

# **Review of Member Representatives on Outside Bodies**

**Report of the Scrutiny (Performance) Committee**

**September 2005**



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# **Section 1: Foreword by the Chairman and Deputy Controlling Group Spokesperson**

***An introduction to the review on behalf of the Scrutiny  
(Performance) Committee by the Chairman, Councillor Jim  
Cronk and Deputy Controlling Group Spokesperson,  
Councillor David Lloyd-Jones***



## Foreword



### **Councillor Jim Cronk**

Chairman of the Scrutiny (Performance) Committee

*"Outside Bodies review has been needed for sometime, insurance had been one major issue and relevance along with other issues have been raised from time to time.*

*This review has been taken from the standpoint of Dover District Council and issues such as strategic, community or citizenship relevance were taken into account.*

*Interviews with the Members who are currently appointed by Dover District Council revealed a melting pot of views, ranging from 'what do I doing here' to 'what is the name of the organisation again'. Rarely was any real enthusiasm or knowledge encountered.*

*The results from the interviews and material from the research done were placed before the project team who considered the information and in debate and discussion formed the recommendations as provided in this report.*

*I would like to thank all of the project team who have worked well together especially Linda Dorsman, Scrutiny Support Officer has worked so hard in bring this report together in a resourceful and professional manner."*



### **Councillor David Lloyd-Jones**

Deputy Controlling Group Spokesperson of the Scrutiny (Performance) Committee

*"This review is an important part of the process of affirming Dover District Council's commitment to actively engaging with important strategic organisations at regional level. We were aware as a project team, that although we could continue nominate to our current Outside Bodies, the time had come to take an objective view on the beneficial links to our corporate strategies in maintaining those links.*

*Our findings confirm that many of our Members have served loyally and are deeply committed to the Outside Bodies they are nominated to. Nevertheless, in line with the Council's wish to be more strategically engaged with the community, this review took an objective and pragmatic approach to the use and effectiveness of our Members.*

*We are very pleased to have been involved in this review and would like to acknowledge the participation of all the Members who contributed their views and thank the Officers who helped in compiling this report."*

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Chairman of the Scrutiny (Performance)  
Committee

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Deputy Controlling Group Spokesperson  
of the Scrutiny (Performance) Committee





## **Section 2: Scope and Process Report**

*Overview of the process adopted in conducting the review*



# Scope and Process Report

## Introduction

- 2.1 Dover District Council appoints Members to serve on a large number of outside bodies. A significant proportion of these appointments have been made without a clear recognition of the potential benefits to the Council or to the relevant body.
- 2.2 The Scrutiny (Performance) Committee identified that a Review of Representatives on Outside Bodies should be undertaken as part of its work programme for 2005/06. The aim of the Review has been to investigate the appropriateness and effectiveness of Member representation in promoting community leadership and working successfully with strategic bodies and community groups.
- 2.3 The terms of reference for the review have been:
- (a) to identify the criteria to be applied in determining whether or not the Council will appoint a representative to serve on an outside body;
  - (b) to consider how the Council determines which persons are appointed to outside bodies;
  - (c) to establish in what capacity representatives serve on each outside body;
  - (d) to identify appropriate arrangements for managing the risks associated with serving on outside bodies;
  - (e) to identify appropriate arrangements to ensure that information is passed between the Council and the outside body through the Council's representative; and
  - (f) to ensure that a proper records management system is in place for appointments to outside bodies.

## Process

- 2.4 A structured approach has been adopted in conducting the review as follows.

### **Stage 1: Methodology**

- 2.5 A Project Plan has been approved by the Committee identifying the scope and proposed time scale of the review as well as the consultation to be undertaken.
- 2.6 The Committee agreed to set-up a Project Team to provide direction for the Review comprising the following:

Councillor J A Cronk (Chairman)  
Councillor P Dawkins (Group Spokesperson)  
Councillors S F Bannister, D R Lloyd-Jones and C J Meredith  
Jim Horne, Head of Legal Services

David Blackburn, Head of Democratic and Members' Services  
Rebecca Brough, Committees and Executive Officer

2.7 The Project Team has been supported by Linda Dorsman, Scrutiny Support Officer.

### **Stage 2: Research**

2.8 The Project Team identified that the terms of reference could be fulfilled by the Scrutiny Support Officer conducting the following research:

- Reviewing the current data held by the Council regarding Representatives on Outside Bodies.
- Examining practices of other local authorities.
- Conducting interviews of representatives on outside bodies.
- Co-ordinating liaison with the outside bodies.
- Co-ordinating liaison with the Council's Insurers.

