

# Agenda

## Annual Council Meeting

Date: Wednesday, 15 May 2024

Time 7.00 pm

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

Quorum = 16

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Pages

### Information about this meeting

Members of the press and public can listen to this meeting live. Details of how to join the meeting will be added to the website by 14 May 2024.

### Recording and Privacy Notice

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#### 1. Emergency Evacuation Procedure

Visitors and members of the public who are unfamiliar with the building and procedures are advised that:

- (a) The fire alarm is a continuous loud ringing. In the event that a fire drill is planned during the meeting, the Chair will advise of this.
- (b) Exit routes from the chamber are located on each side of the room, one directly to a fire escape, the other to the stairs opposite the lifts.
- (c) In the event of the alarm sounding, leave the building via the nearest safe exit and gather at the assembly point on the far side of the car park. Do not leave the assembly point or re-enter the

building until advised to do so. Do not use the lifts.

- (d) Anyone unable to use the stairs should make themselves known during this agenda item.

2. Apologies for Absence

3. Minutes

To approve the [Minutes](#) of the meeting held on 17 May 2023 (Minute Nos. 1 – 16) and the [Minutes](#) of the meeting held on 3 April 2024 (Minute Nos. 795 – 809) as correct records.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves, their families or friends.

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.

5. Appointment of Mayor

To confirm the appointment of Councillor Ben J Martin as Mayor for the civic year 2024/25.

6. Forthcoming Mayoral Year

The new Mayor will outline their forthcoming Mayoral Year.

7. Vote of Thanks to Retiring Mayor

A vote of thanks will be given to the retiring Mayor, Councillor Sarah Stephen.

The retiring Mayor is invited to say a few words about their Mayoral Year.

8. Appointment of Deputy Mayor

To confirm the appointment of Councillor Karen Watson as Deputy

- Mayor for the civic year 2024/25.
9. Establishment of Committees and their Terms of Reference 5 - 24  
To agree to the Council's Committees and their terms of reference.
10. Allocation of Committee Seats and Committee Appointments 2024/25 25 - 36
11. Borough Council Nominations to Outside Bodies and Trusts Administered by Swale Borough Council and Statutory Bodies 37 - 40  
To confirm Borough Council's nominations to outside bodies and trusts administered by Swale Borough Council and statutory bodies.
12. Timetable of Meetings 41 - 46  
To agree the timetable of meetings for the municipal year 2024/24.
13. Exclusion of the Press and Public  
To decide whether to pass the resolution set out below in respect of the following item:  
  
That under Section 100A(4) of the Local Government Act 1972, as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act.  
  
1. Information relating to any individual.
14. Waiver of Six-Month Councillor Attendance rule 47 - 50

### **Issued on Tuesday, 7 May 2024**

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 [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk). To find out more about the work of Council, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

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

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<b>Annual Council Meeting</b>	
<b>Meeting Date</b>	15 May 2024
<b>Report Title</b>	Establishment of Committees and their terms of reference
<b>EMT Lead</b>	Lisa Fillery – Director of Resources
<b>Head of Service</b>	
<b>Lead Officer</b>	Jo Millard – Democratic and Electoral Services Manager
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	1. To establish the Committees of the Council for the Municipal Year 2024/25 and agree their terms of reference as set out in Appendix I

## **1 Purpose of Report and Executive Summary**

- 1.1 This report requests the Council to formally establish the Committees for the municipal year 2024/25 and to agree their terms of reference.

## **2 Background**

- 2.1 Council agreed Committees and terms of reference as part of the updated Constitution when moving to the Committee System in 2022. It is normal practice for the Committees and terms of reference to be confirmed each year at Annual Council.
- 2.2 Appendix I sets out the terms of reference of Committees as currently agreed by the Council.

## **3 Proposals**

- 3.1 To establish the Committees of the Council for the Municipal Year 2024/25 and agree their terms of reference.

## **4 Alternative Options**

- 4.1 Any changes to the number of Committees, or their terms of reference, must be included in the Constitution and as such will require approval of the Council. Any proposal to establish or discontinue a Committee that is currently included within the Constitution, would affect the calculation of the allocation of seats on Committees and would require approval of the Council.

## 5 Consultation Undertaken or Proposed

- 5.1 All Group Leaders have been asked to provide Democratic Services with their Group's allocation to seats on Committees.

## 6 Implications

<b>Issue</b>	<b>Implications</b>
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	The cost of servicing the Council's committees will be met within existing budgets. The establishment of any additional Committees would have financial and human resource implications.
Legal, Statutory and Procurement	The Head of Legal has been consulted. The relevant legal provisions are set out in the body of the report.
Crime and Disorder	The Council's Committee Structure includes Committee(s) with Crime and Disorder within their remits
Environment and Climate/Ecological Emergency	The Council's Committee Structure includes Committee(s) with Environment and Climate/Ecological Emergency within their remits
Health and Wellbeing	The Council's Committee Structure includes Committee(s) with Health and Wellbeing within their remits
Safeguarding of Children, Young People and Vulnerable Adults	The Council's Committee Structure includes Committee(s) with Safeguarding of Children, Young People and Vulnerable Adults within their remits
Risk Management and Health and Safety	The Council's Committee Structure includes Committee(s) with Risk Management and Health and Safety within their remits
Equality and Diversity	The Council's Committee Structure includes Committee(s) with Equality and Diversity within their remits
Privacy and Data Protection	The Council's Committee Structure includes Committee(s) with Privacy and Data Protection within their remits

## **7 Appendices**

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

- Appendix I: Terms of Reference of the Committees

## **8 Background Papers**

Extraordinary Council 27 April 2022 - [Committee System - Revised Constitution](#).

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## **PART 2 – RESPONSIBILITY FOR FUNCTIONS**

### **2.0 Introduction**

The Local Government Act 1972 (as amended) sets out the arrangements authorities can make for the discharge of their functions. Authorities may discharge their functions through Committees, Subcommittees, etc. There is no power to delegate Council functions to an individual Member, but powers can be delegated to an Officer in consultation with a Member.

### **2.1 Functions of Full Council**

2.1.1 The following functions are the responsibility of the Full Council and will be discharged by the Full Council unless specifically delegated to another Committee, Subcommittee, body or Officer elsewhere in this Constitution:

- a) to adopt and approve the budget and any amendments to it which cannot be made by other bodies pursuant to the Financial Regulations;
- b) to adopt and amend any policies reserved to Full Council by law or this constitution;
- c) to adopt and amend the Constitution;
- d) to appoint the Mayor and Deputy Mayor;
- e) to elect the non-executive Leader of the Council;
- f) to make appointments to Committees;
- g) to make appointments to outside bodies;
- h) to nominate directors of any companies in which the Council has shares or owns wholly or partly, where the Council has a right to nominate directors;
- i) to change the name of the area;
- j) to confer the title of Honorary Alderman/Alderwoman or Freeman of the Borough;
- k) to adopt the Codes of Conduct for Members and Officers;

- l) to adopt a Members' Allowances Scheme, after considering the report of the Independent Members' Allowances Panel;
- m) to appoint or dismiss the Head of Paid Service and Returning Officer, the Monitoring Officer or the Section 151 Officer;
- n) to resolve any matters requiring Member involvement, relating to local elections, electoral registration, revisions of electoral boundaries, orders in respect of parishes and related matters pertaining to the Borough or Parish Councils;
- o) to make, amend, revoke, re-enact or adopt bylaws and promote or oppose the making of local legislation or personal Bills; and
- p) all other matters which, by law, must be reserved to Council.

