

# AGENDA

## DEMOCRACY COMMITTEE MEETING



Date: Wednesday 16 November 2016

Time: 6.30 pm

Venue: Town Hall, High Street,  
Maidstone

Membership:

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

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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/:**

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**Issued on Tuesday 8 November 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](http://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 8 September 2016 1 - 4
8. Report of the Head of Policy and Communications - Polling Station Review 5 - 8
9. Report of the Head of Policy and Communications - Webcasting Service 9 - 14
10. Report of the Head of Policy and Communications - Courier Review 15 - 22
11. Report of the Head of Policy and Communications - Four Yearly Elections Interim Report 23 - 43
12. Report of the Head of Policy and Communications - Outside Bodies Follow Up Report 44 - 50

## **MAIDSTONE BOROUGH COUNCIL**

### **Democracy Committee**

#### **MINUTES OF THE MEETING HELD ON THURSDAY 8 SEPTEMBER 2016**

**Present:** Councillor Boughton (Chairman), and Councillors Fissenden, Mrs Joy, Lewins, Newton, Prendergast, Revell, Mrs Ring and Vizzard.

21. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Hinder.

Councillor Revell arrived at the meeting at 10:10am.

22. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Prendergast was present as a substitute for Councillor Hinder.

23. NOTIFICATION OF VISITING MEMBERS

There were no visiting members in attendance.

24. DISCLOSURES BY MEMBERS AND OFFICERS

Legal advice to Committee Members was there was no requirement for them to disclose their membership of outside bodies for agenda item 8.

25. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

26. EXEMPT ITEMS

**RESOLVED:**

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

27. MINUTES OF THE MEETING HELD ON 7 JULY 2016

**RESOLVED:**

That the minutes of the meeting held on 7 July 2016 be approved as a correct record and signed by the Chairman.

28. REPORT OF THE HEAD OF FINANCE AND RESOURCES - OUTSIDE BODY REVIEW CONTINUATION

The Democratic Service Officer presented the report and highlighted some changes since publication, as follows:

- Paragraph 2.4.6 – Kent Downs AONB Advisory Committee to be removed from the list as the Council currently had an obligation to administer its meetings and Vinters Valley Park Trust to be removed from the list as the Council was named as a trustee as part of the Charities Commission Scheme.
- Update to Appendix B – the following organisations are supported by the Council through a legal agreement:
  - Bentliff Wing Trust – Trust Deed showing – the Mayor was ex-officio and two Council members as Nominative Trustees
  - Cutbush and Corral – Charities Commission Scheme showing – 2 Council and 2 Public members with full responsibility as Committee Members
  - Howard de Walden Centre – Charities Commission Scheme showing – 2 Council Trustees
  - Rochester Bridges Trust – Charities Commission Nominated Member
  - Vinters Valley Trust – Charities Commission – 1 Council Trustee

Members were informed the content of the report was based on information available at the time of writing and may not reflect the historical reasons for Council support for each outside body.

During discussion the following points were raised by the Committee:

- A request was made for the number of responses received for the survey of Councillors on outside bodies.
- The number of vacancies for outside body membership was a concern, although it was not clear if this was due to Councillors' other commitments.
- For outside bodies where the decision was made to withdraw Council support (ie not nominate a Member to the outside body), Councillors could still be a member of an outside body as an individual, they just would not be nominated by the Council.
- For outside bodies where the decision was made to withdraw Council support would be notified by letter with a date when support would be withdrawn to enable the outside body to make representation for the support to remain.

**RESOLVED:**

1. That the Committee recommends to Council that Maidstone Borough Council continues support for those outside bodies on which it has 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 formal involvement in the following outside bodies be ceased:
  - Kent County Council Youth Advisory Group
  - Kent County Council Youth and Community Charity
  - Kent Playing Fields Association
  - Maidstone Cycling Forum
  - Maidstone Street Pastors
  - Maidstone YMCA
  - Medway Valley Line Steering Group
  - PATROLAJC
  - Relate West and Mid Kent
3. The Council be recommended to link the remaining outside bodies with the relevant Service Committee.
4. That Council be recommended to change responsibility for agreeing appointments to outside bodies from the Democracy Committee to the relevant, linked, Service Committee.
5. That Council be recommended to amend the terms of reference of the relevant Service Committees to reflect their responsibility for the appointment of Members to the relevant outside bodies.
6. That Council be recommended to amend the terms of reference for the relevant Service Committees to contain a requirement for the outside body Members to report to the Service Committee on a regular basis, eg quarterly.

Voting:        For – 9        Against – 0        Abstentions – 0

29. REPORT OF THE HEAD OF FINANCE AND RESOURCES - CHANGE OF DEMOCRACY COMMITTEE MEETING DAYS AND TIME FOR 2016/7 MUNICIPAL YEAR

The Democratic Services Officer presented the report.

The Chairman informed the Committee that an initial scoping meeting for four yearly elections had taken place involving himself, the Vice Chairman and Officers. Further meetings would be taking place and the Committee would be updated on progress at future meetings.

It was requested that the Overview and Scrutiny Report on the Council changing to four yearly elections dated 2010 be circulated to all Committee Members.

It was asked that it be noted that changes to the regular date and time of meetings should be made at the beginning of the Municipal year. Membership of the Democracy Committee with daytime meetings had always been an option for Councillors who were unable to attend evening meetings. It was also stated that there were some Councillors who would prefer the day and timing of this Committee be in an evening so those who work could chose to be a member.

**RESOLVED:**

That the Democracy Committee's Work Programme for 2016 – 2017 be noted.

Voting:        For – 9        Against – 0        Abstentions – 0

That the Committee meeting dates for January and March 2017 be changed to Wednesday 11 January 2017 and Wednesday 8 March 2017 to start at 6:30pm.

Voting:        For – 8        Against – 1        Abstentions – 0

30. DURATION OF MEETING

10:00am to 10:33am

## Democracy Committee

**16 November 2016**

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

**No**

### Review of St Michael's School Polling Station

<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Angela Woodhouse, Head of Policy and Communications
<b>Lead Officer and Report Author</b>	Elizabeth Bailey, Senior Electoral Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	Fant (East)

**This report makes the following recommendations to this Committee:**

1. To recommend to Council changing the polling station in Fant Ward from St Michaels School to the Grange Moor Hotel

**This report relates to the following corporate priorities:**

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

**Timetable**

<b>Meeting</b>	<b>Date</b>
Democracy Committee	16/11/2016
Council	07/12/2016

# Review of St Michael's School Polling Station

## **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 When considering changing the venue of a polling place or polling station it is a legal requirement to carry out a polling station review.
  - 1.2 The main purpose of the change is to avoid disruption to the school as it has become increasingly difficult to use the site due to staff training days and holidays.
- 

## **2. INTRODUCTION AND BACKGROUND**

- 2.1 On a number of occasions the school has not been available for use as a polling station.
  - 2.2 An alternative polling place was sought and the Grange Moor Hotel in St Michael's Road was deemed suitable.
  - 2.3 Permanently basing the station at the hotel will avoid uncertainty for electors as to which polling station is being used at election time.
- 

## **3. AVAILABLE OPTIONS**

- 3.1 When the school has not been available the hotel has been used as the polling station for Fant Ward (East)
  - 3.2 Parking facilities at the school are limited but there is ample off road parking behind the hotel.
  - 3.3 Out of 81 responses to the preliminary consultation 48 of those supported the move to prevent disruption to the children education.
  - 3.4 'Do nothing' and keep the polling station at the school and deal with the school not being available as and when it happens.
  - 3.5 Alternative venues were considered i.e. the St Michael's Church Hall and parish rooms but were unavailable as used by a playgroup/nursery
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## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 The preferred option is to close the polling station at the school and use the Grange Moor Hotel instead for a number of reasons:
  - The Grange Moor Hotel has good parking and disabled facilities.



- It has been successfully used as a polling station in the past, although it is smaller than the room used at the school it still functions as a polling station effectively
- Following a site visit to look at health and safety concerns, there is room for tellers outside the proposed venue and inside the venue if the weather is inclement.
- Moving to the hotel will provide continuity and consistency for electors
- Consultation has identified that there is a need to move the polling station to avoid disruption to the school and pupils' education. If the proposal is agreed to move the polling station to the hotel further investigations will take place at a later date to try and find an additional polling place to serve the electors in the Maidstone West area of the ward.

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## **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

5.1 To get to this stage a preliminary consultation was held at the Grange Moor Hotel when the school was not available for use as a polling station and 81 electors responded. The results were as follows:

- 48 responders were for the move
- 4 suggested looking for alternative venues other than the Grange Moor Hotel
- 2 electors would opt to vote by post,
- 5 were not minded one way or the other; and
- 22 responders were against the move.

5.2 This was followed by an initial consultation which was displayed in the Gateway and on the council's website.

5.3 Emails together with the documents were sent to the Disability Focus Group, Ward Councillors, Helen Grant MP and the political group leaders. The only comments received were from two Councillors. – Councillor Boughton was in favour of closing the polling station at the school and moving it to the hotel as 'it is not feasible for the school to host a polling station at every single election'. Councillor Harper was in favour of keeping the polling station at the school open as 'the hotel is not safe for accessor for tellers'.

5.4 The final review details were displayed in the temporary Gateway and online. One councillor responded.

5.5 A notice has also been displayed in the Town hall noticeboard.

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## **6 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

6.2 A notice stating Alterations must be displayed the day after full Council on 7/12/2016

6.3 There will be no need to revise the Electoral Register as the polling District will not change.

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## 7 CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	Ensuring good governance and democratic engagement ensures that the Council is transparent in delivering our priorities.	Head of Policy and Communications
<b>Risk Management</b>		
<b>Financial</b>	None	
<b>Staffing</b>	n/a	
<b>Legal</b>	The review has been carried out under the process set out in Schedule 1A of the Representation of the People Act 1983. This allows for individual reviews of polling places outside the usual timetable of compulsory reviews of the polling district	Interim Head of Legal Partnership
<b>Equality Impact Needs Assessment</b>	A Site visit has been undertaken to ensure the proposed venue complies with disability access requirement.	Equalities and Corporate Policy Officer
<b>Environmental/Sustainable Development</b>	n/a	
<b>Community Safety</b>	n/a	
<b>Human Rights Act</b>	n/a	
<b>Procurement</b>	n/a	
<b>Asset Management</b>	n/a	

## 8 REPORT APPENDICES

None.