### **Stage 3: Investigation**

2.9 A review of the information kept on Outside Bodies has been undertaken and a briefing paper presented to the Project Team.

2.10 Contact has been made with several local authorities to seek best practice including Canterbury, Maidstone and Thanet locally and Camden, Liverpool, Manchester and Newcastle at a national level.

2.11 A questionnaire has been prepared to facilitate face to face or telephone interviews with Member representatives.

2.12 The views of officers, have been sought where appropriate when they also attend meetings of these Outside Bodies.

2.13 A briefing paper on the results of the interviews with Members has been presented to a Project Team and a workshop has been held to develop draft recommendations.

### **Stage 4: Final Analysis**

2.14 The Final Report on the review has been presented to the Scrutiny (Performance) Committee at its meeting on Thursday 6 October 2005. The Committee has made a number of recommendations to the Council which are set out on page 23.

## **Section 3: Research Report**

*Details of the issues examined by the Scrutiny (Performance)  
Committee Project Team*



# Research Report

## Introduction

- 3.1 The Council and Executive appoint Member representatives to 37 Outside Bodies. The number of Outside Bodies to which appointments are made has remained fairly constant over a significant period of time. It is now considered appropriate that a review be undertaken in order to ensure that arrangements reflect the reduction in the size of the Council (from 56 to 45 Members), the introduction of new executive decision making arrangements and the sharper focus of the Council in ensuring that its activities support the delivery of the Corporate Plan.
- 3.2 Differentiating between what constitutes an Outside Body and what constitutes a partnership for the purpose of defining the scope of the review has not always been easy. The definition that has been applied is that an Outside Body shall have a formal Constitution and appointments are made by the Cabinet or Council.

## Baseline Information on Outside Bodies

- 3.3 The Council's records of Outside Bodies has provided the following information:
- (a) Outside Bodies cover a wide range of functions in respect of:
- Arts and Recreation
  - Charitable, Counselling and Advice
  - Employment
  - Environmental
  - Health
  - Heritage and Tourism
  - Housing
  - Local Government
  - Recreation
- (b) Members serve in a wide range of capacities such as:
- Adviser
  - Lobbyist
  - Observer
  - Overseer of charitable purposes
  - Representative of DDC
  - Trustee
  - Voting Member
- (c) The purposes of the Outside Bodies and specific roles of Members are set out in Appendix A of this report.
- (d) Other than the Dover and Deal Citizens Advice Bureau, there is no direct link between revenue grant funding from Dover District Council and Member representation (see Appendix B).

## **Views of Member Representatives**

- 3.4 In order to obtain the views of Member representatives, a framework of questions has been developed (see Appendix D).
- 3.5 Face to face or telephone interviews have been conducted. As a result 48 questionnaires have been completed and analysed in order to present the key issues to the Project Team (ie some Outside Bodies have multiple representation from this Council).
- 3.6 The Members' Survey has showed that in many cases Members are unclear about the purpose of representation either for the Council or for the Outside Body.
- 3.7 Where positive responses have been received, Members have given the following benefits to the Council of having a representative on an Outside Body. The Council:
- Receives early warning of community views through the Outside Body.
  - Demonstrates its support for the Outside Body.
  - Understands the concerns of the Outside Body.
  - Becomes accessible by involving itself in a community project or service.
- 3.8 Members gave the following perceived benefits to the Outside Body of having a representative on an Outside Body. The Outside Body:
- Can understand the priorities and resource capacities of the Council.
  - Can be assisted to link to other community groups because of the Member's knowledge of the District's support agencies.
  - Achieves greater recognition from having a Council Member on its Board.
  - Needs to have Member representation because of its Constitution.
- 3.9 Given that Members sit on Outside Bodies as representatives of Dover District Council other significant findings from the survey reveal:
- There are varying degrees of enthusiasm for supporting Outside Bodies as some Members have a very strong attachment to particular Outside Bodies whilst others question the value of continued association.
  - The majority of members could not identify any clear link to the Corporate Plan in terms of their representation on an Outside Body.
  - Attendance at meetings of Outside Bodies appears to be inconsistent.
  - Multiple appointments are made to some Outside Bodies and members generally feel that this is unnecessary.



