

Agenda

Policy and Resources Committee Meeting

Date: Wednesday, 14 June 2023

Time 7.00 pm,

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

Membership:

Councillors Mike Baldock (Vice-Chair), Monique Bonney, Lloyd Bowen, Derek Carnell, Tim Gibson (Chair), Angela Harrison, Mike Henderson, James Hunt, Mark Last, Rich Lehmann, Richard Palmer, Julien Speed, Dolley White, Mike Whiting and Ashley Wise

Quorum = 5

Pages

Information about this meeting

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2. Apologies for Absence

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The Chair will ask Members if they have any disclosable pecuniary interests (DPIs) or disclosable non-pecuniary interests (DNPIs) to declare in respect of items on the agenda. Members with a DPI in an item must leave the room for that item and may not participate in the debate or vote.

Aside from disclosable interests, where a fair-minded and informed observer would think there was a real possibility that a Member might be biased or predetermined on an item, the Member should declare this and leave the room while that item is considered.

Members who are in any doubt about interests, bias or predetermination should contact the monitoring officer for advice prior to the meeting.

Part B Reports for Decision by the Policy and Resources Committee

- | | | |
|----|--|---------|
| 4. | Performance Monitoring - 2022/23 Quarter 4 | 5 - 10 |
| 5. | Membership of Sub-Committees | 11 - 16 |
| 6. | Membership of the Planning and Transportation Policy Working Group | 17 - 22 |
| 7. | Membership appointments to joint arrangements | 23 - 28 |
| 8. | Forward Decisions Plan | 29 - 30 |

Issued on Tuesday, 6 June 2023

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 Committee, please visit www.swale.gov.uk

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

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Policy and Resources Committee Meeting	
Meeting Date	14 June 2023
Report Title	Performance Monitoring – 2022/23 Quarter 4
EMT Lead	Lisa Fillery, Director of Resources
Lead Officer	Tony Potter, Information and Business Improvement Manager
Recommendations	That Members <i>note</i> the Corporate Performance Management Headlines Report at Appendix I (see §3.1)

1 Purpose of Report and Executive Summary

- 1.1 This report presents the quarterly performance management report for the fourth quarter of 2022/2023, summarising performance at the end of the 2022-23 financial year.

2 Background

- 2.1 Following previous discussions with both Informal Administration and the Policy and Resource committee, it has been agreed that performance reports will be presented to the P&R committee at the mid-year point (end of Quarter 2) and year-end (end of Quarter 4).
- 2.2 Appendix I details the performance report summarising performance at the end of the 2022-23 financial year.

3 Proposal

- 3.1 Members of the committee are asked to *note* the Corporate Performance Management Headlines Report for Q4 / Year End 2022/2023, as attached at Appendix I.

4 Appendices

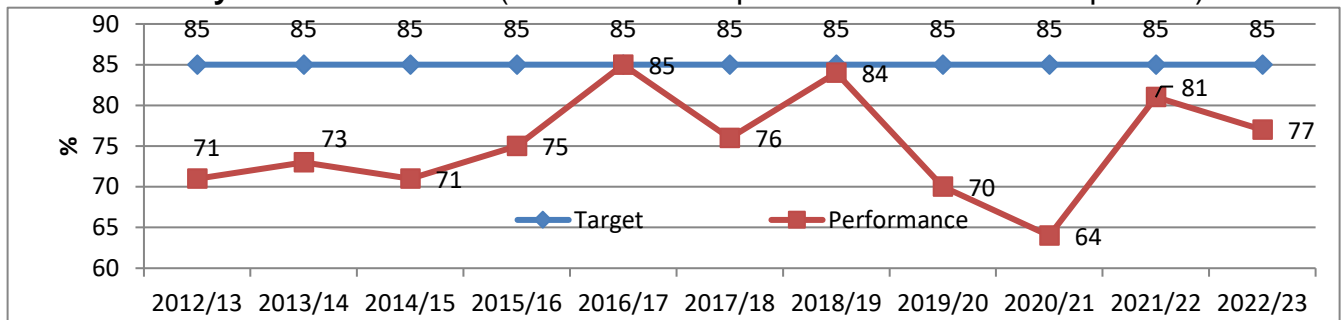
- 4.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Corporate Performance Management Headlines Report: Quarter 4 / Year-End 2022-23