## **2.2 Committees of the Council**

### **2.2.1 Policy and Resources Committee**

#### **Membership and functions of the Policy and Resources Committee**

2.2.1.1 The Policy and Resources Committee shall be comprised of 15 members of the Council.

2.2.1.2 The functions of the Committee are:

- i. to propose an annual revenue budget, capital budget, medium-term financial plan, and schedule of fees and charges to Council;
- ii. to coordinate the development of the Council's strategy and policy across service committees, and to adopt strategies and policies, where appropriate based on proposals from other service committees;
- iii. to propose to Council the strategies and policies the adoption of which is reserved to Council;
- iv. to maintain strategic oversight of all Council services, including oversight of resources, performance and risks;
- v. to exercise and delegate authority on behalf of the Council over all non-regulatory matters falling within the Committee's area of responsibility;
- vi. to exercise and delegate authority on behalf of the Council over all non-regulatory matters which fall within the area of responsibility of multiple service committees, or to determine which service committee should exercise or delegate such authority;
- vii. to commission, procure and manage external contractors on matters falling within the Committee's area of responsibility, and to maintain

- strategic oversight of the Council's commissioning and procurement processes;
- viii. to oversee the Council's relationships with partner organisations, and involvement in formal and informal partnerships, in matters falling within the committee's area of responsibility, including strategic relationships with government and Kent County Council;
  - ix. to receive, and optionally to give effect to, recommendations from other Service Committees and from Subcommittees of the Policy and Resources Committee; and
  - x. To consider amendments to the Constitution and to make recommendations on amendments or changes to Full Council.

#### 2.2.1.3 The areas of responsibility of the Policy and Resources Committee are:

- i. corporate strategy and corporate plan;
- ii. development of annual budget and medium-term financial plan;
- iii. overall budget management;
- iv. overall risk management;
- v. overall performance management;
- vi. organisational health and safety;
- vii. customer services, including oversight of service-related complaint handling;
- viii. communications including website;
- ix. transformation and digitisation;
- x. commissioning and procurement systems and processes;
- xi. revenues and benefits, including council tax collection and council tax support;
- xii. corporate services including all Mid-Kent Services functions;
- xiii. cemeteries;
- xiv. members' and officers' learning and development;
- xv. equality and diversity;
- xvi. resilience, including emergency planning and business continuity; and
- xvii. all matters relating to the Council's responsibilities as an employer.

## **Subcommittees and Working Groups**

2.2.1.4 The Policy and Resources Committee may establish such subcommittees and/or working groups as it requires and may set the terms of reference and membership of those subcommittees and working groups. It shall also have the following subcommittees each comprised of 7 members of the Committee who have received appropriate training on the conducting of hearings and employment:

### **Appointments Subcommittee**

2.2.1.5 The functions of the Appointments Subcommittee shall be 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.

### **Investigation and Disciplinary Subcommittee**

2.2.1.6 The function of this Subcommittee shall be to consider any disciplinary action against one of the Council's statutory officers, the Head of Paid Service, Monitoring Officer or the section 151 Officer. The powers of the Subcommittee shall include, in accordance with the Employment Procedure Rules to;

- i. suspend a statutory officer;
- ii. appoint an investigating officer to carry out a disciplinary investigation in respect of a statutory officer;
- iii. conduct a disciplinary hearing;
- iv. recommend to Council the dismissal of a statutory officer; and
- v. determine disciplinary action short of dismissal in respect of a statutory officer.

### **Statutory Officers Disciplinary Appeals Subcommittee**

2.2.1.7 The function of this Subcommittee shall be to hear any disciplinary appeals brought by a statutory officers on any disciplinary sanction short of dismissal. No member may sit on the Appeals Subcommittee on a case which has been considered by them as a member of the Investigation and Disciplinary Subcommittee.

### **Planning and Transportation Policy Working Group**

2.2.1.8 The Policy and Resources Committee shall establish a working group to make recommendations to it on the following areas:

- i. The development of planning policy including policies forming the local plan for recommendation to Council;
- ii. Section 106 and community infrastructure levy;
- iii. building and development control;
- iv. transport; and
- iv land charges.

## **2.3 Service Committees**

### **2.3.1 Membership and functions of all service committees**

2.3.1.1 All service committees shall be comprised of 15 members of the Council.

2.3.1.2 All of the service committees shall exercise the following functions within their areas of responsibility:

- i. to exercise and delegate authority on behalf of the Council over all non-regulatory matters falling wholly within the committee's area of responsibility;
- ii. to provide strategic oversight of Council services falling within the committee's area of responsibility, including oversight of resources and performance;
- iii. to commission, procure and manage external contractors on matters falling within the committee's area of responsibility;
- iv. to oversee Council relationships with partner organisations, and involvement in formal and informal partnerships, in matters falling within the committee's area of responsibility;
- v. to make recommendations to the Policy and Resources Committee on policies, strategies, budgets, fees and charges concerning services and other matters falling within the committee's area of responsibility; and
- vi. to appoint and oversee the work of any subcommittees.

### **2.3.2 The areas of responsibility of the Community and Leisure Committee are:**

- i. inclusivity and tackling disadvantage;
- ii. crime, disorder and antisocial behaviour;
- iii. CCTV;
- iv. culture
- v. leisure and sport
- vi. play areas and outdoor fitness equipment
- vii. voluntary and community sector;

- viii. liaison with town and parish councils;
- ix. parking;
- x. heritage and conservation, including closed churchyards and
- xi. to act as the Council's crime and disorder (overview and scrutiny) committee for the purposes of and with the powers set out in the Police and Justice Act 2006, the Local Government and Public Involvement in Health Act 2007 and any regulations made under those Acts.

**2.3.3 The areas of responsibility of the Environment and Climate Change Committee are:**

- i. Refuse collection and recycling;
- ii. Street Cleansing;
- iii. Climate and ecological emergency;
- iv. Air quality;
- v. Active travel;
- vi. Environmental response, including fly-tipping, animal welfare, littering and illegal encampments;
- vii. Environmental health, including management of public health and safety risks, contaminated land, and pollution control;
- viii. Green spaces, open spaces and grounds maintenance;
- ix. Flooding, sea defences and coastal protection; and
- x. Public conveniences.

