

**Sevenoaks District Strategic Board**

Draft Terms of Reference

1. The Board will consist of 7 KCC Members and 7 Sevenoaks District Council Cabinet Members.
2. The Board will be chaired by the Leader of Sevenoaks District Council.
3. The Vice Chair will be nominated by Kent County Council.
4. The Board will meet four times per year in public.
5. A quorum shall be five members.
6. Each Member will have one vote but wherever possible, decisions will be made by consensus.
7. The minutes of Board meetings shall be published on the Sevenoaks District Council website within 14 days of the meeting.
8. The Board will produce an annual report.
9. The Board will be an advisory board. Members will be responsible to their own organisation for their contribution to the Board. No decision of the Board can override the decisions of either Council.
10. The Board will steer and facilitate the local delivery of the three ambitions outlined in the Vision for Kent through the delivery of priorities set out in the Sevenoaks District Community Plan. It will identify and promote its own priorities for action.
11. A multi-agency delivery group, based on the existing Local Strategic Partnership will be responsible for the delivery of the Board's priorities and will report to the Board regarding the delivery of the ambitions through the Community Plan and other priorities.
12. The Board will support, steer and scrutinise the work of multi-agency partnerships serving the District.
13. The Board will oversee the Community Plan priorities for the next three years (2013-2016) and the Community Plan vision for the next 15 years (2013-2028)
14. The Board will ensure that its priorities are informed by regular community consultation and up-to-date data.
15. Both Councils will continue to use their own arrangements relating to equalities, complaints, freedom of information requests and other statutory obligations.