1. Performance summary:

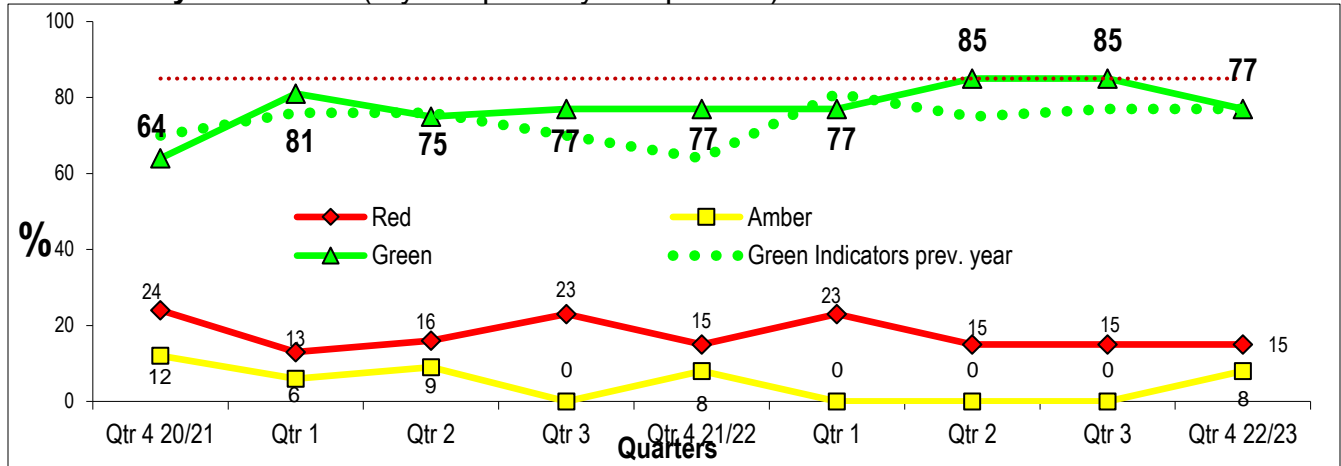
Combined result of 18 monthly and 13 quarterly key performance indicators (KPIs)

Performance Status	No. indicators	Percentage
Red	2	7 %
Amber	5	16 %
Green	24	77 %

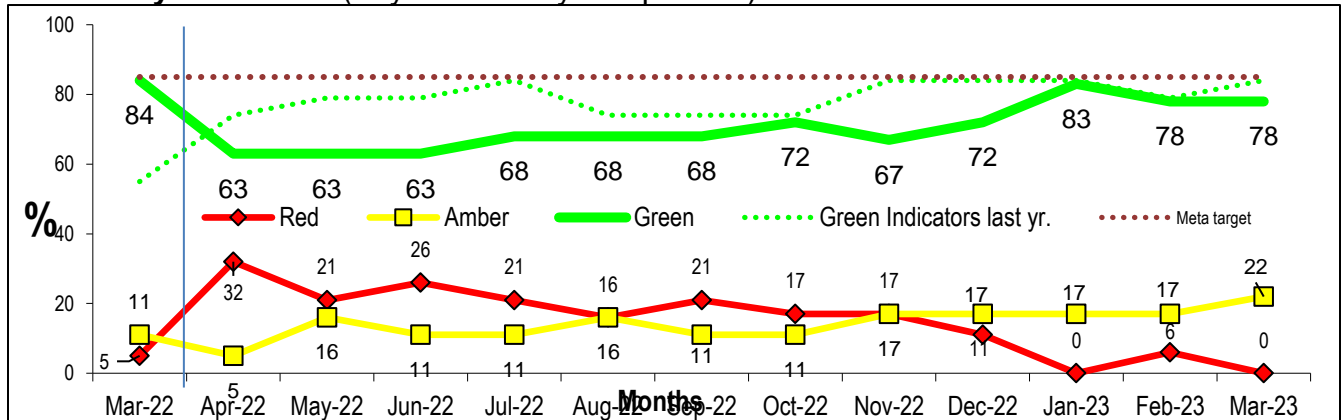
a. Combined year-end outcome (Green indicator performance annual comparison)







b. Quarterly indicators (2-year quarterly comparison)













c. Monthly indicators (1-year monthly comparison)