- Members tend to act independently as there is an absence of corporate guidance on their roles and only informal relationships exist with appropriate officers.
- A significant proportion of Members have not received any support from the Outside Body in terms of induction training or information to enable them to fulfil their roles effectively.
- The cost implications of participation on Outside Bodies are minimal in terms of travel expenses claimed by Members.
- Members are unsure about the insurance liabilities relating to their roles.

### **Current Approach and Best Practice**

- 3.10 Outside Bodies approach the Council for the nomination of a Member in accordance with their Constitution. The Council has, in the past, responded positively to such requests and has not formally scrutinised them to establish the benefits which may accrue through Member representation. Research has been undertaken into the approaches adopted by other Councils to seek best practice.
- 3.11 Locally, Thanet District Council, Maidstone Borough Council and Canterbury City Council have been contacted but none of these Councils have reviewed their representation on Outside Bodies in recent years and appointments are made because of historical connections rather than because of strategic or financial considerations. At each Council there does not appear to be any guidance issued to Members on their roles and responsibilities.
- 3.12 Nationally, the Councils for Camden, Liverpool, Manchester and Newcastle have been contacted and a similar picture emerges generally with the exception of Camden which has clearly defined groups of external committees/liaison groups of service users that reflect general corporate priorities regarding housing, health and education etc on which Members serve. However, there are no formal guidelines which are available at Camden which set out the governance and oversight of Outside Bodies.

### **Classification of Relationships with DDC**

- 3.13 The Project Team has confirmed that a broad classification of Outside Bodies should be adopted to define the relationship between the Outside Body and the Council as this will help with determining to which outside bodies appointments should be made in future. There are three broad categories of involvement:

- Strategic/Regional
- Statutory
- Community/Citizenship

(a) **Strategic/Regional**

The following 13 Outside Bodies are deemed to be of a strategic or regional importance to Dover District Council and normally the representative appointed is a Member of the Cabinet:

- Action for Rural Communities in Kent
- Association of Port Health Authorities
- Coalfields Communities Campaign
- District Tenants Association
- East Kent Spatial Development Company
- East Kent Coastal PCT Teaching Trust
- Kent Leaders and Chief Executives Forum
- Local Government Association
- Local Government Association Rural Commission
- National Parking Adjudication Service
- Manston Airport Consultative Committee
- Southern and South East England Tourist Board
- South East England Regional Assembly
- Supporting People in Kent – Commissioning Body

(b) Statutory

The following Outside Bodies relate to appointments made pursuant to statutory provisions:

- Sandwich Port and Haven Commission
- River Stour (Kent) Internal Drainage Board
- Association of Port Health Authorities

(c) Community/Citizenship

The following 22 Outside Bodies relate to a wide range of economic, environmental and social issues with many being specific to a particular part of the District such as Aylesham, Deal, Dover or Sandwich.

It is recognised that the District Council has supported these bodies for many years and Members in some cases have developed strong relationships with these Outside Bodies particularly if it serves their Ward or if it is an area where they can bring specific expertise.

