

I hereby summon you to attend the Annual meeting of the Sevenoaks District Council to be held in the Council Chamber, Council Offices, Argyle Road, Sevenoaks commencing at 7.00 pm on 24 May 2011 to transact the under-mentioned business.



Chief Executive

### **AGENDA**

Apologies for absence

1. Election of Chairman of the Council
2. Appointment of Vice-Chairman of the Council

(At this point in the meeting the Chairman may announce the appointment of his/her Chaplain for the ensuing year)

3. Minutes of the Last meeting (Pages 1 - 4)
4. Declarations of Interest
5. Chairman's announcements
6. Election of Leader of the Council
7. Proposed Amendments to the Constitution (Pages 5 - 8)
8. Appointment of Chairmen, Vice-Chairmen and membership of Committees for the ensuing year (Pages 9 - 12)
9. Scheme of Delegations
  - a) To agree delegations to Committees (as set out in Parts 3-8 and Parts 9-12 of the Constitution) and to confirm/approve delegations to Officers (as set out in Part 13 of the Constitution) (Pages 13 - 24)

- b) To consider the appointment of the Deputy Leader by the Leader of the Council and to note the delegations of executive functions (attached) and appointments to the Cabinet made by the Leader and as set out in the Annex to Appendix H of the Constitution (Pages 25 - 36)
10. Calendar of Meetings 2011/12 (Pages 37 - 48)
11. Appointment of representatives on other organisations (Pages 49 - 50)
12. Report of the Returning Officer (Pages 51 - 54)
13. Outgoing Chairman's Report (Pages 55 - 66)

The Annual Meeting of the Council will be followed immediately by a special meeting of the Cabinet to appoint the members of Advisory Groups and to make appointments to other organisations within the Cabinet's remit.

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)**

Council – 29 March 2011

**DISTRICT COUNCIL OF SEVENOAKS**

Minutes of the Meeting of the Sevenoaks District Council  
held on 29 March 2011 commencing at 7 p.m.

Present: Cllr. Loney (Chairman)

Cllr. Orridge (Vice-Chairman)

Cllrs. Abraham, Arnold, Mrs Bracken, Brigden, Brookbank, Mrs. Broomby, Bruce, Mrs. Clark, Mrs Cook, Cooke, Darrington, Davison, Mrs. Davison, Mrs Dawson, Dean, Dibsdall, Fleming, Fodor, Gaywood, Gilbert, Grint, Harrod, Mrs. Hunter, Lankester, London, Maskell, McGarvey, McInnes, Mrs. Morris, Mrs. Parkin, Piper, Mrs. Purves, Ramsay, Ryan, Miss Stack, Underwood, Waller, Walshe, Wigg and Williamson.

Apologies for absence were received from Cllrs. Bosley, Mrs Bosley, Coates, Cole, Mrs Lowe, Ms Moore, Pett, Mrs Sargeant and Scholey.

67. MINUTES OF THE LAST MEETING

Resolved: That the Minutes of the meeting of the Council held on 22 February 2011 be approved and signed by the Chairman as a correct record.

68. DECLARATIONS OF INTEREST

Members declarations of interest at meetings from 8 February 2011 to 18 March 2011 were noted.

69. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that during the Civic Year he and the Vice Chairman had attended events in 25 of the 30 parishes in the District. He advised Members that any invitations to attend events in the remainder of the Municipal Year should be sent to his personal assistant.

The Chairman thanked those Members who would be retiring from the Council in May for their service to the District. He noted that the current estimate was that 17 Members might be retiring and that their combined service to the Council was 142 years. He invited Members to join him for light refreshments at the end of the meeting to say farewell to colleagues who would be retiring from the Council.

The Chairman presented an engraved plaque to Councillor Nick Dean who was retiring after 35 years on the Council and thanked him for his service during that time.

In response Councillor Dean thanked the Council for honouring his service and recalled the many changes that had taken place in local government and at Sevenoaks during his time as a Councillor. He commented that he had enjoyed his time as a member of the Council and would miss his colleagues.

70. TO RECEIVE ANY PETITIONS SUBMITTED BY MEMBERS OF THE PUBLIC

The Chairman announced that no petitions had been submitted.

71. MATTERS CONSIDERED BY THE CABINET AND/OR OTHER COMMITTEES

No matters had been referred to the Council for consideration by the Cabinet or other committees.