2. Year – End Red Indicators (Outcome with more than 5% deviation from target value)

Year End	This month / qtr	Ref	Description	Year end value	2022-23 target
		LI/IA/004	Audit recommendations implemented	77.3 %	95 %
This indicator hit target for 2 of the 4 quarters. Whilst Audit did not have any major concerns they bought the number of deferred actions to senior management attention. Deferrals were approved by Audit where resource challenges meant that other tasks had higher priority.					
		LI/HS/01	Number of long-term empty homes brought back into use	0	65
The post of empty property officer was previously vacant and has subsequently been deleted. Any complaints relating to empty properties are being dealt with as they arise by our enforcement officers as part of their normal role. As a result this KPI will also be deleted.					

3. Year – End Amber Indicators (Outcome is within 5% or less deviation from target value)

		BV109a	Processing of planning apps: Major Applications (within 13 weeks)	86.67 %	89 %
This indicator has hit target for the last 3 months and only missed the year end target by 2.6%. The team has had a number of officers leave the majors team, resulted in a decrease in productivity.					
		LI/DC/DC E/007	Planning Enforcement - Informing complainant within 21 days	93.67 %	95 %
This indicator achieved target for 8 of the 12 months and only missed the year end target by 1.4%. Since April 2022 the enforcement team have been through a significant level of change due to new staff starting who have needed to be trained. Coupled with this a high volume of enquiries were received post Covid. This has now eased off and we have out a triage system in place to ensure early contact with customers. In addition, new cases being received have now started to ease off to pre-pandemic levels.					
		LI/CC/01	Number of missed bins per annum	2342	2301
This indicator hit target for 6 of the 12 months and only missed the year end target by 41 bins in total / 1.75% of the target value for the total volume of over 140,000 bins, due to a number of resource and vehicle issues throughout the year.					
		NI 192	Percentage of household waste sent for reuse, recycling and comp	42 %	40.70 %
This indicator hit target for 4 of the 12 months and only missed target by 3% of the target value. The main reason has been due to the number of contaminated loads that have been rejected despite efforts to educate residents on the correct use of bins. Lower garden waste volumes than expected also contributed to the missed target.					
		NI195ii	Improved street and environmental cleanliness: Detritus % at Grade B standard	89 %	93%
This indicator is measured 3 times per year and hit target on 1 of the 3 periods, missing the year-end target by 4.3%. CMOs have been working with Biffa to improve the street cleansing standards across the borough and concerns have been raised with the Business Manager. A number of Rectification Notices and Default Notices have been issued due to roads being out of specification and CMOs continue to monitor this.					

4. Year-End outcome: Key Performance Indicators (KPIs)

N.B. Where the monthly result differs to the cumulative year-to-date result, the monthly performance is indicated by either *R (Red) , *A (Amber) or *G (Green)