The Outside Bodies that fall into this category are as follows:

- Aylesham and District Workshop Trust
- Community Legal Services Partnership
- Court of the University of Kent
- Deal and Dover District Citizens Advice Bureau
- Deal Centre for the Retired
- Deal Maritime Museum
- District Tenants Association
- Dover Age Concern
- Dover Bronze Age Boat Trust
- Dover Counselling Centre
- Dover District Sports Council
- Dover District Volunteering Centre
- Dover Roman Painted House Trust
- JAC Kent Downs AONB Partnership
- Kent County Playing Fields Association

- Local Association Radiation Network
- Mary Hougham Almshouses Charity
- Municipal Charities of Dover District Council
- River Stour (Kent) Internal Drainage Board
- Sandwich Bay Nature Reserve Management Committee
- Sandwich Port and Haven Commission

3.14 For the strategic, regional and statutory bodies it is self evident that it is in the interests of the Council to continue with representation.

3.15 However, the Project Team consider that having a community or citizenship link is not necessarily a sound basis for continued representation on an Outside Body and believes that there must be a demonstrable link with the Council's corporate objectives before an appointment is made.

### **Making Appointments**

3.16 Currently the decision as to which Member will represent the Council on an Outside Body rests with the Cabinet, although three appointments are made by Council (where it is a Council function to do so).

3.17 A key issue to consider is who should be appointed to serve on Outside Bodies. In the vast majority of cases, the Council is represented by an Elected Member but occasionally it is represented by an ex-Member or a member of the public. The Project Team has considered this issue carefully and whilst a democratically elected representative is seen as desirable, the Project Team considers that it is unnecessary for all representatives to be Elected Members. The over-riding concern must be effective representation and as long as there are clear reporting mechanisms in place for providing information to the Council in order to ensure proper accountability it is not considered that any restriction on appointments should be imposed.

### **Roles of Members**

3.18 The Project Team has noted that there are legal implications for Members and the Council arising from the various roles performed by Members including Council representative, trustee, director, committee members, adviser, observer. These roles, particularly that of a trustee, may involve potential conflicts of interests as this primary role requires support of the interests of the Outside Body which may prevent effective representation of DDC. There are also cost considerations to ensure that adequate insurance cover is obtained to ensure indemnity of our Members

3.19 The Members' Survey has shown that a significant proportion of Members are unsure of their exact role and the legal implications of their actions. Outside Bodies do not appear to have been pro-active and rarely provide any induction into the roles and responsibilities of the Member representative.

3.20 Therefore, protocols in regard to Members' roles on Outside Bodies are in need of development. The Council has in the past produced some guidance and this may need updating and reissuing to the Council's representatives.

- 3.21 The Project Team believes that Outside Bodies have a responsibility to provide basic information in the form of a Constitution, Business Plan/Set of Accounts etc to enable them to have a positive input into the work of the organisation.

### **Feedback to DDC**

- 3.22 There are no prescribed arrangements for providing feedback to the Council about Outside Bodies. Therefore, this is done on an inconsistent basis through Leader's Time, Strategic Management Team, Democracy Matters Bulletin and the Members' Weekly News.
- 3.23 Different views have been expressed about the desirability for formalising feedback as part of the Members' Survey. Some believe that this would be an additional burden upon already busy Members, whilst others would welcome such a initiative and believe that there is a responsibility for Member representatives to provide periodic reports to Cabinet or Council. Without some form of reporting mechanism, it is difficult for any objective appraisal to be conducted of the basis for continuing involvement with an Outside Body and therefore, the Project Team has suggested that all Member representatives on Outside Bodies should be invited to submit a report on an annual basis.
- 3.24 Relationships between Members' and officers regarding Outside Bodies are generally informal with officer support provided if requested by the Member. Again the Project Team considers that a clearer arrangement is required whereby there is a designated officer for each Outside Body to improve internal communications should matters arise at meetings of an Outside Body which require further consideration.

### **Indemnity and Insurance**

- 3.25 The Council currently provides a full portfolio of indemnity and insurance cover in regard to all Outside Bodies, which have Member representation. The Council is able to indemnify Members in accordance with its adopted policy in circumstances when the Member is discharging functions for or acting on the authority of the Council. In circumstances where the Member is only acting for the Outside Body, it has been necessary for the body to indemnify and arrange insurance for the Member against personal liability. Should Members only be appointed by the Cabinet or Council in respect of strategic, regional or statutory Bodies, it will be expected that the Council will indemnify the Member and obtain insurance from ZM.

