

Annual Meeting of Medway Council Supplementary Agenda No.1

A meeting of the Council will be held on:

Date:	Wednesday, 5 May 2021
Time:	7.00pm
Venue:	Virtual Meeting

Agenda

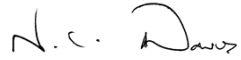
- 7 Executive Responsibilities and Scheme of Delegations (Executive and Non-Executive) (Pages 3 - 38)**

Please find attached an addendum report and Appendix B to the report. The Appendix details the delegation of executive functions to officers. It also incorporates the scheme of officer delegations for matters which are not the responsibility of the Cabinet and have to be agreed by the Council.

- 8 Establishment of Committees, Appointments and Schedule of Meetings 2021/2022 (Pages 39 - 64)**

Please find attached an addendum report that includes an additional recommendation. Appendices B and C to the report are also attached which list committees, sub-committees, joint committees, outside and other bodies.

For further information please contact Wayne Hemingway, Head of Democratic Services on Telephone: 01634 332509 or Email: democratic.services@medway.gov.uk



Neil Davies
Chief Executive

Date: 29 April 2021

Information about this virtual meeting

Please note that any member of the press and public may follow proceedings at this 'virtual' meeting via a weblink which will be publicised on the Council's website ahead of the meeting. Please refer to this meeting via the meeting calendar for further details:

<https://democracy.medway.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Members of the press and public may tweet, blog etc. during the live broadcast as they would be able to during a regular Committee meeting.



ANNUAL MEETING OF MEDWAY COUNCIL

5 MAY 2021

EXECUTIVE RESPONSIBILITIES AND SCHEME OF DELEGATIONS (EXECUTIVE AND NON-EXECUTIVE) – ADDENDUM REPORT

Report from: Neil Davies, Chief Executive
Author: Wayne Hemingway, Head of Democratic Services

Summary

Please find attached details of the delegation of executive functions to officers as set out in Appendix B, which also incorporates the scheme of officer delegations for matters which are not the responsibility of the Cabinet and have to be agreed by the Council.

Lead officer contact

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Appendices

Appendix B – Employee Delegation Scheme

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PART 4 - EMPLOYEE DELEGATION SCHEME

General scheme of delegation	
Description of delegation	Responsibility delegated from
1. General scheme of delegation to Chief Executive and directors	
1.1 The Chief Executive should be responsible for management arrangements across the whole Council and directors shall have the responsibility to manage the department and service area for which they are responsible.	Council/ Leader/Cabinet
1.2 In managing the service all directors shall be authorised in their discretion to exercise such powers as may be provided by the relevant legislation including the service or receipt of notices, the making of agreements, the making, revoking or amending of orders, the authorisation of any action or the institution, defence or conduct of proceedings, appeals and enforcement byelaws, authorisation of named employees to enforce specific powers and making of grants or loans within the budget and policy framework. Where the areas of responsibility and powers of an employee refer to specific acts of parliament, regulations, orders or guidance any subsequent re-enactment or amendment of the same shall apply.	Council/ Leader/Cabinet
1.3 Where the Council is by law required to designate a proper officer, the Chief Executive and Directors are authorised to act as proper officers within their area of responsibility save for where a different proper officer is designated either by law or by this Constitution (see Appendix A to the Employee Delegation Scheme).	Council/ Leader/Cabinet
1.4 It is the responsibility of the Directors, Deputy Directors and Assistant Directors referred to in this scheme to delegate matters to ensure matters are dealt with at the appropriate level to maintain the balance between efficiency and control. Employees shall be under a duty to consult and, where appropriate, agree with other appropriate employees before exercising their delegated powers and to consult the Chief Executive in cases of doubt.	Council/ Leader/Cabinet
2. Financial delegations	
2.1 Directors may vire resources between their directorate budget heads, subject to the budget and policy framework rules and the financial rules.	Council/ Leader/Cabinet

Description of delegation	Responsibility delegated from
2.2 The financial delegations permit directors to: <ul style="list-style-type: none"> • incur expenditure within approved revenue budgets and generate income; • sell items which become surplus to service; • write off irrecoverable debts in accordance with financial limits forming part of the Constitution; • enter into contracts subject to compliance with financial and contract rules; • commit variations to capital schemes in accordance with the financial rules; • accept the most economically advantageous tender. 	Council/ Leader/Cabinet
2.3 A Director shall have authority to award without competition a contract where the particular needs of an individual (either an adult or a child) require a particular social care package, or where an individual has special educational needs which are only available from a particular provider in the opinion as appropriate of the Director of Children and Adults Services.	Council
3. Personnel delegations	
3.1 Directors may agree to reorganisations within their departments subject to there being: <ul style="list-style-type: none"> • no significant service policy implications or clear departure from existing Council policies; • no expenditure in excess of budget; • no growth in net expenditure beyond the current year; • no changes affecting directors or assistant directors; • consultation with the Head of HR. 	Council
3.2 Appoint permanent staff (other than directors, deputy directors and assistant directors) in accordance with the approved structure and to appoint temporary staff as required.	Council
3.3 Agree the application of Job Share Schemes to posts.	Council
3.4 Agree extensions to sick pay, grant special leave and make maternity and paternity arrangements.	Council
3.5 To discipline, suspend and dismiss employees in accordance with the Council's disciplinary procedure and capability procedures.	Council
3.6 Pay gratuities in accordance with Council policy and the Local Government Pension regulations subject to the agreement of the Chief Executive.	Council

Description of delegation	Responsibility delegated from
3.7 Authorise payments to staff temporarily undertaking additional duties, as provided for in the conditions of employment.	Council
3.8 Refer staff to the Council's occupational health service in appropriate circumstances and to take any consequential action required.	Council
3.9 Authorise ex-gratia payments to employees who incur loss or damage to their property whilst engaged in official duties up to a maximum of £250.	Council
3.10 Approve the attendance of employees at conferences and courses of training.	Council
3.11 Approve financial assistance for post-entry training.	Council
3.12 Providing the costs are met from existing budgets, to implement the outcome of job evaluation exercises in conjunction with the Head of HR.	Council
3.13 Authorise car allowances and to authorise payments in accordance with the conditions of employment and Council policy.	Council
3.14 Approve payments of reasonable out-of-pocket expenses for newly appointed employees.	Council
3.15 Authorise payments to recompense employees who are required to work on public holidays, when time off in lieu is not practicable.	Council
4. Urgent action	
<p data-bbox="220 1290 722 1323">4.1 Matters reserved to Council:</p> <p data-bbox="316 1339 1177 1816">In relation to Council responsibilities, subject to consultation with the Leaders of all the groups which comprise at least 1/10th of the membership of the Council (or their nominees), and the provisions for urgent decisions which are contrary to any plan or strategy which has been approved or adopted by the Council or which are contrary to or not wholly in accordance with the budget approved by the Council (set out in Chapter 4, Part 3 of the Constitution), the Chief Executive and directors shall have the power to act on behalf of the Council in cases of urgency only where the urgent matter is of such a nature that it may be against the Council's interest to delay and where it is not practicable to obtain the approval of the Council.</p> <p data-bbox="316 1832 1177 1977">Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.</p>	Council

Description of delegation	Responsibility delegated from
4.2 Matters reserved to Cabinet: In the event of there being no Leader, Deputy Leader or Cabinet Members, executive functions shall in the interim be carried out by the Chief Executive subject to the Access to Information Rules.	Leader/Cabinet
5. Departmental schemes of delegation	
5.1 Directors, Deputy Directors and assistant directors referred to in this scheme may delegate matters for which they are responsible to an appropriate employee. Where the employee is not within the delegating director/assistant director's department such delegation may only occur with the agreement of the proposed employee's director or assistant director.	Council/ Leader/Cabinet
Specific scheme of delegation	
Description of delegation	Responsibility delegated from
6. Chief Executive	
6.1 Corporate delegations: <ul style="list-style-type: none"> • To be responsible for policy development, the overall strategic direction of the Council and the governance of the Council save for matters which should be referred to the Council or the Leader/Cabinet; • To act as the Council's Head of Paid Service under section 4(1) of the Local Government and Housing Act 1989; • To represent the interests of the Council to the community, local interest groups and external agencies; • To resolve disputes between directorates. • To retain contract staff or appoint consultants on matters related to the management of the Council; 	Council/ Leader/Cabinet Council Council/ Leader/Cabinet Council/ Leader/Cabinet Council/ Leader/Cabinet
6.2 Democratic Services: <ul style="list-style-type: none"> • To arrange appointments to outside bodies (other than officer appointments) in consultation with group whips to fill casual vacancies and make new appointments during the year; • To make any in-year changes to the membership of Cabinet advisory groups in consultation with group whips; • To arrange the appointment of officers to outside bodies. 	Council Leader/Cabinet Council

Description of delegation	Responsibility delegated from
<ul style="list-style-type: none"> • To add to the list of joint Committees, outside bodies, other bodies and charities in respect of indemnities for members and officers (3684/09/2001); • To approve minor changes to Committee and Sub-Committee memberships in line with the wishes expressed by party groups and insofar as there is no change to the overall size of membership and political balance in each case; • To appoint independent people to serve on the Complaints Review Panels dealing with stage 3 adult and children's social care complaints subject to satisfactory completion of an application form by each prospective panel member and no objections from Group Whips to each appointment; • To require a report to Full Council when requested by the Chairman of the Overview and Scrutiny Committee on behalf of the committee in circumstances where the committee are of the opinion that an executive decision has been made and should have, but has not, been treated as a key decision. • To grant and supervise exemptions from political restrictions, in consultation with the Monitoring Officer. 	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>
<p>6.3 Civil protection and civil defence:</p> <ul style="list-style-type: none"> • To approve and implement the Council's Emergency Plan and any amendments to it; • To approve and implement the Council's Civil Defence Plan and any amendments to it. 	<p>Leader/Cabinet</p> <p>Leader/Cabinet</p>
<p>6.4 Civic:</p> <ul style="list-style-type: none"> • To accept gifts on behalf of the Council, make arrangements to host and fund visits by royal, foreign, civic, political, twinning and local dignitaries and personalities. 	
<p>6.5 Electoral registration:</p> <ul style="list-style-type: none"> • To designate an adjoining polling district for a polling place where no suitable polling station is available within the original polling place. 	<p>Council</p>
<p>6.6 Members' allowances:</p> <ul style="list-style-type: none"> • Dependent carers' allowances - To authorise payment of more than the maximum payable in circumstances where more than 18 hours care is required; 	<p>Council</p>

Description of delegation	Responsibility delegated from
Honorary Alderwoman/man to be provided with a scroll commemorating the occasion.	
<p>6.9 Personnel</p> <ul style="list-style-type: none"> • Agree every three years, suitably rounded, increases in the monetary value of the 25 year long service awards to non-teaching staff, in line with inflation. • Implement the Council's post-entry training scheme. • Negotiate and reach agreement on behalf of the Council on policies and procedures concerning the workforce. • Obtain the necessary statistical information to enable the Council to monitor the composition of its workforce in connection with the implementation of its equal opportunity and other policies. • To agree minor changes to HR policies provided such changes: <ul style="list-style-type: none"> a) do not impact on a current condition of term of employment, process or entitlement; b) relate to an existing HR policy designated by the Employment Matters Committee as being within the scope of this delegation; c) have not been referred to the Committee for determination by a trade union, the Chairman or the Opposition Spokesperson of the Employment Matters Committee. • To exercise the delegations set out in the Pay Policy Statement, as agreed by Full Council each year. 	<p>Council</p> <p>Council</p> <p>Council</p> <p>Leader/Cabinet</p> <p>Council/ Employment Matters Committee</p> <p>Council</p>
<p>6.10 Shared Human Resources Service</p> <ul style="list-style-type: none"> • Management and delivery of HR services for Gravesham Borough Council jointly with the services provided for Medway Council. 	Council
Assistant Director, Legal and Governance	
<p>6.11 Information Governance:</p> <ul style="list-style-type: none"> • To amend the council's Information Governance policies and guidance in compliance with current legislation and good practice. 	Council
<p>6.12 Democratic Services:</p> <ul style="list-style-type: none"> • To act as the proper officer for the purposes of the access to information rules, including determination, in consultation with the Leader of the Council, of a response to any representations received about why a Cabinet meeting, or part of a Cabinet meeting, should be held in public following publication of a notice of intention to meet in private in accordance with the Local 	Council

