to time.)
- To take the lead on this Committee for ensuring good relationships with funders including Kent County Council and Waste & Resources Action Programme (WRAP),

Committee Terms of Reference

service delivery partners including contractors, voluntary sector and community groups.

HERITAGE CULTURE AND LEISURE COMMITTEE

Membership: 9 Councillors

Purpose: To promote Maidstone as a decent place to live by providing opportunities for engagement in cultural and leisure pursuits, developing a sense of place and ensuring that everyone, no matter who they are, or where they live, has access to quality open space, sports and leisure facilities.

FUNCTIONS	DELEGATION OF FUNCTIONS
To take the lead within the Council for ensuring that the Council delivers its strategic objectives with respect to Maidstone as a decent place to live by providing opportunities for engagement in cultural and leisure pursuits, developing a sense of place and ensuring that everyone, no matter who they are, or where they live, has access to quality open space, sports and leisure facilities	N/A
To take the lead in ensuring that Maidstone’s Heritage and Culture together with its leisure facilities play a key role in regeneration and in improving and sustaining the Borough’s economic development and health and wellbeing	N/A
To submit to Policy and Resources Committee all revenue estimates and capital programmes within the remit of the Committee with a view to P&R Committee determining the budget for submission to Council	N/A
To be responsible for all strategic budget related staffing matters within the Committee’s remit	N/A
Strategic Planning and Performance Management – to oversee the development, review and implementation of the Council’s:	
Sports and Leisure Strategy	Head of Commercial and Economic Development
Parks and Open Spaces Strategy including play areas and allotments	Head of Commercial and Economic Development
Festivals and Events Strategy including the Hazlitt Theatre and Arts Centre contract, Destination Management Plan, Maidstone Culture and Leisure Business Plan, Maidstone Market	Head of Commercial and Economic Development

Committee Terms of Reference

ROLE OF THE CHAIRMAN OF HERITAGE, CULTURE AND LEISURE COMMITTEE

- To take the lead on this Committee on working with others in building a vision for the Council and community
- To represent the Council on all relevant partnerships to include One Maidstone (TCM) in its role producing events and Maidstone Area Arts Partnership (MAAP)
- To take the lead within this Committee for relationships with funders, service delivery partners including voluntary and community groups and Trusts including Maidstone Leisure Trust, Cobtree Manor Estate Trust and the Museum Trusts.

DEMOCRACY COMMITTEE

8 September 2016

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Report of the Head of Finance and Resources – Democracy Committee Work Programme and Change of meeting day and time for 2016-2017

Final Decision-Maker	Democracy Committee
Lead Head of Service	Head of Policy & Communications
Lead Officer and Report Author	Tessa Mallett, Democratic Services Officer
Classification	Public
Wards affected	

This report makes the following recommendations to this Committee:

1. That the Committee note the Democracy Committee’s Work Programme for 2016-2017 attached as appendix A.
2. That the Committee change the meeting day and time for the Committee’s meetings to Wednesday 11 January 2017 and Wednesday 8 March 2017 at 6:30pm.

This report relates to the following corporate priorities:

- Keeping Maidstone Borough an attractive place and Securing a successful economy for Maidstone Borough – by holding meetings at a time that is accessible for all

Timetable

Meeting	Date
Committee	8 September 2016

Report of the Head of Finance and Resources – Democracy Committee Work Programme and Change of meeting day and time for 2016-2017

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report provides a detailed Committee Work Programme for 2016-2017 as a result of the Committee's discussions and decisions at their meeting of 7 July 2016.
- 1.2 At the meeting on 7 July 2016 Members of the Committee agreed to changing the day and time (to an evening) of the Committee meetings for 2016 – 2017. This report outlines some potential solutions to this.

2. INTRODUCTION AND BACKGROUND

- 2.1 At the Committee's meeting on 7 July 2016 the Committee discussed and agreed the topics for the Committee's Work Programme for 2016-2017. The results of this discussion are attached as **Appendix A** – Democracy Committee Work Programme 2016-2017.
- 2.2 The meeting dates for 2016 – 2017 municipal year for all Committees, including the Democracy Committee, were set by Council at their meeting on 9 December 2015.
- 2.3 The meeting dates for the Democracy Committee were set for the Thursday, at the beginning of every alternate month at 10am.
- 2.4 At the Committee's meeting on 7 July 2016 it was agreed, by a vote of 6 For and 3 Against, to change the regular day and time of the meetings to an evening.
- 2.5 The change agreed would come into force from January 2017 as the meeting date for November, which is the next meeting date, has already been changed to accommodate the Local Plan Examination.