**2.3.4 The areas of responsibility of the Housing and Health Committee are:**

- i. housing advice, homelessness prevention and housing register;
- ii. affordable and social housing;
- iii. disabled facilities grants, home improvements and Staying Put;
- iv. empty dwellings;
- v. private-sector housing support and enforcement;
- vi. health inequalities;
- vii. liaison with public health, health providers and adult social care;
- viii. children and young people, including liaison with children's services; and
- ix. child and vulnerable adult safeguarding.

### **2.3.5 The areas of responsibility of the Economy and Property Committee are:**

- i. Regeneration;
- ii. economic development;
- iii. town centres and markets;
- iv. visitor economy;
- v. property asset management, including beach huts;
- vi. learning and skills; and
- vii. sea fronts, harbours and quays.

### **2.3.6 Subcommittees and Working Groups**

2.3.6.1 Service committees may set up subcommittees and/or working groups. The subcommittees will have decision making powers where these are delegated to them by the Committee. The subcommittees may make recommendations to the whole committee on particular elements of the area of responsibility of the committee.

2.3.6.2 The Housing and Health Committee shall have a Subcommittee called the Swale Rainbow Homes Shareholder Representation Subcommittee which shall be made up of members who have received appropriate training. This shall make decisions in respect of the Council's role as shareholder of Swale Rainbow Homes.

2.3.6.3 Any Subcommittee or Working Group must report to the Service Committee and its membership will be set by the Service Committee. The membership of a Subcommittee must be drawn from the parent committee but the membership of a working group need not do. The political balance rules and access to information rules will not apply to any working groups but 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. Where a working group is to be supported by officers the Chief Executive will be consulted before it is established.

## **2.4 Other Committees**

### **2.4.1 Audit Committee**

2.4.1.1 The Audit Committee shall comprise of 9 members of the Council.

2.4.1.2 The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control

environment, independent scrutiny of the authority's financial and nonfinancial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

#### 2.4.1.3 The Audit Committee has responsibility for:

##### Audit Activity

- i. To consider the Head of Audit Partnership's annual report and opinion, and a summary of audit activity (actual and proposed) and the level of assurance it can give over the council's governance arrangements, and any report from Internal Audit on agreed recommendations not implemented within a reasonable timescale;
- ii. To consider reports dealing with the management and performance of Internal Audit Services, including consideration and endorsement of Internal Audit Plans;
- iii. To consider the external auditor's annual letter, the report to those charged with governance, and any specific reports as agreed with the external auditor;
- iv. To oversee the appointment of the Council's external auditor, comment on the scope and depth of external audit work and ensure that it gives value for money;

##### Regulatory Framework

- v. To review any issue referred to it by the Chief Executive or the Director or any Council body;
- vi. To monitor the effective development and operation of risk management and corporate governance in the Council;
- vii. To monitor council policies on 'Whistleblowing' and the 'Antifraud and Corruption Strategy';
- viii. To consider and comment on the authority's Annual Governance Statement and agree its adoption as part of the
- ix. approval of the annual accounts;
- x. To consider the Council's arrangements for governance and whether adequate safeguards are in place to secure compliance with its own and other published standards and controls and best practice;

##### Accounts

- xi. To review and approve the annual statement of accounts. Specifically, to consider whether there are concerns arising from the



- financial statement or from the audit that need to be brought to the attention of the Policy and Resources Committee or the Council;
- xii. To consider the external auditor's report to those charged with governance on issues from the audit of the accounts;
  - xiii. To be responsible for ensuring effective scrutiny of the treasury management strategy and policies (Note: Council is responsible for adopting the Treasury Management strategy and policy); and

#### Reporting

- xiv. To present an annual report to the Council providing assurance that the responsibilities of the Committee have been met.

### **2.4.2 Urgent Decisions Committee**

2.4.2.1 The Committee shall comprise of 7 Members of the Council, to include the Group Leaders subject to political balance rules.

2.4.2.2 The Committee shall have responsibility for exercising the functions of Full Council, if necessary, in cases where it is not possible to call a Full Council meeting, subject to a full report to the next available meeting of Full Council for information.

### **2.4.3 Licensing Committee**

2.4.3.1 The Licensing Committee shall comprise of 15 members of the Council who have received appropriate training on licensing.

2.4.3.2 The Committee shall have responsibility for:

- i. To review and make recommendations to Policy and Resources Committee and thereafter full Council upon policy in relation to licensing matters under the Licensing Act 2003 and the statement of licensing policy;
- ii. To discharge the Council's functions as a Licensing Authority under the Licensing Act 2003, within agreed policy;
- v. To arrange for the discharge of any of the licensing functions exercisable by the Committee to an Officer of the Licensing Authority subject to the limitations set out in Section 10(4) of the Licensing Act 2003;

- vi. To review and make recommendations to Policy and Resources Committee and thereafter full Council upon policy in relation to licensing matters under the Gambling Act 2005 and the statement principles;
- vii. To discharge the Council's functions as a Licensing Authority under the Gambling Act 2005, within agreed policy;
- viii. To arrange for the delegation of any of the licensing functions exercisable by the Committee to an Officer of the Licensing Authority subject to the limitations set out in Section 154 of the Gambling Act 2005;

#### General Licensing Matters

- ix. To make recommendations to Policy and Resources Committee on any matters of licensing policy;
- x. To review and make decisions in accordance with Council policy in licensing matters under the Local Government (Miscellaneous Provisions) Act 1982 Schedule 3 (Sex Establishments) and Schedule 4 (Street Trading) and the statement of principles;
- xi. to discharge the Council's functions as a Licensing Authority under the Local Government (Miscellaneous Provisions) Act 1982, within agreed policies;
- xii. To arrange for the delegation of any of the licensing functions exercisable by the Committee to an officer of the Licensing Authority subject to the limitations set out in Schedule 3 and Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982;
- xiii. To discharge all licensing functions of the Council not reserved to Full Council;
- xiv. To exercise the Council's functions under any of the relevant statutory provisions relating to Health and Safety at Work etc. Act 1974, as far as they are the responsibility of the Council; and

- xv. To make decisions on matters relating to the Council's responsibilities in respect of Hackney Carriage and Private Hire Vehicles and Drivers.

2.4.3. The Licensing Committee shall have a Licensing Act Subcommittee and a General Licensing Subcommittee each comprised of 3 members of the Committee.

2.4.3.1 The Licensing Act Subcommittee shall have responsibility for:

Licensing Act 2003

- i. Application for a personal licence if any objection is made;
- ii. Application for a personal licence where a person has any unspent convictions;
- iii. Application for a premises/club premises licence if a representation is made;
- iv. Application for a provisional statement if representation is made;
- v. Application to vary the DPS if the police object;
- vi. Application for the transfer of premises licence if the police object;
- vii. Application for interim authority if the police object;
- viii. Application to review a premises/club premises licence
- ix. Decision to object when the Councils a consultee and not the Licensing Authority; and
- x. 10. Application for a temporary event notice when the police object.