Description of delegation	Responsibility delegated from
<p>Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <ul style="list-style-type: none"> in consultation with the Chairman, Vice-Chairman and spokespersons of the Health and Adult Social Care Committee and the Assistant Director Adult Services, to comment, if appropriate, on quality accounts submitted by provider trusts in future years. 	
<p>6.13 Electoral registration:</p> <ul style="list-style-type: none"> Manage the electoral registration and elections service in compliance with current legislation and the policies of the Council. 	Council
<p>6.14 Legal Services:</p> <ul style="list-style-type: none"> Subject to budgetary cover and regular reports being made to Cabinet to determine liability and authorise payment in respect of claims against the Council as follows: <ul style="list-style-type: none"> (i) In consultation with the relevant director where the claim does not exceed £5,000; (ii) In consultation with the relevant director, the Chief Finance Officer and the relevant portfolio holder where the claim exceeds £5,000 but does not exceed £10,000 Institute, defend and conduct any legal proceedings and to make any representations affecting the property rights or interests of the Council or which the Council may be entitled to authorise, institute or defend. Proceedings shall only be instituted, defended or conducted with the approval of the relevant director and that regular reports be made on the conduct of proceedings; Retain counsel, independent solicitors or consultants, where appropriate; Give notices to quit and other notices or formal demands which are deemed requisite to serve in the interests of the Council. To convey and lease houses and flats under the Right to Buy Scheme; Sign discharges on behalf of the Council signifying repayment of a mortgage or discount; The Assistant Director, Legal and Governance to authorise employees to appear on behalf of the Council in the County Court and/or Magistrates' Court pursuant to Section 60 of the County Courts Act 1984 and Section 223 of the Local Government Act 1972. 	<p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p>

Description of delegation	Responsibility delegated from
<ul style="list-style-type: none"> Manage the Coroner's Service in compliance with current legislation and the policies of the Council. 	Leader/Cabinet
<p>6.15 Shared Legal Services:</p> <ul style="list-style-type: none"> Management and delivery of legal services for Gravesham Borough Council jointly with the services provided for Medway Council. 	Leader/Cabinet
<p>6.16 Local Land Charges:</p> <ul style="list-style-type: none"> Manage the local land charges functions in compliance with current legislation and the policies of the Council. 	Leader/Cabinet
<p>6.17 Licensing* and Registration:</p> <p>*Please note that all licensing delegations currently with the Assistant Director, Legal and Governance can also be exercised by Gravesham Borough Council's Assistant Director (Communities)</p> <ul style="list-style-type: none"> Except where a decision is reserved to Full Council, to manage all licensing and registration functions of the Council including the licensing and registration of pleasure boats, hackney carriage and private hire, sex establishments, street and house to house collections, motor salvage, scrap metal dealers, street trading consents, common land and town or village greens and such other services as may be authorised. 	Council Leader/Cabinet
<ul style="list-style-type: none"> With regard to Licensing Act 2003 matters, to determine: <ul style="list-style-type: none"> (i) An application for a personal licence, if no objection made; (ii) An application for a premises licence/club premises certificate, if no relevant representation made; (iii) An application for a provisional statement, if no relevant representation made; (iv) An application to vary a premises licence/club premises certificate, if no relevant representation made; (v) An application to vary a designated premises supervisor in all cases other than where there is a police objection; (vi) A request to be removed as a designated premises supervisor; (vii) An application for transfer of premises licence in all cases other than where there is a police objection; (viii) Applications for interim authorities in all cases other than where there is a police objection; 	

Description of delegation	Responsibility delegated from
<p>(ix) A decision on whether a complaint is irrelevant, frivolous, vexatious, etc.</p> <p>Note: A relevant representation is one which relates to the likely effect of the grant of the licence on the promotion of at least one of the four licensing objectives specified in the Licensing Act 2003 (Council 9 December 2004 & 22 November 2007).</p>	
<ul style="list-style-type: none"> • With regard to the Licensing Act 2003 (Hearings) Regulations 2005 on matters to be referred to a Licensing Hearing Panel for determination: <ul style="list-style-type: none"> (i) Subject to (ii), to agree to dispense with a hearing, and give notice to that effect to the parties, if all persons required by the Act have given notice that they agree that such a hearing is unnecessary. (ii) If the agenda for a meeting of a Licensing Hearing Panel to consider the matter has been despatched, to consult Panel members before agreeing to dispense with the hearing and cancelling the meeting. (iii) Subject to (i) and (ii), to determine the matter under the Act. (iv) Subject to (v), to extend the time limits provided within these Regulations, and give notice to the parties stating the period of the extension and the reasons for it, where this is considered to be necessary in the public interest. (v) If the agenda for a meeting of a Licensing Hearing Panel to consider the matter has been despatched and extending a time limit would require the Panel to meet on an additional specified date or dates, to consult Panel members before agreeing to such an extension. (vi) Subject to Notes 1 and 2, to agree to adjourn (or postpone) a hearing to a specified date or arrange for a hearing to be held on specified additional dates where this is considered necessary for the consideration of any representations or notice made by a party. (vii) To notify forthwith the parties of the date(s), time(s) and place(s) of any reconvened or additional meetings for the hearing. <p>Note 1: Once the agenda for a meeting of a Licensing Hearing Panel has been despatched, unless the hearing</p>	Council / Licensing and Safety Committee

Description of delegation	Responsibility delegated from
<p>is cancelled because it is no longer required, the meeting must commence at the specified time, date and venue, so that the Panel may determine to adjourn the meeting to a later specified date or dates.</p> <p>Note 2: Extending a time limit or adjourning/re-arranging a hearing to a later date or dates may not have the effect that: (a) an application will be treated as granted or rejected under paragraph 4(4), 7(3), 16(4), 19(3) or 26(4) of Schedule 8 of the Act; or (b) there would be a failure to determine a review of a premises licence following a closure order under section 167 of the Act within the specified period.</p> <ul style="list-style-type: none"> (viii) To disregard any information given by a party to the hearing or any person given permission to attend, which is not relevant to their application, representations or notice, and the promotion of the licensing objectives, having first given the submitting party an opportunity to indicate why they believe the information to be relevant to the hearing. (ix) Subject to (x), to take such steps he or she thinks fit to cure any irregularity resulting from a failure to comply with any provision of the Regulations before a determination is made, if he or she considers that any person may have been prejudiced as a result of the irregularity. (x) If the agenda for a meeting of a Licensing Hearing Panel to consider the matter has been despatched, to consult the Chairman or Vice-Chairman of the Licensing and Safety Committee before taking steps to cure the irregularity. (xi) To correct any clerical mistakes in any document recording a determination or errors arising in such document from an accidental slip or omission. (xii) To settle appeals prior to their consideration by the Magistrates Court, where this is in the interests of the Council, with the agreement of the members of the Licensing Hearing Panel that determined the application, and to inform all parties to the original hearing of the revised decision and the reasons for it. 	

Description of delegation	Responsibility delegated from
<ul style="list-style-type: none"> • With regard to the Gambling Act 2005, to determine: <ul style="list-style-type: none"> (i) Fee setting (when appropriate); (ii) An application for a premises licence, where no representations received/representations have been withdrawn; (iii) An application for a variation to a licence, where no representations received/representations have been withdrawn; (iv) An application for a transfer of a licence, where no representations received from the Commission; (v) An application for a provisional statement, where no representations received/representations have been withdrawn; (vi) An application for club gaming/club machine permits, where no objections made/objections have been withdrawn; (vii) Applications for other permits; (viii) A cancellation of licensed premises gaming machine permits; (ix) The consideration of a temporary use notice (Council 7 December 2006). 	Council
<ul style="list-style-type: none"> • With regard to the Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009; <ul style="list-style-type: none"> (i) To grant any applications for sex establishments and sexual entertainment venues whereby no representations have been received and the Assistant Director is able to agree suitable conditions with the applicant. 	Council
<ul style="list-style-type: none"> • With regard to the Scrap Metal Dealers Act 2013, to determine: <ul style="list-style-type: none"> (i) Fee setting (when appropriate); (ii) Application for or renewal of a Site or Collector's licence, where no representations have been received from the applicant or where their representations have been withdrawn; (iii) Application for a variation to a licence, where no representations have been received from the applicant or where their representations have been withdrawn; (iv) To issue a closure notice on non-residential premises being used as a scrap metal dealer's site; 	Leader/Cabinet

Description of delegation	Responsibility delegated from
<ul style="list-style-type: none"> (v) Application to the Magistrate's Court for a closure order; (vi) Termination of a closure order; (vii) Application to the Magistrate's Court to discharge a closure order; (viii) Revocation of a licence, where no representations have been received from the applicant or where their representations have been withdrawn; (ix) Consideration of an imposition of conditions; (x) to determine applications, in consultation with the Licensing Sub-Committee, from applicants for licences under the Scrap Metal Dealers Act 2013 where the authority is minded to refuse, vary or revoke a licence and the applicant has given notice to the authority within the prescribed time that they require the opportunity to make representations about the proposal. <p>[Note: The functions outlined at (i) and (x) may not be sub-delegated, whilst those listed at (ii) to (ix) will be sub-delegated, in writing, to the appropriate licensing officer.</p>	
<ul style="list-style-type: none"> • With regard to the registration of land as a town or village green: <ul style="list-style-type: none"> (i) to determine any application for the registration of land as a town or village green where there are no objections received to the application; (ii) to hold public inquiries prior to the determination of applications where necessary and to instruct Counsel in relation to the same. 	Council
<p>6.18 Contracts:</p> <ul style="list-style-type: none"> • Contract Procedure Rules – To carry out executive functions delegated to the Monitoring Officer, as set out in the Contract Procedure Rules. • Exemptions and Exceptions to Contract Procedure Rules – To carry out functions delegated to the Monitoring Officer, as set out in paragraph 1.8 of the Contract Procedure Rules. • The Assistant Director, Legal and Governance is authorised where appropriate to vary the terms and conditions of contract as specified in the contract rules. 	<p>Leader/Cabinet</p> <p>Council</p> <p>Leader/Cabinet</p>

Description of delegation	Responsibility delegated from
<p>6.19 Dispensations:</p> <ul style="list-style-type: none"> • To consider and determine any requests for dispensations from Medway Members and voting and non-voting co-opted Members in cases where the timing of a request would make it impractical to convene a meeting of the Committee. 	Council/Councillor Conduct Committee
<p>6.20 Honorary Aldermen and Alderwomen:</p> <ul style="list-style-type: none"> • To delete the name of the person concerned from the Honorary Freeman/Alderman Board and advise that person accordingly in the event of an Honorary Alderwoman/man being elected as a Medway Councillor. As such, they will cease to hold the office of Alderwoman/man and shall no longer be invited to attend meetings of Full Council or other civic and ceremonial events. • To remove the name of the person concerned from the Honorary Freeman/Alderman Board upon receipt of the written notice of resignation. As such, they will cease to hold the office of Alderwoman/man and shall no longer be invited to attend meetings of Full Council or other civic and ceremonial events. 	Council
Head of Democratic Services	
<p>6.21 Independent Persons:</p> <ul style="list-style-type: none"> • To invite Independent Persons to serve on the Independent Persons Panel. • To appoint to the Independent Persons Panel Independent Persons who have accepted an invitation to be considered for appointment in accordance with the following priority order: <ul style="list-style-type: none"> • an Independent Person who has been appointed by the authority and who is a local government elector in the Council's area. • any other Independent Person who has been appointed by the authority. • an Independent Person who has been appointed by another authority or authorities. 	Council

