



AGENDA

CABINET MEETING

Date: Wednesday, 14 June 2017

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Bowles (Chairman), Mike Cosgrove, Duncan Dewar-Whalley, Alan Horton, Gerry Lewin (Vice-Chairman), Ken Pugh and David Simmons.

Quorum = 3

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1. Emergency Evacuation Procedure

Pages

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building until the Chairman has informed them that it is safe to do so; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence

3. Minutes

To approve the Minutes of the Meeting held on 15 March 2017 (Minute Nos. 1240 - 1252) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as

early as possible, and in advance of the Meeting.

Part B Reports for Decision by Cabinet

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|----|--|---------|
| 5. | Faversham Recreation Ground - Heritage Lottery Fund Development Stage - Award of tender for consultant | 1 - 6 |
| 6. | Local Code of Corporate Governance | 7 - 16 |
| 7. | Outside Bodies Nominations to be made by Cabinet | 17 - 24 |
| 8. | Minutes of the South Thames Gateway Building Control Joint Partnership Meeting held on 16 March 2017 | 25 - 26 |

Issued on Monday, 5 June 2017

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 DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Cabinet, please visit www.swale.gov.uk

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Agenda Item 5

Cabinet	
Meeting Date	14 June 2017
Report Title	Faversham Recreation Ground – Heritage Lottery Fund Development Stage – Award of tender for Consultant
Cabinet Member	Cllr David Simmons, Cabinet Member for Environmental and Rural Affairs
SMT Lead	Martyn Cassell
Head of Service	Martyn Cassell
Lead Officer	Graeme Tuff
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	<ol style="list-style-type: none"> 1. To approve and give authority to complete the award of contract for Landscape and Architectural Building Design and Project Management Services for the Restoration and Enhancement of Faversham Recreation Ground to Wynne-Williams Associates Limited at a cost of: Lot 1 Development – £94,010 Lot 2 Delivery - £91,210 2. To delegate authority to the Head of Commissioning and Customer Contact and Chief Financial Officer, in consultation with the Cabinet Member for Environmental and Rural Affairs and Cabinet Member for Finance and Performance, to make the second round bid to Heritage Lottery Fund. 3. To delegate authority to the Head of Commissioning and Customer Contact and Head of Legal, in consultation with the Cabinet Member for Environmental and Rural Affairs, to agree commencement of the second phase of work by Wynne-Williams Associates Limited subject to a successful bid for Heritage Lottery Fund delivery funding and satisfactory performance on phase one. 4. To delegate authority to the Head of Commissioning and Customer Contact and Head of Legal, in consultation with the Cabinet Member for Environmental and Rural Affairs, to agree to the legal conditions related to the award of the second

1 Purpose of Report and Executive Summary

- 1.1 Following a successful first round bid, Swale Borough Council has been awarded external funding from the Heritage Lottery Fund (HLF) to further develop designs and make a second round funding bid to the Parks for People Heritage Lottery Fund.
- 1.2 This report provides an explanation of the tender process undertaken to find a suitably qualified team of consultants and designers for design and project management services for the restoration and enhancement of Faversham Recreation Ground and requests authority to award the contract. It further requests delegated authority to submit the second round bid to Heritage Lottery Fund at the appropriate time and to agree any subsequent grant conditions without the need to return for Member agreement.

2 Background

- 2.1 As reported previously to Members, the Recreation Ground requires investment and enhancement to reflect current demand, protect heritage value and provide new opportunities for enhanced income and employment.
- 2.2 Swale Borough Council (SBC) successfully bid for funding from the Heritage Lottery Fund (HLF) to carry out design and development work for the restoration and enhancement of Faversham Recreation Ground with the aim of making a second round bid for delivery of the proposed enhancements on a project value of £1.9M.
- 2.3 We received £117,800 from the first stage of funding against costs of £145,440 with the balance being covered from Section 106 funding already secured.
- 2.5 Following initial consultation and production of a masterplan, we now need to develop detailed designs, specification and costings, undertake further consultation, produce essential information and supplementary documents such as an Activity Plan, Management and Maintenance Plan, secure planning agreement and write our second round bid.
- 2.5 In order to do this addition we issued a tender seeking to identify a design and project management team for this next stage of the project. The tender was split into two lots for this second development stage and the final delivery stage. This gives us the ability, subject to a successful second round funding bid and adequate performance to award the delivery stage design and project management to the same company without needing to re-tender. This will provide continuity of the team through both stages of the project and reduce the procurement costs and timescale should the second round bid be successful.