### **Development of Recommendations**

- 3.26 The key issues in regard to the review have been considered at a Project Team meeting on 15 September 2005 (which was delivered as a workshop) and draft recommendations prepared for submission to the Scrutiny (Performance) Committee.
- 3.27 The draft recommendations have been considered by the Committee and the final recommendations, as approved by the Committee, are set out at Section 4 of this report.

## **Section 4: Recommendations**

***Summary of the recommendations of the Scrutiny  
(Performance) Committee to Council and the views of  
Corporate Management Team***



## Recommendations

- 4.1 Arising from the Review of Member Representatives on Outside Bodies, the following recommendations that are made:

### Strategic Representation

- (1) That Outside Bodies which enable DDC to be represented at a strategic level, where there is a clear benefit to the Council and it supports the delivery of the Corporate Plan and Community Strategy should continue to be supported with appointments made by the Cabinet or Council as appropriate.
- (2) That the strategic bodies to which appointments are made should be:
  - Action for Rural Communities in Kent
  - Association of Port Health Authorities
  - Coalfields Communities Campaign
  - District Tenants Association
  - East Kent Spatial Development Company
  - East Kent Coastal PCT Teaching Trust
  - Kent Leaders & Chief Executives Forum
  - Local Government Association
  - Local Government Association Rural Commission
  - National Parking Adjudication Service
  - Manston Airport Consultative Committee
  - Southern and South East England Tourist Board
  - South East England Regional Assembly
  - Supporting People in Kent – Commissioning Body

### Statutory Representation

- (3) That Outside Bodies, which enable DDC, to be represented because of statutory requirements should continue to be supported and appointments by the Cabinet or Council as appropriate.
- (4) That the statutory bodies to which appointments are made should be:
  - Association of Port Health Authorities
  - River Stour (Kent) Internal Drainage Board
  - Sandwich Port and Haven Commission

### Community Representation

- (5) That Member representatives are not appointed to other Outside Bodies after the expiry of the current terms of office for 2005/06 and that those Outside Bodies be informed immediately so that amendments to their Constitution can be made.

- (6) That Members shall be free to support Outside Bodies where there is a historical connection or it is consistent with their ward representational role and they are willing to do so in a private capacity but the Council shall not be responsible for insuring or indemnifying them.

### **Indemnity and Insurance**

- (7) That representatives on strategic/statutory bodies shall receive from the Council:
- (a) Administrative support to ensure contact details between the Member and the Outside Body are confirmed.
  - (b) Guidance from the Legal Division regarding their duties as trustee, company duties, etc.
  - (c) Indemnity and insurance and information to explain the nature of the cover provided.
  - (d) Handover of information to the new Member representative from the previous representative.
  - (e) Reimbursement of authorised expenditure in regard to travel
- (8) That forms of agreement with Outside Bodies shall be drawn up by the Legal Division to ensure that Members receive:
- (a) Formal induction by a senior manager/member of the Outside Body to explain the role and responsibilities of the Member.
  - (b) A copy of the Constitution (including Terms of Reference), Business Plan and Annual Accounts of the Outside Body.

### **Reporting and Communication**

- (9) That where DDC appoints a representative to an Outside Body at a strategic level or because of a statutory requirement that Member shall provide a written report annually which shall be distributed to all Members of the Council. However, should any matter that in the opinion of the Member is significant arise during the course of the year a written report shall be submitted to the Council regarding that matter.
- (10) That each Outside Body of a strategic or statutory nature to which an appointment is made shall have an officer assigned to it to share information with the Member.

### **Membership**

- (11) That appointments shall only be made to outside bodies on a list approved by the Executive (executive appointments) or Council (council appointments) and any new requests from Outside Bodies shall be considered having regard to the benefits to the Council in delivering its Corporate Plan and Community Strategy.



- (12) That whilst the presumption shall be that the Council or Executive will ordinarily appoint an Elected Member to serve on an outside body it may appoint a person who is not a Member of the Council as long as it is deemed that they are a fit and proper person to fulfil that role.