Description of delegation	Responsibility delegated from
Chief Finance Officer	
<p>6.22 Financial:</p> <ul style="list-style-type: none"> • To be responsible for all borrowing, investment, and financial decisions, such decisions to be consistent with the Council’s Treasury Management Strategy and Treasury Management Practices. • Approve the re-phasing of expenditure between years on approved schemes, provided that the impact does not exceed the overall level of the approved programme and the level of resources estimated to be available. • Authorise the opening and closing of any such bank accounts as may be considered necessary in accordance with the bank mandate. • In respect of national non domestic rates, Council tax, and other income and debtors to exercise the powers of the Council including the institution of legal proceedings and all steps necessary to prosecute, enforce judgements and approve the writing off of irrecoverable sums. • Determine relief from non-domestic rates in accordance with the approved guidelines. Any appeal arising from a disputed decision made under these delegated powers or where the guidelines do not cover the circumstances surrounding the claim for relief shall be to the Leader/Cabinet. • Manage the housing benefits scheme in compliance with current legislation and policies of the Council. • Fund insurance management initiatives up to a maximum level of £50,000 in total per annum. • Approve in-year additions to the capital programme and revenue budget in consultation with the Finance Portfolio Holder, subject to: <ul style="list-style-type: none"> (i) funding coming from external sources; (ii) no financial contribution being required from the Council; (iii) funding being ring fenced for specific purposes. • To set the Council Tax base, in consultation with the Portfolio Holder for Finance. 	<p>Council Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Council</p> <p>Council</p>
<ul style="list-style-type: none"> • To introduce new fees and charges and vary existing fees and charges, in consultation with the Leader and relevant Portfolio Holder during the financial year, subject to the following: 	<p>Council</p>

Description of delegation	Responsibility delegated from
<p>(i) That any variation to existing fees and charges would not be expected to lead to increased costs to the Council or an underachievement of income;</p> <p>(ii) That the introduction of any new fees and charges will be compliant with government legislation and/or existing Council policy;</p> <p>(iii) That any decisions made under delegated authority would need to be reported to Members in the next Revenue Budget Monitoring report submitted to Cabinet.</p> <p>Note: it was reported to Council on 21 February 2019 that the delegation to vary existing fees and charges will only be used in exceptional circumstances, specifically to respond to market conditions, for example, where the Council is competing with private providers.</p>	
<p>6.23 Audit and Counter Fraud Service:</p> <ul style="list-style-type: none"> • Management and delivery of audit and counter fraud services for Gravesham Borough Council and Medway Council. 	Council Leader/Cabinet
<p>6.24 Contracts:</p> <ul style="list-style-type: none"> • To enter into contractual arrangements on behalf of the Council for all contracts involving the purchase of utilities (ie gas, water and/or electricity supply) on behalf of both the Council and schools. This delegation shall apply to both individual contracts let between the Council and the utility supplier, and where the Council enters into any Framework Agreement or Consortia Agreement for such supplies. <p>NOTE: The Monitoring Officer has the same delegation, as set out in paragraph 1.9.7 of the contract procedure notes.</p>	Leader/Cabinet
<p>6.25 Benefit Fraud Sanction Policy:</p> <ul style="list-style-type: none"> • To determine the award of administrative penalties in accordance with the criteria outlined in the Benefit Fraud Sanction Policy. 	Leader/Cabinet
<p>6.26 Medway Development Company Limited:</p>	
<ul style="list-style-type: none"> • To provide, in consultation with the Leader, funding to the Company through state aid compliant loans, subject to appropriate due diligence to verify the Company's ongoing viability and the viability of projects for which the loans are being provided and loan agreements between the Council and the Company setting out pre-conditions for draw down as well as performance measurements. • To agree, in consultation with the Leader, the business case for each site and to release funding for the 	Leader/Cabinet

Description of delegation	Responsibility delegated from
development of each site subject to financial due diligence and the availability of capital funding.	
<p>6.27 Information Technology:</p> <ul style="list-style-type: none"> • To manage the information and communications technology (ICT) services of the Council including the sale of spare computer time in compliance with current legislation and Council policy. • Establish an overall ICT strategy for the Council and to enforce the policies of the Council in respect of ICT procurement and implementation. • Dispose of surplus ICT equipment for the best price or lowest cost available. 	<p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p>
<p>6.28 Complaints</p> <ul style="list-style-type: none"> • To handle complaints made against the Council (including Ombudsman complaints) and to settle complaints locally where the costs of settlement do not exceed £5,000. 	Council/ Leader/Cabinet
<p>6.29 For the avoidance of doubt, the Chief Executive shall have all the delegations of a Director in respect of the Business Support Department. The Assistant Director, Legal and Governance and Chief Finance Officer shall have all the delegations of an Assistant Director in respect of the Business Support Department.</p>	Council/ Leader/Cabinet
<p>7. Director of People – Children and Adults Services</p>	
<p>7.1 Manage the education service in compliance with current legislation and the policies of the Council.</p>	Leader/Cabinet
<p>7.2 Manage the children and families services in compliance with current legislation and the policies of the Council.</p>	Leader/Cabinet
<p>7.3 Services for elderly and disabled:</p> <ul style="list-style-type: none"> • Manage the services for the elderly and disabled people in compliance with the current legislation and policies of the Council; 	Leader/Cabinet
<ul style="list-style-type: none"> • Exercise the functions of the Council under the Community Care (Direct Payments) Act 1996 in accordance with the provisions of the proposed Medway direct payments scheme. 	Leader/Cabinet
<p>7.4 Mental health:</p> <ul style="list-style-type: none"> • Manage the services for adults with mental health problems in compliance with current legislation and policies of the Council. 	Leader/Cabinet

Description of delegation	Responsibility delegated from
7.5 General: <ul style="list-style-type: none"> • To consider and determine urgent matters in relation to individual cases in consultation with the Leader/Cabinet. 	Leader/Cabinet
7.6 Act as the 'authorised officer' for all contracts falling within the children and adults service.	Leader/Cabinet
7.7 Contracts: <ul style="list-style-type: none"> • To award without competition a contract where a placement is sought for an individual with a registered care provider of their choice under the National Health Service and Community Care Act 1990. 	Council
7.8 Local Authority School Governors: <ul style="list-style-type: none"> • To agree changes to the criteria for the appointment of Local Authority School Governors, in consultation with Group Whips, subject to the ability to refer to Full Council for decision in any instance where the Director of Children and Adults prefers not to exercise the delegated authority. 	Council
7.9 Assistant Director, Children's Services	
<ul style="list-style-type: none"> • To manage the Independent Reviewing Officer (IRO) service in compliance with current legislation and policies of the Council. 	Leader/Cabinet
7.10 Director of Public Health	
<ul style="list-style-type: none"> • Manage the public health service (spanning the three domains of health improvement, health protection and health care public health) in compliance with legislation and the policies of the Council. This includes the following specific responsibilities and such other public health functions as specified by the Secretary of State in regulations: • The preparation of the Annual Report on the health of the local population. • The council's duties to take steps to improve public health • Any of the Secretary of State's public health protection or health improvement functions. • Functions in planning for, and responding to, emergencies that present a risk to public health. • Co-operating with the police, the probation service and the prison service to assess the risks posed by violent or sexual offenders. • Responsibility for providing Healthy Start vitamins when the council provides or commissions a maternity or child healthcare clinic. • A duty to provide information and advice to the responsible bodies and to other relevant bodies within its area, with a view to promoting the preparation of 	Leader/Cabinet

Description of delegation	Responsibility delegated from
<p>appropriate local health protection arrangements by those bodies.</p> <ul style="list-style-type: none"> • Being responsible for their local authority's public health response as a responsible authority under the Licensing Act 2003, such as making representations about licensing applications. • To, in consultation with the Chairman of the Health and Wellbeing Board and local ward Councilors, as appropriate, respond to requests from NHS England regarding matters relating to rurality reviews and consolidation of pharmaceutical services. • To, in consultation with the Chairman of the Health and Wellbeing Board, respond to surveys received asking for a response from the Health and Wellbeing Board and for details of surveys responded to under the delegation be reported to future Board meetings. 	Health and Wellbeing Board
<p>8. Director of Place and Deputy Chief Executive</p>	
<p>8.1 Planning:</p> <ul style="list-style-type: none"> • To manage the Council's functions in relation to the planning function, listed building consent, building preservation, conservation areas, tree preservation, enforcement and planning contravention, purchase notices, high hedges and hedgerows in compliance with current legislation and Council policy. • To determine applications for planning permission except in the following circumstances: <ul style="list-style-type: none"> (i) Where the applicant is the Council and the proposed development is a major proposal or for non-operational purposes. (ii) Where the applicant is a member of the Council or an officer directly or indirectly involved in the planning process. (iii) Where the Director of Place and Deputy Chief Executive refers the application to the Planning Committee (eg where the proposals are a significant departure from the development plan or otherwise are of a strategic nature in the context of the Council's planning and development policies). 	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>
<ul style="list-style-type: none"> (iv) Where the proposal has other major implications for the authority. • To determine details reserved by conditions, minor amendments to proposals for which consent has been granted, applications for lopping or topping trees, to confirm or reject tree preservation orders where no more than three representations are received from separate households contrary to the proposed decision, 	<p>Council</p> <p>Council</p>

Description of delegation	Responsibility delegated from
<p>applications on the direction of the Secretary of State in respect of a trunk road, applications for Certificates of Lawfulness of existing or proposed use and to determine applications submitted pursuant to s.10 of the Planning (Hazardous Substances) Act 1990.</p> <ul style="list-style-type: none"> • To contest planning appeals in accordance with Council or Committee policy including the appointment of appropriate legal and professional representatives. • To submit observations upon proposals outside the Medway area upon which the Council has been consulted subject to prior consultation with members representing the wards adjoining the proposed development. 	<p>Council</p> <p>Leader/Cabinet</p>
<p>8.2 Neighbourhood Planning:</p> <ul style="list-style-type: none"> • To determine applications for the designation of a Neighbourhood Area and/or Neighbourhood Forum for the purpose of the preparation of a Neighbourhood Plan, including the consideration of any representations made during the statutory consultation period, in consultation with the Portfolio Holder for Planning, Economic Growth and Regulation, in accordance with the Neighbourhood Planning (General) Regulations 2012, as amended in 2015, and in the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2017. 	<p>Leader/Cabinet</p>
<p>8.3 Building control:</p> <ul style="list-style-type: none"> • To submit comments to the Secretary of the Joint Committee on the first draft of the Building Control Business Plan and on any proposed amendments (during the course of each year), in consultation with the Chief Finance Officer and the Council's representative on the South Thames Gateway Building Control Joint Committee. 	<p>Leader/Cabinet</p>
<p>8.4 Highways and traffic regulations:</p> <ul style="list-style-type: none"> • To manage the highways, parking provision, public rights of way, traffic regulation, traffic calming, road safety and watercourse management services in compliance with current legislation and the policies of the Council. • With respect to the determination of requests for the approval of details submitted pursuant to the provisions of Schedule 6 of the Channel Tunnel Rail Link Act 1996: 	<p>Council/ Leader/Cabinet</p> <p>Leader/Cabinet</p>