72. REPORTS FROM THE CHIEF EXECUTIVE OR OTHER DIRECTORS ON MATTERS REQUIRING THE ATTENTION OF COUNCIL

A. Draft Calendar of Meetings 2011/12

The Council considered the draft calendar of meetings for the Municipal Year 2011/12. It was noted that the calendar of meetings would be subject to confirmation at the Annual Meeting of the Council in May but that early agreement would allow forward planning and the booking of meeting rooms.

Councillor Mrs Cook requested that further consideration be given to the scheduling of the meetings of the Social Affairs Select Committee on 14 June and 13 September 2011.

Councillor Fleming moved and Councillor Mrs Davison seconded the recommendation in the report which was duly carried.

Resolved: That the Draft Calendar of meetings for the Municipal Year 2011/12 be approved subject to confirmation at the Annual Meeting on 24 May 2011.

73. TO CONSIDER ANY QUESTIONS BY MEMBERS UNDER PARAGRAPH 19.3 OF PART 2 OF THE CONSTITUTION

None were received.

74. TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER PARAGRAPH 17 OF PART 2 OF THE CONSTITUTION

None were received.

75. TO RECEIVE THE REPORT FROM THE LEADER OF THE COUNCIL ON THE WORK OF THE CABINET SINCE THE LAST MEETING

The Leader of the Council reported on the work that he and the Cabinet had

undertaken in the period 11 February to 15 March 2011. He added his thanks to those members of the Council who were retiring in May, or who may not be re-elected, for their service to the Council.

The Leader informed Members that there had been one meeting of the Cabinet since the last Council meeting and drew attention to the Public Health White Paper – Healthy Lives, Healthy People – Funding. This highlighted the changing nature of the delivery of public health services and the important role that local councils would play in scrutinising health services and in the provision of services through GP consortia and public bodies.

The Leader also highlighted the success of the Greatness Residents Association, and the role of Councillor Gilbert, in securing grant funding for improvements to the Millpond, Seal Road, Sevenoaks which would receive an element of match funding from the Council and would result in significant environmental improvements to this important local landmark.

The Leader was asked to explain the rationale behind the report on Streamlining the Democratic Process and why this had not reflected on the opportunity provided in the Localism Bill for authorities to return to the committee system. The Leader informed the Council that the new provisions would not permit district councils to return to a committee system until 2015 at the earliest. However he advised that one of the key tasks for the new Council after May 2011 would be to examine how decision making processes could be best aligned to support the needs of the Council at a time of reduced resources.

The Leader was also asked about the press release issued after the Cabinet meeting arising from the Community Grant Scheme Draft Allocations 2011/12 which one member considered could be construed to promote party advantage and asked for assurances that this would not be repeated in the period before the Municipal elections. The Leader stressed that Council staff were well aware of the need to respect “purdah” and that this press release had been issued well in advance of the purdah period and that great care had been taken to ensure that any information released which could be published during purdah observed these requirements. In terms of the grant allocations the biggest reduction had been in the grant given to the Citizens Advice Bureau but this had been a managed reduction of which the CAB had been well aware and which had been put in place to allow the CAB greater certainty over its future funding arrangements. Most applications which had met the Council’s guidelines had been awarded grants and the new guidelines had resulted in greater clarity. Those organisations who had not been successful had been informed of the reasons for that decision.

A Member commented on the decision to withdraw officer support for Town Forum meetings and felt that this was a retrograde step as she considered the Forums deliver a valuable service. The Leader of the Council explained that the Council no longer had the resources to provide officer support for these meetings but stressed that there was no reason why the Forum’s should not continue to meet but that would have to be self-supporting. He explained that the three Town Forums had different needs and operated in different ways and stressed the importance of extending engagement with the wider

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community.

76. TO RECEIVE A REPORT FROM THE CHAIRMAN OF THE SOCIAL AFFAIRS SELECT COMMITTEE ON THE WORK OF THE COMMITTEE SINCE THE LAST COUNCIL MEETING

The report from the Chairman of the Social Affairs Select Committee Chairman on the matters considered by the Committee at its meeting on 8 March 2011 was received.

The Chairman thanked Members for attending the meeting and other Council meetings throughout the year and also thanked Officers for their support.

THE MEETING WAS CONCLUDED AT 7.25 PM.