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## 9 BACKGROUND PAPERS

None

<b>Democracy Committee</b>	<b>16 November 2016</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>No</b>

## Webcasting Service Update

<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Angela Woodhouse, Head of Policy and Communications
<b>Lead Officer and Report Author</b>	Angela Woodhouse, Head of Policy and Communications and Orla Sweeney, Equalities and Corporate Policy Officer.
<b>Classification</b>	Public
<b>Wards affected</b>	

**This report makes the following recommendations to this Committee:**

1. To note the update on the installation of the webcasting service.
2. To recommend to Council the use of the webcasting voting system to ensure transparency and accuracy at meetings.

**This report relates to the following corporate priorities:** Our Corporate Priorities outline the Council’s ongoing commitment to the residents of Maidstone. Ensuring that the Council is accountability, transparent and above all involving residents in its decision making. Providing a webcasting service that has the ability to engage with residents is key to this.

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

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Democracy Committee	16 November 2016
Council	7 December 2016

# Webcasting Service Update

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Council has webcast its Committee meetings since July 2007 as a means of ensuring accountability, transparency and increasing understanding of local decision making.
  - 1.2 In June 2016, following a successful procurement and tendering process the Council changed webcasting providers. The contract was awarded to Public-i. As part of the new contract the microphones were renewed as the previous units were no longer serviceable. The installation of the new system took place in September 2016.
  - 1.3 The installation of the new webcasting microsite and microphones has provided the Council with additional functionality as set out in the report. Democracy Committee are asked to consider the use of the new functionality and make recommendations to Council.
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## 2. INSTALLATION

- 2.1 Public-i was awarded the contract to provide the Council's Webcasting Service in June 2016.
- 2.2 Installation took place week commencing 26 September 2016 to minimise disruption to webcast meetings and disruption to the town halls meetings diary.
- 2.3 The installation was successful and staff training was delivered so that webcasting could resume the following week.
- 2.4 Communication with staff and residents was a vital part of the project. The Communications plan for the webcasting install included a press release, a message on the Council's internet landing page, social media and public notices i.e. agendas and agenda notices.
- 2.5 Disruption to planned Council meetings was minimised. Only one meeting was affected in terms of the Council's ability to webcast meetings. A soft launch was scheduled for the next available meeting following a successful installation. Councillors were asked to come half an hour prior to the start of the first meetings, for a rolling month, following installation. This was to allow time for them to familiarise themselves with the new units before the start of the meeting. A training session with Chairmen and Vice-Chairmen was also arranged prior to the formal, advertised launch.
- 2.6 The new system can be used to make local recordings such as training sessions or staff/member briefings which will be useful to departments unable to attend events or for those working off site. These sessions would

not be made available publicly. The scope of the new system is impressive and it is intended that full use will be made of it.

## **ISSUES**

- 2.7 Following installation there have been some minor technical issues which are being resolved.
- The florescent lighting in the Town Hall caused some, unforeseen interference with the picture quality of the broadcast.
  - Some viewers have experienced poor sound quality with the broadcast. The sound levels have been increased at the Town Hall.
- 2.8 Post installation, the Democratic Services team have had the continued support of an Account Manager, technical, helpdesk support 5 days a week and throughout all live webcast meetings. This level of support ensures and teething problems are quickly addressed and resolved. The Democratic Services team has implemented reporting processes to ensure there are both clear lines of communication and responsibility across the team.

## **ONGOING DEVELOPMENT**

- 2.9 Public-i's webcasting set up is more advanced than the service previously provided. This reflects advances in technology alongside the demand and expectation from its local authority customer base which continually drives its offer forward.
- 2.10 Maidstone Borough Council's new webcasting microsite is a more pleasant, user experience. It is easy to navigate and its functionality is professional and encourages further interaction. For example, users can now sign up to an email alert for a live webcast meeting. The new interactive tools include:
- Just in Time Slides - Presentations are now shown live as part of a webcast meeting.
  - Agenda points - The viewer can watch a meeting from a specific item on the agenda.
  - Speaker profiles - This enables the viewer to go to a specific point in a meeting when someone has spoken. Councillor biographies are work with the system, synched from modern.gov profiles on the Council's internet pages. Officer profiles can also be introduced. This is facilitated by the meeting room being set up to work with the camera positions that have been pre-programmed for each meeting.
  - 'Share' icons for each agenda point and parts of the site. This provides the ability to send a particular segment of meeting as a link It could be included it in a Councillor blog post or used it as part of Council communications to provide an accurate response to challenge used in a twitter feed or Facebook page.
  - Feedback forms - Residents can sent questions or feedback directly to the Democratic Services team, the form generates an email to a specified email address
  - Tag clouds - These appear on the home page. Every time a meeting takes places; key words for the agenda reports are recorded. These

populate the 'tag cloud' and provide an easy short cut to webcast meetings based on a key word.

- Twitter - Twitter is a widely used by local authorities, Government departments and leading organisations across the world as a tool for engagement and to encourage discourse. The new webcasting microsite can incorporate a twitter feed as part of a live broadcast

## **KEY FEATURE – WEBCASTING VOTING**

- 2.11 As part of the tendering process for the webcasting service it was agreed that it was also an opportune time to renew the microphones as they were no longer serviceable; they no longer held their charge and those that did often had to be passed around the meeting so that speakers could be heard.
- 2.12 The new microphone units are currently being used in exactly the same way as the previous system i.e. to amplify the sound in the chamber and enable the sound to be broadcast online.
- 2.13 A key feature, that requires consideration, is voting at meetings using the conferencing functionality of the new microphone units.
- 2.14 The new conferencing functionality allows Committee members to vote using the buttons on the microphone units which then links to the webcast. The recorded vote is shown as a visual display in the chamber and as part of the webcast.
- 2.15 The vote can be recorded in two ways:
- Non-named – The number of votes in favour and against is shown only.
  - Named – The Councillor's name is shown alongside the way in which he or she voted.
- 2.16 Maidstone Borough Council Constitution states that 'Unless a recorded votes is demanded under Rule 21.4, the mayor will take the vote by a show of hands, or if there is no dissent, by the affirmation of the meeting.' (Part 3.1, 21.4.)
- 2.17 Using the webcasting conferencing system for voting would improve accuracy. Currently, if a recorded vote is requested at Council, it is manually recorded by officers from the show of hands. Voting would also be clearer to those watching or attending meeting.
- 2.18 A decision would have to be taken by Full Council following a recommendation from the Democracy Committee as it involves a change to the constitution.

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## **3. AVAILABLE OPTIONS**

- 3.1 To agree the use of the webcasting voting system to ensure transparency and accuracy at meetings.
- 3.2 Continue to use a show of hands or a hand recorded vote, if demanded, in line with the Constitution, Part 3.1, 21.4.

#### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 The preferred options are detailed at 3.1. These options make best use of the tools available via the new webcasting and conferencing (microphone units) system and show the Council to be proactive in increasing transparency and encouraging democratic engagement.

#### **5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 5.1 The Recommendations agreed by the Democracy Committee will go forward to Council for decision if they require constitutional change.

#### **6. CROSS-CUTTING ISSUES AND IMPLICATIONS**

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	Our Corporate Priorities outline the Council's ongoing commitment to the residents of Maidstone. Ensuring that the Council is accountability, transparent and above all involving residents in its decision making. Providing a webcasting service that has the ability to engage with residents is key to this.	Head of Policy and Communications
<b>Risk Management</b>		Head of Policy and Communications
<b>Financial</b>	No financial implications identified.	Head of Policy and Communications
<b>Staffing</b>	N/A	Head of Policy and Communications
<b>Legal</b>	The new webcasting	Interim Deputy

	microsite and use of voting system will aid the Council in meeting the transparency requirements. The Constitution will need to be amended to reflect any change to voting.	Head of Legal
<b>Equality Impact Needs Assessment</b>	No detrimental impact on the needs of those with protected characteristics identified.	[Policy & Information Manager]
<b>Environmental/Sustainable Development</b>		[Head of Service or Manager]
<b>Community Safety</b>		[Head of Service or Manager]
<b>Human Rights Act</b>		[Head of Service or Manager]
<b>Procurement</b>		[Head of Service & Section 151 Officer]
<b>Asset Management</b>		[Head of Service & Manager]

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## **7. BACKGROUND PAPERS**

***None***



## DEMOCRACY COMMITTEE

**16 November 2016**

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

**Yes**

### Courier Run Review

<b>Final Decision-Maker</b>	Democracy Committee
<b>Lead Head of Service</b>	Head of Policy and Communications
<b>Lead Officer and Report Author</b>	Angela Woodhouse, Head of Policy and Communications
<b>Classification</b>	Public
<b>Wards affected</b>	

#### **This report makes the following recommendations to this Committee:**

1. That the Committee considers the options in this report and agrees what action should be taken in respect of the Courier Run having regard to Options A-E in this report.

#### **This report relates to the following corporate priorities:**

This report relates to the decisions made in respect of our priorities as it covers the printing and distribution of Agendas.

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

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
Democracy Committee	16 November 2016

# Courier Run Review

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 At the start of the municipal year the Committee commissioned an officer review of the courier run. This work has been undertaken by a member of the finance team in consultation with corporate services and the mayoral team.

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## 2. INTRODUCTION AND BACKGROUND

- 2.1 The Committee commissioned a review to look at the possible savings and future options for the printing and distribution of agendas for Councillors. At present agendas and reports are printed centrally by the council's print room known as corporate support. Agendas are posted or more usually, delivered via the civic officers on a weekly courier run on a Friday. This can take a civic officer the whole day to complete when delivering papers to all members for Full Council.
- 2.2 The review sought to identify both efficiency and cashable savings. Officers examined the processes in the Corporate Support team for printing agendas and preparing for the courier run, to identify the officer time taken. Data was used from 2015-16 to identify the costs of printing agendas and running the van for the courier run. The van is used for an internal post delivery on a Wednesday taking post to and from the satellite offices and services and the courier which only runs on Fridays. MBS, the team at the depot have also undertaken the courier run on occasions and this data has also been considered as part of the report.