- 2.6 The tender documentation and specification for the work has been developed with the Faversham Recreation Ground Improvement Project Board, the Council's allocated HLF mentors and with the help of the Commissioning, Procurement and Legal teams.
- 2.7 The opportunity was advertised on the Kent Business Portal as an Open Tender attracting considerable interest throughout the country. This produced a return of six tenders all meeting the required criteria.
- 2.11 Bids were evaluated on price and quality criteria by members of the Faversham Recreation Ground Improvement Project Board with support from the Procurement Team. The weighting was towards quality (60%) rather than price (40%) as the budget was already provisionally set from the first round bid.
- 2.12 However, given there were still a range of prices in the submissions, the evaluation panel asked the top three companies from the initial evaluation scoring to attend clarification interviews to check that quality was sustained. This allowed final decisions to be made on scoring and determine the proposed award.

Table 1:

Organisation	Price Score	Quality Score	Total Score
Wynne-Williams Associates Limited	40.00	37.00	77.67
Company B	35.21	41.67	75.21
Company C	29.36	38.00	67.36
Company D	34.14	31.67	65.81
Company E	34.71	30.33	65.04
Company F	33.50	31.33	64.84

- 2.13 Part of the work included in this tender requires a second round bid to be made to HLF for the delivery phase of funding. Also subject to a successful bid, the Council will be required to confirm its agreement to the conditions of grant just as we did for the development stage funding. In order to reduce the timescale involved, delegated authority for key officers and the Cabinet Member is sought from Cabinet to make the bid and to agree to the subsequent conditions of grant.

3 Proposals

- 3.1 To approve and give authority to complete the award of contract for Landscape and Architectural Building Design and Project Management Services for the Restoration and Enhancement of Faversham Recreation Ground to Wynne-Williams Associates Limited at a cost of:
 Lot 1 Development - £94,010

Lot 2 Delivery - £91,210

- 3.2 To delegate authority to the Head of Commissioning and Customer Contact and Chief Financial Officer, in consultation with the Cabinet Member for Environmental and Rural Affairs and Cabinet Member for Finance and Performance to make the second round bid to Heritage Lottery Fund.
- 3.3 To delegate authority to the Head of Commissioning and Customer Contact and Head of Legal, in consultation with the Cabinet Member for Environmental and Rural Affairs, to agree commencement of the second phase of work by the same company subject to a successful bid for Heritage Lottery Fund delivery funding and satisfactory performance on phase one.
- 3.4 To delegate authority to the Head of Commissioning and Customer Contact and Head of Legal, in consultation with the Cabinet Member for Environmental and Rural Affairs, to agree to the legal conditions related to the award of Stage 2 grant from Heritage Lottery Fund.

4 Alternative Options

- 4.1 To consider awarding the contract to an alternative contractor who submitted a tender for the services. This is not recommended as Wynne-Williams Associates Limited is considered to be the most suitable contractor for the services, following Swale's procurement and evaluation process producing the most economically advantageous tender.
- 4.2 To not continue with the project: this is not recommended given the commitment and funding available to the Council and need for improvement identified both by members of the community and owners of the Recreation Ground Faversham United Municipal Charities.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has taken place with the Commissioning and Procurement Team throughout the tendering process to ensure that Swale's procedures have been followed.
- 5.2 Both the Project Board and our HLF mentors have been involved with development of the tender.
- 5.3 The original work to produce the Masterplan included stakeholder and public consultation along with ultimate agreement by Faversham United Municipal Charities and the Council. This tender includes for regular meetings with the Project Board, the set-up of an Advisory Group (local stakeholders) and public consultation associated with refinement of the designs.