Description of delegation	Responsibility delegated from
<ul style="list-style-type: none"> (i) to determine plans and specifications submissions made pursuant to paragraph 15. (ii) to determine requests for the approval of details submitted pursuant to conditions attached to Construction Arrangements Approvals granted under paragraphs 16, 17, 23, 24 and 25 and requests for approval to amendments to matters subject to approval issued under the aforementioned paragraphs. (iii) the determination of restoration plans submitted pursuant to the provisions of paragraph 19. (iv) the determination of additional details submitted pursuant to conditions imposed under paragraph 22(2). (iv) the determination of all applications for the construction and working site vehicular access points. 	<p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p>
<p>8.5 Public transport:</p> <ul style="list-style-type: none"> • To manage the public transport regulation, public transport development and transport policies of the Council in compliance with current legislations and the policies of the Council. 	<p>Council/ Leader/Cabinet</p>
<p>8.6 Land:</p> <ul style="list-style-type: none"> • To accept blight notices and to approve the purchase of land which is statutorily blighted by highway proposals, and to approve counter-notices where it is considered there is no such statutory obligation. • To demolish properties (as part of any scheme approved by the Council). 	<p>Leader/Cabinet</p> <p>Leader/Cabinet</p>
<p>8.7 Street naming and numbering:</p> <ul style="list-style-type: none"> • To agree street naming and the naming or numbering of buildings. 	<p>Council</p>
<p>8.8 Gifts for the benefit of the public:</p> <ul style="list-style-type: none"> • To accept gifts of seats, trees, etc. on behalf of the Council. 	<p>Leader/Cabinet</p>
<p>8.9 Tree donation:</p> <ul style="list-style-type: none"> • To fix the fee for any tree donation scheme. 	<p>Leader/Cabinet</p>
<p>8.10 Buildings at risk:</p> <ul style="list-style-type: none"> • To offer grant monies towards urgent repairs of buildings at risk in cases where they may have recently come into new ownership and would, therefore, not meet the normal criteria and where the director is satisfied that a 	<p>Leader/Cabinet</p>

Description of delegation	Responsibility delegated from
grant is necessary to secure the repair of the building at risk.	
<p>8.11 Civil protection and defence:</p> <ul style="list-style-type: none"> To manage the emergency planning, civil protection and defence functions in compliance with current legislation and the policies of the Council. 	Leader/Cabinet
<p>8.12 Environmental health and trading standards matters:</p> <ul style="list-style-type: none"> To manage the services of public health, port-health, environmental health, food poisoning and infectious diseases, waste collection and management, street cleansing, health and safety, food safety, shops, markets and street trading, Sunday trading, trading standards, consumer protection, weights and measures (including the appointment of a named member of staff as the chief inspector of weights and measures, and a deputy if required, as required by section 72 of the Weights and Measures Act 1985), the appointment of the Proper Officer under the Public Health (Control of Diseases) Act 1984 and supporting regulations, litter, animal health and welfare, pest and dog control services, contaminated land, public conveniences, shopping trolleys, abandoned vehicles and materials on the highway, private drainage, and water supplies in compliance with current legislation and the policies of the Council. 	Council/ Leader/Cabinet
<p>8.13 Planning and transport fees and charges:</p> <ul style="list-style-type: none"> To make minor adjustments to fees and charges, in consultation with the Leader of the Council and the Portfolio Holder for Front Line Services, during the financial year in line with government guidance as it emerges, within 5% of amount levels. 	Leader/Cabinet
<p>8.14 Museums:</p> <ul style="list-style-type: none"> Manage the museums and archiving services of the Council in compliance with current legislation and the policies of the Council. 	Leader/Cabinet
<p>8.15 Parks and open spaces and professional fun fairs:</p> <ul style="list-style-type: none"> To manage the parks, open spaces and country parks of the Council in compliance with current legislation and the policies of the Council. To determine applications for professional sideshows and amusements in open spaces or recreation grounds in the borough. 	<p>Leader/Cabinet</p> <p>Leader/Cabinet</p>

Description of delegation	Responsibility delegated from
8.16 Allotments: <ul style="list-style-type: none"> • To manage the allotment service of the Council in compliance with current legislation and the policies of the Council. 	Leader/Cabinet
8.17 Medway Partners for Growth Scheme: <ul style="list-style-type: none"> • Applications to the scheme to be considered and determined by the Assistant Director, Physical and Cultural Regeneration, in consultation with the Portfolio Holder. 	Leader/Cabinet
8.18 Sports and leisure facilities, children's play activities and halls of the Council: <ul style="list-style-type: none"> • Manage the sports and leisure facilities, children's play activities and halls of the Council in compliance with current legislation and the policies of the Council. 	Leader/Cabinet
8.19 Arts and entertainment: <ul style="list-style-type: none"> • Manage the arts and entertainment services of the Council including the management of theatres in compliance with current legislation and the policies of the Council. 	Leader/Cabinet
8.20 Medway Park Car Park: <ul style="list-style-type: none"> • The operation of the parking ticket reimbursement system to the Medway Park users. 	Leader/Cabinet
8.21 Libraries: <ul style="list-style-type: none"> • Manage the library and public information services of the Council in compliance with current legislation and the policies of the Council. 	Leader/Cabinet
8.22 Housing: <ul style="list-style-type: none"> • Manage the housing service in compliance with current legislation and the policies of the Council; to include the management of shops, garages, and other ancillary buildings associated with the housing management function. • Review the allocation of two smaller properties in return for the release of a larger property and to allocate accommodation according to the merits of each case. 	Leader/Cabinet
8.23 Housing grants and loans: <ul style="list-style-type: none"> • Exercise the function of the Council under the Housing (Grants, Construction and Regeneration) Act 1996 and the Regulatory Reform (Housing Assistance) Order 2002 and in accordance with any other relevant legislation and Council Policy. 	Leader/Cabinet

Description of delegation	Responsibility delegated from
<ul style="list-style-type: none"> • Authorise the determination of hardship cases where improvement grant applicants have proved to be in receipt of housing benefit and or income support. • Approve the payment of renovation grants, disabled facilities grants and home repair assistance, in accordance with the renovation grant policy and within the allocated resources in the approved capital programme. • Consider applications to waive repayment of renovation grants where an elderly or infirm person is disposing of the grant property to live permanently in a care home or to be cared for at a relative's home and to demand repayment of the full grant. 	<p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p>
<p>8.24 Housing Revenue Account (HRA):</p> <ul style="list-style-type: none"> • That the Director of Place and Deputy Chief Executive in consultation with the Portfolio Holder for Housing and Community Services adds further sites to the HRA site programme as they become available, if they are suitable and fulfil a value for money criteria. • That the Director of Place and Deputy Chief Executive, in consultation with the Deputy Leader and Portfolio Holder for Housing and Community Services agree expenditure on increasing the HRA affordable housing stock, as and when a financially viable development opportunity becomes available. <p>Note 1: A sum of £10m was added to the HRA Capital Programme to increase the stock of HRA affordable housing on 16 July 2020. This funding to be met from borrowing against HRA rents, HRA reserves and Right to Buy 1-4-1 receipts or grant funding, where available.</p>	<p>Leader/Cabinet</p> <p>Leader/Cabinet</p>
<p>8.25 Rent officer service:</p> <ul style="list-style-type: none"> • Manage the rent officer service in compliance with current legislation and the policies of the Council. 	<p>Leader/Cabinet</p>
<p>8.26 Flood Risk Management:</p> <ul style="list-style-type: none"> • To manage the Council's functions in relation to flooding and drainage in compliance with current legislation and policies of the Council (including without limitation the Land Drainage Act 1991, Flood Risk Regulations 2009 and the Flood and Water Management Act 2010). 	<p>Leader/Cabinet</p>
<p>8.27 Grant and project funding:</p> <ul style="list-style-type: none"> • To submit applications for funding from Central Government, EU and other funding streams and enter into agreements with the provider of the funding 	<p>Council/ Leader/Cabinet</p>

Description of delegation	Responsibility delegated from
<p>(including for the avoidance of doubt Accountable Body agreements).</p> <ul style="list-style-type: none"> To approve applications for funding from third parties in the public, private and/or voluntary sectors, make grants to successful applicants and enter into agreements with applicants setting out the terms and conditions on which the funding is provided. 	<p>Council/ Leader/Cabinet</p>
<p>8.28 Communications:</p> <ul style="list-style-type: none"> To deal with all matters in connection with the media and public relations including issuing press releases on behalf of the Council within the Council's procedures agreed from time to time. 	<p>Council Leader/Cabinet</p>
<p>8.29 Bereavement and Registration:</p> <ul style="list-style-type: none"> Manage the burials, cremation and cemetery service in compliance with current legislation and the policies of the Council. Pursuant to Section 2 of the Parish Council's and Burial Authorities (Miscellaneous Provisions) Act 1970, to sign grants of exclusive rights of burial. Manage the registration of births, marriages and deaths in compliance with current legislation, guidance from the Registrar General and the policies of the Council. 	<p>Leader/Cabinet Leader/Cabinet Leader/Cabinet</p>
<p>8.30 Placing Objects on the Highway:</p> <ul style="list-style-type: none"> To manage the Council's functions in relation to placing objects on the highway in compliance with current legislation and policies of the Council. 	<p>Council</p>
<p>8.31 Medway Guide to Developer Contributions and Obligations:</p> <ul style="list-style-type: none"> To undertake, in consultation with the Portfolio Holder for Planning, Economic Growth and Regulation, the annual review of indexation of S106 contributions using the all items retail prices index (RPI) and update the Medway Guide to Developer Contributions and Obligations Supplementary Planning Document accordingly to come into effect on 1 April each year. 	<p>Leader/Cabinet</p>
<p>8.32 Property:</p> <ul style="list-style-type: none"> Manage the Council's land and property resources in compliance with current legislation and Council policy; Agree terms for the disposal or purchase of property. Where there is a disposal of a property to accept the highest tender/offer, provided that the assistant director is satisfied it is the best price reasonably obtainable; Within the financial limits delegated to the director, to agree terms and dispose of or purchase property; 	<p>Leader/Cabinet Leader/Cabinet Leader/Cabinet</p>

Description of delegation	Responsibility delegated from
<ul style="list-style-type: none"> • Grant, enter into, or vary the terms of leases or sub leases, where the consideration does not exceed £10,000 per annum on any single transaction or £20,000 after consultation with the relevant portfolio holders. Similarly to enter into and vary the terms of easements, licences, agreements, restrictive covenants or other rights or documents subject to the same financial limit; • Approve the terms of short-term leases and licences of Council-owned properties on the Rochester, Strood and Chatham Riverside; • Approve terms for the appropriation of land previously authorised by the Leader and Cabinet or Council as appropriate; • Authorise the making of 'well maintained' payments, home loss payments and the payment of statutory compensation removal expenses and trade disturbance allowance to displaced owners and occupiers; • To grant licences, tenancy agreements, or leases at the Innovation Centre Medway, on the best terms reasonably obtainable subject to these being for no more than seven years. 	<p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p> <p>Leader/Cabinet</p>
<p><u>Direct Investment in Property</u></p> <ul style="list-style-type: none"> • In consultation with the Leader, Portfolio Holder for Resources and Chief Finance Officer to acquire, manage, let and dispose of suitable investment properties where funded from provision made for this purpose in the Council's Capital Programme, and that the requirement to seek a Cabinet decision on any transactions exceeding £100,000 is waived only in respect of non-operational investment property transactions covered by this delegation. <p>Note 1: A sum of £2m was added to the Capital Programme by the Council for this purpose on 15 October 2015. In addition, a sum of £20m was also added to the Capital Programme for this purpose on 12 October 2017. The threshold of £100,000 which triggers a requirement for a Cabinet decision does not apply for land and property transactions under this delegation.</p> <p>Note 2: A sum of £120m was added to the Capital Programme by the Council on 26 April 2018 for this purpose to fund a five year programme of development of twelve Council owned sites by Medway Development Company Ltd.</p>	<p>Leader/Cabinet</p>
<p><u>Commercial Property – Pentagon Centre and 205 – 209a and 181a – 189 High Street, Chatham</u></p> <ul style="list-style-type: none"> • To arrange management of the Pentagon Centre and 205 – 209a and 181a – 189 High Street, Chatham after 	<p>Leader/Cabinet</p>

