

**CABINET**

**14 May 2013 at 7.30 pm**

**(or on the rising of Annual Council whichever is the later)**

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

2. **To appoint the Membership of Advisory Committees for the ensuing year** (Pages 1 - 6)
3. **To appoint representatives on outside organisations** (Pages 7 - 8)

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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**APPOINTMENTS TO ADVISORY COMMITTEES AND TERMS OF REFERENCE**

**Cabinet - 14 May 2013**

Report of the: Chief Executive Designate

Status: For Decision

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This report supports the Key Aim of Balanced Communities.

Head of Service Head of Legal and Committee Services – Mrs. Christine Nuttall

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**Recommendation:** That the quorum, memberships and terms of reference for the Cabinet Advisory Committees be agreed as set out in paragraphs 2 - 7 of the report.

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**Introduction**

1. The Cabinet is asked to appoint the membership of the Cabinet Advisory Committees and agree the terms of reference. The proposed memberships and terms of reference for the Cabinet Advisory Committees are set out below and if agreed will form Appendix R of the Council's Constitution.

**Cabinet Advisory Committee memberships and Terms of Reference**

2. In addition to the terms of reference and memberships set out below, it is proposed that the election of a Chairman shall be the first item of business at the first meeting of the municipal year for each of the Advisory Committees, and the quorum for each Advisory Committee shall be 6 voting members.

**Strategy & Performance Advisory Committee**

3. Membership

(10 Members to include Portfolio Holder: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cabinet Member: Cllr. Fleming

Deputy Cabinet Members: Cllrs. Dickins and Piper

Cllrs. Abraham, Mrs George, Neal, Mrs Parkin, Mrs Purves, Miss Stack and Miss Thornton

## Agenda Item 2

### 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**

#### 4. Membership

(10 Members to include Portfolio Holder: 9 Conservative, 1 Labour)

Cabinet Member: Cllr. Hogarth

Deputy Cabinet Members: Cllrs. Mrs Bosley and Horwood

Cllrs. Ball, Butler, Ms Chetram, Mrs Cook, Davison, Fittock and Maskell

### Terms of Reference

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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

#### 5. Membership

(10 Members to include Portfolio Holder: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cabinet Member: Cllr. Ramsay

Deputy Cabinet Members: Cllrs. Brookbank and Scholey

Cllrs. Mrs Bayley, Cooke, Mrs Davison, Mrs Dibsdall, Edwards-Winsler, McGarvey and Walshe

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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.

## Agenda Item 2

### Housing & Community Safety Advisory Committee

#### 6. Membership

(10 Members to include Portfolio Holder: 9 Conservative, 1 Labour)

Cabinet Member: Cllr. Ms Lowe

Deputy Cabinet Members: Cllrs. Mrs Clark and Firth

Cllrs. Mrs Ayres, Ayres, Mrs Bracken, Eyre, Mrs George, Raikes 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
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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; 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.

### Local Planning & Environment Advisory Committee

#### 7. Membership

(10 Members to include Portfolio Holder: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cabinet Member: Cllr. Bosley

Deputy Cabinet Members: Cllrs. Hunter and Searles

Cllrs. Clark, Mrs Dawson, Gaywood, Mrs Morris, Mrs Purves, Mrs Sargeant and Williamson

The Advisory Committee may also invite the following non-voting attendees only when considering Local Plan matters:

- One town and parish council representative (to be nominated by the Kent Association of Local Councils (KALC) but not a serving Sevenoaks District Councillor).
- Two attendees appointed by the Sevenoaks Locality Board.

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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**

#### Financial

8. There are some financial and staff resource implications in terms of support and administration of this group which are covered within the on going work of the Democratic Services and other teams.

#### Legal

## Agenda Item 2

9. There are no legal implications for the recommendations being suggested for approval.

**Sources of Information:**

The Council's Constitution/Advice from Group Leaders

**Contact Officer(s):**

**DR. PAV RAMEWAL  
CHIEF EXECUTIVE DESIGNATE**



**APPOINTMENTS TO OTHER ORGANISATIONS 2013/14 – 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) 2013/14</u>
Becket Trust Housing Association	1	Annual	May 2014	P.C.R. Cooke
Council for the Protection of Rural England – Sevenoaks Branch	1	Annual	May 2014	Miss. L.T.A. Stack
District Councils Network Assembly	1	Annual	May 2014	P. M. Fleming
Eden Valley Museum Trust - Executive Committee	1	Annual	May 2014	J. Scholey
High Weald Area of Outstanding Natural Beauty – Joint Advisory Committee	1	Annual	May 2014	Mrs. G.P.E. Davison
Kent Downs Area of Outstanding Natural Beauty Forum	1	Annual	May 2014	J. Bovington
Local Government Association (LGA) – General Assembly	1	Annual	May 2014	P.M. Fleming
LGA: Rural Commission	2	Annual	May 2014	Mrs. A.J. Cook Cam. Clark (non-voting)
LGA: Urban Commission	2	Annual	May 2014	P.M. Fleming Chief Executive (non-voting)
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROLAJC)	1	Annual	May 2014	Mr. R. Hogarth
Sevenoaks District Arts Council	6	2 years	May 2015	Mrs. A. Cook S. Raikes L. A. Ball C. K. D. Brown Mrs. E. A. Purves J. A. Underwood

## Agenda Item 3

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2013/14</u>
Sevenoaks District Sports Council	3	Annual	May 2014	L. Ball M. Fittock R. Walshe
Sevenoaks Town Council Town Partnership Executive	1	Annual	May 2014	A D Hunter
South East Employers	2	Annual	May 2014	R. Hogarth I. Bosley
Upper Medway Internal Drainage Board	1	Annual	May 2014	J. Scholey