Gambling Act

- xi. Application for a premises licence where representations have been received;
- xii. Application to vary a premises licence where representations have been received;
- xiii. Application to transfer a licence where representations have been received;
- xiv. Application for a provisional statement where representations have been received;
- xv. Review of a premises licence;
- xvi. Application for club gaming machine permits where representations have been received;
- xvii. Cancellation of a club gaming machine permit; and
- xviii. Application for more than 4 gaming machine permits in a licensed premises.

2.4.3.2 The General Licensing Subcommittee shall have responsibility for making decisions about individual licensing matters and appeals where not otherwise delegated to the Head of Environment and Leisure Services or the Head of Housing and Community Services.

#### **2.4.4 Planning Committee**

2.4.4.1 The Planning Committee shall be comprised of 17 members of the Council who have received appropriate training on planning.

2.4.4.2 The Committee shall have responsibility for making decisions under the Town and Country Planning Act 1990 (as amended) and Planning (Listed Buildings and Conservation Areas) Act 1990, including:

- i. The granting of permissions, or approvals;
- ii. Refusals of permissions;
- iii. Applications for listed building and conservation area consent;
- iv. Resolution to make and confirm tree preservation orders;
- v. Orders under Section 215 relating to maintenance of waste land and resolution to prosecute for noncompliance with an order;
- vi. Resolution to serve enforcement notices and listed building enforcement notices and service of "stop notices", or resolution to prosecute in the case of failure to comply with any type of confirmed order;
- vii. Resolution to serve a repairs notice and to carry out urgent works to preserve listed buildings under Sections 48 and 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990;
- viii. Resolution to prosecute for the unauthorised display of advertisements.
- ix. Agreements under Section 106 of the Town and Country Planning Act 1990 (as amended);
- x. Notices under Section 79 of the Building Act 1984;

- xi. To respond to consultations on any planning applications to be carried out by and/or determined by other Authorities, Agencies or Government Departments;
- xii. The determination of applications for development to be carried out by the Council;
- xiii. To resolve to make an Article 4 Direction;
- xiv. To resolve to make an 'Area of Special Control' under the Advertisement Regulations;
- xv. To resolve to secure the preservation of a building under Sections 3 and 4 of the Planning (Listed Buildings and Conservation Areas) Act 1990 or such other relevant legislation as may be enacted thereafter;
- xvi. To resolve to revoke a planning permission;
- xvii. To resolve to accept a Purchase Notice;
- xviii. To resolve to serve a discontinuance order;
- xix. To determine other related planning matters including conservation, tree preservation, advertisement control, building preservation and functions the subject of agency.

#### NOTE

- A. that in cases where the Committee is minded to make a decision that would be contrary to officer recommendation and contrary to policy and/or guidance, the Chair should invite the Head of Planning to request the Committee to consider if the application should be deferred to the next meeting of the Committee or if there should be a short adjournment for Officers to consider the views of the Planning Committee and to give further advice.
- B. that in cases where the Committee determines an application contrary to officer recommendation a full record should be made of the reasons for rejecting the recommendation.

2.4.4.3 The Committee shall have a Working Group called the Planning Committee Site Visits Group. It shall be comprised of members of the committee and

ward councillors will be invited to attend. Its responsibility will be to visit sites the subject of planning applications, as directed by the Planning Committee, and report back to the subsequent meeting Planning Committee. See Planning Committee Procedural Rules in Part 3 of this Constitution.

## **2.4.5 Standards Committee**

2.4.5.1 The Committee shall be comprised of 11 members of the Council plus three non-voting co-opted Parish representatives.

2.4.5.2 The Committee shall have the following responsibilities:

- i. to promote and maintain high standards of conduct by Members and co-opted members of the authority and Parish Councils within the Borough;
- ii. to recommend to Full Council for adoption a code dealing with the conduct that is expected of members and co-opted members of the Council when they are acting in that capacity;
- iii. to monitor and review the Code of Conduct as appropriate to ensure it is consistent with the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- iv. to ensure that the Code of Conduct includes the provision that the authority considers appropriate in respect of the registration in its register, and disclosure, of (a) pecuniary interests, and (b) interests other than pecuniary interests which the Council thinks appropriate;
- v. to put in place arrangements under which allegations can be investigated and decisions on allegations can be made. Such arrangements to include provision for the appointment by the authority of at least one independent person and to cover Parish Councils in the Borough;
- vi. to consider applications for the grant of dispensations in accordance with the provisions contained within S.33 (b) (c) and (d) of the Localism Act 2011; and
- vii. to set the allowances and expenses for the Independent Person.

2.4.5.3 The Committee shall have a Subcommittee called the Standards Hearing Panel.

2.4.5.4 The Standards Hearing Panel shall be comprised of 3 members of the Committee who have received appropriate training on the conducting of hearings.

2.4.5.5 The Standards Hearing Panel shall have the following responsibilities:

- i. to consider any matter referred for investigation in accordance with the arrangements adopted by the Council for considering any allegation that a member or co-opted member of the Council or a Parish Council in the Borough has failed to comply with the Code of conduct; and
- ii. to conduct a hearing and decide whether a member has failed to comply with the Code of Conduct and, if so determine what action(s) to take in accordance with the Council's arrangements

## **2.5 Area Committees**

2.5.1 The purpose of area committees is to enhance the quality of life and of council services in the relevant area and to bring greater local insight to bear in council decision-making.

2.5.2 The Membership of each Area Committee shall include all ward members in the area. Area committee boundaries will align with ward boundaries. Substitute Members are not permitted on Area Committees.

2.5.3 There shall be Area Committees for the following areas;

- i. Eastern (Abbey; Boughton and Courtenay; East Downs; Priory; St Ann's; Teynham and Lynsted; Watling). 12 Members (quorum: four Members);
- ii. Sheppey (Minster Cliffs; Queenborough and Halfway; Sheerness; Sheppey Central; Sheppey East). 14 Members (quorum: five Members);
- iii. Sittingbourne (Chalkwell; Homewood; Kemsley; Milton Regis; Murston; Roman). 11 Members (quorum: four Members);
- iv. Western (Bobbing, Iwade and Lower Halstow; Borden and Grove Park; Hartlip, Newington and Upchurch; The Meads; Woodstock; West Downs). 10 Members (quorum: three Members).

- 2.5.4. The Area Committees shall have the following responsibilities:
- i. develop a work programme to enhance core services within the area and take a report to council on an annual basis to provide an update on progress;
  - ii. agree spending decisions in relation to specific funding allocated to members of the Committee;
  - iii. provide area intelligence to the Policy and Resources Committee and heads of service, and assist with policy development on relevant matters; and
  - iii. make recommendations to Full Council, Policy and Resources Committee or any Service Committee on issues in the committee's area and respond to any other specific matter referred to it by Full Council, a committee or a senior council officer.
- 2.5.5 Each Member will receive an identical amount of specific funding, established in each annual council budget, to be allocated to projects in consultation and agreement with the Area Committee at large. Members may make proposals for allocating any part of the amount remaining to them at any meeting of the Area Committee, and the Committee's agreement will be decided by a simple majority of Members present. The pooling of individual Members' amounts is permissible. Any amount for which an allocation has not been agreed by the Area Committee by the end of the financial year will be forfeited, and no rollovers will be permitted. Any funding allocation agreed by the Committee but unspent by the end of each electoral cycle will also be forfeited.