Description of delegation	Responsibility delegated from
<p>acquisition and to let, cease letting and sell premises subject to an agreed criteria within the Pentagon Centre and 205 – 209a and 181a – 189 High Street, Chatham as follows:</p> <ul style="list-style-type: none"> <li data-bbox="379 421 1134 712">(i) To permit new lettings that will enhance, promote and not detract from the current offer within the Centre. These will provide a mixture of retail, leisure, food and service led offers to provide the Medway community with a quality mixed use scheme in which to visit on a regular basis, promoting economic vibrancy for Chatham town centre and not contrary to Council policy. <li data-bbox="379 752 1134 853">(ii) Consideration will be given to the quality of the incoming tenant and the financial benefit that they will add to the asset. <li data-bbox="379 896 1059 965">(iii) All lettings should be in accordance with the principles of good estate management. 	

- 4.1 So far as this scheme relates to delegations to employees for executive functions it is provisional pending confirmation by the Leader of the Council.

Proper Officer List

STATUTE AND FUNCTION/POWER	Proper Officer(s)
NATIONAL ASSISTANCE ACT 1948 AND NATIONAL ASSISTANCE (AMENDMENT) ACT 1951	
Section 47 of the 1948 Act and Section 1 of the 1951 Act - Proper officer to seek an order for removal of persons into care	Director of People – Children and Adults
REGISTRATION SERVICES ACT 1953 AND REGULATIONS 1968 TO 1994	
Proper officer for Births Deaths and Marriages	Director of Place and Deputy Chief Executive
LOCAL GOVERNMENT ACT 1972	
Section 83 (1) – The officer to whom a person elected to the office of Councillor shall deliver a declaration of acceptance of office on a form prescribed by rules made under Section 42 of the Act	Assistant Director, Legal and Governance
Section 83 (3)(b) – The officer before whom a declaration of acceptance of office of Chair of Council or Deputy Chair of Council may be made	Chief Executive
Section 84 – The officer to whom written notice of resignation of elected office shall be delivered	Chief Executive
Section 86 - To declare any vacancy in any office under the Section	Chief Executive
Section 88 (2) – The officer by whom a meeting of the Council for the election of the vacant office of Chairperson of the Council may be convened	Chief Executive
Section 89 (1)(b) – The officer to whom notice in writing of a casual vacancy occurring in the office of Councillor may be given by two local government electors for the Borough	Chief Executive
Section 99 + Schedule 12 - To give notice and send summonses in respect of any Council meeting	Chief Executive
Section 100 - To give public notice of any meeting to which the public are entitled to attend, provide copies of agenda and facilities for the press	Chief Executive
Section 100B (2) – The officer to exclude from committees, sub committees, Council or Executive meeting agendas any information to be dealt with in a meeting from which the public are likely to be excluded	Assistant Director, Legal and Governance
Section 100B (7)(c) – The officer to supply to any newspaper copies of documents supplied to Members of committees, sub-committees, Council or Executive meetings in connection with an item for consideration	Assistant Director, Legal and Governance
Section 100C (2) – The officer to prepare a written summary of proceedings of committees, sub- committees, Council or the Executive from which the public were excluded	Assistant Director, Legal and Governance

Section 100D (1)(a) – The officer to prepare a list of background papers for reports considered by committees, sub-committees, Council or the Executive	Assistant Director, Legal and Governance
Section 100D (5) – The Officer to determine which documents constitute background papers and Section 100H - ability to charge for the provision of such documents	Assistant Director, Legal and Governance
Section 100F (2) – The officer to decide which documents are not, by virtue of containing exempt information, required to be open to inspection	Assistant Director, Legal and Governance
Section 100G - To maintain a register of the names and addresses of Members and membership of committees, lists of delegations and the like	Assistant Director, Legal and Governance
Section 115 – The officer to whom money properly due from officers shall be paid	Chief Finance Officer
Section 123 - The officer responsible for certifying or obtaining a certificate of 'Best Consideration' on the disposal of land and property.	Director of Place and Deputy Chief Executive
Section 146 – The officer to make statutory declarations and issue any certificate with regard to securities held by local authority companies	Assistant Director, Legal and Governance
Section 151 (and section 114 of the Local Government Finance Act 1988) – The officer to be responsible for the proper administration of the Authority's financial affairs (and to issue a report to Members if there is or is likely to be unlawful expenditure or an unbalanced budget)	Chief Finance Officer
Section 223 Authorising officers to attend court and appear on behalf of the Council under Local Government Act 1972 and the County Courts Act 1984	Assistant Director, Legal and Governance
Section 224 – the officer who shall have responsibility for the custody of Council documents	Assistant Director, Legal and Governance
Section 225 (1) – The officer to receive and retain statutory documents on behalf of the Authority	Assistant Director, Legal and Governance
Section 228(3) – Making accounts available for Councillors to look at	Chief Finance Officer
Section 229 (5) – The officer to certify photographic copies of documents	Assistant Director, Legal and Governance
Section 233 – The officer to receive documents required to be served on the Authority	Assistant Director, Legal and Governance
Section 234 (1) & (2) – The officer to authenticate documents on behalf of the Authority	Assistant Director, Legal and Governance
Section 238 – The officer to certify printed copies of bylaws	Assistant Director, Legal and Governance
Section 248 – The officer responsible for the keeping of the roll of freemen.	Assistant Director, Legal and Governance
Schedule 12 [paragraphs 4(2)(b) & 4(3)] – The officer responsible for the receipt of notices regarding address to which summons to meetings is to be sent	Assistant Director, Legal and Governance

Schedule 14 [paragraph 25(7)] – The officer responsible for the certification of true copies of resolutions	Assistant Director, Legal and Governance
LAND CHARGES ACT 1975	
Section 19 – The officer to act as Local Registrar as defined in Section 3 of the Land Charges Act 1975	Assistant Director, Legal and Governance
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976	
Section 41 – The officer to certify copies of any resolution, order, report or minutes of proceedings of the Authority as evidence in any legal proceedings	resolutions of the council - Assistant Director, Legal and Governance resolutions of the executive - Assistant Director, Legal and Governance
Section 16 - Notices requiring details of interest in land.	Director of Place and Deputy Chief Executive
EUROPEAN PARLIAMENTARY ELECTIONS ACT 2002	
Section 6 (5A) - Local Returning Officer for European Parliamentary Elections and all other powers in relation to such elections.	Returning Officer appointed by the council
REPRESENTATION OF THE PEOPLE ACT 1983	
Section 8 - To appoint a Registration Officer for the purpose of the registration of electors and approve the Deputy Electoral Registration Officer	officer appointed by the council to be registration officer
Section 28 – Acting Returning Officer at a Parliamentary election of a Member of Parliament	registration officer appointed by the council
Sections 82, 88 and 89 – Receipt of election expense declarations returns and the holding of those documents for public inspection	in relation to a parliamentary election, the returning officer; in relation to an Authority election, the returning officer for that election in relation to any other local government election, the proper officer of the authority for which the election is held.
EUROPEAN UNION REFERENDUM ACT 2015	
Schedule 3 Section 3 – the counting officer for the conduct of the referendum	officer appointed by the council to be registration officer
PUBLIC HEALTH (CONTROL OF DISEASES) ACT 1984	
Requirement to appoint a suitably qualified person as the Council's Medical Advisor on Environmental Health and Proper Officer for notifiable diseases	Deputy Director Health Protection and the Consultants in Communicable Disease Control from Public Health England

LOCAL GOVERNMENT FINANCE ACT 1988	
Section 116 - Notification to the Council's auditor of any meeting to be held under Section 15 of the 1988 Act (meeting to consider any report of the Chief Finance Officer under Section 114)	Chief Finance Officer
Section 139A - Provision of information to the Secretary of State in relation to the exercise of his powers under this Act as and when required.	Chief Finance Officer
LOCAL GOVERNMENT AND HOUSING ACT 1989	
Section 2 – The officer to hold on deposit the list of politically restricted posts and Section 2 - provision of certificates as to whether a post is politically restricted	Director of Place and Deputy Chief Executive
Section 3A – The officer responsible for the grant and supervision of exemptions from political restrictions	CE (in capacity as Head of Paid Service)
CIVIL EVIDENCE ACT 1995	
To certify Council records for the purposes of admitting the document in evidence in civil proceedings.	Assistant Director, Legal and Governance
LOCAL GOVERNMENT (CONTRACTS) ACT 1997	
Certification of relevant powers to enter into contracts	Local Authorities (Contracts) Regulations 1997 Monitoring officer & auditor
CRIME AND DISORDER ACT 1998	
Section 12 - to apply for the discharge or variation of a Child Safety Order	“responsible officer”, in relation to a child safety order, means one of the following who is specified in the order, namely— (a) a social worker of a local authority . . .; and (b) a member of a youth offending team.
Sections 17 and 37 to have regard to effect of the exercise of any function on the need to prevent crime and disorder and offending by children and young persons	Director of People – Children and Adults
LOCAL GOVERNMENT ACT 2000	
To establish and maintain the Members Register of Interests (Section 29 Localism Act 2011) and ensure it is available for public inspection	The Monitoring Officer
To ensure that copies of the constitution are available for inspection	Assistant Director, Legal and Governance
To make payments of relevant allowances in accordance with the Council's Members allowances scheme	Assistant Director, Legal and Governance

To defray expenses of any Members making official and courtesy visits, receptions and entertainment of distinguished persons visiting the Borough	Assistant Director, Legal and Governance
Officer for the purposes of verifying the validity of any electoral petition and for the purposes of announcing and holding any referendum	Chief Executive
LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012	
The officer responsible for ensuring a proper record and access is made of Executive reports, background papers and decisions and that the document comprising the Authority's Forward Plan is published in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Assistant Director, Legal and Governance
CRIMINAL JUSTICE AND POLICE ACT 2001	
Delegated power to authorise officers to enter premises and seize items where the Council has a power of seizure under this Act and to perform other related duties (return and security of seized items)	Director of Place and Deputy Chief Executive
LOCAL GOVERNMENT ACT 2003	
Section 25 - Requirement to report to Council annually on the robustness of estimates and financial reserves	Chief Finance Officer
Schedule 1 – the exercise by the authority of any of its functions as set out in Schedule 1	Section 72A(1)(a): Director of Public Health
Section 6C(1) – the exercise by the authority of any of the Secretary of State's public health functions, which it is required to carry out by regulations issued by the Secretary of State	Section 72A(1)(a): Director of Public Health
Section 7A – the exercise by the authority of any of the Secretary of State's public health functions, which are delegated to it by the Secretary of State	Section 72A(1)(a): Director of Public Health
Section 73A(1)(d) – the exercise by the authority of any of its functions that relate to planning for, or responding to, emergencies involving a risk to public health	Section 72A(1)(a): Director of Public Health
Section 73A(1)(e) – the exercise by the authority of its functions under section 325 Criminal Justice Act 2003 (cooperating with "responsible bodies" in relation to the assessment of risks posed by certain offenders)	Section 72A(1)(a): Director of Public Health
Section 73A(1)(f) – the exercise by the authority of such other functions relating to public health as may be prescribed	Section 72A(1)(a): Director of Public Health
NATIONAL HEALTH SERVICE ACT 2006	
Section 2B – the exercise by the authority of its duty to take steps as it considers appropriate for improving the health of the people in its area	Section 72A(1)(a): Director of Public Health
Section 111 – the exercise by the authority of any functions prescribed by Secretary of State in relation to dental public health	Section 72A(1)(a): Director of Public Health

<p>Section 249 – the exercise by the authority of its duty to cooperate with the prison service with a view to improving the exercise of their respective functions in relation to securing and maintaining the health of prisoners</p>	<p>Section 72A(1)(a): Director of Public Health</p>
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A Proper Officer may at any time delegate or authorise other officers (in writing) to perform the designated duties on his or her behalf.