#### 4.2 Views of CMT:

The Corporate Management Team welcomes the work that has been undertaken by the Scrutiny (Performance) Committee and endorses the findings of the report and the recommendations therein.



## **Section 5: Appendices**

***Appendix A: Purposes of Outside Bodies and Roles of Members***

***Appendix B: Capital Grants and Annual Revenue Grants***

***Appendix C: Members' Survey Questionnaire***

## **The Purposes of Outside Bodies**

### STRATEGIC/REGIONAL/STATUTORY BODIES

#### **ACTION WITH COMMUNITIES IN RURAL KENT**

To help rural communities become diverse, thriving and sustainable.

Role of Member: To vote on constitutional items at Council Meetings. To inform Action with Communities in Rural Kent on issues affecting rural areas

#### **ASSOCIATION OF PORT HEALTH AUTHORITIES**

To co-ordinate and promote an efficient port health service, represent the interests of Member Authorities in discussions with Government on all matters relating to health control of shipping and aircraft and imported food.

Role of Member: Advisory

#### **COALFIELDS COMMUNITY CAMPAIGN**

To lobby for Britain's former coalfields areas

Role of Member: To represent DDC in lobbying for Britain's former coalfield areas

#### **DISTRICT TENANTS GROUP**

The Tenants Compact is an agreement between the Council and its tenants on how they will be involved in the housing service. It is a government requirement for DDC to have a compact in place.

Role of Member: Trustee Board Member

#### **EAST KENT SPATIAL DEVELOPMENT CO**

Economic development and regeneration of East Kent

Role of Member: Director

#### **EAST KENT COASTAL PCT TEACHING TRUST**

To improve the health and well being of the people of Dover and Deal

Board Observer with speaking rights

## **KENT LEADERS AND CHIEF EXECUTIVES MEETING**

To secure appropriate attention for countywide issues and to pursue matters for common concern within Kent

## **LOCAL GOVERNMENT ASSOCIATION - GENERAL ASSEMBLY**

The LGA exists to promote better local government. It works with and for member authorities to realise a shared vision of local government that enables local people to shape a distinctive and better future for their locality and its communities.

## **LOCAL GOVERNMENT ASSOCIATION RURAL COMMISSION TBC**

Purpose not given

Role of Member: participation in discussion

## **NATIONAL PARKING ADJUDICATION SERVICE TBC**

Purpose not given

Role of Member: Voting rights on Joint Committee as representative of DDC

## **MANSTON AIRPORT CONSULTATIVE COMMITTEE**

The consultative committee is a non-executive body that deals with matters relating to Manston Airports development and operations in accordance with DETR guidelines.

Role of Member: To represent DDC and provide feedback

Representative is not a Member

## **RIVER STOUR (KENT) INTERNAL DRAINAGE BOARD**

The River Stour (Kent) Internal Drainage Board was created by an Act of Parliament (1938) to drain East Kent Marshes. Organisation is part of Local Government and accountable to DEFRA.

Role of Member: Voting Member representing the interests of DDC

## **SANDWICH PORT AND HAVEN COMMISSION**

Purpose not given

Role of Member: Commissioner

## **SOUTH EAST EMPLOYERS**

Discussion and consultation as part of employers body

## **SOUTHERN AND SOUTH EAST ENGLAND TOURISM BOARD**

The strategic tourism board for southern England

Role of Member: Discussing policy and advising

## **SOUTH EAST ENGLAND REGIONAL AUTHORITY**

The regional assembly provides advocacy for the region, accountability for SEEDA, and is the regional planning body.

Role of Member: DDC's representative

## **SUPPORTING PEOPLE IN KENT COMMISSIONING BODY**

The Commissioning Body is a partnership which has input into the role of the Administration Authority (KCC) in the distribution of funding streams for housing related support. The Commissioning Body agrees its own strategic annual plan and strategy.

## **Community Bodies at District level**

### **AYLESHAM & DISTRICT WORKSHOP TRUST**

To improve community opportunities through education, training and the provision of facilities and workshop units.