6 Implications

Issue	Implications
Corporate Plan	<p>A Borough To Be Proud Of – will improve the Boroughs’ tourism offer.</p> <p>A Community To Be Proud Of – will encourage volunteering and community activity</p> <p>A Council To Be Proud Of – will improve perception of customers’ experiences.</p>
Financial, Resource and Property	<p>Heritage Lottery Fund has granted an award of £117,800 from the Parks for People programme for this stage. In addition the balance of the budget £27,640 will be allocated from secured S106 developer contributions.</p> <p>The second round bid will seek £1,602,000 from HLF with a further £251,359 committed from allocated secured S106 developer contributions. The balance of £114,550 will be from volunteer time contributions and increased maintenance revenue spend for a total project cost of £1,967,909.</p>
Legal and Statutory	<p>Complies with OJEU regulations and the project as a whole satisfy the requirements of the lease with Faversham United Municipal Charities.</p> <p>Officer time will be required to complete the contract documentation.</p>
Crime and Disorder	<p>The designs will reflect the desire for the site to be more secure and consultation will be undertaken through development and the planning process. Improvements to the landscape with increased footfall and community activity, all have the potential to reduce ASB.</p>
Sustainability	<p>Refurbishment of buildings will provide the potential to incorporate service technologies, with the aim of reducing both costs and the use of resources, as well as carbon emissions.</p> <p>Additional revenue income from new concessions will enable SBC to continue to maintain the park on a sustainable basis.</p>
Health and Wellbeing	<p>Volunteer and activity coordination, along with improvements to sports facilities, will encourage participation. Improving the quality of the landscape encourages use of the space for passive enjoyment, and can contribute to mental health and well-being.</p>
Risk Management and Health and Safety	<p>This is a major project which will incorporate appropriate risk, and health and safety management. The main risk revolves around the construction phase, and particularly works to the buildings where issues of asbestos etc. will need to be considered.</p>

Social Value	Wynne-Williams Associates Limited, the winning contractor scored high on social value. The project will deliver a number of community outcomes including volunteering and employment. Wherever possible they are committed to using local supply chains.
Equality and Diversity	Undertaking these works will ensure that principals of accessibility for all are developed in the designs.
Commissioning and Procurement	Barring supporting the contract award process there will be no further requirements for the department until the delivery phase where a new tender will need to be made for a construction partner.

7 Appendices

7.1 n/a

8 Background Papers

8.1 Agreement of masterplan and first round bid

<http://services.swale.gov.uk/meetings/documents/s4295/Item%209%20Faversham%20Rec%20Lottery%20Bid%20Cabinet%20-%20Feb%202016.pdf>

8.2 First stage funding conditions approval -

<http://services.swale.gov.uk/meetings/documents/s5838/Item%204%20SBC%20Report%20Faversham%20Rec%20Terms%20Acceptance%20-%20Cabinet%20-%20July%202016%20with%20dept%20comments.pdf>

Cabinet

Meeting Date	14 June 2017
Report Title	Local Code of Corporate Governance
Portfolio Holder	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance
SMT Lead	Nick Vickers, Chief Financial Officer
Head of Service	Nick Vickers, Chief Financial Officer
Lead Officer	Nick Vickers, Chief Financial Officer

Recommendations	1. To agree the Local Code of Corporate Governance.
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Purpose of Report and Executive Summary

- 1.1 This report seeks agreement to an updated Local Code of Corporate Governance in accordance with the SOLACE Delivering Good Governance document published in late 2016.

2 Background

- 2.1 The Council last updated the Code in April 2013 and it is good practice to review the document in light of the latest SOLACE document. This will also be reflected in the Annual Governance Statement which the Audit Committee will be asked to agree.
- 2.2 The SOLACE document builds upon the 2012 framework but places a particular emphasis upon attaining “sustainable economic, societal and environmental outcomes” and the emphasis on outcomes rather than just process is welcome. The framework is though a guide to best practice, it is not a statutory document, and as always with such approaches organisations need to determine what within it is most important for improving governance.
- 2.3 The publication of an Annual Governance Statement prepared in accordance with framework fulfils the requirement for a local authority to review annually the effectiveness of the system of internal control and to include a statement reporting on the review with its Statement of Accounts.

3 Proposal

- 3.1 A draft local code is attached in the Appendix.

4 Alternative Options

- 4.1 External audit expect to see compliance with the revised SOLACE document.

5 Consultation Undertaken or Proposed

- 5.1 Views have been sought from the Council's statutory officers and the Head of the Audit partnership.

6 Implications

Issue	Implications
Corporate Plan	Supports the Council's overall objectives by promoting good governance.
Financial, Resource and Property	No direct financial implications but compliance with the code will support good decision making on financial issues.
Legal and Statutory	No direct legal implications but compliance with the code will support good decision making.
Crime and Disorder	Not applicable.
Risk Management and Health and Safety	Not applicable.
Equality and Diversity	Not applicable.
Sustainability	Not applicable.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report
- Appendix I: Local Code of Corporate Governance

8 Background Papers

- 8.1 Delivering Good Governance in Local Government Framework 2016 Edition.