Monthly Performance Indicators CUMMULATIVE YEAR TO DATE RESULT		22/23 Target	Apr 22	May 22	Jun 22	July 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	2022/23 Outcome
BV8	Percentage of invoices paid on time (within 30 days)	97%				*G	*G	*G							97.21 %
BV9	Percentage of Council Tax collected	94%													95.30 %
BV10	Percentage of Non-domestic Rates collected	90%													98.18 %
BV12b	Short-term working days lost due to sickness absence	3.2 days													2.88 days
BV78a	Speed of processing – new Housing /Council Tax Benefit claims	20 days			*R		*G								19.6 days
BV78b	Speed of processing - changes of circumstances for HB/CTB claims	9days				*R	*R	*R		*A	*G				8.9 days
BV109a	Processing of planning apps: Major Applications (within 13 weeks)	89%		*G		*G	*R			*G				*G	86.67 %
BV109b	Processing of planning apps: Minor Applications (within 8 weeks)	82%													93.55 %
BV109c	Processing of planning apps: Other Applications (within 8 weeks)	91%													96.59 %
BV218a	Abandoned vehicles - % investigated within 4 working days	98%						*R							98.66 %
LI/DC/DCE/004	Percentage of delegated decisions (Officers)	86.5%													91.44 %
LI/DC/DCE/007	Planning Enforcement - Informing complainant within 21 days	95%							*A	*R	*G		*G	*R	93.67 %
LI/IC/CSC/002	Percentage of abandoned calls	8.5%		*R	*R										4.9 %
LI/LS/LCC01	Percentage of all Local Land Searches completed in 10 working days	95%						*G		*A	*G				99.5 %
LI/CC/01	Number of missed bins per annum	2301		*G		*G	*G	*G		*R		*R		*G	2342
LI/TBC/02	Proportion of Major Planning Applications overturned at appeal	10%		*G										*R	4.44 %
NI191	Residual household waste per household	528kgs				*A									476 kgs
NI192	Percentage of household waste sent for reuse, recycling and comp	42%					*A	*R	*R	*R	*R	*R	*R		40.70 %
MONTHLY INDICATOR RESULTS (x 18)			12G	12G	12G	13G	13G	13G	13G	12G	13G	15G	14G	14G	
YEAR TO DATE Monthly Total			1A	3A	2A	2A	3A	2A	2A	3A	3A	3A	3A	4A	
			6R	4R	5R	4R	3R	3R	3R	3R	2R	0R	1R	0R	

Quarterly Performance Indicators CUMMULATIVE YEAR TO DATE RESULT		22/23 Target	Q1	Q2	Q3	Q4	2022/23 Outcome
LI/ICT/0006	Website availability	99%					99.9 %
BV79b(j)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period	80%					100 %
LI/CSC/003	Complaints responded to within 10 working days	90%					93.1 %
LI/HS/01	Number of long-term empty homes brought back into use	65					0
NI188	Planning to Adapt to Climate Change	3					3
NI195i	Improved street and environmental cleanliness: Litter % at Grade B standard	95%					97 %
NI195ii	Improved street and environmental cleanliness: Detritus % at Grade B standard	93%					89 %
LI/EH/001	Percentage of Planning consultations responded to in 21 days	90%					93.7 %
LI/EH/002	Food Hygiene – The percentage of food inspections completed that were due.	90%					98.6 %
LI/IA/004	Audit recommendations implemented	95%					77.3%
LI/CEL/002	Percentage of beach huts occupied	75%					99 %
LI/CEL/003	Percentage of disabled parking bay applications processed within 3 months	95%					100 %
LI/PAR/001	Civil enforcement officer accuracy rate	98%					99.3 %
QUARTERLY INDICATORS (x13)			10G	11G	11G	10G	
YEAR TO DATE Quarterly Total			0A	0A	0A	1A	
			3R	2R	2R	2R	
COMBINED INDICATOR RESULTS (x31) (Monthly + Quarterly KPIs)			22G	24G	24G	24G	
YEAR TO DATE (Monthly + Quarterly Totals)			2A	2A	3A	5A	
			8R	5R	4R	2R	

5. Year-End outcome: Monitored Performance indicators (MPIs) – Non targeted performance, monitored for interest purposes

Monthly MPIs – Monitored Performance Indicators (no targets / performance not managed)		21/22 Mth Ave	Q1 (Apr, May, Jun)			Q2 (Jul, Aug, Sep)			Q3 (Oct, Nov, Dec)			Q4 (Jan, Feb, Mar)			22/23 Mth Ave
NI 156	Number of households living in temporary accommodation	312	349	356	367	388	392	394	388	383	357	363	354	337	369
BV12a	Long-term working days lost due to sickness absence	0.44	0.52	1.11	1.74	2.22	2.72	3.54	4.01	4.36	4.71	5.20	5.59	5.75	0.48
LI/CC/MON16	% of fly-tipping incidents attended to within 3 working days	98%	78.9	100	98.2	86.1	98.5	52	88	100	100	92	97	93	90.3 %
LI/EC/MON10	Swale Means Business – Website analytics	249	211	242	142	173	210	204	223	135	123	213	155	146	181
LI/EC/MON11	No. of Visitor Economy Businesses supported by ECS	16	7	4	1	5	2	2	5	1	2	2	2	5	3
LI/EC/MON28	Swale VCS – Number of enquiries received	19	1	15	6	20	27	22	21	25	20	56	3	2	18
LI/EC/MON2	No. of enquiries to the business support service	128	10	28	17	14	13	4	9	13	8	10	6	12	12
LI/HO/MON9	Rough Sleepers in Accommodation	40	46	45	45	44	41	43	41	40	54	53	56	54	47
LI/DC/DCE/006	Refused Planning Applications	14.5%	14.7	22.1	21.2	15.4	18.2	19.8	20.6	20.5	23.4	17.1	12.5	11.86	18.1 %