Role of Member: To approve policy of the Trust and oversee the running and charitable aims

### **COMMUNITY LEGAL SERVICES PARTNERSHIP**

To bring together organisations offering legal and advice services including local authority in-house services. All the Partners act together to improve access to, and delivery of, legal and advice services in their local community.

Role of Member: to sit on Steering Group

### **DEAL & DISTRICT CITIZENS ADVICE BUREAU**

Any charitable purpose for the benefit of the community in Deal and District in particular to provide advice and guidance.

### **DEAL CENTRE FOR THE RETIRED (AGE CONCERN)**

To promote and assist general good of old people in Deal and District.

Role of Member: Represents DDC and can vote on issues of the Constitution

### **DEAL MARITIME MUSEUM**

Provision and maintenance of museum in or near Deal for exhibition to the public for artefacts and display illustrating the history of Deal, Walmer and District.

Role of Member: Representative Trustee appointed by DDC

### **DOVER COUNSELLING CENTRE**

The provision of counselling, training and consultancy to members of the community and purchasers.

Role of Member: Trustee

### **DOVER DISTRICT VOLUNTEERING CENTRE**

To undertake voluntary work in education, social services and similar charitable activities amongst those classes in need

Role of Member: Trustee

### **DOVER AGE CONCERN**

To promote the interests of the elderly of Dover and Rural Area.

### **DOVER & DISTRICT CITIZENS ADVICE BUREAU\***

Any charitable purpose for the benefit of the community in Dover and District in particular to provide advice and guidance.

### **DOVER ROMAN PAINTED HOUSE TRUST**

To acquire, excavate, restore and preserve for the public benefit the Roman Painted House.

Role of Member: Trustee

### **DOVER BRONZE AGE BOAT TRUST**

Preservation and display of the Dover Bronze Age Boat. Advancement of public knowledge of the Bronze Age.

Role of Member: Trustee

### **DOVER DISTRICT SPORTS COUNCIL**

Formed in 1972 to assist Dover District Council in financing local clubs and individuals within their various individuals sporting activities.

### **JAC KENT DOWNS AONB PARTNERSHIP**

The Kent Downs Area of Outstanding Natural Beauty Partnership is set up to conserve and enhance the landscape of the Kent Downs. They also provide the management and review the plan and the delivery of agreed actions.

## **KENT COUNTY PLAYING FIELDS ASSOCIATION**

To ensure adequate facilities for recreation - organised co-operation to secure provision & full use of playing fields/ playgrounds for children and other recreational centres where the need may exist.

Role of Member: Committee Member liaison purposes

## **LOCAL ASSOCIATION RADIATION MONITORING NETWORK (LARnet)**

DDC participates in supplying radiation monitoring information to LARnet's technical contractor for inclusion in RIMNET, the national monitoring system.

## **MARY HOUGHAM ALMHOUSES CHARITY**

To provide and maintain accommodation for elderly people in Deal with preference given to local boatmen of that town.

Role of Member Trustee

## **MUNICIPAL CHARITIES OF DOVER**

To provide almshouse accommodation and pension for poor persons of good character resident in Dover

Role of Member: Trustee

## **SANDWICH BAY NATURE RESERVE MANAGEMENT COMMITTEE**

To Manage Gazen Salts Nature Reserve

Role of Member: To represent DDC's interest in the development and management of the Nature Reserve complex



## Organisations which receive funding from Dover District Council

Extract of the Organisations, projects and amount of Capital Grants Paid in 2004/05

Organisation	Grant Paid 2004/05	Project
St Mary's Society of Change Ringers	322.55	St Mary's Parish Church, Dover-Bells restoration, replacement & conversion
Ash Village Hall	323.58	Disabled Access to Village Hall
Wingham Lawn Tennis & Recreation Club	1,056.26	All weather playing surface
Tilmanstone Colliery Welfare	1,245.82	New Shell & Roof for Building
River Village Hall	1,250.00	Disabled Access to Village Hall
Capel-le-Ferne Parish Council	1,876.54	Play equipment
Crabble Corn Mill	3,000.00	Strengthen Mill Pond Retaining Wall
Heritage Economic Regeneration Scheme	5,010.00	Previously on revenue - planning
River Parish Council	10,000.00	Refurbishment of recreation ground changing facilities
Dover Town Council	30,000.00	Purchase Maison Dieu House
Sandwich Sports & Leisure Centre	40,000.00	Refurbishment for re-opening