### The Process

- 2.3 Councillors are contacted at the start of the municipal year to find out what agendas they wish to receive. A distribution list is collated for each committee listing which Councillors are to receive the different agendas. All Councillors also receive an email with links to all agenda's on line and via the intranet. Currently the access to the intranet does not include the exempt part 2 pages.
- 2.4 The Corporate Support team process for a print run for Agendas is as follows:
  - Email is received in print room inbox, with some instructions from user i.e. when needed, black & white / colour & stapled etc.
  - The operator sets up the job to print, checking that each appendix is set up on a new page.
  - Print distribution list for the particular committee to check number of copies required.

- If there are any issues liaise with Democratic services to see if the format can be changed.
- If the agenda refers to minutes of the previous meeting, these are accessed and 1 copy is printed on special minute paper.
- Go through the distribution list and include copies of the agenda papers in the members appropriate pigeon hole.
- In 2015/16 Corporate printing costs was identified as £13,000.

2.5 The Corporate Support team process for a Courier Run is as follows:

- There is a set list of the order to deliver to members in number order.
- Work through the list in numerical order and empty any agenda papers from the members pigeon hole and include in appropriate green bag or address an envelope with Cllr's name and number from the sheet.
- Include in large box in strict numerical order.
- List any names of councillors who will not be receiving a delivery.
- This list will need to be emailed to Julie Webb.
- Count number of deliveries; add to list of members who will not be receiving a delivery and check this comes back to the total number of members.

2.6 Estimated cost of providing the courier run:-

This is based on the mileage in 2015/16 and time collated by officers during the month of September 2016. The mileage is an annual estimate using a figure of 70 miles per member courier run. The employee efficiency calculation is for one civic officer based on 5 minutes per mile.

Van costs based on £47.96 per day	£2062
Fuel costs, 3433 miles	<u>£226</u>
<b>Total estimated cost instances)</b>	<b>£2,288 (based on 43</b>

**Other employee efficiencies** – Civic Officers 0.22 FTE  
Corporate Support, minimal time preparing courier run

### 3. AVAILABLE OPTIONS

3.1 There are a number of options the Committee could consider in relation to the printing and distribution of agendas and other papers to Councillors.

#### 3.2 Option A

Committee agendas continue to be printed but not delivered or posted

##### **Savings**

Vehicle costs, excluding fuel	£4667
Fuel costs	£ 226
Postage (as per 2015/16 costs)	£1276

**Total cashable saving** **£6,189**

**Other employee efficiencies** – Civic Officers 0.22 FTE  
Corporate Support, minimal time preparing courier run

#### 3.3 Option B

The Modern.gov system is upgraded to allow proper access to papers via ipads. Councillors and officers use ipads to access agenda papers. Councillors can request printed copies if they are unable to access/use the ipad to read papers. External organisations are no longer sent copies of the papers.

##### **Savings**

Vehicle costs, excluding fuel	£4667
Fuel costs	£ 226
Corporate Printing costs	£13,000
Postage (as per 2015/16 costs )	<u>£1276</u>

**Total cashable saving** **£19,169**

**Other employee efficiencies** – Civic Officers 0.22 FTE  
Corporate Support, minimal time preparing courier run

#### 3.3 Option C

Posting agendas and not using the courier run showed we could make an efficiency saving of 0.22 FTE. However this option could increase costs rather than decrease as any cashable savings from vehicle costs including fuel could be lost in costs of postage.

#### 3.4 Option D

Identify other alternatives and solutions which may mix and match some of the ideas in the options above.

### 3.5 Option E

Maintain the current approach, Councillors may still want to individually consider whether or not to use pads more to reduce the costs of printing and distributing papers.

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## 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 The Committee is asked to consider all the options and identify what would be appropriate.

4.2 Points for consideration:

- MBC Debt recovery is in need of a van so could take this over if it was no longer needed
- The pool car can be booked for the internal mail delivery or staff travelling from satellite services could take and deliver internal post
- The efficiency in staff time from civic officers is minimal so would not result in a direct saving, however it may make it easier to organise supporting meetings and the mayors events plus assisting the Mayor's PA with other duties
- Exempt reports cannot be accessed electronically on modern as access is via the public facing site. Exempt papers could be emailed or printed and sent to Councillors separately.
- Councillors have printing equipment via the council. Based on the list of different types of print cartridges for 2015/16 there were 39 members, or 71% who had access to their own printer. In financial year 2015/16 members incurred costs of £3,513 and purchased 138 print cartridges based on 28 different types.
- Committee meetings could be used to distribute agendas to save postal costs if appropriate and/or Councillors attending the offices could collect papers from the officers.
- Councillors are required under legislation to give consent to receiving summons for meetings electronically and not in paper from for the Committee meetings they are members of. There are no rules governing how we deliver agendas to those who are not on the Committee.
- 32 iPads have been issued however they currently only provide restricted access as they are locked down for security reasons. Discussions have taken place with IT to see whether this can be amended. Based on a report as of the 5 September 2016 ipads or other devices were last logged into:

• Within the last week	17
• Within the last month	5
• Within the last 2 months	1
• Within the last 3 months	1
• Between 3- 6 months	1
• More than 12 months	11

Total Number of devices 36  
 (Includes 4 devices not issued by MBC)

**5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

5.1 The Committee is asked to consider this as part of its review.

**6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

6.1 The Committee will need to communicate its decision to all councillors in relation to the courier run. The next steps will depend on which options the Committee wishes officers to pursue.

**7. CROSS-CUTTING ISSUES AND IMPLICATIONS**

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	This report relates to the decisions made in respect of our priorities as it covers the printing and distribution of Agendas.	Head of Policy and Communications
<b>Risk Management</b>	All the options carry risk and Councillors will need to consider this as part of the decision making process	Head of Policy and Communications
<b>Financial</b>	The report offers options for savings and efficiencies	Section 151 Officer & Finance Team
<b>Staffing</b>	Some of the options will have staffing implications in terms of changing staff activity.	Head of Policy and Communications
<b>Legal</b>	There is a legal requirement that a summons to attend the meeting is sent to every member on the committee by either leaving it at, or posting it to, their place of residence or other address if specified by the member. Where consent has been given the summons can be transmitted electronically.	Interim Deputy Head of Legal Partnership
<b>Equality Impact Needs Assessment</b>	Individual needs will have to be assessed and met when considering the distribution	Head of Policy and Communications

	of agendas and papers to ensure there is not disadvantage and everyone has access to reports and papers for meetings	
<b>Environmental/Sustainable Development</b>	Some of the options have positive environmental impacts such as reducing the number of agendas printed and reducing distribution by van	Head of Policy and Communications
<b>Community Safety</b>	N/A	Head of Policy and Communications
<b>Human Rights Act</b>	Access to information procedure rules need to be abided by.	Head of Policy and Communications
<b>Procurement</b>	Not all councillors have ipads and a change to the courier run may incur cost and procurement of extra IT equipment.	Head of Policy and Communications
<b>Asset Management</b>	IT equipment.	Head of Policy and Communications

**8. REPORT APPENDICES**

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

Appendix A: Reports produced by Committee

**9. BACKGROUND PAPERS**

None.

## Appendix A

### Reports produced by Committee

Committee	Number of meetings per annum	No. of reports printed per meeting	Total Reports Produced	Distributed						Estimated cost per Report	Total Cost per Committee							
				Councillors	Councillors - Other	KCC	Officers	Spare	Extn		Councillors	Councillors - Other	KCC	Officers	Spare	Extn	Total	
Audit, Governance and Standard Committee	5	30	150	8	7		8	3	4	£6.12	£245	£214	£0	£245	£92	£122	£918	
Cobtree Manor Estate Charity Committee	7	22	154	5	3		8	5	1		£0	£0	£0	£0	£0	£0	£0	
Communities, Housing & Environment	10	27	270	8	8		5	5	1	£1.35	£108	£108	£0	£68	£68	£14	£365	
Democratic Committee	4	21	84	9	5		3	3	1	£0.61	£22	£12	£0	£7	£7	£2	£51	
Employment Committee	2	22	44	12	0		7	3		£0.45	£11	£0	£0	£6	£3	£0	£20	
Full Council	6	81	486	55	0		5	15	6	£3.73	£1,231	£0	£0	£112	£336	£134	£1,813	
Heritage, Culture and Leisure	7	30	210	9	9		6	5	1	£2.17	£137	£137	£0	£91	£76	£15	£456	
Licensing Committee	6	35	210	12	6		8	4	5	£0.95	£68	£34	£0	£46	£23	£29	£200	
Licensing Act 2003 sub Committee	4	14	56	as per front agenda	5		6	3		£2.87		£57	£0	£69	£34	£0	£161	
Maidstone Joint Transportation board	5	39	195	9	11	6	8	5		£0.60	£27	£33	£18	£24	£15	£0	£117	
Planning	16	64	1024	13	9		11	24	7	£3.32	£691	£478	£0	£584	£1,275	£372	£3,400	
Policy & Resources	10	44	440	15	4		14	10	1	£3.91	£587	£156	£0	£547	£391	£39	£1,720	
Strategic, Planning Sustainability and transport	14	33	462	9	5		8	10	1	£7.00	£882	£490	£0	£784	£980	£98	£3,234	
	<b>96</b>	<b>462</b>	<b>3785</b>	<b>164</b>	<b>72</b>	<b>6</b>	<b>97</b>	<b>95</b>	<b>28</b>		<b>£4,008</b>	<b>£1,720</b>	<b>£18</b>	<b>£2,583</b>	<b>£3,299</b>	<b>£825</b>	<b>£12,453</b>	
				236														
<b>TOTAL NUMBER OF REPORTS PRINTED</b>											<b>1,209</b>	<b>584</b>	<b>30</b>	<b>784</b>	<b>928</b>	<b>250</b>	<b>3,785</b>	
<b>COST PER RECEIPT</b>											<b>£3.31</b>	<b>£2.95</b>	<b>£0.60</b>	<b>£3.29</b>	<b>£3.56</b>	<b>£3.30</b>	<b>£3.29</b>	



## DEMOCRACY COMMITTEE

**16 November 2016**

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

**Yes**

### Four Yearly Elections Interim Report

<b>Final Decision-Maker</b>	Democracy Committee
<b>Lead Head of Service</b>	Head of Policy and Communications
<b>Lead Officer and Report Author</b>	Angela Woodhouse
<b>Classification</b>	Public
<b>Wards affected</b>	

#### **This report makes the following recommendations to this Committee:**

1. To note the progress of the Committee's review of four yearly elections.

#### **This report relates to the following corporate priorities:**

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

#### **Timetable**

<b><i>Meeting</i></b>	<b><i>Date</i></b>
Democracy Committee	16 November 2016
Democracy Committee – Final report	8 March 2017

# Four Yearly Elections Interim Report

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 In July the Committee agreed to a review to explore the possibility of changing to a system of four yearly elections.
  - 1.2 This report outlines progress so far with the review.
- 

## 2. INTRODUCTION AND BACKGROUND

- 2.1 The group has met four times. So far they have considered the cost of elections yearly versus four yearly at Maidstone Borough Council as presented by the former Head of Finance and Resources as the first officer supporting the review. Councillors were also informed at the first meeting that a change to the system of elections would also require a boundary review.

