

Elected Member Annual Report and Review 2015



All activity is from May 2015, when the Member was elected

Name of Member: Councillor Claire Stewart

Ward: Paddock Wood (West)

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 May to December 2015.

Name of Committee	No. of meetings attended	No. of meetings held during the year
Full Council	3	4
Overview and Scrutiny Committee	4	4
Communities Cabinet Advisory Board	2	3

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

County Council	Parish/Town Council	Town Forum
0	3 Paddock Wood Town Council Meetings.	0

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
Kent Flood Risk Management Committee	Attending meetings of this group at County Hall. Considering responses of the various agencies during periods of heavy rainfall. Taking forwards view of planning for flood prevention.
Upper Medway Internal Drainage Board	Responding to planning applications that affect assets managed by the UMIDB. Member of their internal audit committee. Reviewing the services run by the UMIDB.
William Strong Foundation	Meetings when required to consider applications from young people for small grants towards education and training. Interviewing applicants and deciding on appropriate level of support.

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.

Have dealt with enquiries about housing benefit overpayments and resolved matter for the resident with the relevant officers. Helped resident register online for the housing list. Have dealt with several residents' concerns regarding planning applications.

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 of an overview and scrutiny working group on infrastructure for development	
Member of an overview and scrutiny working group on section 106 agreements.	

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 January to December 2015 which have supported you in your duties as a councillor. Please check this with your own records and contact Emily Metcalf if you have any queries.

Details of event	Date attended
Counting the Cost of Difficult Planning Decisions	22 July 2015
Universal Credit	14 October 2015

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.

No.

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
Constitution Review Working Party	Member – to ensure the constitution is up to date
Conservative group	Member – to review upcoming meetings.

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.

As a new Councillor, I have enjoyed getting on with the work of the committees that I am on and working with the other members to get things done.

There are many changes at the moment in the area that I represent and I like hearing the opinions of my residents and discussing the role of the borough council with them. There is a lot being done to get the best for the town.

Dated: 20 December 2015

Updated: 21 December 2015