Chairman

**COUNCIL – 24 MAY 2011**

## **PROPOSED AMENDMENTS TO THE CONSTITUTION**

Report of the: Leader of the Council

Status: For decision

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**Executive Summary:** This report by the Leader of the Council proposes that the Council adopts changes to the Constitution relating to the Chairmanship and Vice-Chairmanship of the Performance and Governance Committee and the Select Committees in recognition of the current dynamics of the membership of the Council. The Leader further proposes that the oversight of the Council's Constitution should, in future, be carried out by the Modern Local Government Group and by the Council.

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**Portfolio Holder** Cllr. P Fleming

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### **Recommendations:** It be RESOLVED

- (a) that the provisions contained in paragraphs 3.1 and 3.2 of Part 6 of the Constitution and paragraphs 5.7 and 5.8 of Part 5 of the Constitution relating to the Chairmanship and Vice-Chairmanship of the Performance & Governance Committee and the Select Committees be deleted for the reasons outlined in the report.
  - (b) that paragraph 4(h) of Part 6 of the Constitution be deleted to remove the overview of the Council's Constitution from the remit of the Performance and Governance Committee to avoid duplication with the role of the Modern Local Government Group; and
  - (c) that paragraph 4(a) of Part 6 of the Constitution be deleted as there is no longer a need to consider the Comprehensive Area Assessment self-improvement plan.
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### **Background**

- 1 The Council's Constitution currently contains the following provisions relating to Chairmanship and Vice-Chairmanship of the Performance and Governance Committee and of the Select Committees:

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### **Performance and Governance Committee (Part 6 of the Constitution)**

- “3.1. The Performance and Governance Committee may be chaired by a Member from the political group (or groups) represented on the Cabinet.
- 3.2. Where more than one political group is represented on the Council, the Vice-Chairmanship of the Committee will be chosen from a political group other than that of the Chairman”

### **Select Committees (Part 5 of the Constitution)**

- “ 5.7 One Select Committee may be chaired by a Member from the group (or groups) represented on the Cabinet but the other Select Committees shall be chaired by a member from the group (or groups) not represented on the Cabinet.
  - 5.8 The Vice-Chairman of any Select Committee will be chosen from a group not represented on the Cabinet if the chairman is from such a group and vice versa”
- 2 Following the recent elections it is felt that the requirements of the Constitution relating to these committee chairmanships needs to better reflect the dynamics and membership of the new Council both on the grounds of equity and the capacity of members to serve in these roles. In view of this I have consulted the Leaders of the Opposition Groups over proposals to amend the current arrangements by deleting these provisions from the Constitution. With the agreement of the Council I propose to offer the Chairmanship of the Performance and Governance Committee to the Labour Group and the Vice-Chairmanship to the Liberal Democrat Group for the coming year. I further propose that the Chairmanship and Vice-Chairmanship of the Select Committees should be open to all non-Cabinet members on the Council, including members of the Majority Group on the Council without further restriction.
- 3 To ensure the continuing integrity of the Constitution I am proposing to focus oversight of any future constitutional changes on the Modern Local Government Group by removing the overlap of responsibility for this with the Performance and Governance Committee and by including a member from the Labour and Liberal Democrat groups in the membership of the Modern Local Government Group. I further propose to delete references to the Comprehensive Area Assessment self improvement plan as the world has moved on since this was included in the Constitution.



**Key Implications**

Financial implications

4 None.

Legal, Human Rights etc.

5 None.

Impact on and Outcomes for the Community

6 None.

**Sources of Information:** The Council's Constitution

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**CHAIRMEN, VICE-CHAIRMEN AND MEMBERSHIP OF COMMITTEES 2011-12**

**Environment Select Committee**

(19 Members: 16 Conservative, 1 Labour, 1 Liberal Democrat, 1 Independent)

**Chairman:** Bosley

**Vice-Chairman:** Grint

Cllrs. Abraham, Ayres, Butler, Mrs. Bayley, Ms. Chetram, Cooke, Dibsdall, Edwards-Winsor, Eyre, London, Maskell, Ryan, Mrs. Purves, Mrs. Sargeant, Scholey, Searles and Williamson

**Services Select Committee**

(19 Members: 16 Conservative, 1 Labour, 1 Liberal Democrat, 1 Independent)

**Chairman:** Davison

**Vice-Chairman:** Brown

Cllrs. Abraham, Mrs. Ayres, Ball, Butler, Dibsdall, Edwards-Winsor, Mrs. Firth, Mrs. George, Hogarth, Horwood, Mrs. Parkin, Pett, Piper, Raikes, Scholey, Towell and Walshe.