Local Code of
Corporate Governance
June 2017



1. Introduction

- 1.1 The International Framework (Good Governance in the Public Sector CIPFA/IFAC 2014) defines governance as follows:

“The arrangements put in place to ensure that intended outcomes for stakeholders are defined and achieved.”

- 1.2 The International Framework also states:

“To deliver good governance in the public sector, both governing bodies and individuals working for public sector entities must try to achieve their entity’s objectives whilst acting in the public interest at all times.”

“Acting in the public interest implies primary consideration of the benefits for society, which should result in positive outcomes for service users and other stakeholders.”

- 1.3 The following sections set the Council’s commitment to the principles of good governance in the framework and how the Council will seek to work to these principles.

2. Principles of Good Governance in Local Government

- 2.1 **Behaving with integrity, demonstrating commitment to ethical values and respecting the rule of law.**

Issue	Evidence/Outcomes
Members and Officer Code of Conduct	Tried and tested arrangements in place which have been proven to operate well.
Member Development Working Group promoting member development and training.	The group meets regularly and arranges a wide reaching set of member seminars.
Independent Member Remuneration Panel	Reported to Council in November 2016 with recommendations agreed. The process does seem to be refining the member remuneration and prioritising resources.
Having a clear decision making protocol contained within the Constitution.	Proven through the soundness of decision making processes.
Maintaining and promoting an Anti-fraud and Corruption policy.	Policy exists and register of hospitality maintained.
Having up to date Financial and Procurement regulations.	Regularly reviewed by senior management and subject to member

	agreement to changes.
Maintaining a Whistleblowing policy.	Policy exists and is promoted.
Maintaining and promoting the Equalities policy.	Actively promoted and reviewed with regular reporting to SMT.
Effective Internal Audit function.	Independently quality assessed.
Having clear performance management arrangements for Officers.	Performance management process implemented and kept under review by SMT.
Promotion with Members and Officers of the Council's values: FIRST – Fairness, Integrity, Respect, Service, Trust.	Senior management support and use of staff briefing and team meetings to promote and reinforce.

2.2 Ensuring openness and comprehensive stakeholder engagement.

Issue	Evidence/Outcomes
Publishing and distributing Inside Swale to all households	Providing a trusted source of Council news and information distributed 4 times per year to 60,000 households in the borough.
Publishing a Corporate Plan.	Corporate Plan published and regularly updated.
Maintaining and investing in a Council website.	Ensuring the Council provides an accessible digital platform for delivering online services, providing a comprehensive information source and access to transparency data
Use of social media to promote Council services and engage with stakeholders.	Providing a news and information source for stakeholders through agreed social media channels. Responding to customer questions and comments in accordance with the council's Social Media Policy
Undertaking public meetings	Agreed process for organising and publicising public meetings when a significant issue or decision is of sufficient impact that it requires a public meeting outside of the formal consultation processes.
Publishing a consultation policy statement	Sets out aims and commitment to consultation with the wider public, voluntary and community sector, town and parish councils and businesses.
Open Council meetings	Providing public access to Council and committee meetings. Agendas, reports and meeting minutes published on Council website
Accessible leadership	Opportunity for public/stakeholders to

	'Ask the leader'. All questions and responses published on Council website.
All Cabinet reports contain a consultation section.	Standard to all reports to Council and cabinet.
Annual report	Publishing an Annual Report and publishing performance against national and key local performance indicators.
Regular resident surveys	Local Area perception Survey undertaken once every 2 years.
Complaint/compliments monitoring	Maintaining a comprehensive complaints/appeals procedure reported to Cabinet and SMT regularly.

2.3 Defining outcomes in terms of sustainable economic, social and environmental benefits.

Issue	Evidence/Outcomes
Local Plan-Bearing Fruit	Major considerations in the local plan.
Corporate Plan	The approach of focussing on the Borough, Community and Council does bring in these issues and specific actions being taken to improve outcomes.
Annual Report	Published on the website and is based on the Corporate Plan objectives and does focus heavily on outcomes.
Corporate Performance Management	Broader economic and social indicators are included although there is less emphasis on environmental measures.
Investment strategy	Council has to move to long term financial self-sufficiency as Revenue Support Grant is withdrawn.