ANNUAL MEETING OF MEDWAY COUNCIL

5 MAY 2021

ESTABLISHMENT OF COMMITTEES, APPOINTMENTS AND SCHEDULE OF MEETINGS 2021/2022 – ADDENDUM REPORT

Report from: Neil Davies, Chief Executive
Author: Wayne Hemingway, Head of Democratic Services

Summary

This addendum report sets out an additional recommendation for Members' consideration and approval as well as setting out Appendices B and C to the report.

1. Background

1.1. Full Council considered a report on 22 April 2021 on the establishment of committees, appointments and schedule of meetings for 2021/2022 and made a number of recommendations to the Annual Council meeting (this meeting).

1.2. In particular, Full Council on 22 April recommended the following to this meeting:

To delegate authority to the Chief Executive to vary the timetable of meetings during 2021/2022 including the cancellation or re-arrangement of meetings in consultation with the Leader of the Council, the relevant Committee Chairman and the Leader of the Labour and Co-operative Group, as necessary, in response to the impact of the Coronavirus pandemic.

1.3. This is now set out as an additional recommendation below for Members' approval.

1.4. In addition, Appendices B and C were marked as "to follow" in the main Agenda, these are now attached.

2. Additional recommendation

2.1. The Council is asked to agree to delegate authority to the Chief Executive to vary the timetable of meetings during 2021/2022, including the cancellation or re-arrangement of meetings, in consultation with the Leader of the Council, the relevant Committee Chairman and the Leader of the Labour and Co-

operative Group, as necessary, in response to the impact of the Coronavirus pandemic.

Lead officer contact

Wayne Hemingway, Head of Democratic Services, T: 01634 332509,
E: wayne.hemingway@medway.gov.uk

Appendices

Appendix B – List of committees and sub-committees

Appendix C – List of joint committees and outside and other bodies

OVERVIEW AND SCRUTINY COMMITTEES

Note: C = Chairman VC = Vice-Chairman (These to be decided at first meetings of each Committee in 2021/22)

S = Designated Spokesperson

BUSINESS SUPPORT (14 MEMBERS)

Conservative (8) Labour and Co-operative (5) One unallocated seat (1)

Councillors: Councillors: Councillor:

Buckwell	Johnson	Vacancy
Clarke	Khan	
Etheridge	Maple (S)	
Hackwell	Murray	
Opara	Andy Stamp	
Tejan		
Wildey		
Williams		

CHILDREN AND YOUNG PEOPLE (14 MEMBERS +3)

Conservative (8+(3)) Labour and Co-operative (5) One unallocated seat (1)

Councillors: Councillors: Councillor:

Ahmed	Cooper	Vacancy
Barrett	Howcroft-Scott	
Carr	Johnson (S)	
Griffin	Osborne	
Hackwell	Chrissy Stamp	
Kemp		
Opara		
Purdy		
Tejan		
Thorne		
Elizabeth Turpin		

Co-opted members with voting rights (on educational issues only) (4)

Clive Mailing – Roman Catholic Church representative

Fay Cordingley – Church of England representative

David Lane and Akinola Edun – Parent Governor Representatives (25.1.18 for a 4 year period)

Added members without voting rights

Carl Guerin-Hassett – Headteacher representative (2 year term expires 10 December 2022)

Nicola Forrest – substitute Headteacher representative (2 year term expires 10 December 2022)

Geoffrey Matthews – Teacher representative (2 year term expires 25 April 2021)

Maggie Cane – Healthwatch Medway CIC representative (Substitute Vacancy)

Medway Youth Council Chairman (Substitute – Medway Youth Council Cabinet Member)

Medway Youth Council Cabinet Member

Lisa Scarrott – Medway Parents and Carers Forum (Substitutes: Keith Clear and Vacancy)

HEALTH AND ADULT SOCIAL CARE (14 MEMBERS)

Conservative (8)

Councillors:

Ahmed
Barrett
Bhutia
Purdy
Thompson
Thorne
Elizabeth Turpin
Willey

Labour and Co-operative (5)

Councillors:

Adeoye
McDonald
Murray (S)
Prenter
Price

One unallocated seat (1)

Councillor:

Vacancy

Representative without voting rights

Maggie Cane – Healthwatch Medway CIC representative (Substitute Vacancy)

Medway Pensioner Forum without voting rights

Shirley Griffiths

REGENERATION, CULTURE AND ENVIRONMENT (14 MEMBERS)

Conservative (8)

Councillors:

Bhutia
Carr
Etheridge
Fearn
Griffin
Thompson
Tranter
Williams

Labour and Co-operative (5)

Councillors:

Browne
Curry (S)
Hubbard
Mahil
Andy Stamp

One unallocated seat (1)

Councillor:

Vacancy

OTHER COUNCIL COMMITTEES

APPOINTMENTS COMMITTEE (6 MEMBERS)

To appoint to the post of Chief Executive, first and second tier posts and any other posts identified by the Employment Matters Committee

Conservative (4)

Councillors:

Leader
Deputy Leader
Portfolio Holder
O&S Chairman or
one other to be advised

Labour and Co-operative (2)

Councillors:

Leader and relevant
Spokesperson

APPOINTMENTS COMMITTEE (8 MEMBERS)

To appoint to the post of Director of People - Children and Adults

Conservative (5)

Councillors:

Leader
Deputy Leader
Portfolio Holders x 2
O&S Chairman

Labour and Co-operative (3)

Councillors:

Leader and
relevant Spokespersons

AUDIT COMMITTEE (5 MEMBERS)

Conservative (3)

Councillors:

Hackwell
Gulvin
Tejan

Labour and Co-operative (2)

Councillors:

Browne
Osborne (S)

COUNCILLOR CONDUCT COMMITTEE (8 MEMBERS)

Conservative (5)

Councillors:

Brake
Mrs Diane Chambers
Kemp
Potter
Tranter

Labour and Co-operative (3)

Councillors:

Howcroft-Scott
McDonald
Price (S)

EMPLOYMENT MATTERS COMMITTEE (7 MEMBERS)

Conservative (4)

Councillors:

Carr
Fearn
Hackwell
Thompson

Labour and Co-operative (3)

Councillors:

Khan
Mahil (S)
Prenter

EMPLOYMENT MATTERS APPEALS PANEL - SUB-COMMITTEE OF EMPLOYMENT MATTERS COMMITTEE (3 MEMBERS)

Conservative (2)

Councillors:

Fearn
Hackwell

Labour and Co-operative (1)

Councillor:

Mahil

JOINT CONSULTATIVE COMMITTEE (7 MEMBERS)

Conservative (4)

Councillors:

Carr
Fearn
Hackwell
Thompson

Labour and Co-operative (3)

Councillors:

Khan
Mahil (S)
Prenter

Notes: 1. Chair to be appointed at the first meeting in each year.
2. This Committee membership comprises the membership of the Employment Matters Committee.

EQUALITIES WORKING GROUP (4 MEMBERS)

Conservative (3)

Councillors:

Carr
Fearn
Hackwell

Labour and Co-operative (1)

Councillor:

Mahil

GOVERNOR AD HOC COMMITTEE (4 MEMBERS)

Conservative (3)

Councillors:

Children's Services
Portfolio Holders and
Group Whip

Labour and Co-operative (1)

Councillor:

Group Whip

HEALTH AND WELLBEING BOARD

7 Councillors to be nominated by the Leader (who should not also be members of either the HASC or CYP Overview and Scrutiny Committees*). The requirements of political balance will not apply.

Councillors:

Brake
Doe
Etheridge
Gulvin
Maple
Potter
Tranter

Pat Gulvin - Medway Healthwatch (who should not also be a member of either the HASC or CYP Overview and Scrutiny Committees*)

Director of People - Children and Adults

Director of Public Health

Assistant Director Children's Social Services

Assistant Director, Adults' Social Care

NHS Kent and Medway Clinical Commissioning Group (one representative):

Wilf Williams, Accountable Officer, NHS Kent and Medway Clinical Commissioning Group
Rachel Jones, Executive Director of Strategy and Population Health (named substitute)

Primary Care Network, Medway and Swale (one representative):

Dr Farnaaz Sharief, MBE – Medical Director, Medway and Swale Integrated Care Partnership, Medway Community Healthcare
Dr Satvinder Lall, GP Partner and Trainer, Reach Healthcare, Clinical Director, Medway South Primary Care Network (named substitute)

Medway and Swale Integrated Care Partnership, Senior Responsible Officer (one representative):

Martin Riley, Managing Director Medway Community Healthcare
Dr George Findlay, Chief Executive Medway NHS Foundation Trust (named substitute)

NHS England – South (South East) (one representative):

Vacancy
(Vacancy - substitute)

(Note* - Substitutes appointed to attend meetings of the HWB may not also be members of the Health and Adult Social Care or Children and Young People Overview and Scrutiny Committees).

(Note – Please note that Council agreed on 25 April 2013 that the Chairman will be appointed from among the Councillors serving on the Board. Council also agreed that the Chairman and Vice-Chairmen will be appointed at the first meeting of the Board after every Annual Council meeting).

KENT AND MEDWAY JOINT HEALTH AND WELLBEING BOARD (KAMJHWB) (Advisory Sub-Committee of the Health and Wellbeing Board) (first established by Health and Wellbeing Board on 20/2/18)

NOTE: Appointments are made by the Board and not the Council

Voting members of the KAMJHWB are as follows:

The Leader of each Council and up to three other members of each council nominated by the respective leaders (or their substitutes)

Medway Councillors (4)

Councillors:

Brake
Doe
Jarrett
Potter

Kent County Council (4)

Councillors:

TBA
TBA
TBA
TBA

The Director of Adult Social Care and Health for Kent and the Assistant Director Adult Social Care for Medway

The Director of Children, Young People and Education for Kent and the Director of People - Children and Adults for Medway

The Director of Public Health for each local authority

Healthwatch representatives for Kent and Medway who must not be a Member of a Health Overview and Scrutiny Committee for either authority and may each have a named substitute:

Pat Gulvin – Healthwatch Medway (vacancy – named substitute)
Penny Graham - Healthwatch Kent (vacancy – named substitute)

A representative of each Clinical Commissioning Group (CCG) (noting that section 197 (7) of the Health and Social Care Act 2012 provides for one person to represent more than one CCG on a HWB subject to the agreement of the Board). Each CCG representative may have a named substitute:

Wilf Williams, Accountable Officer, NHS Kent and Medway CCG
Rachel Jones, Executive Director of Strategy and Population Health, NHS Kent and Medway CCG (named substitute)

With the agreement of the Joint Board, voting members from new structures that are emerging in Health may also be included:

Dr Navin Kumta, Clinical Chair, NHS Kent and Medway CCG

Non Voting Members of the KAMJHWB are as follows:

The Police and Crime Commissioner

A representative of the Kent and Medway Local Medical Committee (who may also have a named substitute) –

Dr John Allingham, Kent Local Medical Committee
Dr Caroline Rickard, Kent Local Medical Committee (named substitute)

The KAMJHWB may appoint other persons to be non-voting members as it considers appropriate. If at any time after the establishment of the Joint Board either of the authorities' Health and Wellbeing Boards wish to appoint additional non-voting members of the Board this may only be done after consultation with the KAMJHWB.