## VOLUNTARY ORGANISATIONS – ANNUAL REVENUE GRANTS

Name	2001/2002 Paid £	2002/2003 Paid £	2003/2004 Paid £	2004/2005 Paid £	2004/2005 Requested £	2004/2005 Recommended £
<u>Welfare</u>						
1. Age Concern, Dover	700	0	1,000	0	1,000	0
2. Arthritis Care, Deal	450	450	500	450	500	450
3. Arthritis Care, Dover	450	450	650	450	650	450
4. Dover Club for the Deaf & Hard of Hearing	200	200	200	200	200	200
5. Dover and District Victim Support Scheme	1,000	500	1,000	0	1,500	250
6. Dover District Volunteer Bureau	500	0	2,000	0	2,000	0
7. Dover District Carers Support *					3,000	0
8. Dover District & Shepway CRUSE, Bereavement Care	500	500	750	600	650	500
9. Deal Pathfinders Social Club	300	300	300	300	300	300
10. Folkestone, Dover & Hythe Samaritans	800	400	750	0	300	150
11. Kent Association for the Disabled - Dover	0	0	2,000	0	1,500	0
12. St Martins Club for the Physically Handicapped - Dover	250	250	0	0	250	200
13. Dover Social Club for the Blind	450	450	750	250	500	200
14. Deal Social Club for the Blind	300	300	300	250	300	200
15. Winged Fellowship Trust	176	183	169	169	100	100
16. Good Companions	0	50	150	50	150	0
17. St. Johns Ambulance	300	0	500	0	500	100
18. Wheelchair Users Group					500	50
19. Dover Access and Mobility **					500	250
20. South East Kent YMCA					2,500	0
21. Kent Family Mediation Service					500	0
	6,376	4,033	11,019	2,719	17,400	3,400
<u>Other</u>						
22. Deal Memorial Bandstand Trust - Insurance Contribution	50	50	50	50	102	102
23. Deal and District Toy Library	1,000	1,000	1,000	1,000	1,500	1,000
24. Brambley Hedge Children's Charity	750	0	2,500	0	2,500	0
25. Eythorne & Elvington Breakfast Club					5,000	0
26. Kentish Stour Countryside Project			6,000	2,000	6,000	2,000
27. Coldred Forum					2,165	0
28. Deal, Walmer, Sandwich & District Scout Council					2,000	500
29. Deal, Walmer, Kingsdown Carnival Regatta Association					3,500	0
30. Shepherdswell Forum					810	0
31. St Andrew's Church Buckland					750	0
	1,800	1,050	9,550	3,050	24,327	3,602
<b>Total</b>	8,176	5,083	20,569	5,769	41,727	7,002

**NB** \* Formerly part of Dover District Volunteer Bureau - Now separate entity  
 \*\* Affiliated to the Wheelchair Users Group

## Members' Survey Questionnaire

<b><i>Member questionnaire on Representatives on Outside Bodies</i></b>	
<p>Organisation:</p>           <p>Funded/not funded by DDC</p>	<p>Purpose of Organisation:</p>           <p>Link to DDC:</p>
<p>Member Representative (or other):</p>           	<p>Officer Representative:</p>           <p>Officer in receipt of feedback:</p>
<p>Role of Member:</p>           <p>Example of exercise of role by Member:</p>	<p>Statutory/Non Statutory</p>           <p>Insurance liabilities covered YES/NO</p>
<p>Reason for nomination to Outside Body:</p>           	<p>Could you supply copies of Minutes?</p>

<b>Member questionnaire on Representatives on Outside Bodies</b>	
Perceived benefit to DDC in having representation:	
Perceived benefit to Outside Body in having representation:	
What is link to Corporate Plan?	Is there any cost to the Council such as travel etc?