**Social Affairs Select Committee**

(19 Members: 17 Conservative, 1 Labour, 1 Liberal Democrat)

**Chairman:** Mrs. Cook

**Vice-Chairman:** Ms. Lowe

Cllrs. Ayres, Ball, Bosley, Brookbank, Ms. Chetram, Eyre, Mrs. George, Horwood, Maskell, Mrs. Morris, Pett, Mrs. Purves, Raikes, Searles, Miss. Stack, Miss. Thornton and Towell.

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### **Performance and Governance Committee**

(14 Members: 12 Conservative, 1 Labour, 1 Liberal Democrat)

**Chairman:** Fittock

**Vice-Chairman:** Walshe

Cllrs. Mrs. Bayley, Clark, Mrs. Cook, Davison, Dickins, Mrs. Firth, Gaywood, Grint, Hogarth, London, McGarvey and Piper

### **Modern Local Government Group**

(10 Members: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cllrs. Brookbank, Mrs. Bracken, Mrs. Cook, Mrs. Davison, Fittock, Fleming, Mrs. Hunter, Piper, Scholey and Walshe

*(Please note the election of the Chairman will take place at the first meeting of the Committee in the municipal year.)*

### **Development Control Committee**

(19 Members: 17 Conservative, 1 Labour, 1 Liberal Democrat)

**Chairman:** Mrs. Dawson

**Vice-Chairman:** Williamson

Cllrs. Mrs. Ayres, Brookbank, Brown, Clark, Cooke, Davison, Dickins, Gaywood, McGarvey, Ms. Lowe, Mrs. Parkin, Piper, Ryan, Scholey, Miss. Thornton, Underwood and Walshe.

### **Standards Committee**

(7 District Council Members (4 Conservative, 1 Labour, 1 Liberal Democrat, 1 Independent) + 5 independent {non-Councillor}, 5 (parish/town council representatives)

Cllrs. Mrs. Bracken, Dibsdall, Dickins, Eyre, Mrs. Morris, Mrs. Purves and Underwood.

Independent Members: Mr. J. Henderson, Mr. K. Newman, Mr. J. Reece. Mr. A. Riddell and Mr. A. Smith.

Town/Parish Council Representatives: To be advised by the Kent Association of Local Councils

*(Please note that a meeting of Standards Committee cannot take place without the presence of one of the independent (non-councillor) Members and one of the parish/town council representatives. Therefore the election of the Chairman and Vice-Chairman will take place at the first meeting of the Committee in the municipal year.)*

### **Appointments Committee**

(10 Members: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cllrs. Brown, Mrs. Cook, Fittock, Fleming, Gaywood, Walshe + 4 appropriate Portfolio Holders

*(Please note the election of the Chairman will take place at the first meeting of the Committee in the municipal year.)*

### **Electoral Arrangements Committee**

(10 Members: 9 Conservative, 1 Labour)

Cllrs. Mrs. Bayley, Bosley, Brookbank, Mrs. Clark, Mrs. Davison, Fleming, Grint, Mrs. Hunter, Ms. Lowe and Mrs. Sargeant.

*(Please note the election of the Chairman will take place at the first meeting of the Group in the municipal year.)*

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### **Sevenoaks Joint Transportation Board**

(7 Members: 6 Conservative, 1 Labour)

**Chairman:** James London

Cllrs. Mrs. Davison, Edwards-Winser, Searles, Towell, Underwood and Williamson

County Councillors: Messrs. Brazier, Brookbank, Chard, Gough, Lake, John London and Parry.

*(Please note the election of the Chairman will take place at the first meeting of the Board in the municipal year.)*

### **Licensing Committee**

(15 Members: 13 Conservative, 1 Labour, 1 Liberal Democrat)

**Chairman:** Pett

Cllrs. Abraham, Mrs. Ayres, Ayres, Clark, Cooke, Davison, Mrs. Dawson, Mrs. Firth, Fittock, Hogarth, Mrs. Parkin, Piper, Raikes and Walshe.

### **Homelessness Review Board**

(3 Members: to be drawn from the Council)

The Portfolio Holder for Housing and Balanced Communities to be Chairman of the Board and the membership to be drawn from the Council.