Dr Bob Bowes, Governing Body Member, NHS Kent and Medway CCG (1 year, appointed on 28 July 2020)

Rachel Jones, Executive Director of Strategy and Population Health, NHS Kent and Medway CCG

Councillor John Rivers, President of the Kent Association of Local Councils (KALC) and Chairman of its Health and Wellbeing Advisory Committee

Caroline Selkirk, Executive Director for Health Improvement/Chief Operating Officer, NHS Kent and Medway CCG

Dr Robert Stewart, Clinical Designer, Design and Learning Centre for Clinical and Social Innovation

Observer representatives from two District Councils in Kent (aligned with the footprint of the Integrated Care Systems)

Councillor Angela Harrison

Councillor Mrs Jenny Hollingsbee

With the agreement of the Joint Board, non-voting members from new structures that are emerging in Health may also be included.

Senior Responsible Officer of each of the four Integrated Care Partnerships (ICPs):

Louise Ashley, Dartford, Gravesham and Swanley ICP Senior Responsible Officer

Paul Bentley, East Kent ICP Senior Responsible Officer

Martin Riley and Dr George Findlay (substitute)¹, Joint Medway and Swale ICP Senior Responsible Officer

Miles Scott, West Kent ICP Senior Responsible Officer

LICENSING AND SAFETY COMMITTEE (12 MEMBERS)

Conservative (7)

Councillors:

Bhutia
Carr
Mrs Diane Chambers
Fearn
Hackwell
Kemp
Elizabeth Turpin

Labour and Co-operative (4)

Councillors:

Browne
Mahil
McDonald (S)
Prenter

One Unallocated seat (1) Councillor:

Vacancy

LICENSING SUB-COMMITTEE OF LICENSING AND SAFETY COMMITTEE (7 MEMBERS)

Conservative (4)

Councillors:

Bhutia
Mrs Diane Chambers
Fearn
Kemp

Labour and Co-operative (3)

Councillors:

Mahil
McDonald (S)
Prenter

Note: * Chair and Vice Chair subject to appointment at the first meeting of the Sub Committee following Annual Council.

¹ The Chief Executive has confirmed that for practical purposes, Martin Riley will attend meetings of the Joint HWB as the Medway Swale ICP Senior Responsible Officer.

LICENSING HEARING PANEL - SUB-COMMITTEE OF LICENSING AND SAFETY COMMITTEE (3 MEMBERS)

AND

LICENSING 1982 ACT HEARING PANEL – SUB-COMMITTEE OF LICENSING AND SAFETY COMMITTEE (3 MEMBERS)

The following Panels are used for both the above Panels

Panel A

Fearn (Conservative)	Bhutia (Conservative)	McDonald (Labour and Co-operative)
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Panel B

Mrs Diane Chambers (Conservative)	Carr (Conservative)	Browne (Labour and Co-operative)
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Panel C

Fearn (Conservative)	Hackwell (Conservative)	McDonald (Labour and Co-operative)
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Panel D

Mrs Diane Chambers (Conservative)	Kemp (Conservative)	Mahil (Labour)
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Panel E

Fearn (Conservative)	Elizabeth Turpin (Conservative)	Prenter (Labour)
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Panel F

Mrs Diane Chambers (Conservative)	Kemp (Conservative)	McDonald (Labour and Co-operative)
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Note: 1) The Licensing and Safety Committee is asked to waive the requirements of political balance in relation to these Panels as has been the practice in previous years.

2) Hearing Panels can only be made up of members of the Licensing and Safety Committee. Panel A is chosen for the first Hearing Panel of the Municipal Year and the other Panels are used in order i.e. Panel B, Panel C etc having regard to availability and Ward Councillor conflicts. Substitute members, including the fourth member of the Panel to be on standby in case one member of the Panel is unable to take part, are selected on alphabetical basis with the exception of the Chairman or Vice-Chairman of the Licensing and Safety Committee who will generally substitute for each other, if available.

PLANNING COMMITTEE (16 MEMBERS)

Conservative (9)

Councillors:

Bhutia
Buckwell
Mrs Diane Chambers
Etheridge
Hackwell
Opara
Potter
Thorne
Tranter

Labour and Co-operative (6)

Councillors:

Adeoye
Bowler (S)
Curry
Hubbard
McDonald
Chrissy Stamp

One unallocated seat (1)

Councillor:

Vacancy

SCHOOL TRANSPORT AND CURRICULUM APPEALS COMMITTEE (5 MEMBERS)

Conservative (3)

Councillors:

Carr
Griffin
Mrs Josie Iles

Labour and Co-operative (2)

Councillors:

Cooper
Johnson

STATUTORY OFFICER DISCIPLINARY COMMITTEE (3 MEMBERS)

Conservative (2)

Councillors:

Doe
Jarrett

Labour and Co-operative (1)

Councillors:

Maple

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**Schedule of Council representation on Joint Committees, outside bodies, other bodies and charities
for the 2021/2022 municipal year**

(A) Joint committees and other joint bodies

Title	No and ratio	Names of nominated representatives	Term of office
Greater North Kent Leaders meetings	2	Leader and Chief Executive	Municipal year
Joint KCC/Medway NHS Overview and Scrutiny Committee	8 Members; 4 x KCC and 4 x Medway Medway 3:1	Cllrs Kemp, Murray, Purdy and Wildey	Municipal year
Joint KCC/Medway/Bexley/East Sussex Health Overview and Scrutiny Committee (established by Council on 22/2/16)	4 x KCC, 4 x Medway, 2 x Bexley and 2 x East Sussex Medway 3:1	Cllrs Kemp, Murray, Purdy and Wildey	Municipal year
Kent and Essex Inshore Fisheries and Conservation Authority	1	Cllr Tejan	Municipal year
Kent and Medway Adults Safeguarding Board	1 (Portfolio Holder for Adults Services)	Cllr Brake	Municipal year
Kent and Medway Fire and Rescue Authority	4 (3:1)	Cllrs Kemp, Maple, Thorne and Tranter	Municipal year
Kent and Medway Integrated Care System Partnership Board	2 (Leader and Portfolio Holder)	Leader and Cllr Brake	Municipal year
Kent Cities Group	2	Leader and Chief Executive	Municipal year
Kent Cities Group – Executive Committee	1	Leader	Municipal year
Kent Leaders Meetings	2	Leader and Chief Executive	Municipal year
Patrol Adjudication Joint Committee	1 plus 1 substitute	Cllr Filmer plus Cllr Bhutia (substitute)	Municipal year
Police and Crime Panel for Kent and Medway	2	Cllrs Hackwell and Tejan	Municipal year
Skills Commission (was known as Kent and Medway Skills Commission)	1 (Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships)	Cllr Rodney Chambers OBE	Municipal year
South East 7 Leaders meeting	1 + CE	Leader and Chief Executive	Municipal year
South East 7 – Sub National Transport Partnership Board	1	Leader	Municipal year

Title	No and ratio	Names of nominated representatives	Term of office
Southern Regional Flood and Coastal Committee	1	Cllr Kemp	4 years to May 2023
South Thames Gateway Building Control Joint Committee	1 plus 1 substitute	Cllr Chitty Plus vacancy (substitute)	Municipal year
Superannuation Fund Committee (with KCC)	1 plus 1 substitute	Cllr Hackwell Plus Cllr Tejan (substitute)	Municipal year
Thames Estuary Growth Board	1 plus observer	Leader plus Chief Executive (observer)	Municipal year

(B) Other bodies required by statute

Title	No and ratio	Names of nominated representatives	Term of office
Admiralty Court	6 (4:2)	The Mayor (Admiral of the River) (ex-officio) Cllrs Adeoye, Brake, Doe, Griffin, Howcroft-Scott and Tranter	Municipal year
Adoption Panel	1	Cllr Purdy	3 years to May 2024
Complaints Review Panel (Children's Social Care)	3 Independent members only	<u>Pool of Independent Members:</u> Mr M Evans. Ms S McKeand Ms J Reynolds, Ms A Russell and Mrs S Thompson	Municipal year
Community Safety Partnership	1	Portfolio Holder for Resources (covering Community Safety) Other Cllrs by invitation: Portfolio Holder for Children Services Leader of the Labour and Co-operative Group	Municipal year
Fostering Panel	4 (2:2) (Proposed by Group Whips)	Cllr Ahmed Cllr Cooper Cllr Howcroft-Scott Cllr Elizabeth Turpin	3 year terms: 3 years to May 2023 3 years to May 2022 3 years to May 2023 3 years to May 2023
Local Access Forum	2 (1:1)	Cllrs Curry and Griffin	Municipal year
Medway Admissions Forum	2 (1:1) Plus 2 parent/ governor reps	Cllrs Johnson and Potter	4 years to May 2023
Rochester Airport Consultative Committee	1	Cllr Clarke	Municipal year

Title	No and ratio	Names of nominated representatives	Term of office
Standing Advisory Council on Religious Education	4 (3:1)	<p>Group A – Christian denominations and other religions</p> <p>Faran Forghani (Baha'i) Vacancy (Free Church) Stephen Bello (Free Church) Kulwant Singh Jhita (Sikh) Irina Fridman (Jewish) Joanne Burford (Roman Catholic) Vacancy (Buddhist) Vacancy (Hindu) Jonathan Jankowski (Family Trust – Co-opted) Ayaz Iqbal (Muslim)</p> <p>Group B – Church of England</p> <p>Helen Bradshaw Virginia Corbyn Helen Burn Tristan Thorpe</p> <p>Group C – Associations representing teachers</p> <p>Carolyn Burch NEU Emily Calder-Evans NEU Lisa Humphries NASUWT - Co-opted</p> <p>Group D – Medway Council</p> <p>Cllrs Clarke, Howcroft-Scott, Opara and Mrs Elizabeth Turpin</p>	Municipal year

(C) Outside bodies

Title	No and ratio	Names of nominated representatives	Term of office
Action with Communities in Rural Kent (previously known as Kent Rural Community Council)	2 (1:1)	Cllrs Fearn and Hubbard	Municipal year
Art for Life Project	1	Vacancy	Municipal year
Chatham Historic Dockyard Trust	1	Cllr Rodney Chambers OBE	4 years to May 2023
Chatham Maritime Charitable Trust Ltd	2 (1:1)	Cllr Maple Cllr Tejan	3 year term expires December 2024 3 year term expires May 2024
Court of the University of Kent at Canterbury	3 (The Mayor, Leader and Chief Executive)	The Mayor, Leader of the Council and Chief Executive (Substitutes are permitted if notified in advance of meetings e.g. The Deputy Mayor for the Mayor, a Portfolio Holder for the Leader and an Officer for the Chief Executive)	Municipal year
Creative Medway Compact (previously known as Medway Cultural Partnership)	1	Councillor Doe	Municipal year
Friends of Medway Archives	1	Mrs S Haydock	Municipal year
Gillingham Golf Club – Honorary Member	1	Mayor of Medway	Municipal year
Halling Association	1	Cllr Fearn	Municipal year
“HANDS” Gillingham Volunteer Centre	1	Cllr Kemp	Municipal year
“HANDS” Rochester Volunteer Centre	1	Cllr Griffin	Municipal year
Kent and Medway Civilian Military Partnership Board	1	Cllr Doe	Municipal year
Kent County Playing Fields Association	1	Cllr Rupert Turpin	Municipal year
Kent Downs Area of Outstanding Natural Beauty Joint Advisory Committee	1	Cllr Aldous	Municipal year