2.4 Determining the interventions necessary to optimise the achievement of the intended outcomes.

Issues	Evidence/Outcomes
Objective decision making.	Organisation aims to produce high quality reports which are subject to

	robust internal challenge, transparent decision making and scrutiny review.
Feedback from residents	Consultation processes for changes to key public facing services eg CCTV.
Resourcing change	Use of reserve funds in particular the performance fund and regeneration fund to meet the cost of service improvements even when overall resources are reduced eg member grants, enhancements to the website, digital service design.
Performance management	Quarterly reporting of KPI's to Informal cabinet, Scrutiny Committee and SMT-follow up where performance standards are not being met.
Budget process	Identifies growth items and unavoidable cost pressures and prioritises them. Transformation process is challenging existing ways of working.
Longer term financial forecasting.	10 year financial plan prepared.

2.5 Developing the entity's capacity including the capability of its leadership and individuals within it.

Issues	Evidence/Outcomes
Partnership working	Varied range of partnership working at the heart of service delivery-both with other local authorities, voluntary organisations and major contractors.
Clear decision making processes	Decision making in the Council is genuinely member led and members are fully engaged in Council processes. All key decisions are made by Cabinet being on the basis of written reports, including assessments of alternative options, consultation undertaken, financial, legal, risk management, health & safety and equality implications.
Management structure	Appointing a Chief Executive (and Head of Paid Service) and a Corporate Leadership Team and ensuring all staff have clear conditions of employment and job descriptions which set out their roles and responsibilities.

Member development	Member Development Group and an active programme of member development and training events.
Staff development	High level commitment to staff development and to talent management.
Staff appraisal and performance management.	Operating a staff performance appraisal system including target setting and personal development plan.

2.6 Managing risks and performance through robust internal control and strong public financial management.

Issues	Evidence/Outcomes
Strong risk management approach.	Fully revised approach implemented in 2016 with buy in from Cabinet, Audit Committee and SMT.
Effective decision making	Real emphasis on fact based decision making through Cabinet based upon robust processes managed by SMT.
Effective scrutiny function.	Independent and challenging Scrutiny and Policy Review Committees.
Policy and budget framework set by Full Council. Within this framework all key decisions are taken by Cabinet.	Decisions taken transparently and open to scrutiny.
Robust financial reporting	Well established arrangements through Cabinet and Scrutiny Committee with a highly effective challenge from Scrutiny Committee.
Financial accounts	Emphasis on producing high quality and timely financial accounts – recognised by the external auditor.
Data management	High priority to good data management and any breaches thoroughly followed up and reported externally where necessary. Mandatory on line training for staff.

2.7 Implementing good practices in transparency, reporting and audit to deliver effective accountability.

Issues	Evidence/Outcomes
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Transparency Code	Full Compliance with the Transparency Code but additionally publishing all invoices over £250.
High quality internal audit.	Independently quality assessed as fully conforming to Public Sector Internal Audit Standards, including, independence of the Chief Auditor. Annual plan agreed with Members and outcomes reported.
Follow up to internal audit recommendations	Reported to Audit Committee and Strategic management team regularly and follow up action taken.
Corporate performance management.	Regular reporting to Informal Cabinet, Scrutiny Committee and SMT.
Peer challenge.	The Council has had 2 peer challenges and an action plan is being implemented from the 2016 review.
Partnership working	Particularly in the context of the Mid Kent Services a strong emphasis on good governance and sharing best practice through partnership services.
Annual Governance Statement	An honest assessment of the strengths and weaknesses of governance processes.