**Scheme of Delegations of Executive Functions by the Leader of the Council (May 2011)**

**1. Scope of the Scheme of Delegations of Executive Functions by the Leader of the Council**

This Scheme of Delegations is made pursuant to paragraph 9.2 of Part 2 of the Council's Constitution which requires that a written record of delegations of executive functions be presented by the Leader of the Council at the first meeting of the Council following whole Council elections.

Thereafter this Scheme of Delegations of Executive Functions may be amended at any time by the Leader of the Council on written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation and whether it entails the withdrawal of delegation from any body, Committee or the Cabinet as a whole. The changes will be reported to the next ordinary meeting of the Council.

This Scheme of Delegations has regard to the Council's Constitution and should be read in the context of the procedure rules contained in Part 4 of the Constitution. Should there be any conflict between this Scheme of Delegations and the Council's Constitution then the Constitution will prevail.

**2. Role**

2.1 The Cabinet (the Executive) will carry out all of the District Council's functions which are not the responsibility of any other part of the District Council, whether by law or under the Constitution. Please see table below for those functions delegated to Officers of the Council:

<b>Function</b>	<b>Delegation of functions</b>
Any function relating to contaminated land.	Community and Planning Services Director
The discharge of any function relating to the control of pollution or the management of air quality.	Community and Planning Services Director
The service of an abatement notice in respect of a statutory nuisance.	Community and Planning Services Director
The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area.	Community and Planning Services Director
The inspection of the Authority's area to detect any statutory nuisance.	Community and Planning Services Director
The investigation of any complaint as to the existence of a statutory nuisance.	Community and Planning Services Director
The obtaining of information under section 330	Community and Planning

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Function	Delegation of functions
of the Town and Country Planning Act 1990 as to interests in land.	Services Director
The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	All Directors

### 3. Form and Composition

- 3.1 The Cabinet will consist of the Leader of the Council together with a further 6 Members appointed by the Leader of the Council (the Leader). The membership of the Cabinet and individual portfolios will be reported to the Annual Meeting of the Council.

### 4. Leader

- 4.1 The Leader will be a Member elected to the position of Leader by the Council at the first meeting of the Council following whole Council elections. The Leader will chair the Cabinet (if present) and will hold office until:

he/she resigns from the office; or

he/she is suspended from being a Member under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or

he/she is no longer a Member; or

the expiry date of his/her fixed term of office as Leader, which is the date of the post-election annual meeting which follows his/her election as Leader (e.g. for a Leader elected at the Annual Council in May 2011, the period of election will continue to the Annual Meeting in May 2015); or

he/she is removed from office by resolution of the Council.

In the event of the Leader being removed from office by resolution of the Council, the new Leader may be appointed at the same or a subsequent meeting.

### 5. Other Executive Members

- 5.1 The Leader will appoint one member of the Executive as Deputy Leader, who will hold office until the end of the Leader's term of office, unless:

(a) he/she resigns from the office; or



(b) he/she is suspended from being a Councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or

(c) he/she is no longer a Councillor; or

(d) he/she is removed from office by the Leader, who must give written notice of any removal to the Chief Executive. The removal will take effect two clear working days after receipt of the notice by the Chief Executive.

Where a vacancy occurs, the Leader will appoint another Deputy Leader.

If for any reason the Leader is unable to act or the office of Leader becomes vacant (and pending the election of a new Leader) the Deputy Leader shall discharge all roles and functions of the Leader.

If, for any reason, both the Leader and Deputy Leader are unable to act or both offices become vacant, the Executive shall act in the Leader's place or arrange for another Member of the Executive to act in his/her place.

Other Cabinet members shall be appointed by the Leader who shall notify the Council of their appointment and they shall hold office until:

(a) they resign from office; or

(b) they are suspended from being Members under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or

(c) they are no longer Members; or

(d) they are removed from office on the expiry date of their appointed term of office, save that the Leader may remove the Cabinet Member from office at an earlier date if he/she so decides. The Leader must give written notice of any early removal of a Cabinet Member to the Chief Executive and the removal will take effect two clear working days after receipt of the notice by the Chief Executive.

## **6. Delegation to Executive and Portfolio Holders**

### Introduction

6.1 The Cabinet and Portfolio Holders or Officers must take all decisions within the context of the Budget and Policy Framework.

### Who may Make Executive Decisions?

6.2 All key decisions will be taken by the Executive as a whole.

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- 6.3 Individual members of the Cabinet may take decisions which are not key decisions.