### Background Information

- 2.2 In March 2008 the following motion was agreed by the Council:

“Following on from previous questions on the issue of having whole Council elections and the obvious support at the time from Councillors, Members were advised by the Chief Executive that this could not be feasibly introduced until 2009.

I would therefore formally propose that this Council agrees, in accordance with the provisions of the Local Government and Public Involvement in Health Act 2007, to consult all interested parties on the introduction of whole Council elections for Maidstone.”

At its meeting in June 2009 the Council received a report from the Corporate Services Overview and Scrutiny Committee on whole Council elections and the benefits of that system as well as the benefits of retaining the existing system of elections by thirds.

The Council decided to proceed with public consultation on implementing whole Council elections for Maidstone. It also agreed that the General Purposes Group should consider the format of the consultation.

Result:

- Number voting YES 22,907, 71.7%
  - Number voting NO 9033, 28.3%
- Total 31,940 100%

On 15 December 2010 full Council considered the information above and the motion to change the electoral cycle was lost. In order to adopt a

system of whole Council elections, the legislation requires that the Council do so with a two thirds majority of those voting.

On 17 September 2014 – A motion was put to full council to change to a four yearly cycle for elections also known as whole council elections. This motion was lost.

On 22 April 2015 – A motion was put to council to hold a referendum on four yearly elections. This motion was lost.

- 2.3 The group received a presentation from the GIS team in relation to population projections and ward boundaries as attached at **Appendix A**. Ben Forbes, GIS Technical Analyst has been invited by the group to present this to the Committee as part of this update.
- 2.4 Further work is planned to look at the cost of elections at neighbouring councils including Swale Borough Council who have changed from elections by thirds to all out elections every four years.
- 2.5 The Committee are asked to note the progress so far and decide whether to continue with the review.



# Maidstone Ward Review 2016

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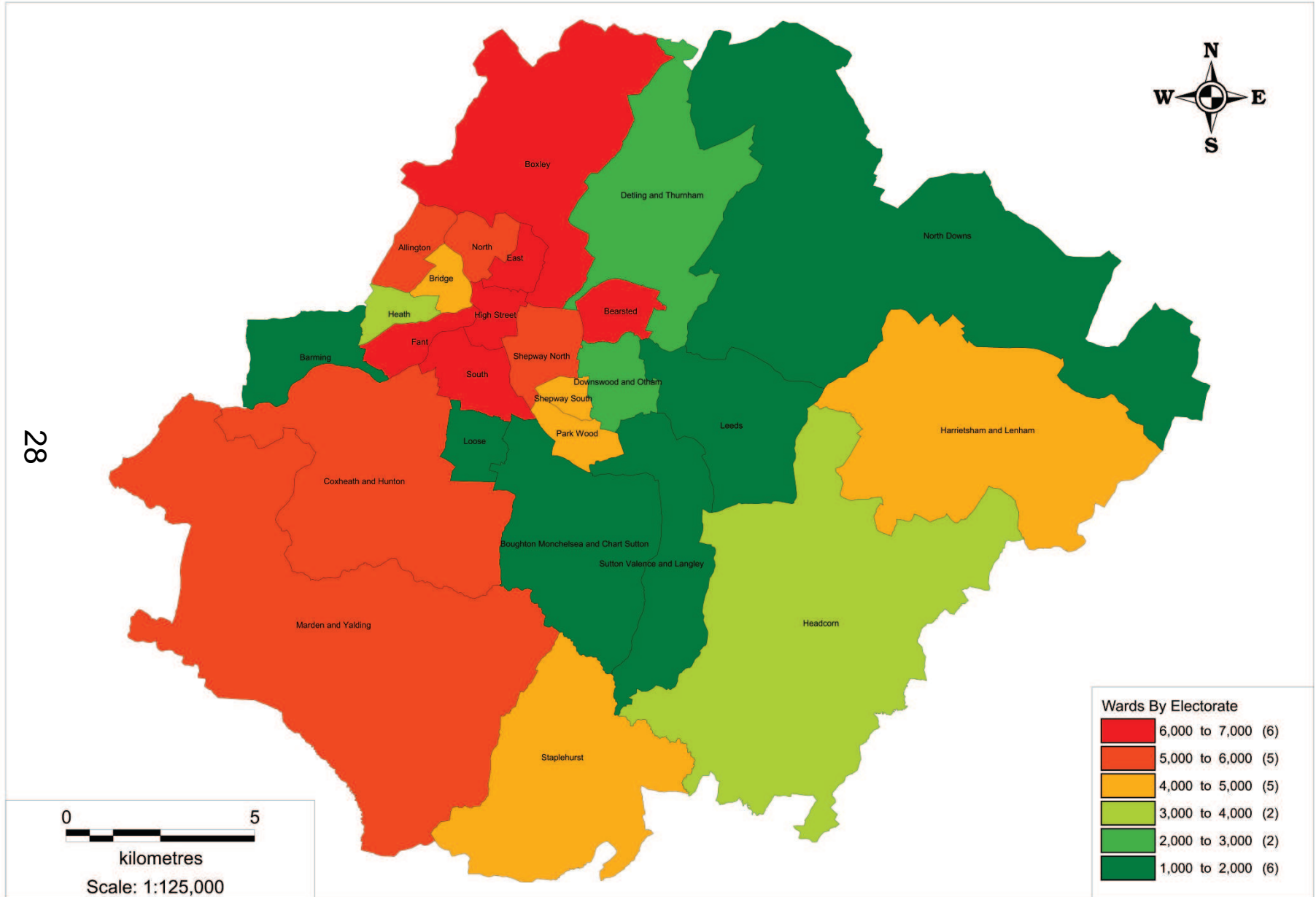
17/10/2016