Quarterly MPIs – Monitored Performance Indicators (no targets / performance not managed)		21/22 Qtr. Ave.	Q1	Q2	Q3	Q4	22/23 Qtr. Ave.
NI155	Number of affordable homes delivered (total year to date)	52	22	71	112	173	43
LI/CSC/006	Proportion of complaints escalating from Stage 1 (Service Unit) to Stage 2 (Chief Executive)	7.5%	4%	2%	6%	9%	5.25 %
CSP/0001	All crime per 1000 population	98.5	103.9	102	100	98.8	101
HO/MON7	Percentage of households who secured accommodation for 6+ months when prev. duty ended	61%	70%	59%	78%	83 %	72.5 %
LI/EC/MON8	Percentage of households who secured accommodation at the end of relief duty	31%	23%	23%	28%	27 %	25 %
LI/EC/MON33	Safeguarding training (% of training modules completed)	54.7%	58.1%	71.1%	75.0%	80.1 %	71 %
LI/CEL/001	No. of visits to Council owned or supported leisure centres	96,910	168,999	165,031	132,897	174,948	160,469
LI/CSC/001	% of contacts transacted digitally compared to other methods of contact to Customer Services	53%	52%	51%	58%	46%	52%

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Policy and Resources Committee	
Meeting Date	14 June 2023
Report Title	Membership of Sub-Committees
EMT Lead	Lisa Fillery – Director of Resources
Head of Service	
Lead Officer	Jo Millard – Democratic Services Manager
Classification	Open
Recommendations	<p>The Policy and Resources Committee is asked to:</p> <ol style="list-style-type: none"> 1. Agree the membership of the Appointments Sub-Committee based on the Groups’ nominations for membership at Appendix I; and 2. Agree the membership of the Investigation and Disciplinary Sub-Committee based on the Groups’ nominations for membership at Appendix I; and 3. Agree the membership of the Statutory Officers Disciplinary Appeals Sub-Committee based on the Groups’ nominations for membership at Appendix I.

1 Purpose of Report and Executive Summary

- 1.1 This report asks the Policy and Resources Committee to agree the membership of the Appointments Sub-Committee, the Investigation and Disciplinary Sub-Committee and the Statutory Officers Disciplinary Appeals Sub-Committee, based on Groups’ nominations for membership.

2 Background

- 2.1 The Council’s constitution establishes three sub-committees of the Policy and Resources Committee. The membership of each sub-committee, each comprising of seven members, must be drawn from the parent committee. Sub-committee seats are not separately included in the political balance calculation, but the membership of sub-committee places should be as proportionate as far as reasonably practicable, noting that it is not possible to allocate part seats. For guidance, the table below sets out proportionality percentages of political groups and Members must consider how the seven seats on each sub-committee are allocated across the five political groups:

Group	Number of Members	Overall proportionality
Labour	15	31.91%
SIA	12	25.53%
Green	3	6.38%
Conservative	12	25.53%
Lib Dem	5	10.64%
Total	47	100%

2.2 Under Part 2.2.1 of the constitution, the Policy and Resources Committee has the following sub-committees, each comprised of seven members of the Committee who have, or are willing to receive appropriate training on the conducting of hearings and employment:

Appointments Sub-Committee

The functions of the Appointments Sub-Committee are to

- i. agree the appointments of Directors of the Council/Shared Services; and
- ii. make recommendations to Full Council on the appointments of the Head of Paid Service, Monitoring Officer and Section 151 Officer.

This sub-committee can include any seven members of the Policy and Resources Committee who have had or are willing to have appropriate training, with the proviso that sub-committee membership is as politically balanced as is reasonably practical.

