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## APPENDIX L: Protocol on Outside Representation from Kent County Council

At the appropriate time, in each year, a copy of the list of appointments (which are due to be considered) to outside bodies which are collectively made by Councils in Kent and Medway, together with the Fire Service and the Police Authority, will be circulated by the Secretariat of the Kent & Medway Chief Executive to the Chief Executive or Chief Officer of each Council and Authority. Casual vacancies will, as they arise, be circulated in a similar way. The timing of the circulation of this list will be arranged so that the deadline for return occurs no earlier than one week after the latest annual meeting of the Councils and Authorities involved.

Each Chief Executive or Chief Officer will have four weeks to obtain any nominations from their Council or Body to any of the appointments to be made by the decision-making route appropriate to that Council or Body, and to return those nominations to the Secretariat. The nominating Council or Body is responsible for checking that the nominee is willing to be appointed.

At the expiry of that four week period, the Secretariat will notify each Chief Executive or Chief Officer for each appointment - either:

- (a) that the appointment has been made, as the number of nominations for it is as required, or
- (b) that there are no nominations for an appointment, so it is vacant, or
- (c) that the number of nominations for an appointment exceeds the requirement, in which case an election is needed.

In the case of (c) each Council or Body has a further 4 weeks to decide and register its vote for each appointment in this category, using the decision-making route appropriate to it.

Each Council or Body has one vote per appointment, except that

- (a) for appointments which are specifically to be held by District Council nominees, the County Council, Police and Fire Authorities shall not be entitled to vote
- (b) for appointments to the South East England Cultural Consortium, Local Government Association Regional Forum and the Arts Council (SE) Board, the terms of office shall alternate between the County Council and the District Councils. Under these circumstances, the County Council will nominate its own representative. When the term of office is to be held by a District Council representative, the County Council, Police and Fire Authorities shall not be entitled to vote.

At the end of the four week period, the Secretariat will notify each Chief Executive or Chief Officer of the result of the election.

It will also be the responsibility of the Secretariat to notify successful and unsuccessful nominees, and the outside body to which the appointment is to be made.

Each Council will confirm that any person so elected will act as its representative for that post as a joint appointee with the other authorities.

In the event of the need for substitution during the period of the appointment, it will be the responsibility of the appointed Member to nominate and arrange for the substitute to attend on his/her behalf.

In the event of a vacancy occurring during the term of appointment, the person next in line at the original election shall be appointed until the next normal election takes place.

### **Kent County Council Outside Bodies**

Early Years Development and Childcare Partnership

Kent Association of Parish Councils – Executive Committee

Kent Rural Community Council – Executive Committee

Local Government Association – Regional Forum

Southern Crimestoppers

Superannuation Fund Committee

Court of the University of Kent at Canterbury (term of office expires 31<sup>st</sup> July 2004)

South East England Cultural Consortium

Southern and South East Arts – Regional Arts Council

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