MAIDSTONE  
Borough Council

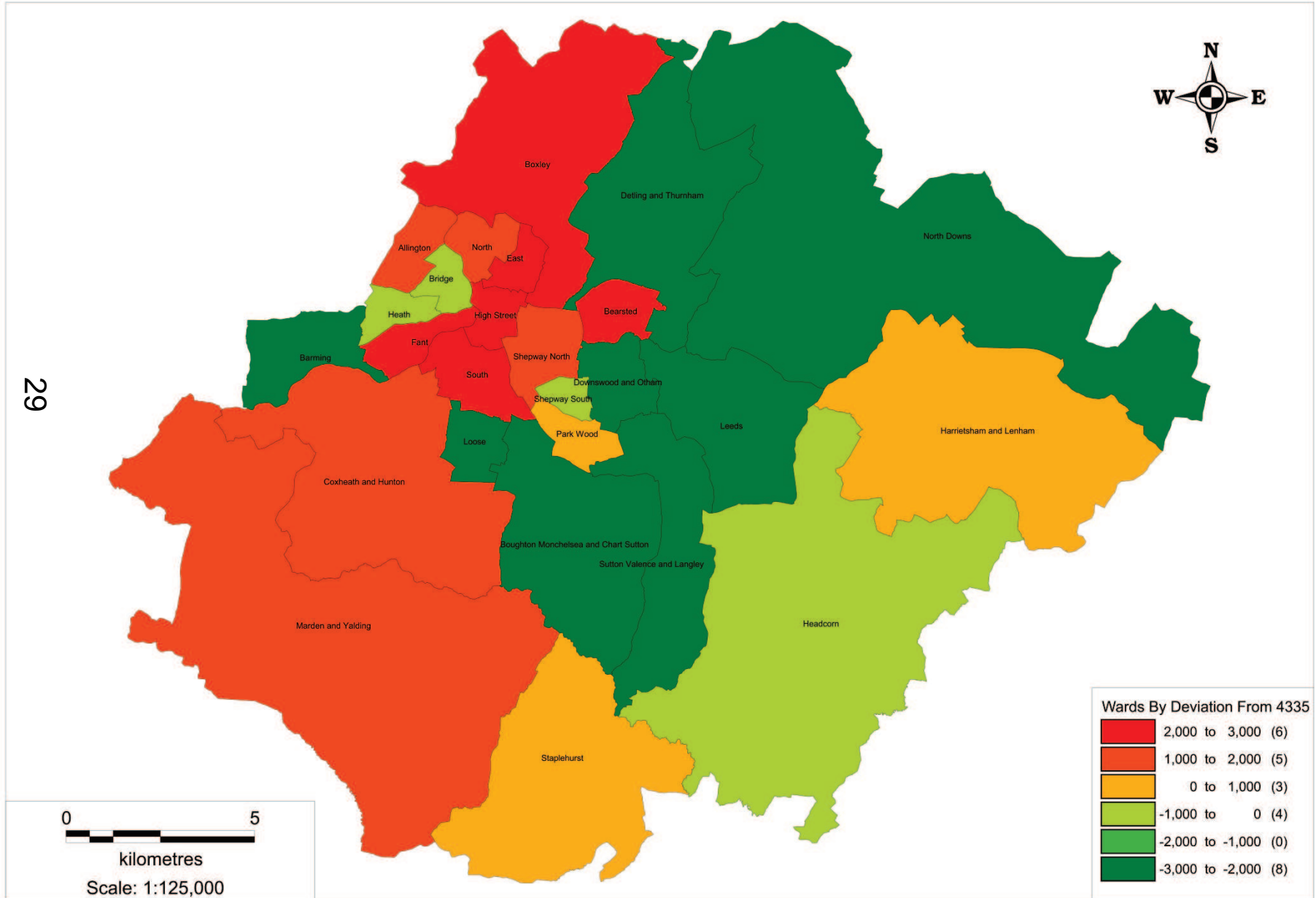
# Current Electoral Roll

Ward Name	Area km <sup>2</sup>	Internal Electorate	External Electorate	Total Electorate	Deviation From 4335	Electors Per SqKm
Allington	2.71	5436	0	5436	+1101	2007.10
Barming	5.72	1979	3	1982	-2353	346.41
Bearsted	2.78	6383	0	6383	+2048	2293.79
Boughton Monchelsea and Chart Sutton	18.50	1969	0	1969	-2366	106.41
Boxley	24.07	6348	0	6348	+2013	263.73
Bridge	1.72	4202	0	4202	-133	2437.01
Coxheath and Hunton	27.74	5597	0	5597	+1262	201.75
Detling and Thurnham	19.22	2297	4	2301	-2034	119.70
Downswood and Otham	3.74	2035	0	2035	-2300	544.10
East	1.67	6363	0	6363	+2028	3808.30
Fant	2.43	6389	0	6389	+2054	2631.97
Harrietsham and Lenham	33.63	4419	2	4421	+86	131.45
Headcorn	52.84	3897	0	3897	-438	73.76
Heath	1.85	3999	0	3999	-336	2157.94
High Street	1.92	6458	0	6458	+2123	3366.29
Leeds	12.51	1792	0	1792	-2543	143.22
Loose	2.71	1985	0	1985	-2350	732.28
Marden and Yalding	61.26	5558	9	5567	+1232	90.88
North	2.38	5770	0	5770	+1435	2428.88
North Downs	64.94	1879	1	1880	-2455	28.95
Park Wood	2.33	4510	0	4510	+175	1935.06
Shepway North	3.83	5831	0	5831	+1496	1520.88
Shepway South	1.15	4250	0	4250	-85	3699.64
South	4.05	6783	0	6783	+2448	1675.57
Staplehurst	23.78	4574	4	4578	+243	192.49
Sutton Valence and Langley	12.48	1984	0	1984	-2351	158.93

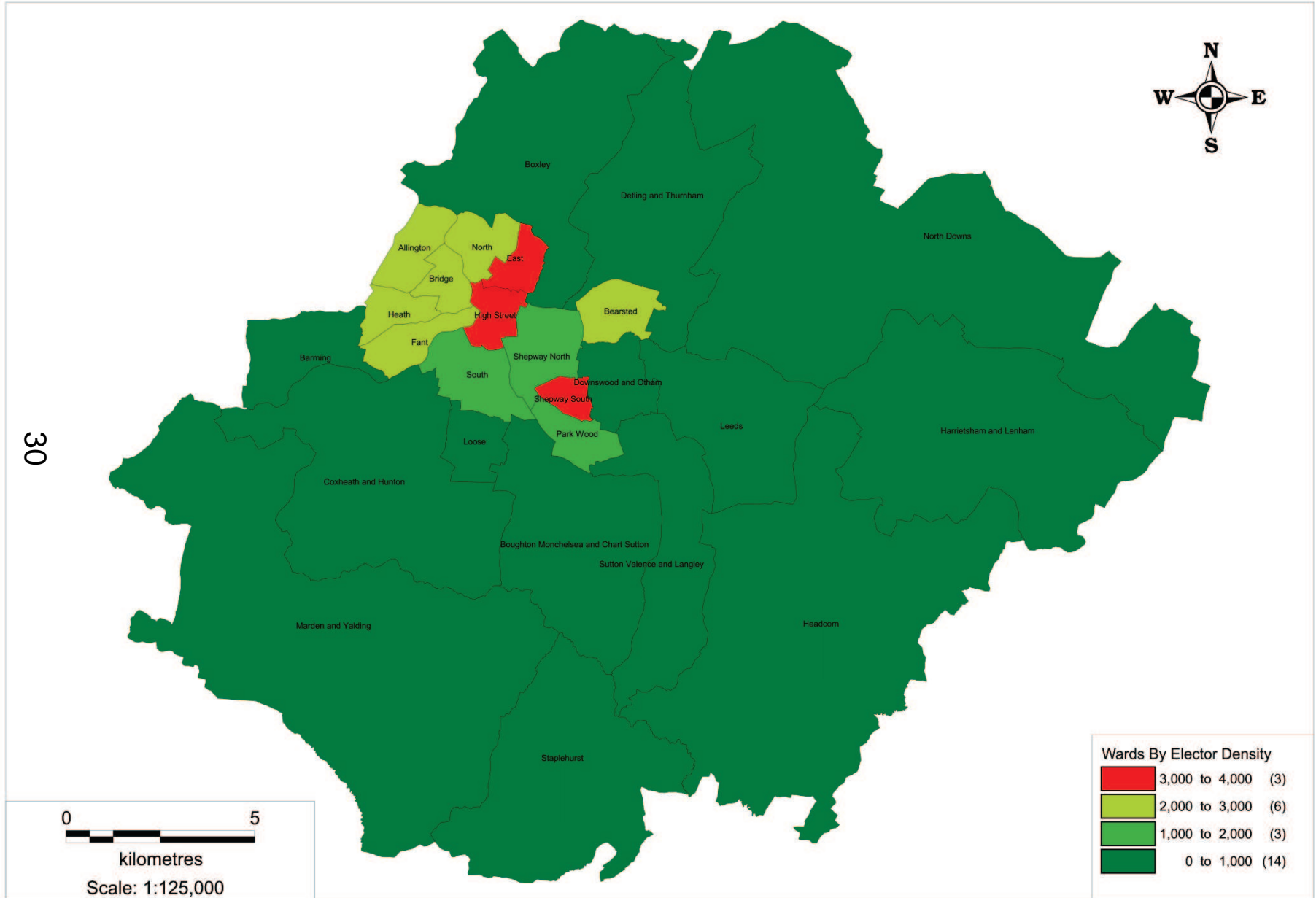
# Wards By Electorate



# Wards By Deviation From 4335 Average



# Wards By Electorate Per km





# 5 Year Trajectory

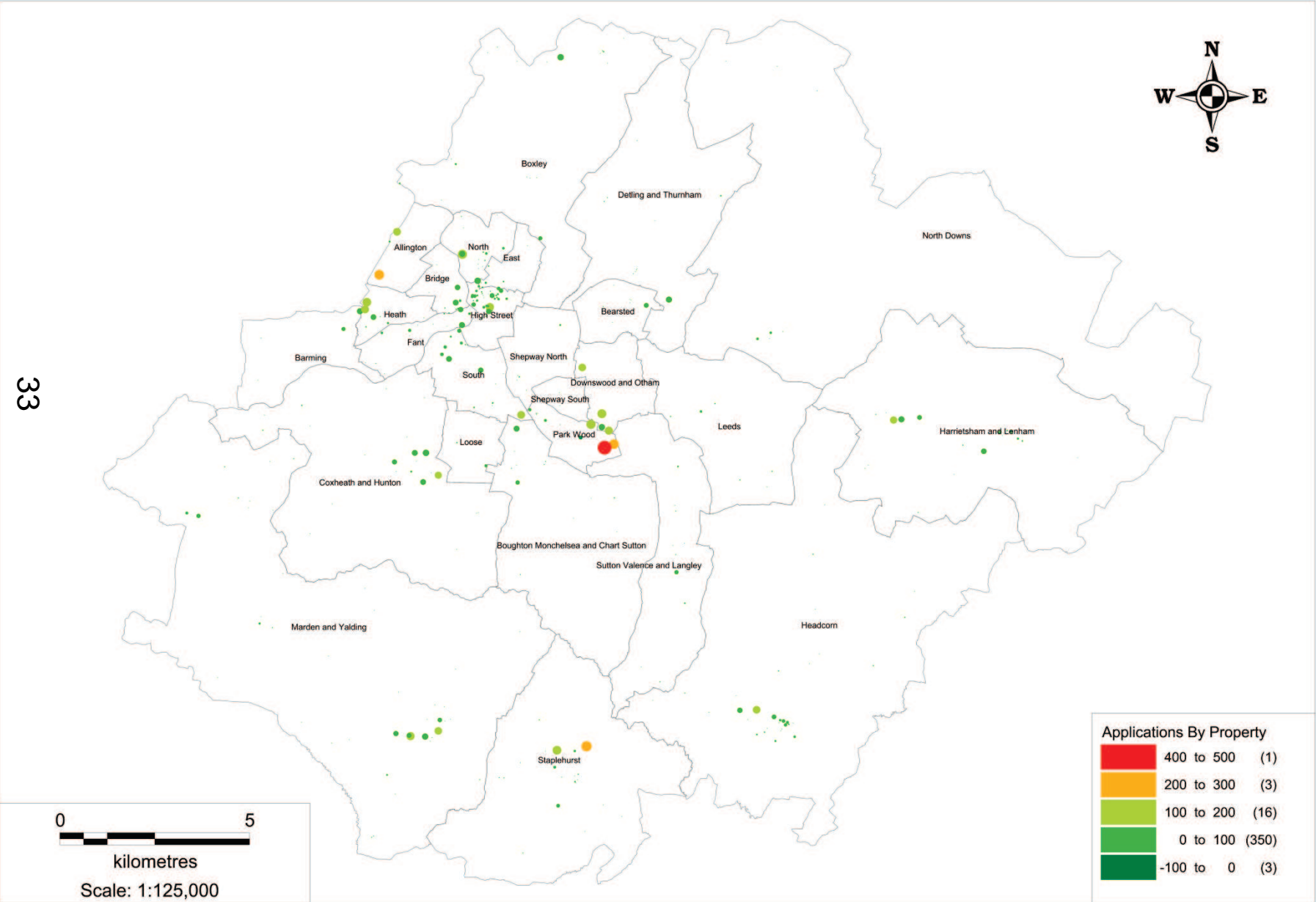
- 373 applications/allocations.
  - 7024 increase in residential properties.
- 354 applications supplied with centre coordinates.
  - 94.91% coordinates used.
- 31 • 19 applications supplied without centre coordinates.
  - 05.09% coordinates estimated from application details.
- Calculated estimated electorate increase.
  - New residential properties per ward multiplied by 1.8.
- Estimated average plot size of new build residential property.
  - 250m<sup>2</sup> based on 16 houses per acre report.
- Reverse formula for area of circle ( $A=\pi r^2$ ) to obtain buffer radius to produce polygons of estimated area of developments.
- Identified large developments likely to cross existing ward boundaries.