Key Documents underpinning the Local Code of Corporate Governance

- 1 Constitution
- 2 Financial Regulations and Standing Orders
- 3 Corporate Plan
- 4 Financial Accounts/Medium Term Financial Plan
- 5 Commissioning Framework
- 6 Officers Code of Conduct
- 7 Staff Handbook
- 8 Equality Strategy
- 9 ICT Strategy
- 10 Member Training and Development Strategy
- 11 Asset Management Plan
- 12 Communication Strategy

Cabinet Meeting

Meeting Date	14 June 2017
Report Title	Appointments to outside bodies
Cabinet Member	Leader
SMT Lead	Chief Executive
Head of Service	n/a
Lead Officer	Democratic and Electoral Services Manager
Key Decision	No
Classification	Open

Recommendation	1. That Cabinet considers making appointments to the outside bodies listed in Appendix I for the 2017/18 municipal year.
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1 Purpose of Report and Executive Summary

1.1 This report is asking Cabinet to consider the list of outside bodies set out in Appendix I and agree representation for the municipal year 2017/18. It should be noted that appointments to other outside bodies, trusts administered by Swale Borough Council and statutory bodies were made at Annual Council on 17 May 2017. The remainder are to be made by the Cabinet as they are linked to the discharge of Executive functions.

2 Background

2.1 Proposals for nominations are set out in Appendix I.

The Council Leader is appointed to some bodies as Leader and others he has been appointed to as a consequence of being a member of a body, as shown on Appendix II.

2.2 **Register of Interests** – Members are required to record any changes to their interests arising from their appointment to an outside body.

Further guidance and advice on outside body appointments will be forwarded to Members.

3 Proposal

3.1 Cabinet are asked to consider the list of outside bodies, and then make appointments to them.

4 Alternative Options

- 4.1 Cabinet can decide not to make appointments to some or all of the outside bodies listed.

5 Consultation Undertaken or Proposed

- 5.1 Following the review of outside body appointments undertaken during 2011/12 municipal year, arrangements were audited and a protocol was agreed; although this protocol does not cover Cabinet appointments or representation on outside bodies.

6 Implications

Issue	Implications
Corporate Plan	A Council to be proud of.
Financial, Resource and Property	None identified at this stage, although should the Cabinet recommend to Council to review the process and policy of nominations on outside bodies, this would have a human resource implication.
Legal and Statutory	<p>The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 sets out the responsibilities defining those that are Council functions and those that are functions of the Executive.</p> <p>Some appointments are as Trustees or Directors which have specific legal responsibilities and liabilities for the individual member.</p> <p>To ensure compliance with the Members' Code of Conduct any member appointed to an outside body must review their declaration in the Members' Register of Interests within 28 days of any change.</p>
Crime and Disorder	None identified at this stage.
Sustainability	None identified at this stage, although should there be a further review of the process and policy of nominations on outside bodies, this could have equality and diversity implications.
Health and Wellbeing	None identified at this stage.
Risk Management and Health and Safety	The audit of outside bodies reviewed the roles and capacities of Members the Council nominates to outside bodies. The audit enabled the Council to identify and manage any risks that may arise from making appointments to outside bodies and allows members to take informed decisions about whether or not they wish to accept appointments that could impose significant legal obligations on them.
Equality and	None identified at this stage, although should there be a further

Diversity	review of the process and policy of nominations on outside bodies, this could have equality and diversity implications.
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7 Appendices

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

- Appendix I: Sets out the current representation on trusts and outside bodies and proposed nominations.
- Appendix II: Sets out some bodies where the Council Leader is appointed as Leader, and others he has been appointed to as a consequence of being a member of a body.

8 Background Papers

None.

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Appendix I - Outside Bodies Nominations for 2017/18 - appointments made by Cabinet

	Organisation:	Nominations for 2016/17	Nominations for 2017/18
17	Adjudication Joint Committee (Parking)	Cabinet Member for Safer Families and Communities – Cllr Alan Horton	
18	AmicusHorizon Area Panel* <i>* As from 2017/18 – this will change to ‘Optivo Kent General Panel’, and one nomination is required.</i>	Cllr Mike Dendor – Mid Kent	
		Cllr Ken Ingleton – Kent Gateway	
		Deputy Cabinet Member for Finance and Performance - Cllr Ted Wilcox – East Kent	
19	Building Control Joint Committee	Cabinet Member for Planning – Cllr Gerry Lewin	
		Deputy Cabinet Member for Planning Cllr Bryan Mulhern (substitute)	
20	Children’s Operational Group	Cabinet Member for Housing and Wellbeing - Cllr Ken Pugh	
21	CCTV Partnership Board	Cabinet Member for Safer Families and Communities – Cllr Alan Horton	
22	Health Overview and Scrutiny Committee	Cllr Michael Lyons (Shepway) Cllr Joe Howes (Canterbury)	Cllr Tony Searles (Sevenoaks) Cllr Marion Ring (Maidstone) - substitute Cllr Leslie Hills (Gravesham) – Cllr Marilyn Peters (Dartford) - substitute Cllr Michael Lyons (Shepway) Cllr Joe Howes (Canterbury)
	Kent Health and Wellbeing Board	Cllr Lynne Weatherly (Tunbridge Wells) Cllr Ken Pugh (Swale) Cllr Paul Watkins (Dover)	Cllr Fay Gooch (Maidstone) Cllr Ken Pugh (Swale) Cllr Paul Watkins (Dover)
23	Kent Association of Local Councils (Swale Area Committee) added August 2014	Leader – Cllr Bowles	
		Cabinet Member for Safer Families and Communities – Cllr Alan Horton	
24	Kent Downs and Marshes LEADER (Executive Body)	Leader – Cllr Bowles	
25	Kent Resource Partnership was Kent Waste Partnership	Cabinet Member for Environment and Rural Affairs – Cllr David Simmons	
26	Coastal Issues - Special Interest Group	Cabinet Member for Environment and Rural Affairs – Cllr David Simmons	