### Principles of Delegation

- 6.4 The Executive should focus on:
- (a) co-ordination of decisions with a corporate-wide implication;
  - (b) major or key decisions;
  - (c) decisions which are recommendations on change in policy – and hence need Council approval;
  - (d) monitoring progress on key tasks; and
  - (e) developing new policy.
- 6.5 Portfolio Holders have full delegated authority from the Executive to take all decisions within the remit of their portfolio (outlined in the Annex to Appendix H of the Constitution (attached to this scheme of delegations)) except:
- (a) key decisions which:
    - (i) result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates i.e. decisions which exceed £50,000 in value (but procurement decisions within the budget e.g. refuse vehicles can be undertaken within delegated powers); or
    - (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the District Council.
  - (b) decisions outside the agreed policy framework;
  - (c) decisions which cut across two or more portfolios; and
  - (d) proposals for new or amended policies or strategies.

Note: The fact that a decision could be made by a Portfolio Holder would not preclude that individual bringing the matter to the Cabinet for decision.

### Portfolios

- 6.6 Portfolio Holders should be aware that the allocation of functions indicates an area of responsibility but does not automatically grant decision-making powers in that area. It is within the remit of each Portfolio Holder to:
- (a) provide direction and support to Directors and Heads of Service in the

management of the resources supporting their respective portfolios – including approval for filling vacancies and other minor personnel changes within agreed budgets;

- (b) oversee partnership working and external relationships within their portfolio areas; and

keeping their colleagues informed of significant or important issues as they emerge and develop.

### Further Delegation of Executive Functions

- 6.7 Where the Cabinet, a Committee of the Cabinet (if one is established) or an individual member of the Cabinet is responsible for an executive function, they may delegate further to joint arrangements or an Officer.
- 6.8 Unless the Council directs otherwise, if the Leader delegates functions to the Cabinet, then the Cabinet may delegate further to a Committee of the Cabinet or to an Officer.
- 6.9 Unless the Leader directs otherwise, a Committee of the Cabinet to whom functions have been delegated by the Leader may delegate further to an Officer.
- 6.10 Even where executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.
- 6.11 The Leader may amend the scheme of delegation relating to executive functions at any time during the year. To do so, the Leader must give written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, Committee or the Executive as a whole. The Chief Executive will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.
- 6.12 Where the Leader seeks to withdraw delegation from a Committee, notice will be deemed to be served on that Committee when he/she has served it on its Chairman.
- 6.13 Where a Cabinet member would normally exercise executive functions delegated to him/her in respect of any matter but is unable to do so because of absence or indisposition, a decision on the matter may be taken by the Leader, by the Cabinet or by a Committee of the Cabinet.
- 6.14 Where a Cabinet member would normally exercise executive functions delegated to him/her in respect of any matter but has a prejudicial interest in that matter as defined in the Members' Code of Conduct he/she shall not exercise those delegated powers in respect of that matter. A decision on the matter shall be taken by the Cabinet or a Committee of the Cabinet and the

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normal rules for declaration of interests at meetings shall apply.

### Conflicts of Interest

- 6.15 Where the Leader has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- 6.16 If every member of the Cabinet has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- 6.17 If the exercise of an executive function has been delegated to a Committee of the Cabinet, an individual Member or an Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Member' Code of Conduct.