Investigation and Disciplinary Sub-Committee

The function of this sub-committee is to hear any disciplinary action against one of the Council’s statutory officers, the Head of Paid Service, Monitoring Officer or the Section 151 Officer.

This sub-committee can include any seven members of the Policy and Resources Committee who have had or are willing to have appropriate training, with the proviso that sub-committee membership is as politically balanced as is reasonably practical. However, it must be noted that membership of this sub-committee is mutually exclusive of membership of the Statutory Officers Disciplinary Appeals Sub-Committee.

Statutory Officers Disciplinary Appeals Sub-committee

The function of this sub-committee is to hear any disciplinary appeals brought by a statutory officer on any disciplinary sanction short of dismissal.

This sub-committee can include any seven members of the Policy and Resources Committee who have had or are willing to have appropriate training, with the proviso that sub-committee membership is as politically balanced as is reasonably practical. However, it must be noted that membership of this sub-committee is mutually exclusive of membership of the Investigation and Disciplinary Sub-Committee.

3 Proposals

- 3.1 The Policy and Resources Committee is asked to agree the membership of the Appointments Sub-Committee, the Investigation and Disciplinary Sub-Committee and the Statutory Officers Disciplinary Appeals Sub-Committee, based on Groups' nominations as set out in Appendix I.

4 Alternative Options

- 4.1 Places on sub-committees should be allocated as far as practicable in accordance with the wishes of political groups and agreed by the Policy and Resources Committee, so there are no alternative options.

5 Consultation Undertaken or Proposed

- 5.1 All Group Leaders have been asked to advise Democratic Services of their nominations to seats on sub-committees.

6 Implications

Issue	Implications
Corporate Plan	The recommendations in this report contribute to the council priority to renew local democracy and make the council fit for the future.
Financial, Resource and Property	As with the parent committee and all service committees, the working group will need to operate within the budget framework adopted each year by Council.
Legal, Statutory and Procurement	The establishment of sub-committees is set out in the Council's constitution.
Crime and Disorder	None identified at this stage.

Environment and Climate/Ecological Emergency	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

7 Appendices

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

- Appendix I: Groups' Nominations for the Appointments Sub-Committee; the Investigation and Disciplinary Appeals Sub-Committee; and Statutory Officers Disciplinary Appeals Sub-Committee

8 Background Papers

8.1 There are no background papers.

MEMBERSHIP OF SUB-COMMITTEES 2023/24

Appointment Sub-Committee

Membership = 7 Quorum = 3

Labour (3)	Tim Gibson Angela Harrison Ashley Wise
Conservatives (1)	Lloyd Bowen
The Swale Independents Alliance (1)	Mike Baldock
Liberal Democrats (1)	Mike Henderson
Green (1)	Rich Lehmann

Investigation and Disciplinary Sub-Committee

Membership = 7 Quorum = 3

Labour (2)	Angela Harrison Ashley Wise
Conservatives (2)	James Hunt Mike Whiting
The Swale Independents Alliance (2)	Monique Bonney Derek Carnell
Liberal Democrats (1)	Hannah Perkin
Green (0)	

Statutory Officers Disciplinary Appeals Sub-Committee

Membership = 7 Quorum = 3

Labour (2)	Tim Gibson Mark Last
Conservatives (2)	Lloyd Bowen Julien Speed
The Swale Independents Alliance (2)	Mike Baldock Elliott Jayes
Liberal Democrats (0)	
Green (1)	Rich Lehmann

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Policy and Resources Committee	
Meeting Date	14 June 2023
Report Title	Membership of the Planning and Transportation Policy Working Group
EMT Lead	Lisa Fillery – Director of Resources
Head of Service	
Lead Officer	Jo Millard – Democratic Services Manager
Classification	Open
Recommendations	<p>The Policy and Resources Committee is asked to:</p> <ol style="list-style-type: none"> 1. Determine the number of members who should sit on the Planning and Transportation Policy Working Group. 2. Agree the membership of the Planning and Transportation Policy Working Group based on the Groups’ nominations for membership at Appendix I.

1 Purpose of Report and Executive Summary

- 1.1 This report asks the Policy and Resources Committee to agree the membership of the Planning and Transportation Policy Working Group based on the Groups’ nominations.