Title	No and ratio	Names of nominated representatives	Term of office
Kent Resource Partnership Annual Council (previously listed as Kent Waste Forum)	1	Cllr Filmer	Municipal year
Local Government Association – General Assembly	4 (3:1)	Cllrs Rodney Chambers OBE, Doe, Jarrett and Maple	Municipal year
Lower Lines Trust	1	Cllr Rodney Chambers OBE	Municipal year
Lower Medway Internal Drainage Board	3 (2:1)	Cllrs Browne, Buckwell, Etheridge	Municipal year
Medway Diversity Forum (was known as Ethnic Minority Forum)	3 (2:1)	Cllrs Adeoye, Ahmed, and Opara	Municipal year
Medway Macmillan Cancer Support Welfare Fund – Honorary Member	1	Mayor of Medway	Municipal year
Medway Maritime Hospital Foundation Trust – Council of Governors	1 x partner governor	Cllr Brake	3 year term office
“Medway Queen” Preservation Society	2 (1:1)	Cllrs Buckwell and Cooper	Municipal year
Medway Strategic Partnership Board (was known as Strategic Partnering Board (NHS Medway))	1	Cllr Gulvin	Municipal year
Medway Tourism Association	4 (3:1)	Cllrs Doe, Paterson Thompson and Tranter	Municipal year
Medway Towns Sea Cadets	1	Cllr Tejan	Municipal year
NHS Medway Primary Care Commissioning Committee	1	Director of People - Children and Adults representing Health and Wellbeing Board – non voting advisory position	Municipal year
North Kent Marshes Drainage Board	3 (2:1)	Cllrs Browne, Buckwell and Etheridge	Municipal Year
North Kent Strategic Access Management and Monitoring Strategy Board (was known as Interim Board for the Thames Medway and Swale Estuaries Strategic Access Management and Monitoring Scheme)	1	Portfolio Holder for Housing and Community Services	Municipal year

Title	No and ratio	Names of nominated representatives	Term of office
RELATE (Medway and Gravesham)	1	Cllr Purdy	Municipal year
Rochester Bridge Trust	3 (2:1)	Cllr Jarrett Mr Ray Harris (Labour and Co-operative nomination) Cllr Filmer	4 years to 31 May 2025 4 years to 31 May 2025 4 years to 31 May 2023
Rochester Cathedral Council	1	Cllr Kemp	Municipal year
Rochester Diocesan Board of Education	1 (non voting)	Cllr Kemp	Municipal year
Safer Kent (was known as Kent People's Trust)	1	Cllr Brake	Municipal year
South East England Health Scrutiny Network (formerly known as NHS Chairs Group)	2	Chairman of Health and Adult Social Care Overview and Scrutiny Committee Chairman of Children and Young People Overview and Scrutiny Committee	Municipal year
South East Reserve Forces and Cadet Association	1	Cllr Brake	Municipal year
Thames Gateway Kent Partnership Board	1	Leader of the Council Substitute: Cllr Rodney Chambers OBE	Municipal year
Thames Gateway Strategic Group	1	Leader of the Council Substitute: Cllr Rodney Chambers OBE	Municipal year
The Oast Community Hub (previously known as Rainham and Wigmore Community Association – Executive Committee)	1 (ex-officio)	Councillor Carr	Municipal Year
Tourism South East	2 (1:1)	Cllrs Andy Stamp and Tranter	Municipal year

(D) Charities

Title	No and ratio	Names of nominated representatives	Term of office
All Saints Frindsbury Charities	2 (1:1)	Cllrs Hubbard and Williams	Municipal year
Arthur Ingram Trust – Honorary Member	1	Mayor of Medway	Municipal year
Chatham Charities Trustees	8 (5:3)	<p>The Mayor (ex-officio) Rev Brian Adams (ex-officio)</p> <p><u>Representative Trustees</u></p> <p>Vacancy (Conservative nomination)</p> <p>Cllr Clarke (Conservative nomination)</p> <p>Cllr Griffin (Conservative nomination)</p> <p>Cllr Adeoye (Labour and Co-operative nomination)</p> <p>Cllr Gulvin (Conservative nomination)</p> <p>Mr S Peachall (Conservative nomination)</p> <p>Vacancy (Labour and Co-operative nomination)</p> <p>Vacancy (Labour and Co-operative nomination)</p>	<p>4 year terms expire:</p> <p>May 2023</p> <p>May 2023</p> <p>May 2023</p> <p>May 2023</p> <p>May 2023</p> <p>May 2025</p> <p>May 2025</p> <p>May 2025</p> <p>May 2025</p>
Gillingham United Charities	3 (2:1) 1 x Conservative place held by Mrs V Williams	<p>The Vicar of Gillingham (ex-officio Trustee)</p> <p><u>Representative Trustees</u></p> <p>Cllr Purdy (Conservative nomination)</p> <p>Mrs D Gilry (Labour and Co-operative nomination)</p> <p>Mrs V Williams</p>	<p>4 year terms expire:</p> <p>November 2025</p> <p>May 2025</p> <p>August 2025</p>

Title	No and ratio	Names of nominated representatives	Term of office
Gunsley Charity	2 (1:1)	<u>Nominative Trustees</u> Alderman Baker (Conservative nomination) Cllr Bowler (Labour and Co-operative nomination)	4 year terms expire: May 2024 May 2024
John Baynard's Charity	2 (1:1)	<u>Representative Trustees</u> Cllr Griffin (Conservative nomination) Dr Rosalind Oliver (Labour and Co-operative nomination)	4 year terms expire: May 2024 October 2023
Mayor of Medway's Welfare Fund	7 (The Mayor and Deputy Mayor, are ex-officio trustees plus 5 others in the ratio 3:2)	Cllrs Brake, Kemp and Mrs Josie Iles Plus 2 x Labour and Co-operative vacancies	Municipal year
Rochester Grammar School for Girls Charity	2 (1:1)	The Mayor is an ex-officio Trustee Cllr Murray (Labour and Co-operative nomination) Cllr Elizabeth Turpin (Conservative nomination)	4 year terms expire: June 2024 June 2024 (remainder of existing term)
Sir Joseph Williamson's Mathematical School Scheme (was known as Sir Joseph Williamson's Charitable Trust)	1	Councillor Rupert Turpin	4 year term expires: May 2024 (End date of term TBC)

(E) Other bodies set up by Medway

Title	No and ratio	Names of nominated representatives		Term of office
Chatham Centre Forum	2 (1:1)	Cllrs Maple and Tejan		Municipal year
Designated Person Panel	5 (3:2)	<u>Member</u> Cllr Barrett Cllr Clarke Cllr Cooper Cllr Opara Cllr Price	<u>Substitute</u> Cllr Tejan Cllr Griffin Cllr Khan Cllr Potter Cllr McDonald	Municipal year
Electoral Review Working Group	9 (6:3)	Cllrs Buckwell, Rodney Chambers OBE, Doe, Fearn, Gulvin, Jarrett, Mahil, Maple and McDonald		Municipal year
Gillingham Town Centre Forum	3 (2:1)	Cllrs Barrett, Purdy and Andy Stamp		Municipal year
Housing Asset Management Board	3 (2:1)	Relevant Portfolio Holder and Group Spokes on Housing		Municipal year
Informal Working Party on Polling Districts and Polling Places	7 (4:3)	Cllrs Buckwell, Fearn, Mahil, Maple, McDonald, Potter and Wildey		Municipal year
Member Development Advisory Group	7 (4:3)	Cllrs Clarke, Mrs Josie Iles, Kemp, Maple, Price, Chrissy Stamp and Tranter		Municipal year
Rainham Town Centre Forum	5	Rainham Central and Rainham North Ward Councillors		Municipal year
Riverside Country Park Forum	2	Rainham North Ward Councillors		Municipal year
Rochester City Centre Forum	3 (2:1)	Cllrs Murray, Tranter and Rupert Turpin		Municipal year
Rochester Riverside Project Board	5 (3:2) and *1 non-voting ward member	Cllrs Rodney Chambers OBE, Chitty, Jarrett, Maple and Andy Stamp Cllr Tejan		Municipal year

Title	No and ratio	Names of nominated representatives	Term of office
Rural Liaison Committee	12 (7:3:1:1)	Cllrs Barrett, Curry, Etheridge, Fearn, Hackwell, Hubbard, Johnson, Pendergast, Sands, Thorne, Elizabeth Turpin, Williams	Municipal year
Strood Town Centre Forum	3 (2:1)	Cllrs Etheridge, Hubbard and Thorne	Municipal year
Youth Centre Management Committees:- (i) Parkwood (ii) Strood (iii) Woodies (iv) Woodlands	3 (2:1)	Cllrs Barrett and Hackwell and Mrs Alexa Chatfield (Labour and Co-operative nomination) Cllrs Mrs Elizabeth Turpin and Williams and Cllr Hubbard (Labour and Co-operative nomination) Cllrs Clarke and Wildey Mr Mark Jones (Labour and Co-operative nomination) Cllrs Ahmed, McDonald and Purdy	Municipal year

(F) Other bodies appointed to by Cabinet

Title	No and ratio	Names of nominated representatives	Term of office
Bus Lane Adjudication Service Joint Committee	1	Cllr Filmer Cllr Bhutia (Substitute when Cllr Filmer cannot attend)	Municipal year
Children and Young People Transformation Board	1	Cllr Mrs Josie Iles	Municipal year
Dynamics Community Interest Company	1	Cllr Potter	Municipal year
Kent and Medway Economic Partnership	1 (Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships)	Cllr Rodney Chambers OBE	Municipal year
Medway Commercial Group Ltd	2	Cllrs Doe and Rupert Turpin	Municipal year
Medway Commercial Group: (i) Medway Commercial Services Ltd (ii) Medway Public Services Ltd	1 1	Vacancy Cllr Doe	Municipal year Municipal year
Medway Development Company Ltd	2	Cllrs Doe and Gulvin	Municipal year
Medway Education Partnership	1	Cllr Potter	Municipal year
Medway for Business – Economic Partnership	2	Relevant portfolio holders Cllrs Rodney Chambers OBE and Chitty	Municipal year
Medway Norse: (i) Medway Norse Board of Directors (ii) Medway Norse Operational Liaison Board	1 2	Cllr Rupert Turpin Cllr Gulvin and 1 x Conservative vacancy	Municipal year Municipal year
North Kent Enterprise Zone Strategic Board	2 (Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships)	Leader Councillor Rodney Chambers OBE	Municipal year
South East Local Enterprise Partnership (SELEP) Accountability Board	1 plus 1 alternate	Cllr Rodney Chambers OBE Alternate: Leader	Municipal year
South East Local Enterprise Partnership (SELEP) Ltd	1 x Director (Leader or appropriate portfolio holder)	Councillor Rodney Chambers OBE	Municipal year
Transformation Board	3	Councillors Filmer, Gulvin and Rupert Turpin	Municipal year

Title	No and ratio	Names of nominated representatives	Term of office
Transport for the South East Sub National Transport Body (Shadow)	1	Leader	Municipal year

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