

# Elected Member Annual Report and Review 2012/13



**Name of Member:** Councillor Michael Rusbridge

**Ward:** Southborough North

## **Section 1: Attendance at Council/ Committee and Sub-Committee meetings**

*This section has been completed by Democratic Services and lists all Council and Committee meetings, including how many meetings of each, you attended for the period from Annual Council on 23 May 2012 to the end of April 2013.*

Name of Committee	No. of meetings attended	No. of meetings held during the year
Full Council	6	6
Licensing Committee	2	5
Licensing Sub-Committee (only 3 of the 15 members are called at any one time)	2	24
Audit and Governance Committee	3	4
Planning and Transportation Cabinet Advisory Board	7	8
Investigatory Committee	0	0
Western Area Planning Committee	11	11
Joint Eastern and Western Area Planning Committee	1	1
Eastern Area Planning Committee (not a member)	1	15

Please list how many County Council, Parish/Town Council and Town Forum meetings you have attended.

County Council	Parish/Town Council	Town Forum
None	Numerous Southborough Town Council meetings	None

## Section 2: Community Involvement

Please list details of organisations within the community with which you are involved, including any outside bodies that you have been appointed to by the Council in order to promote joint working and improved service delivery to the public.

Organisation	Brief description of your role
Gallards Almshouse Trust	Trustee and member of the development project group

## Section 3: Assisting Constituents

Please give an illustration of the ways in which you have assisted or liaised with your constituents, or other residents of the Borough (i.e resolving problems), including details of any surgeries you have held.

I have a business (including a shop) in my ward. Having completed 15 years as a Borough Councillor in this ward and previously 17 years as a Town Councillor, I have the majority of my constituent contacts there. I also have quite a number of phone calls and in particular have been dealing with emails and other correspondence with residents concerned about redevelopment in Southborough centre.

As Chairman of Western Area Planning Committee I frequently point those with planning queries towards the relevant officers.

## Section 4: Special Responsibilities

Please list any other positions of responsibility that you may hold within this Council (for example: Portfolio Holder, Chairman, Vice-Chairman, Lead Member, or Mayoral duties).

Responsibility	Nature of your duties
Chairman – Western Area Planning Committee	Chair meetings, attend briefings and ensure members have all the relevant information to make decisions.

## Section 5: Learning and Development

*This section has been completed by Democratic Services and lists dates and details of attendance at training sessions, conferences, seminars etc during the period 23 May 2012 to the end of April 2013 which have supported you in your duties as a councillor. Please check this with your own records and contact Wendy Newton-May if you have any queries.*

Details of event	Date attended
Planning Committee Training	28 May 2012
Planning Short Bite - Q & A's	20 June 2012
Website Briefing	21 June 2012
Planning Member Training (NPPF & Conservation)	4 July 2012
Member Briefing – Rate Relief	18 July 2012
Member Briefing - Benenden Hospital Briefing	28 August 2012
Short Bite - Article 4 Directions	12 September 2012
Member Briefing – Landscape Designations	3 October 2012
Affordable Housing	5 December 2012
Strategic Compass and Budget	12 December 2012
Findings From The Census 2011	24 January 2013
Planning Short Bite – Merger of Planning Committees and Changes to Permitted Development	13 February 2013
Members Question and Answers and Planning Forums	6 March 2013
Site Allocations	21 March 2013
NPPF – 1 year on	27 March 2013

*Do you have any other learning and development needs that have not been identified or met by the Council? If so, please set out below.*

None

## **Section 6: Internal Meetings Attended**

*Please give details of role and attendance at internal meetings, including Working Parties/Groups and Political Group meetings.*

Details of event	Role and purpose
Conservative Group Meeting	Member
Planning briefing meetings with officers	Chairman of Western Area Planning Committee
Local Development Framework Members' Working Group	Member

### **Section 7: Supplementary Information**

*Please feel free to add any information you consider may assist in defining your role as an elected Member, any outside obligations that may impact on your role or any additional information you wish to add.*

Dated: June 2013