## **2.6 Joint Arrangements**

- 2.6.1 Kent Resource Partnership: Swale representative appointed by the Environment Committee.
- 2.6.2 South Thames Gateway Building Control Joint Committee: Swale representative appointed by the Policy and Resources Committee.



<b>Annual Council Meeting</b>	
<b>Meeting Date</b>	15 May 2024
<b>Report Title</b>	Allocation of Committee seats and Committee appointments for 2024/25
<b>EMT Lead</b>	Lisa Fillery – Director of Resources
<b>Head of Service</b>	
<b>Lead Officer</b>	Jo Millard – Democratic and Electoral Services Manager
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. That Council is asked to agree the political balance calculation as set out in Appendix I.</li> <li>2. That Council is asked to allocate seats to those Committees and to agree the appointment of Members to those Committees, in accordance with the wishes of Group Leaders, as set out in Appendix II.</li> <li>3. That Council determine the JTB membership based on the nominations at Appendix III.</li> </ol>

## 1 Purpose of Report and Executive Summary

- 1.1 Political groups on the Council are formed in accordance with the Local Government (Committees and Political Groups) Regulations 1990 when 2 or more Councillors must notify the Proper Officer of their wish to be treated as a group. This report sets out the political balance and committee seat allocations for the civic year 2024/25.

## 2 Background

- 2.1 Section 15 of the Local Government and Housing Act 1989 requires Local Authorities to review the allocation of seats on Committees at the annual meeting, or as soon as possible after it (set out in Appendix I). Once the Council has agreed the allocation of Committee places between the political groups the Council must then appoint the nominees of the political groups to the Committees.
- 2.2 The following principles apply to the allocation of seats:
- (a) That not all seats on the body to which appointments are being made are allocated to the same political group;
  - (b) That the majority of seats on each Committee is allocated to a particular group if the number of persons belong to that group is a majority of the authority's membership;

- (c) Subject to (a) and (b), that, when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
- (d) Subject to (a) and (c), that the number of seats on each Committee is as far as possible in proportion to the group's membership of the authority.
- 2.3 There are 134 seats to be allocated under the Committee System, noting that ungrouped Members do not automatically receive a proportion. The seat entitlement of each group on each Committee is thus based on the group's percentage representation on the Council as a whole as detailed in Appendix II. Whilst an initial version of this can be calculated mathematically, this usually results in a discrepancy between the strict entitlement of each group and the overall number of Committee seats to be allocated, requiring 'manual' adjustment to ensure that the number of seats allocated to each group is fair. This process is known as 'gifting'.
- 2.4 To ensure overall political balance, as the smallest rounded strict entitlement after whole figure calculations have been carried out, the Conservative Group lose 2 seats, one each on Economy and Property, and Licensing. Labour, as the largest group, have chosen to be gifted a seat on Licensing Committee and Swale Independent Alliance, as the second largest group will be gifted a seat on Economy and Property. This is set out in Appendix I.
- 2.5 Whilst sub-committees are also governed by the political balance rules, the overall requirement for total places to be balanced only applies to ordinary committees so sub-committee places do not need to be included in the overall calculation, but the membership of sub-committee places should be proportionate as far as is reasonably practical.
- 2.6 The Joint Transportation Board and the Planning and Transportation Policy Working Group are not committees covered by Section 101 of the Local Government Act 1972 and Section 15 of the Local Government Housing Act does not apply. The membership of the Planning and Transportation Policy Working Group will be for the Policy and Resources Committee to determine at its first meeting in June. While the Swale membership of the Joint Transportation Board does not need to be politically balanced, it does need to be agreed by Council.
- 2.7 Group Leaders have been requested to provide nominations to the places on Committees to which their respective groups are entitled; this has been set out in Appendix II.

### **3 Proposals**

- 3.1 That Council is asked to agree the political balance calculation as set out in Appendix I.

- 3.2 That Council is asked to allocate seats to those Committees and to agree to the appointment of Members to those Committees, in accordance with the wishes of Group Leaders, as set out in Appendix II.
- 3.3 Groups' nominations for Swale's membership of the Joint Transportation Board can be found in Appendix III. Council is asked to determine JTB membership based on these nominations.

## 4 Alternative Options

- 4.1 Council can decide to change the number and size of Committees, however, this will have an impact on the number of seats available on the Council and will therefore require the political balance to be re-calculated to reflect this. Members are encouraged to make officers aware in advance of the meeting of any proposals of this nature.

## 5 Consultation Undertaken or Proposed

- 5.1 All Group Leaders have been asked to advise Democratic Services of their nominations to seats on Committees for their respective Groups. This will be circulated at the Council meeting.

## 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	The Council's Committee Structure includes Committee(s) with Financial, Resource and Property within their remits.
Legal, Statutory and Procurement	The Head of Legal has been consulted on this report. The relevant legal provisions are set out in the body of the report.
Crime and Disorder	The Council's Committee Structure includes Committee(s) with Crime and Disorder within their remits.
Environment and Climate/Ecological Emergency	The Council's Committee Structure includes Committee(s) with Environment and Climate/Ecological Emergency within their remits.
Health and Wellbeing	The Council's Committee Structure includes Committee(s) with Health and Wellbeing within their remits.

Safeguarding of Children, Young People and Vulnerable Adults	The Council's Committee Structure includes Committee(s) with Safeguarding of Children, Young People and Vulnerable Adults within their remits.
Risk Management and Health and Safety	The Council's Committee Structure includes Committee(s) with Risk Management and Health and Safety within their remits.
Equality and Diversity	The Council's Committee Structure includes Committee(s) with Equality and Diversity within their remits.
Privacy and Data Protection	The Council's Committee Structure includes Committee(s) with Privacy and Data Protection within their remits.