2 Background

- 2.1 Under Part 2.1.1.8 of the Council’s constitution, the Policy and Resources Committee must establish a working group to make recommendations to it on the following areas, to be known as the Planning and Transportation Policy Working Group:
- i. The development of planning policy including policies forming the local plan;
 - ii. Section 106 and community infrastructure levy;
 - iii. Building and development control;
 - iv. Transport; and
 - v. Land charges.

3 Proposals

- 3.1 The Planning and Transportation Policy Working Group will report to the Policy and Resources Committee, but its membership does not have to be drawn from the Committee. The political balance rules do not strictly apply to working groups, but the constitution sets out that they will operate in an open and transparent way and membership will be drawn from members who are from different political

groups on the Council and should be proportionate. The table below provides information on proportionality of Committee seats:

	Number of Members	Overall proportionality
Administration	30	63.83%
Cons Opp	12	25.53%
Lib Dem Opp	5	10.64%
Total	47	100%

- 3.2 In order to provide as much flexibility to service committees as possible in establishing working groups, the constitution does not specify a number of members to sit on such groups. It is therefore for the Committee to determine the number of members on the Planning and Transportation Policy Working Group.
- 3.3 It is notable that in the civic year 2022/23 the Planning and Transportation Policy Working Group was made up of 11 members (9 from administration groups and 2 from opposition groups). Based on the current proportionality, it may be that the Committee will wish to appoint the same number of members to the working group, noting that in order to be proportionate there should be 8 members from the administration, 2 from the largest opposition group and 1 from the smallest opposition group. It is usual for council committees, subcommittees and working groups to have an uneven number of members in order to reduce the likelihood of tied votes.
- 3.4 The Policy and Resources Committee is now **recommended** to determine the number of members who should sit on the Planning and Transportation Policy Working Group, and then to agree the membership of the working group based on the nominations as set out in Appendix I.

4 Alternative Options

- 4.1 The constitution obliges the Policy and Resources Committee to establish a Planning and Transportation Policy Working Group, so there are no meaningful alternative options.

5 Consultation Undertaken or Proposed

- 5.1 All Group Leaders have been asked to advise Democratic Services of their nominations to seats on the Planning and Transportation Policy working group.

6 Implications

Issue	Implications
Corporate Plan	The recommendations in this report contribute to the council priority to renew local democracy and make the council fit for the future.
Financial, Resource and Property	As with the parent committee and all service committees, the working group will need to operate within the budget framework adopted each year by Council.
Legal, Statutory and Procurement	The establishment of the Planning and Transportation Policy Working Group is set out in the Council's constitution.
Crime and Disorder	None identified at this stage.
Environment and Climate/Ecological Emergency	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Groups' Nominations for the Planning and Transportation Policy Working Group

8 Background Papers

- 8.1 There are no background papers.

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MEMBERSHIP OF PLANNING TRANSPORTATION AND POLICY WORKING GROUP

Planning Transportation and Policy Working Group

Membership = 11 Quorum = 3

Labour (3)	Kieran Golding Karen Watson Tony Winckless
Conservatives (3)	James Hunt Julien Speed Mike Whiting
The Swale Independents Alliance (3)	Monique Bonney Elliott Jayes Richard Palmer
Liberal Democrats (1)	Mike Henderson
Green (1)	Alastair Gould

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Policy and Resources Committee	
Meeting Date	14 June 2023
Report Title	Member appointments to joint arrangements
EMT Lead	Lisa Fillery – Director of Resources
Head of Service	
Lead Officer	Jo Millard – Democratic Services Manager
Classification	Open
Recommendations	<p>The committee is recommended to:</p> <ol style="list-style-type: none"> 1. Determine which members should be appointed to the MKIP board and the STGBC joint committee. 2. Appoint those members to the MKIP board and STGBC joint committee.

1 Purpose of Report and Executive Summary

- 1.1 This report asks the policy and resources committee to agree the council's member representation for the municipal year 2023/24 on the Mid-Kent Improvement Partnership Board and the South Thames Gateway Building Control Joint Committee.