27	Police and Crime Panel	Cabinet Member for Safer Families and Communities – Cllr Alan Horton	
28	South East Employer	Cabinet Member for Finance and Performance – Cllr Duncan Dewar-Whalley	
		Deputy Cabinet Member for Finance and Performance Cllr Ted Wilcox (substitute)	
29	South East England Councils	Leader – Cllr Bowles	
		Deputy Leader – Cllr Gerry Lewin (substitute)	
30	Swale Community Leisure Limited	Cllr Nick Hampshire	
31	Swale District Advisory Board	Cabinet Member for Housing and Wellbeing – Cllr Ken Pugh	
32	Staying Put	Cabinet Member for Housing and Wellbeing – Cllr Ken Pugh	
33	Thames Gateway Kent Partnership	Leader – Cllr Bowles	
		Cabinet Member for Regeneration – Cllr Mike Cosgrove (substitute)	
34	Thames Gateway Innovation Growth and Enterprise (TIGER) Strategic Board	Leader – Cllr Bowles	
		Cabinet Member for Regeneration – Cllr Mike Cosgrove (substitute)	
	TIGER Approvals Panel* <i>* this is being replaced by Kent and Medway Business Fund Investment Board. At present there is no requirement for representative from SBC on the Board.</i>	Cabinet Member for Regeneration – Cllr Mike Cosgrove	Nomination not required

The Council Leader is appointed to some bodies as Leader and others he has been appointed to as a consequence of being a member of a body, as below:

	Body	Sub-Body	Capacity
1	District Councils' Network (DCN)		Leader (Deputy Leader is Substitute)
		DCN Executive	Elected by membership of DCN
2	Kent Council Leaders		Leader (Deputy Leader is Substitute)
		Kent Environmental Champions Group	Appointed to as a result of Kent Council Leaders
		Kent Rural Board	Appointed to as a result of Kent Council Leaders
3	Local Government Association (LGA)		Leader (Deputy Leader is Substitute)
4	Mid Kent Improvement Partnership		Leader (Cabinet Member for Finance and Performance – Cllr Duncan Dewar-Whalley is Substitute)
5	South East England Councils (SEEC)		Leader (Deputy Leader is Substitute)
		SEEC - Executive Comm.	Elected by membership of SEEC
6	Swale Public Services Board		Leader (Deputy Leader is Substitute)
7	Thames Gateway Kent Partnership		Leader (Cabinet Member for Regeneration – Cllr Mike Cosgrove is Substitute)
8	Thames Gateway Strategic Group		Leader (Cabinet Member for Regeneration – Cllr Mike Cosgrove is Substitute)
9	Kent and Medway Economic Partnership		Leader (Deputy Leader is Substitute)

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Recommendations for Approval

South Thames Gateway Building Control Joint Committee – 16 March 2017

30. Report on the Mid-Kent Audit of the STG Building Control Partnership carried out on behalf of Swale BC

Resolved that:

- (1) The Joint Committee noted with pleasure the outcome of the Audit review and actions implemented on the recommended areas of improvement.*

32. Interim report on progress towards expansion of the STG Building Control partnership

Resolved that:

- (1) The contents of the report be noted and the Steering Group be requested to meet with Senior Officers at Canterbury City Council to provide the necessary assurance that this project be viable.*

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