## **7 Appendices**

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

- Appendix I: Political Balance Calculation
- Appendix II: Membership of Committees
- Appendix III: Groups' Nominations for Swale Membership of JTB (to follow)

## **8 Background Papers**

None

Political Balance  
Calculations May 24

Group	Conservative					Labour					SIA					Lib Dem					Green					Ungrouped Member (Independent)					Rounded Total					Total							
Number of Members	10					16					12					5					3					1										47							
Overall proportionality	0.2128					0.3404					0.2553					0.1064					0.0638					0.0000										0.97872							
Total entitlement	28,5106					45,6170					34,2128					14,2553					8,5532					0,0000										134							
Total rounded entitlement	29					46					34					14					9					0										132							
Size	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust -2 required from possibilities highlighted below	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust +1 required from possibilities highlighted below	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust +1 required from possibilities highlighted below	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Rounded Total	Actual current total	Actual allocation					
<b>Service Committees</b>																																											
Policy and Resources	15	3,1915	3	4	or -1	4	5,1064	5	5	or 1	5	3,8298	4	4	or 1	4	1,5957	2	1	1	0,9574	1	1	1	0,0000	0	0	0	0	15	15	15	0										
Community & Leisure	15	3,1915	3	3		3	5,1064	5	5		5	3,8298	4	4		4	1,5957	2	2	2	0,9574	1	1	1	0,0000	0	0	0	0	15	15	15	0										
Environment & Climate	15	3,1915	3	3		3	5,1064	5	6		6	3,8298	4	3		3	1,5957	2	2	2	0,9574	1	1	1	0,0000	0	0	0	0	15	15	15	0										
Change	15	3,1915	3	3		3	5,1064	5	5		5	3,8298	4	4		4	1,5957	2	2	2	0,9574	1	1	1	0,0000	0	0	0	0	15	15	15	0										
Housing and Health	15	3,1915	3	3		3	5,1064	5	5		5	3,8298	4	4		4	1,5957	2	2	2	0,9574	1	1	1	0,0000	0	0	0	0	15	15	15	0										
Economy and Property	15	3,1915	3	4	or -1	4	5,1064	5	5	or 1	5	3,8298	4	4	or 1	4	1,5957	2	1	1	0,9574	1	1	1	0,0000	0	0	0	0	15	15	15	0										
<b>Regulatory Committees</b>																																											
Licensing	15	3,1915	3	4	or -1	4	5,1064	5	5	or 1	5	3,8298	4	4	or 1	4	1,5957	2	1	1	0,9574	1	1	1	0,0000	0	0	0	0	15	15	15	0										
Planning	17	3,6170	4	4		4	5,7872	6	6		6	4,3404	4	4		4	1,8085	2	2	2	1,0851	1	1	1	0,0000	0	0	0	0	17	17	17	0										
<b>Other Committees</b>																																											
Urgent Decisions	7	1,4894	1	2		2	2,3830	2	2		2	1,7872	2	2		2	0,7447	1	1	1	0,4468	0	0	0	0,0000	0	0	0	0	6	7	7	0										
Audit	9	1,9149	2	2		2	3,0638	3	3		3	2,2979	2	2		2	0,9574	1	1	1	0,5745	1	1	1	0,0000	0	0	0	0	9	9	9	0										
Standards	11	2,3404	2	2		2	3,7447	4	4		4	2,8085	3	3		3	1,1702	1	1	1	0,7021	1	1	1	0,0000	0	0	0	0	11	11	11	0										
<b>Total Seats</b>	<b>134</b>	<b>28,5106</b>	<b>27</b>	<b>31</b>	<b>0</b>	<b>31</b>	<b>45,6170</b>	<b>45</b>	<b>46</b>	<b>0</b>	<b>46</b>	<b>34,2128</b>	<b>35</b>	<b>34</b>	<b>0</b>	<b>34</b>	<b>14,2553</b>	<b>17</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>8,5532</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0,0000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>133</b>	<b>134</b>	<b>134</b>	<b>0</b>					

To achieve overall balance:

Groups will need to negotiate with each other on losing seats as follows:

That the Conservative Group lose 2 seats based on the rounded allocation which will be 2 seats less than the current allocation - thereby, 2 seats on either Policy & Resources, Economy and Property, or Licensing, as shown on the attached political balance.

That the Labour Group gain 1 seat to fulfil their allocation, thereby one seat on either Policy & Resources, Economy and Property, or Licensing based on the committee with a shortfall seat as the largest majority party.

That SIA gain one shortfall seat as the second largest majority party on either Policy & Resources, Economy and Property, or Licensing.

Please note that in order to achieve the correct number of committee seats whichever seats the Conservative Group give up must be gifted to the Labour Group and SIA, who must negotiate with each other to agree the gifting of shortfall seats.

Please note:  
†Individual members may not sit on both the Investigation and Disciplinary Sub-Committee and Statutory Officers Disciplinary Appeals Sub-Committee.

Committees can establish Sub-Committees during the course of the year, with the number of members determined by the parent Committee. As long as the membership of the Sub-Committees is broadly balanced, the total entitlement of seats will be unaffected. This will also apply to the Swale Rainbow Homes Shareholder Representation Sub-Committee, the membership of which is to be determined by the Housing and Health Committee.

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# MEMBERSHIP OF COUNCIL COMMITTEES

## Service Committees

### Policy and Resources Committee

Membership = 15 Quorum = 5

Conservative (4)	Lloyd Bowen (lead member) Julien Speed James Hunt Peter Marchington
Labour (5)	Tim Gibson Angela Harrison Mark Last Ashley Wise Dolley Wooster
The Swale Independents Alliance (4)	Mike Baldock Monique Bonney Derek Carnell Richard Palmer
Liberal Democrats (1)	Charles Gibson
Green Party (1)	Rich Lehmann
Independent (0)	

### Community & Leisure Committee

Membership = 15 Quorum = 5

Conservative (3)	Tara Noe Lee-Anne Moore Pete Neal (lead member)
Labour (5)	Shelley Cheesman Mark Last Ashley Shiel Karen Watson Tony Winckless
The Swale Independents Alliance (4)	Elliott Jayes Peter MacDonald Tom Nundy Richard Palmer
Liberal Democrats (2)	Claire Martin Hannah Perkin
Green Party (1)	Terry Thompson
Independent (0)	

### Economy & Property Committee

Membership = 15 Quorum = 5

Conservative (3)	Roger Clarke Peter Marchington
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	<b>Mark Tucker (lead)</b>
<b>Labour (5)</b>	<b>Ann Cavanagh Hayden Brawn Shelley Cheesman Simon Clark Ashley Wise</b>
<b>The Swale Independents Alliance (5)</b>	<b>Mike Baldock Monique Bonney Lloyd Chapman James Hall Sarah Stephen</b>
<b>Liberal Democrats (1)</b>	<b>Charles Gibson</b>
<b>Green Party (1)</b>	<b>Terry Thompson</b>
<b>Independent (0)</b>	

## **Environment & Climate Change Committee**

**Membership = 15 Quorum = 5**

<b>Conservative (3)</b>	<b>Pete Neal Julien Speed (lead) Roger Clarke</b>
<b>Labour (6)</b>	<b>Carole Jackson Charlie Miller Ashley Shiel Angie Valls Ashley Wise Dolley Wooster</b>
<b>The Swale Independents Alliance (3)</b>	<b>Chris Palmer Paul Stephen Sarah Stephen</b>
<b>Liberal Democrats (2)</b>	<b>Claire Martin Hannah Perkin</b>
<b>Green Party (1)</b>	<b>Rich Lehmann</b>
<b>Independent (0)</b>	

## **Housing and Health Committee**

*The Swale Rainbow Homes Shareholder Representation Sub-Committee to be formed from within the Housing and Health Committee membership.*

**Membership = 15 Quorum = 5**

<b>Conservative (3)</b>	<b>Lloyd Bowen Peter Marchington (lead) Pete Neal</b>
<b>Labour (5)</b>	<b>Hayden Brawn Ann Cavanagh Kieren Golding Angela Harrison Karen Watson</b>
<b>The Swale Independents Alliance (4)</b>	<b>Peter MacDonald Tom Nundy</b>



	Chris Palmer Richard Palmer
Liberal Democrats (2)	Ben J Martin Hannah Perkin
Green Party (1)	Alastair Gould
Independent (0)	

## Subcommittees and Working Groups

### Planning and Transportation Policy

Membership = 15 Quorum = 5

Membership to be agreed at Policy and Resources Committee.

