

**CABINET**  
**13 May 2014 at 7.30 pm**

Further to the recent despatch of agenda and papers for the above meeting, please find the following items which were marked as 'to follow':

2. **To appoint the Membership of the Cabinet Advisory Committees for 2014/15 – Appendix** (Pages 1 - 4)
3. **To appoint representatives on Outside Organisations – Appendix** (Pages 5 - 6)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

**The Democratic Services Team (01732 227241)**

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**CABINET ADVISORY COMMITTEE MEMBERSHIPS AND TERMS OF REFERENCE**  
**2014/15**

**Strategy & Performance Advisory Committee**

Membership

(12 Members to include Portfolio Holder: 10 Conservative, 1 Labour, 1 Liberal Democrat)

Cabinet Member: Cllr. Fleming

Deputy Cabinet Members: Cllrs. Dickins and Miss Stack

Cllrs. Abraham, Mrs Bailey, Clark, Eyre, Mrs George, Mrs Parkin, Mrs Purves, Raikes and Miss Thornton

Terms of Reference

- a) The Advisory Committee shall undertake policy initiation and development;
- b) The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;
- c) At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.

Within the areas of: Corporate Policy; Corporate Health & Safety; Communications; Customer Service Standards; Equality; Human Resources; Business Transformation; Democratic Services; and Performance Management Framework.

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

**Economic & Community Development Advisory Committee**

Membership

(12 Members to include Portfolio Holder: 11 Conservative, 1 Labour)

Cabinet Member: Cllr. Hogarth

Deputy Cabinet Members: Cllrs. Mrs Bosley and Horwood

## Agenda Item 2

Cllrs. Mrs Ayres, Ayres, Ball, Butler, Mrs Cook, Fittock and Maskell, Miss Stack and Miss Thornton.

### Terms of Reference

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- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
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Within the areas of: Community Grants; Community Plan; Health & Leisure; Economic Development; Emergency Planning; Building Control; Business continuity; Markets; Parking; Regeneration; Tourism; Town Centres; West Kent Partnership; and West Kent Leader Programme.

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

### **Finance and Resources Advisory Committee**

#### Membership

(12 Members to include Portfolio Holder: 10 Conservative, 1 Labour, 1 Liberal Democrat)

Cabinet Member: Cllr. Ramsay

Deputy Cabinet Members: Cllrs. Firth and Scholey

Cllrs. Mrs Bayley, Bosley, Cooke, Edwards-Winsor, Maskell, McGarvey, Mrs Morris, Mrs Purves and Mrs Sargeant.

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- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and

- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.

Within the areas of responsibility of: Audit and Corporate Governance; Budget & Financial Strategy; Legal; Information Technology; Local Tax; Shared Services; Procurement Policies; Property; Facilities Management; and Strategic Risk.

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

### **Housing & Community Safety Advisory Committee**

#### Membership

(12 Members to include Portfolio Holder: 11 Conservative, 1 Labour)

Cabinet Member: Cllr. Ms Lowe

Deputy Cabinet Members: Cllrs. Ayres and Mrs Clark

Cllrs. Mrs Ayres, Ms Chetram, Mrs Cook, Eyre, Gaywood, Mrs Parkin, Raikes, Mrs Sargeant, and Towell

#### Terms of Reference

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- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.

Within the areas of responsibility of: Housing Strategy/Policy; Housing Standards; Housing Needs; Empty Homes/Under Occupation; SDC Gypsy/Traveller Site Management; Unauthorised Gypsy/Traveller encampments; Disabled Facilities Grant; Housing Benefit & Benefit Fraud; Community Safety; Safeguarding, Children & Young People: Older People: Licensing; CCTV; and Environmental Health

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

## Agenda Item 2

### **Local Planning & Environment Advisory Committee**

#### Membership

(12 Members to include Portfolio Holder: 10 Conservative, 1 Labour, 1 Liberal Democrat)

Cabinet Member: Cllr. Piper

Deputy Cabinet Members: Cllrs. Hunter and Searles

Cllrs. Ball, Butler, Mrs Dawson, Dickins, Gaywood, Horwood, Mrs Purves, Mrs Sargeant Scholey, and Williamson

#### Terms of Reference

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- c) At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.
- f) Recommend and keep under review, governance arrangements for the prioritisation of the Community Infrastructure Levy (CIL).

Within the areas of responsibility of: Conservation; Development Control; Local Plan (formerly LDF); Planning Policy; Transport Policy; Direct Services; Climate Change; Energy Efficiency & Fuel Poverty; Street Cleansing; and Waste & Recycling.

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council. Key Implications

**APPOINTMENTS TO OTHER ORGANISATIONS 2014/15 – EXECUTIVE –**

**TO BE APPROVED BY CABINET**

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2014/15</u>
Becket Trust Housing Association	1	Annual	May 2015	P.C.R. Cooke
Campaign for the Protection of Rural England – Sevenoaks Branch	1	Annual	May 2015	Miss. L.T.A. Stack
District Councils Network Assembly	1	Annual	May 2015	P. M. Fleming
Eden Valley Museum Trust - Executive Committee	1	Annual	May 2015	J. Scholey
High Weald Area of Outstanding Natural Beauty – Joint Advisory Committee	1	Annual	May 2015	Mrs. G.P.E. Davison
Kent Downs Area of Outstanding Natural Beauty Forum	1	Annual	May 2015	J. Bovington
Kent Resource Partnership Members Board	1	Annual	May 2015	Relevant Portfolio Holder (Deputies to substitute)
Local Government Association (LGA) – General Assembly	1	Annual	May 2015	P.M. Fleming
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROLAJC)	1	Annual	May 2015	R. Hogarth
Sevenoaks District Arts Council	6	Annual	May 2015	Mrs. A J. Cook A. L. Pett C. K. D. Brown S. G. Raikes J. A. Underwood R. F. C. Walshe
Sevenoaks District Sports Council	3	Annual	May 2015	L. A. Ball M. Fittock Mrs. E. A. Purves
Sevenoaks Town Council Town Partnership Executive	1	Annual	May 2015	Mrs. A. D. Hunter
Upper Medway Internal Drainage Board	1	Annual	May 2015	J. Scholey