2 Background

- 2.1 A joint arrangement is one in which the council collaborates with other local authorities or agencies to provide services in partnership. Member appointments to the boards or committees exercising political control over such arrangements are distinct from nominations to outside bodies, in which members are asked to take on the role of directors or trustees of separate organisations, generally with a fiduciary duty to those organisations and not as representatives of the council.
- 2.2 In respect of joint arrangements, members are appointed to boards or committees with the express intention that they will represent Swale's interests on those boards or committees.
- 2.3 It is appropriate that these appointments are made by the service committee within whose remit the service in question falls. This is supported by Part 2.6 of the constitution, which specifies two joint arrangements and the service committees charged with making appointments to them. (In a future iteration of the constitution, members may consider amending this so that it covers the general principle rather than listing specific arrangements.)

3 Proposals

Mid-Kent Improvement Partnership Board

- 3.1 The Mid-Kent Improvement Partnership (MKIP) is a partnership between Swale, Maidstone and Tunbridge Wells councils, begun in 2008, aimed at sharing and aligning services in order to save money, share talent and increase the resilience of small teams. Shared services within MKIP are largely corporate or back-office functions (including HR, ICT, legal, audit and planning support).
- 3.2 The MKIP partnership is governed through the MKIP board comprising two senior members from each council plus each council's chief executive. One of each council's senior members is expected to be that council's leader. Appendix I provides the list of political groups' nominations for the other member appointment, and the committee is now **recommended** to determine who should be appointed for the municipal year 2023/24.

South Thames Gateway Building Control Joint Committee

- 3.3 South Thames Gateway Building Control (STGBC), originally involving Swale, Gravesham and Medway councils, commenced operations in 2007, with Canterbury joining as a fourth member council in 2018.
- 3.4 STGBC is governed through a joint committee comprising one member from each council, which oversees operations and approves the annual three-year rolling business plan. Appendix II provides the list of political groups' nominations for this appointment, and the committee is now **recommended** to determine who should be appointed for the municipal year 2023/24.

4 Alternative Options

- 4.1 The governance mechanisms for the joint arrangements require members to be appointed to these roles, so there are no alternative options.

5 Consultation Undertaken or Proposed

- 5.1 These are routine appointments to existing arrangements, so no consultation has been undertaken or is proposed beyond asking group leaders for their nominations.

6 Implications

Issue	Implications
Corporate Plan	The joint arrangements contribute to a number of corporate plan objectives, primarily but not exclusively under Priority 4, “renewing local democracy and making the council fit for the future”.
Financial, Resource and Property	One of the reasons for the existence of the joint arrangements is to provide necessary services more efficiently and hence produce savings for the councils. There are no specific financial implications in the appointment of members to the governance bodies.
Legal, Statutory and Procurement	The joint arrangements are established in contracts or other agreements between the partner councils, which include provision for members to be appointed to governance bodies.
Crime and Disorder	No implications identified at this stage.
Environment and Climate/Ecological Emergency	No implications identified at this stage.
Health and Wellbeing	No implications identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	No implications identified at this stage.
Risk Management and Health and Safety	No implications identified at this stage.
Equality and Diversity	No implications identified at this stage.
Privacy and Data Protection	No implications identified at this stage.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Political group nominations to MKIP board
 - Appendix II: Political group nominations to STGBC joint committee

8 Background Papers

- 8.1 There are no background papers.

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MEMBERSHIP OF JOINT ARRANGEMENTS

Mid-Kent Improvement Partnership (MKIP)

Membership = 11 Quorum = 3

Nominations for 2023/24
Tim Gibson
Mike Baldock

Appendix II

South Thames Gateway Building Control Joint Committee

Nominations for 2023/24
Tim Gibson

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Policy and Resources Committee Forward Decisions Plan – 14 June 2023 meeting

Report title, background information and recommendation(s)	Date of meeting	Open or exempt?	Lead Officer and report author
Performance Monitoring – 2022/23 Quarter 4	14/06/2023	Open	Head of Service: Lisa Fillery Report author: Tony Potter
2022/23 Outturn report	July 2023	Open	Head of Service: Lisa Fillery Report author: Claire Stanbury
Award of Contract for Insurance Coverage and Associated service	July 2023	Open	Head of Service: Lisa Fillery Report Author: Claire Stanbury
Public Health Funerals	July 2023	Open	Head of Service: Emma Wiggins Report Author: Vickie Hewson

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