## Regulatory Committees

### Licensing Committee

Membership = 15 Quorum = 5

*Licensing Act Sub-Committee and General Licensing Sub-Committee membership to be formed from within the Licensing Committee membership.*

Conservative (3)	Roger Clarke (lead) Tara Noe Lee-Anne Moore
Labour (6)	Simon Clark Tim Gibson Carole Jackson Mark Last Angie Valls Tony Winckless
The Swale Independents Alliance (4)	Derek Carnell Tom Nundy Chris Palmer Paul Stephen
Liberal Democrats (1)	Ben J Martin
Green Party (1)	Rich Lehmann
Independent (0)	

### Planning Committee

Membership = 17 Quorum = 6

Conservative (4)	James Hunt (Group convener for planning committee) Julien Speed Peter Marchington Andy Booth
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Labour (6)	Hayden Brawn Simon Clark Kieren Golding Angie Valls Karen Watson Tony Winckless
The Swale Independents Alliance (4)	Mike Baldock James Hall Elliott Jayes Paul Stephen
Liberal Democrats (2)	Ben J Martin Claire Martin
Green Party (1)	Terry Thompson
Independent (0)	

## Other Committees

### Audit Committee

Membership = 9 Quorum = 3

Conservative (2)	Andy Booth (lead) Tara Noe
Labour (3)	Simon Clark Angela Harrison Dolley Wooster
The Swale Independents Alliance (2)	Derek Carnell Richard Palmer
Liberal Democrats (1)	Charles Gibson
Green Party (1)	TBA
Independent (0)	

### Standards Committee

Membership = 11 Quorum = 3

Kent Association of Local Councils non-voting/co-opted representatives TBC after KALC annual meeting.

***Standards Hearing Panel 3 members to be formed from within Standards Committee membership.***

Conservative (2)	James Hunt (lead) Pete Neal
Labour (4)	Mark Last Charlie Miller Tony Winckless Ashley Wise
The Swale Independents Alliance (3)	Monique Bonney Elliott Jayes Richard Palmer
Liberal Democrats (1)	Hannah Perkin
Green Party (1)	Rich Lehmann

Independent (0)	
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## Urgent Decisions Committee

Membership = 7 Quorum = 3

*To include the Group Leaders subject to political balance rules.*

Conservative (2)	Lloyd Bowen James Hunt
Labour (2)	Tim Gibson Angela Harrison
The Swale Independents Alliance (2)	Mike Baldock Elliott Jayes
Liberal Democrats (1)	Hannah Perkin
Green Party (0)	
Independent (0)	

## Area Committees

### Eastern Area Committee

Membership = 12 Quorum = 4

Abbey	Hannah Perkin Charles Gibson
Boughton and Courtenay	Richard Lehmann Alastair Gould
East Downs	Terry Thompson
Priory	Mike Henderson
St Ann's	Carole Jackson Kieran Golding
Teynham and Lynsted	Lloyd Bowen Julien Speed
Watling	Ben J Martin Claire Martin

### Sheppey Area Committee

Membership = 14 Quorum = 5

Minster Cliffs	Tom Nundy Andy Booth Peter MacDonald
Queenborough and Halfway	Ashley Shiel Peter Marchington Mike Whiting
Sheerness	Hayden Brawn Angela Harrison Dolley Wooster
Sheppey Central	Elliott Jayes Peter Neal Mark Tucker

<b>Sheppey East</b>	<b>Tara Noe Lee-Anne Moore</b>
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## **Sittingbourne Area Committee**

**Membership = 11    Quorum = 3**

<b>Chalkwell</b>	<b>Charlie Miller</b>
<b>Homewood</b>	<b>Shelley Cheesman Simon Clark</b>
<b>Kemsley</b>	<b>Derek Carnell Ashley Wise</b>
<b>Milton Regis</b>	<b>Angie Valls Tony Winckless</b>
<b>Murston</b>	<b>James Hall Mark Last</b>
<b>Roman</b>	<b>Tim Gibson Karen Watson</b>

## **Western Area Committee**

**Membership = 10            Quorum = 3**

<b>Bobbing, Iwade and Lower Halstow</b>	<b>Lloyd Chapman Roger Clark</b>
<b>Borden and Grove Park</b>	<b>Mike Baldock Ann Cavanagh</b>
<b>Hartlip, Newington and Upchurch</b>	<b>Chris Palmer Richard Palmer</b>
<b>The Meads</b>	<b>James Hunt</b>
<b>Woodstock</b>	<b>Paul Stephen Sarah Stephen</b>
<b>West Downs</b>	<b>Monique Bonney</b>

<b>Annual Council Meeting</b>	
<b>Meeting Date</b>	15 May 2024
<b>Report Title</b>	Borough Council nominations to outside bodies, trusts administered by Swale Borough Council and statutory bodies
<b>EMT Lead</b>	Lisa Fillery – Director of Resources
<b>Head of Service</b>	
<b>Lead Officer</b>	Jo Millard – Democratic and Electoral Services Manager
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	1. The Council is asked to agree Borough Council nominations to outside bodies, trusts administered by Swale Borough Council and statutory bodies.

## 1 Purpose of Report and Executive Summary

- 1.1 This report is asking the Council to agree nominations to outside bodies, trusts administered by Swale Borough Council and statutory bodies.

## 2 Background

- 2.1 Council agreed a protocol on nominations to outside bodies in 2011. This includes a requirement that a nominee’s role is clearly defined, that the outside body is properly constituted, and that its aims and objectives are compatible with the Council’s. The protocol further requires that the nominee is indemnified against relevant liabilities by the outside body.
- 2.2 A Council nominee who accepts a position onto a board, trust or statutory body carries responsibilities and liabilities in law and nominees should consider these carefully before accepting the position. Further information can be obtained from the legal team.
- 2.3 Nomination to an outside body, once accepted, is a disclosable non-pecuniary interest under Swale’s code of conduct, and the nominee will need to amend their register of interests accordingly.

