

# Elected Member Annual Report and Review 2012/13



**Name of Member:** Councillor Catherine Mayhew

**Ward:** Park

## 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  | 4                        | 6                                    |
| Overview and Scrutiny Committee                                   | 5                        | 5                                    |
| Investigatory Committee   | 0                        | 0                                    |
| Cabinet (not a member)  | 2                        | 15                                   |
| Planning and Transportation Cabinet Advisory Board (not a member) | 1                        | 8                                    |
| General Purposes Committee (not a member)                         | 1                        | 2                                    |
| Western Area Planning Committee (not a member)                    | 1                        | 11                                   |

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

| County Council | Parish/Town Council | Town Forum |
|----------------|---------------------|------------|
|                |                     | 5 meetings |

## 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 |
|---------------------------|--------------------------------|
| Commons Conservators      | Member                         |
| St Peter's School         | Governor                       |
| Sir Thomas Smythe Charity | Trustee                        |

## 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 attended meetings with residents about planning matters and other issues. I have also assisted residents with regard to community safety, housing, noise nuisance, dog fouling, local amenity woodland at risk, development matters, protecting allotments, air craft noise etc.

I also propose to participate in the ward walks this summer.

## 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 – Overview and Scrutiny Committee    |  |
| Vice-Chairman – Investigatory Committee       |  |
| Member of Constitutional Review Working Party | Review and consider any constitutional or procedural matter concerning the Council |

## 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     |
|---|-------------------|
| Community Infrastructure Levy             | 20 September 2012 |
| Code of Conduct and Register of Interests | 25 October 2012   |
| Residents Survey 2012 Results             | 17 January 2013   |
| Chairing Skills Training in London        | 14 February 2013  |
| Site Allocations                          | 21 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 at present

## 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                    |
|---|-------------------------------------|
| Constitutional Review Working Party   | Member                              |
| Weekly meetings with Overview and Scrutiny Officer  | As part of my Chairmanship function |
| Conservative Group Meetings   | Member                              |
| Local Plan Working Party  | Member                              |
| Meetings with other members about Overview and Scrutiny matters, Vision Working Party and Crematorium Working Party |                                     |

**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.*

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Dated: May 2013