# 5 Year Trajectory

Ward Name	Area km <sup>2</sup>	Current Electorate	5 Year Housing Increase	5 Year Electorate Increase	5 Year Electorate Totals	Deviation From 5 Year 4821 Average	5 Year Electorate Per km
Allington	2.70838	5436	343	617	6053	+615	2234.91
Barming	5.72157	1982	115	207	2189	-2839	382.587
Bearsted	2.78274	6383	58	104	6487	+1562	2331.16
Boughton Monchelsea and Chart Sutton	18.5038	1969	131	236	2205	-2852	119.164
Boxley	24.0701	6348	160	288	6636	+1527	275.695
Bridge	1.72425	4202	198	356	4558	-619	2643.48
Coxheath and Hunton	27.7423	5597	431	776	6373	+776	229.722
Detling and Thurnham	19.2237	2301	96	173	2474	-2520	128.695
Downswood and Otham	3.7401	2035	521	938	2973	-2786	794.898
East	1.67083	6363	29	52	6415	+1542	3839.42
Fant	2.42746	6389	209	376	6765	+1568	2786.86
Harrietsham and Lenham	33.6339	4421	389	700	5121	-400	152.257
Headcorn	52.8357	3897	395	711	4608	-924	87.2138
Heath	1.85316	3999	376	677	4676	-822	2523.26
High Street	1.91843	6458	799	1438	7896	+1637	4115.86
Leeds	12.5123	1792	27	49	1841	-3029	147.136
Loose	2.71073	1985	24	43	2028	-2836	748.139
Marden and Yalding	61.2565	5567	622	1120	6687	+746	109.164
North	2.37558	5770	304	547	6317	+949	2659.14
North Downs	64.9389	1880	42	76	1956	-2941	30.1206
Park Wood	2.33067	4510	798	1436	5946	-311	2551.19
Shepway North	3.83397	5831	19	34	5865	+1010	1529.75
Shepway South	1.14876	4250	3	5	4255	-571	3703.99
South	4.04817	6783	396	713	7496	+1962	1851.7
Staplehurst	23.7826	4578	478	860	5438	-243	228.655
Sutton Valence and Langley	12.4835	1984	61	110	2094	-2837	167.742