3. AVAILABLE OPTIONS

- 3.1 The Committee could leave the meeting dates as they are. However, this would be against the Committee's decision at the Meeting on 7 July 2016.
- 3.2 The Committee could consider changing the day and time of the meeting to the first Monday of each alternate month from January 2016 at 6:30pm. This would mean the dates would change to:
 - Monday 9 January 2017 @ 6:30pm
 - Monday 6 March 2017 @ 6:30pm

3.3 The Committee could consider changing the day and time of the meeting to a Wednesday of each alternate month from January 2016 at 6:30pm. This would mean the dates would change to:

- Wednesday 11 January 2017 @ 6:30pm
- Wednesday 8 March 2017 @ 6:30pm

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 Suggestions 3.2 and 3.3 of this report avoid any clashes with other meetings in the meetings calendar. However, at the Committee’s meeting of 7 July it was clear that a Monday evening may be difficult for several Members of the Committee. With this in mind, option 3.3 would possibly best suit all Members.

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

5.1 The change of meeting dates and time would need to be agreed with the Proper Officer.

5.2 Once agreed, the meetings already arranged for January and March 2017 would need to be cancelled and the new meeting dates entered into the system so the meetings calendar on the Council’s web site is up to date.

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	None identified	Head of Finance & Resources
Risk Management	None identified	Head of Finance & Resources
Financial	Evening meetings incur a minor cost in terms of staffing. This will remain within budget	Head of Finance & Resources
Staffing	Staff resources are already identified to administer the meeting	Head of Finance & Resources
Legal	None identified	Team Leader

		Corporate Governance
Equality Impact Needs Assessment	No detrimental impact on the protected characteristics of individuals identified.	Insight and Information Officer.
Environmental/Sustainable Development	None identified	Head of Finance & Resources
Community Safety	None identified	Head of Finance & Resources
Human Rights Act	None identified	Head of Finance & Resources
Procurement	None identified	Head of Finance & Resources
Asset Management	None identified	Head of Finance & Resources

7. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: Democracy Committee Work Programme



Democracy Committee Work Programme

Democratic Services Team

E: democraticservices@maidstone.gov.uk

INTRODUCTION

This document sets out the decisions to be taken by the Democracy Committee of Maidstone Borough Council on a rolling basis. This document will be published as updated with new decisions required to be made.

DECISIONS WHICH COMMITTEES INTEND TO MAKE IN PRIVATE

The Committee hereby gives notice that it intends to meet in private after its public meeting to consider reports and/or appendices which contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The private meeting of any Committee is open only to Committee Members, other Councillors and Council officers.

Reports and/or appendices to decisions which Committee will take at their private meetings are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Committee if he/she believes the decision should instead be made in the public part of that Committee meeting. If you want to make such representations, please email committeeservices@maidstone.gov.uk. You will then be sent a response in reply to your representations. Both your representations and the Committee's response will be published on the Council's website at least 5 working days before the Committee meeting.

34 ACCESS TO COMMITTEE REPORTS

Reports to be considered at any of the Committee's public meetings will be available on the Council's website (www.maidstone.gov.uk) a minimum of 5 working days before the meeting.

HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

The Council actively encourages people to express their views on decisions it plans to make. This can be done by writing directly to the appropriate Officer or to the relevant Chairman of a Committee.

Alternatively, you can submit a question or make a statement to the Committee by emailing tessaware@maidstone.gov.uk, provided it is relevant to their terms of reference. All questions or requests to make a statement at a Committee meeting must be received by 5pm one clear working day prior to the meeting.

Date of Meeting	Title of Report and Brief Summary:	Contact Officer:	Public or Private (if Private the reason why)	Content
September 2016	Democracy Committee – change of meeting time and date	Tessa Ware	Public	
September 2016	Outside Body Review (continued)	Tessa Ware	Public	
November 2016	Review of Polling Station – St Michael’s School	Liz Bailey	Public	
November 2016	Officer Based Review of the Courier Service	Lisa Cook	Public	
November 2016	Interim report on the review of changing to 4 yearly elections		Public	
January 2017	Interim report on the review of changing to 4 yearly elections		Public	
March 2017	Review of Constitution – including section on Member Training, election of all committee Chairs and Vice Chairs at the beginning of the municipal year		Public	
March 2017	Final report on the review of changing to 4 yearly elections		Public	
March 2017	Report detailing Member training for the past year	Tessa Ware	Public	