## 3 Proposals

- 3.1 The Council is asked to consider the Group Leaders nominations and decide who should be appointed to sit on each body as set out in Appendix I.

## 4 Alternative Options

- 4.1 Council could decide whether or not to make nominations to these outside bodies, and there is no obligation to make any nomination at all.

## 5 Consultation Undertaken or Proposed

- 5.1 The proposals in this report follow consultation with Group Leaders.

## 6 Implications

Issue	Implications
Corporate Plan	Nominations to outside bodies contribute to the council priority to renew local democracy and make the council fit for the future
Financial, Resource and Property	The cost of servicing the Council's committees will be met within existing budgets. The establishment of any additional Committee dates would have financial and human resource implications.
Legal, Statutory and Procurement	<p>Nominations to some outside bodies are as trustees and/or directors, which carries specific legal responsibilities and liabilities for the individual member.</p> <p>To ensure compliance with the Members' Code of Conduct any member taking up a position on an outside body must review the interests declared in their register of interests within 28 days of the position becoming effective.</p>
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: Current nominations on trusts and outside bodies and proposed nominations – Council appointed (To-Follow)

## **8 Background Papers**

None.

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<b>Annual Council Meeting</b>	
<b>Meeting Date</b>	15 May 2024
<b>Report Title</b>	Timetable of Meetings
<b>EMT Lead</b>	Lisa Fillery – Director of Resources
<b>Head of Service</b>	
<b>Lead Officer</b>	Jo Millard – Democratic and Electoral Services Manager
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	1. That Council agrees the programme of meetings set out in Appendix I to this report.

## 1 Purpose of Report and Executive Summary

- 1.1 Each year, the timetable of meetings is submitted to Annual Council to agree the proposed programme for the next municipal year.

## 2 Background

- 2.1 The Constitution requires the Council to agree a programme of meetings for the forthcoming municipal year.
- 2.2 Appendix I sets out a programme of meetings (including foot notes)
- 2.3 The timetable takes account of the need to ensure that important financial decisions such as the budget are taken in a timely manner and that meetings of the planning committee are scheduled to allow timeliness targets to be achieved. The timetable also sets dates for Member Training, should these be necessary.
- 2.4 The timetable tries to ensure that as far as possible extraordinary meetings of committees will not be necessary, as these can be difficult to arrange and have unplanned-for resource implications.

## 3 Proposals

- 3.1 That Members agree the proposed programme of meetings for the rest of the municipal year.

## 4 Alternative Options

- 4.1 The Council could suggest changes to the timetable of meetings, but the timetable proposed has been carefully planned to ensure key deadlines for

decision-making can be met. Any changes to the Committee structure would lead to amendments to the timetable of meetings.

## 5 Consultation Undertaken or Proposed

- 5.1 The draft timetable has previously been circulated to the Group Leaders, all other Members and the Strategic Management Team.

## 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	The cost of servicing the Council's committees will be met within existing budgets. The establishment of any additional Committee dates would have financial and human resource implications.
Legal, Statutory and Procurement	None identified at this stage.
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: Timetable of meetings

## **8 Background Papers**

None

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## Timetable of Meetings 2024 - 2025

Meeting	Day	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	March 2025	April 2025	May 2025
<b>Council</b>	<i>Wed</i>		24			2		4	29	19 (24 <sup>**</sup> )		2	14
<b>Audit Committee*</b>	<i>Wed</i>		17			23			22			23	
<b>Licensing Committee</b>	<i>Tu/We /Th</i>	24 <sup>Mon</sup>				17 <sup>Th</sup>				11 <sup>Tu</sup>			
<b>Planning and Transportation Policy</b>	<i>Tu/We /Th</i>	26 <sup>Wed</sup>			17 <sup>Tu</sup>			19 <sup>Th</sup>			13 <sup>Th</sup>		
<b>Planning Committee</b>	<i>Thurs</i>	20	18	15	12	10	7	5	16	6	6	3	22
<b>Community &amp; Leisure Committee</b>	<i>Tu/We /Th</i>	19 <sup>Wed</sup>			4 <sup>We</sup>				21 <sup>Tu</sup>		5 <sup>We</sup>		
<b>Economy and Property Committee</b>	<i>Tu/We /Th</i>		9 <sup>Tue</sup>			9 <sup>We</sup>			30 <sup>Th</sup>		20 <sup>Th</sup>		
<b>Environment &amp; Climate Change Committee</b>	<i>Tu/We /Th</i>		11 <sup>Th</sup>			1 <sup>Tu</sup>			15 <sup>We</sup>		18 <sup>Tu</sup>		
<b>Housing and Health Committee</b>	<i>Tu/We /Th</i>		4 <sup>Thu</sup>			22 <sup>Tu</sup>			14 <sup>Tu</sup>		4 <sup>Tu</sup>		
<b>Policy and Resources Committee</b>	<i>Wed</i>	12			11	16	27 (draft budget)			5	26		
<b>Standards Committee<sup>1</sup></b>	<i>Tues</i>		16		24			16 <sup>Mon</sup>			25		
<b>Swale Joint Transportation Board</b>	<i>Mon</i>		8			7		2			3		
<b>Western Area Committee</b>	<i>Tu/We /Th</i>		3 <sup>We</sup>		5 <sup>Th</sup>		28 <sup>Th</sup>			13 <sup>Th</sup>			
<b>Sittingbourne Area Committee</b>	<i>Tu/We /Th</i>	27 <sup>Th</sup>			26 <sup>Th</sup>			12 <sup>Th</sup>		27 <sup>Th</sup>			
<b>Sheppey Area Committee</b>	<i>Tu/We /Th</i>		23 <sup>Tu</sup>		19 <sup>Th</sup>			3 <sup>Tu</sup>		4 <sup>Tu</sup>			
<b>Eastern Area Committee</b>	<i>Tu/We /Th</i>	18 <sup>Tu</sup>			3 <sup>Tu</sup>			10 <sup>Tu</sup>		25 <sup>Tu</sup>			
<b>Member Training/Briefing<sup>2</sup></b>	<i>Tu/We /Th</i>		10 <sup>We</sup>		25 <sup>We</sup>	8 <sup>Tu</sup>	6 <sup>We</sup> 26 <sup>Tu</sup>		28 <sup>Tu</sup>		12 <sup>We</sup>	24 <sup>Th</sup>	20 <sup>Tu</sup> (Planning)

\*All Audit Committee dates subject to change as dependent external auditing timetable and Government set reporting deadlines and Audit Committee briefing sessions will be held in advance of each meeting

\*\* Reserve Budget Council meeting date only required should business not be concluded on 19 February 2025

<sup>1</sup> Hearing sub-Committees will be arranged as and when, similar to the arrangement of Licensing Sub-Committees

<sup>2</sup> Some training/briefing sessions might be held prior to some scheduled meetings

<sup>3</sup> Colour coded to show complete cycles of service committee meetings

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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