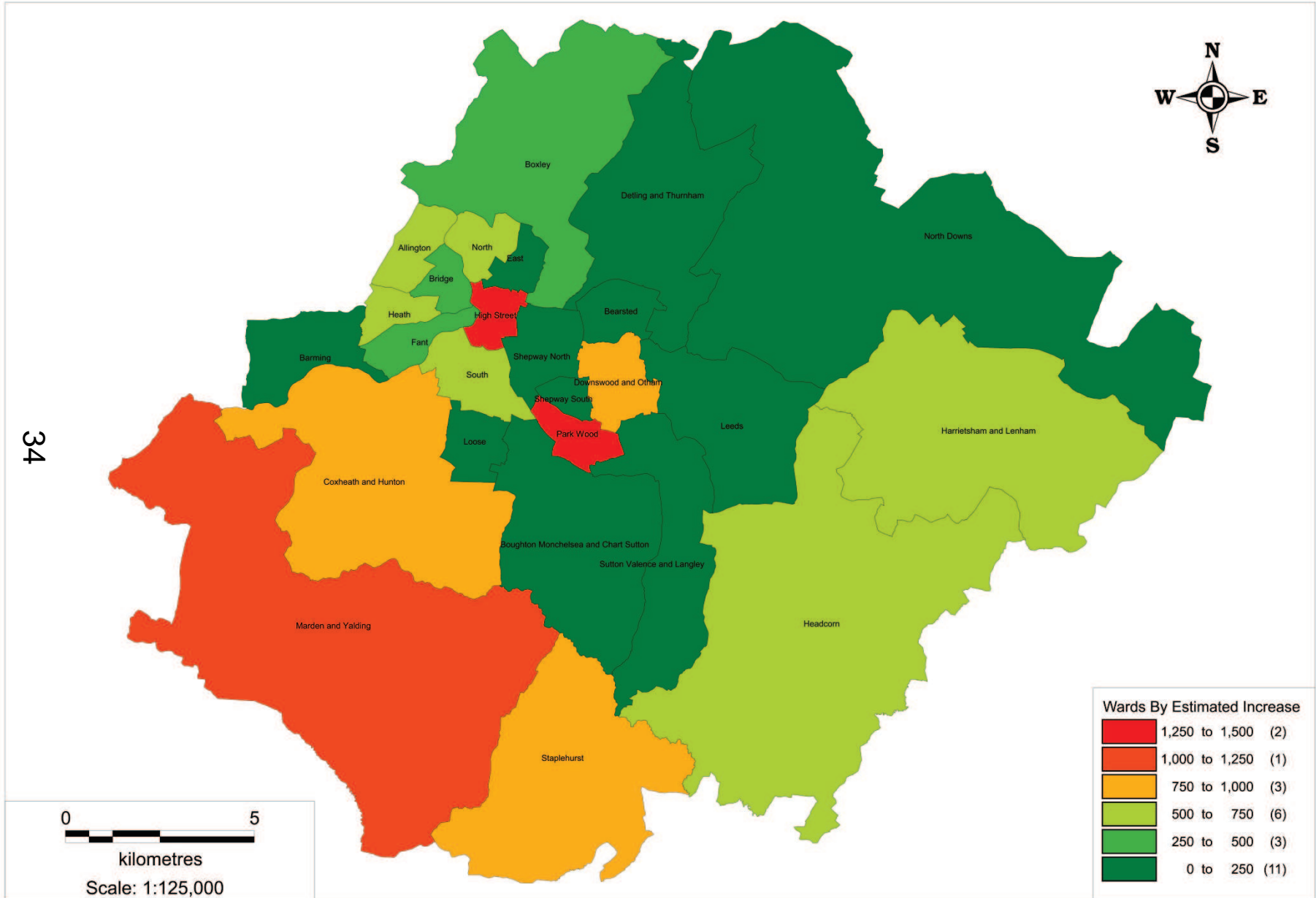
32

# Applications By Property Increase

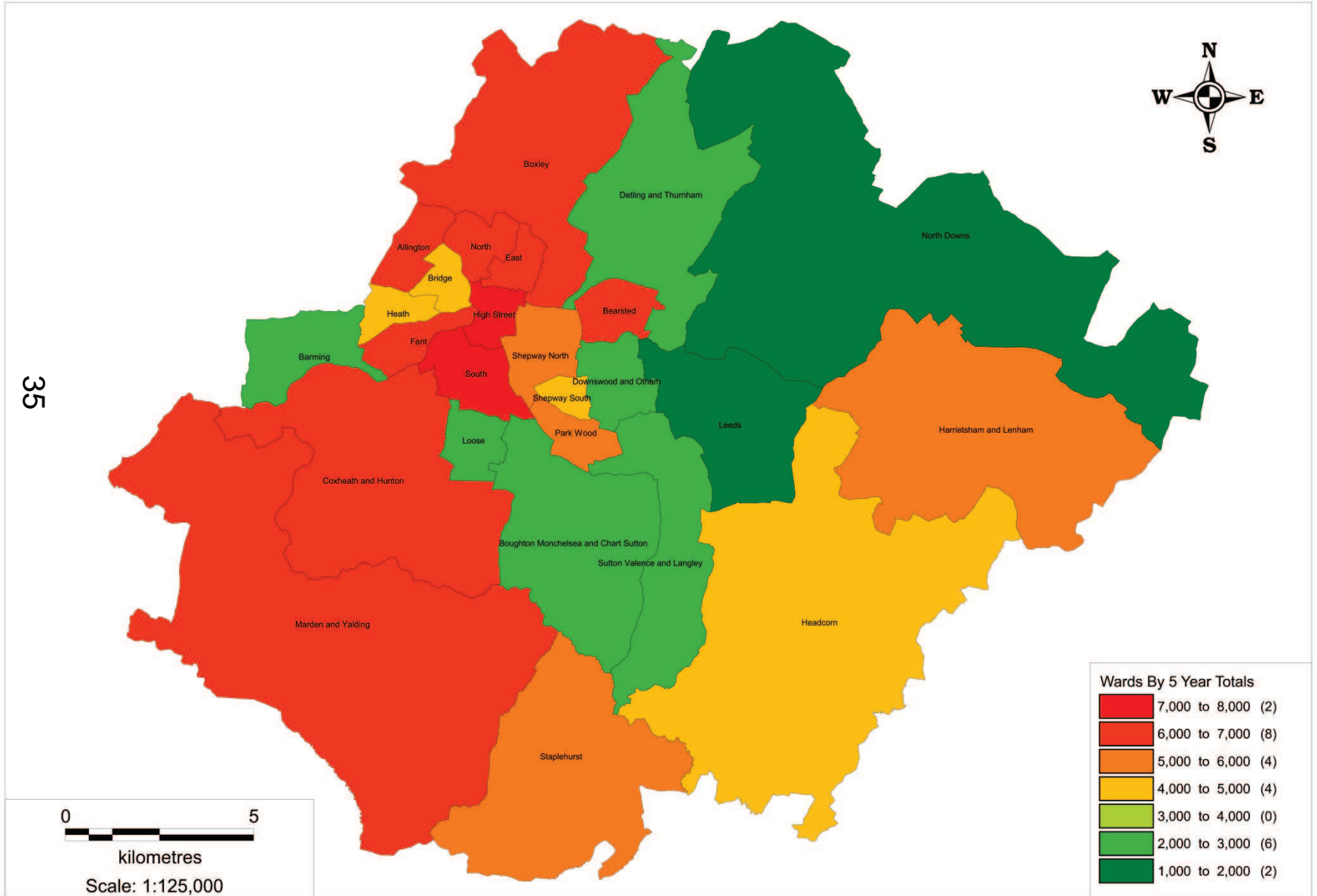


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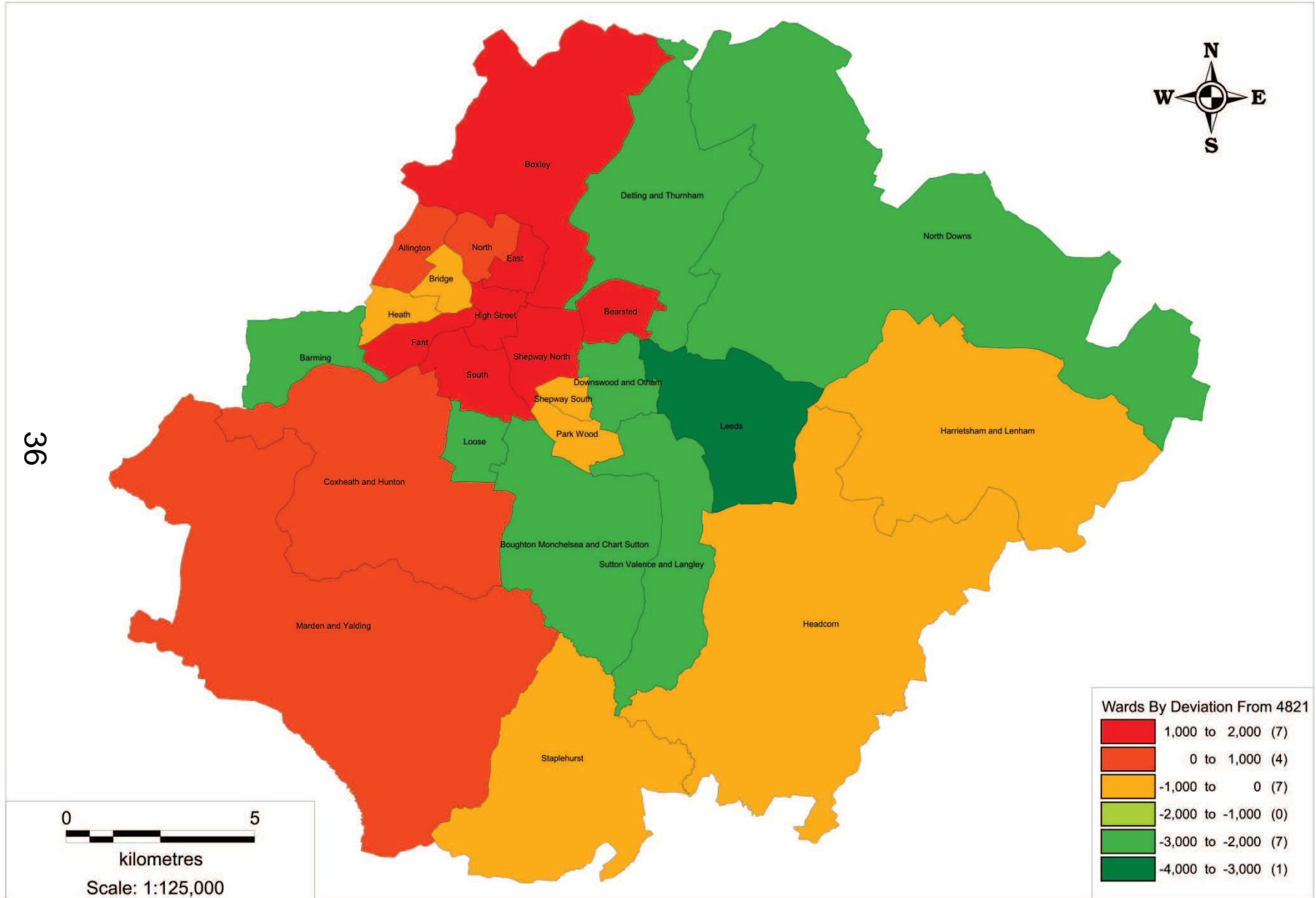
# Wards By 5 Year Electorate Increase



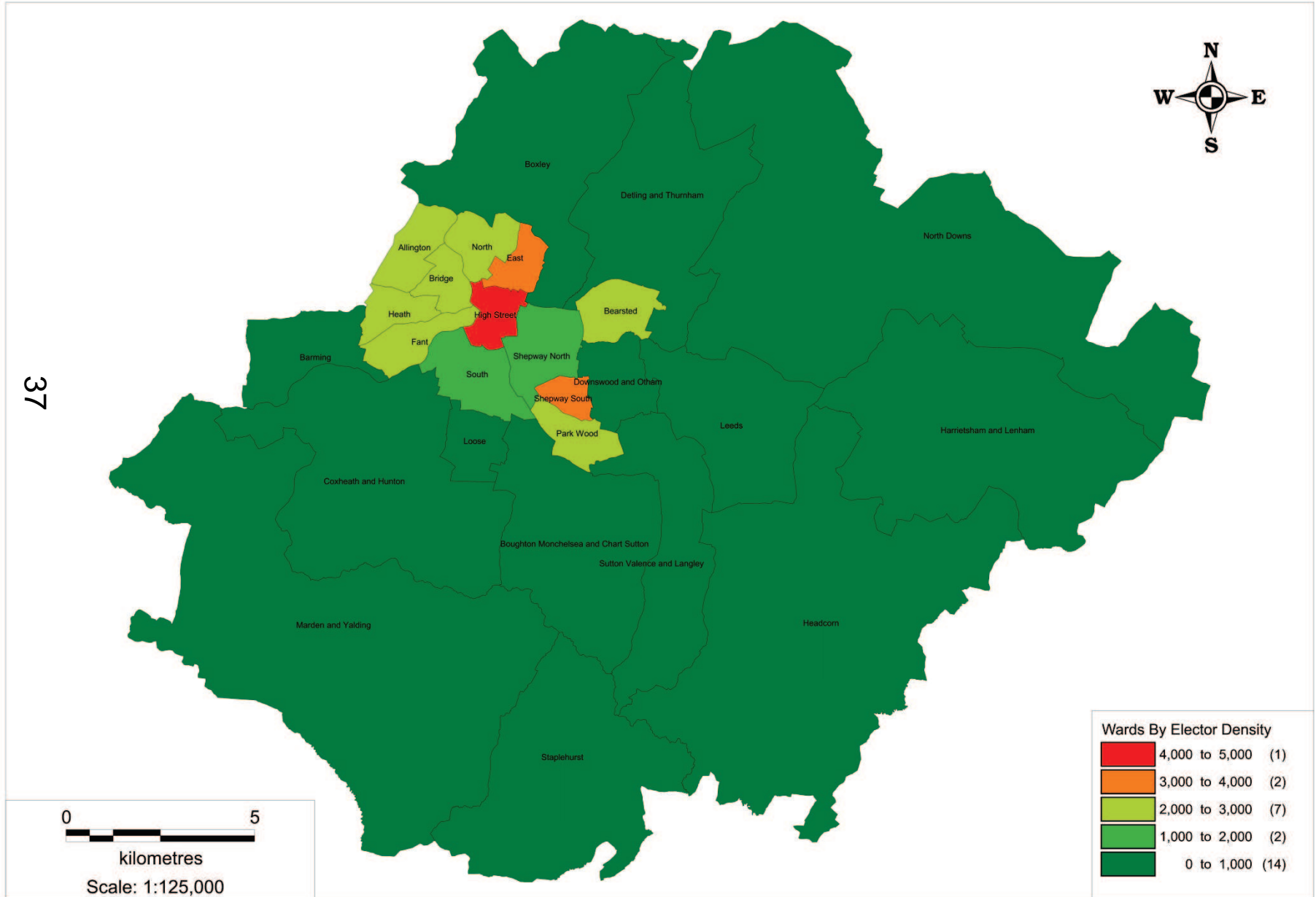
# Wards By 5 Year Electorate Totals



# Wards By Deviation From 4821 Average



# Wards By 5 Year Electorate Per km



# Large Cross-Boundary Applications

Application No	Address Line 1	Address Line 2	Easting	Northing	Centre Ward	Properties	Accuracy	Buffer Radius	Area	Ward Intersections
15/503481/PNOCLA	Brenchley House, 123 - 135 Week Street	Maidstone, ME14 1RF	575973	156176	East	89	Coordinates	84.157	22249.45	3
MA130951	Land North of Sutton Road	Otham	578954	152397	Downswood and Otham	179	Coordinates	119.35	44748.62	3
13/2079	Land South West of, Oakapple Lane	Maidstone	572877	155376	Barming	80	Coordinates	79.7885	19999.56	2
H1 (4)	Oakapple Lane	Barming	573012.6	155421.5	Barming	130	Estimate	101.711	32499.14	2
PN140026	Focus House, 6, Tonbridge Road	Maidstone, Kent, ME16 8RP	575518	155456	Bridge	10	Coordinates	28.2095	2499.91	2
15/509146/PNM	58 - 60 Tonbridge Road,	Maidstone, Kent, ME16 8SE	575214	155328	Bridge	2	Coordinates	12.6157	500.015	2
15/503594	54 Tonbridge Road,	Maidstone, ME16 8SE	575220	155328	Bridge	4	Coordinates	17.8412	999.944	2
14/506264	Land At Bicknor Farm, Sutton Road	Langley, ME17 3NG	579423	152233	Downswood and Otham	140	Coordinates	105.55	34999.11	2
14/503368/PNJCLA	23 Union Street	Maidstone, ME14 1EB	576101	156003	East	6	Coordinates	21.851	1499.95	2
H1 (14)	American Golf, Tonbridge Road	Maidstone	575528	155419	Bridge	60	Coordinates	69.0988	14999.52	2
H1 (17)	Laguna, Hart Street	Maidstone	575561.12	155011.95	High Street	76	Estimate	77.7682	18999.58	2
MA101387	LAND AT ELMSTONE FARM, ELMSTONE HOLE ROAD,	GRAFTY GREEN, ME17 2AJ	586914	149662	Harrietsham and Lenham	1	Coordinates	8.92062	250.012	2
MA131971	2 Coutenay Road,	Maidstone, ME15 6UL	575713	154493	South	2	Coordinates	12.6157	500.014	2
15/509762/PNOCLA	Faith House, 2 St Faiths Street,	Maidstone ME14 1LL	576004	156030	East	13	Coordinates	32.1638	3249.93	2
15/508437	180-188 Union Street	Maidstone, ME14 1EY	576525	155973	East	30	Coordinates	48.8603	7499.77	2
16/500014/OUT	Land West Of 73 Haste Hill Road	Boughton Monchelsea Kent ME17 4LN	576191	151308	Loose	20	Coordinates	39.8942	4999.93	2
15/509015	Land South Of, Sutton Road	Langley,	579559	151877	Sutton Valence and Langley	200	Coordinates	126.157	49998.87	2
MA101478	LAND WEST OF ECCLESTON ROAD,	MAIDSTONE, KENT, ME15 6QP	575490	154861	South	35	Coordinates	52.7751	8749.83	2

Borough Council



# 14/506264



# 15/503481/PNOCLA



# 15/509015



# H1 (4)



# MA130951



# Agenda Item 12

## DEMOCRACY COMMITTEE

16 November 2016

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

Yes

### Outside Bodies Follow Up Report

<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Head of Policy and Communications
<b>Lead Officer and Report Author</b>	Angela Woodhouse
<b>Classification</b>	Public
<b>Wards affected</b>	

#### **This report makes the following recommendations to this Committee:**

1. To revisit the decision made on outside bodies on 8 September in light of the information in this report.
2. Create a working group to review the appointments to outside bodies in detail, giving consideration to the Overview and Scrutiny review in 2008-09 as part of that review.

#### **This report relates to the following corporate priorities:**

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

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
Committee	16 November 2016
Council (note for original recommendations made on 8 September)	7 December 2016

# Outside Bodies Follow Up Report

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Democracy Committee on 8 September considered a report on the appointments to outside bodies in order to identify which appointments should continue and how those that remain should be appointed in the future. This report provides information on options to take the work on outside bodies forward.

---

## 2. INTRODUCTION AND BACKGROUND

- 2.1 It has come to light following the Committee's meeting in September that whilst the Committee was given a complete list of outside bodies the main report had information missing which would have been pertinent to the Committee's decision making on this matter.
- 2.2 A number of outside bodies listed at Appendix B to the original report, attached at Appendix A of this report for information were not included in the main report either at all or in sufficient detail. As a result these bodies were not reviewed in detail by the Committee as no information as to their status and reasons for appointment were provided. Those bodies omitted include:
- Age UK
  - Bentliff Wing Trust
  - Brenchley Charity
  - Cutbush and Corral
  - Hayle Park Nature Reserve
  - Kent Community Rail Partnership
  - Maidstone Beauvais Twinning Association
  - Maidstone Mind
  - Maidstone Sea Cadets
  - Mid Kent Downs Steering Group
  - Rochester Bridge Trust
  - Upper Medway Internal Drainage Board
- 2.3 In addition it was not clear in the original report whether outside body appointments had been requested by Service Committees. It also wasn't considered how long the council had been appointing to the outside body, some that were recommended for removal have only recently been appointed to. Whilst Committee Chairmen and Vice Chairmen were consulted, consultation did not extend to which outside bodies they would value being linked to the committees going forward.
- 2.4 It has been agreed with the Democracy Committee Chairman following legal advice that the Committee should review the original recommendations to consider if they were still appropriate.

### 3. AVAILABLE OPTIONS

- 3.1 The Committee can decide to continue with the original recommendations and submit these to Council in December or it can decide to conduct a more in-depth review in light of the information in this report.
- 

### 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 As the Committee did not consider a full and detailed review in September it would be pertinent to carry out a more in-depth review, to include Councillors involvement prior, to making recommendations to Council on which outside bodies we will continue to appoint to.
- 

### 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The purpose of this report is to alert the Committee to the omissions in the first report and allow consideration of whether to withdraw the original recommendations and review the matter in more detail.
- 

### 6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The Committee is asked to agree whether to proceed with or withdraw the recommendations made in September.
- 

### 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	The link to corporate priorities should be considered as part of reviewing the nomination as included at Appendix A	Head of Policy and Communications
<b>Risk Management</b>	There is reputational risk associated with any decision to cease support of an outside body.	Head of Policy and Communications
<b>Financial</b>	Expenses are claimed in relation to outside bodies as set out in the original report.	
<b>Staffing</b>	There may be implications	Head of Policy



	for Democratic services Staff in terms of administrative burden	and Communications
<b>Legal</b>	For those outside bodies set up as a charity or trust there may be a legal basis for the appointment which needs to be looked at in detail before any decision is made to cease appointing to such bodies.	Interim Deputy Head of Legal Partnership
<b>Equality Impact Needs Assessment</b>	No detrimental impact on the protected characteristics of individuals identified	Equalities and Corporate Policy Officer
<b>Environmental/Sustainable Development</b>	Some appointments will be to organisations who have an impact in these areas	Head of Policy and Communications
<b>Community Safety</b>	Some appointments will be to organisations who have an impact in these areas	Head of Policy and Communications
<b>Human Rights Act</b>	N/A	Head of Policy and Communications
<b>Procurement</b>	N/A	Head of Policy and Communications
<b>Asset Management</b>	Some appointments will be to organisations who have an impact in these areas	Head of Policy and Communications

## **8. REPORT APPENDICES**

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

- Appendix A – Table of Outside Body Appointments

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## **9. BACKGROUND PAPERS**

***Report on Outside Bodies, Democracy Committee 8 September 2016***

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	Action with Communities in Rural Kent		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		Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
Surveyed and responded	Allington Millenium Green Trust		Respecting the character of the borough	Communities, Housing and Environment or Heritage, Culture and Leisure	1	Ward member automatically appointed - need to nominate one from the three	Director
In Constitution - not surveyed	Bentliff Wing Trust		Ensuring good leisure and cultural attractions	Heritage, Culture and Leisure	1	MBC Mayor from AGM	Ex-Officio
In Constitution - not surveyed	Brenchley Charity		Ensuring good leisure and cultural attractions	Heritage, Culture and Leisure	1	HCL Chair and Vice Chair	Nominative Trustee
Surveyed and responded	CAB		All action areas	Communities, Housing and Environment	1	Mayor	Co-opted member with full Trustee rights and responsibilities.
Charity - not surveyed	Cutbush and Corral		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	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		Providing a clean and safe environment/encouraging good health and wellbeing	Communities, Housing and Environment	2	Ward member automatically appointed	Community Representative
In Constitution - Automatic membership	KCC Health Overview and Scrutiny Cttee	Policy	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		Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
In constitution - Automatic membership	Kent and Medway Crime Panel	Policy	Providing a clean and safe environment	Communities, Housing and Environment	1	Leader appointed	Panel Member
Surveyed and responded	Kent Community Rail Partnership		Improving transport infrastructure	Strategic Planning, Sustainability and Development	?		Member
Surveyed and responded	Kent County Playing Fields Association		Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee 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
Not surveyed as supported by MC through admin support - linked to Mid Kent Downs Steering Group	Kent Downs AONB Joint Advisory Committee	Admin support	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	Policy		Policy and Resources		Leader of the Council automatically appointed	Committee Member
Automatic membership	Local Government Association General Assembly			Policy and Resources	2	Leader of the Council (voting) and of the Opposition (non-voting)	
In Constitution - Surveyed and responded	Maidstone Area Arts Partnership	Policy	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		Encouraging good health and wellbeing/improving transport infrastructure	Strategic Planning, Sustainability and Development	?		Member
In Constitution - No response to survey received	Maidstone Mediation	Policy	Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
Surveyed and responded	Maidstone Mind		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		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	Maidstone Town Centre Management Board	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	1		Board Member
	Maidstone Town Centre Management Liaison Group		As above	As above	3	No but one from each Political Group, one of whom must be a High Street ward Member	
Surveyed and responded	Maidstone YMCA		Encouraging good health and wellbeing	Communities, Housing and Environment	1		
Surveyed and responded	Maidstone-Beauvais Twinning Association		Attractive Place	Heritage, Culture and Leisure	4		Committee 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	Medway Valley Line Steering Group		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	Policy?	Respecting the character of the borough	Heritage, Culture and Leisure	1		
Surveyed and responded	PATROLAJC		Improving transport infrastructure	Strategic Planning, Sustainability and Development	1		Committee Member
Not surveyed - In constitution	Quality Bus Partnership	Policy	Improving transport infrastructure	Strategic Planning, Sustainability and Development	?		Member
No response to survey received	Relate West and Mid Kent		Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member
Charity - not surveyed	Relief in Need Charities	Policy	Encouraging good health and wellbeing	Communities, Housing and Environment	3		Committee Member
Surveyed and responded	Rochester Bridge Trust		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	Policy	Improving transport infrastructure	Strategic Planning, Sustainability and Development	1		Member
Surveyed and responded	Upper Medway Internal Drainage Board		Respecting the character of the borough	Strategic Planning, Sustainability and Development	2		Committee Member
Surveyed and responded	Vinters Valley Park Trust		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	Policy	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		Encouraging good health and wellbeing	Communities, Housing and Environment	1		Committee Member