**PORTFOLIO HOLDERS 2011/12 (Annex to Appendix H of the Constitution - last revised May 2011)**

Cllr. Pat Bosley	Community Wellbeing	Art, Culture, Community Development, Community Grants, Community Plan (S), Healthy Living, Leisure, Localism (S), Older People, Olympics 2012, Tourism, Town and Parish Councils, Young People
Cllr. Elaine Bracken	Safe Community	CCTV, Community Plan (S), Community Safety, Emergency Planning, Environmental Health and Regulation, Equality, Freedom of Information, Food Hygiene, Legal and Democratic Services, Licensing, Localism (S)
Cllr. Carol Clark	Housing and Balanced Communities	Climate Change, Community Plan (S), Community Regeneration, Economic Development (S), Homeless, Housing Strategy, Housing Needs, Improvement Grants, Key Worker and Affordable Housing, Localism (S), Sustainable Development
Cllr. Jill Davison	Planning and Improvement	Community Plan (S), Conservation, Data Quality, Development Control, Economic Development (S), Highway related Issues, Internal Service Inspections (S), Local Development Framework, Localism (S), Local Strategic Partnership (S), Performance Management (S), Planning Policy, Transport Policy
Cllr. Peter Fleming	Leader	Communications & Consultation, Community Plan (S), Corporate Governance, Corporate Planning, Customer Services & Standards, Internal Service Inspections (S), IT and website, Localism (S), Local Strategic Partnership (S), Organisational Development, Partnership Working (S), Performance Management (S)
Cllr. Avril Hunter	The Cleaner and Greener Environment	Air Quality, Building Control, Clean Streets, Community Plan (S), Contaminated Land, Flooding, Grass Cutting, Localism (S), Open Spaces, Parking Management, Recycling, Refuse, Sustainability
Cllr. Brian Ramsay	Finance and Value for Money	Annual Efficiency Statement, Audit, Budget, Community Plan (S), Human Resources, Local Tax and Benefit, Localism (S), Payroll, Procurement Policies, Property, Risk Assessment, Use of Resources, Value for Money, Partnership Working (S)

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Area	Portfolio Holder/Portfolio
Air Quality	Cllr Avril Hunter (The Cleaner and Greener Environment)
Annual Efficiency Statement	Cllr Brian Ramsay (Finance and Value for Money)
Art	Cllr Pat Bosley (Community Wellbeing)
Audit	Cllr Brian Ramsay (Finance and Value for Money)
Budget	Cllr Brian Ramsay (Finance and Value for Money)
Building Control	Cllr Avril Hunter (The Cleaner and Greener Environment)
CCTV	Cllr Elaine Bracken (Safe Community)
Clean Streets	Cllr Avril Hunter (The Cleaner and Greener Environment)
Climate Change	Cllr Carol Clark (Housing and Balanced Communities)
Communications & Consultation	Cllr Peter Fleming (Leader)
Community Development	Cllr Pat Bosley (Community Wellbeing)
Community Grants	Cllr Pat Bosley (Community Wellbeing)
Community Plan	<p>Shared between all Portfolio Holders:</p> <p>Cllr Pat Bosley (Community Wellbeing), Cllr Carol Clark (Housing and Balanced Communities), Cllr Jill Davison (Planning and Improvement), Cllr Peter Fleming (Leader), Cllr Avril Hunter (The Cleaner and Greener Environment), Cllr Elaine Bracken (Safe Community) and Cllr Brian Ramsay (Finance and Value for Money)</p>
Community Regeneration	Cllr Carol Clark (Housing and Balanced Communities)
Community Safety	Cllr Elaine Bracken (Safe Community)
Conservation	Cllr Jill Davison (Planning and Improvement)
Contaminated Land	Cllr Avril Hunter (The Cleaner and Greener Environment)

Corporate Governance	Cllr Peter Fleming (Leader)
Corporate Planning	Cllr Peter Fleming (Leader)
Culture	Cllr Pat Bosley (Community Wellbeing)
Customer Services & Standards	Cllr Peter Fleming (Leader)
Data Quality Project Management	Cllr Jill Davison (Planning and Improvement)
Development Control	Cllr Jill Davison (Planning and Improvement)
Economic Development	Shared between Cllr Carol Clark (Housing and Balanced Communities) and Cllr Jill Davison (Planning and Improvement)
Emergency Planning	Cllr Elaine Bracken (Safe Community)
Environmental Health and Regulation	Cllr Elaine Bracken (Safe Community)
Equality	Cllr Elaine Bracken (Safe Community)
Flooding	Cllr Avril Hunter (The Cleaner and Greener Environment)
Food Hygiene	Cllr Elaine Bracken (Safe Community)
Freedom of Information	Cllr Elaine Bracken (Safe Community)
Grass Cutting	Cllr Avril Hunter (The Cleaner and Greener Environment)
Healthy Living	Cllr Pat Bosley (Community Wellbeing)
Highway related Issues	Cllr Jill Davison (Planning and Improvement)
Homeless	Cllr Carol Clark (Housing and Balanced Communities)
Housing Needs	Cllr Carol Clark (Housing and Balanced Communities)
Housing Strategy	Cllr Carol Clark (Housing and Balanced Communities)
Human Resources	Cllr Brian Ramsay (Finance and Value for Money)

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Improvement Grants	Cllr Carol Clark (Housing and Balanced Communities)
Internal Service Inspections	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
IT and website	Cllr Peter Fleming (Leader)
Key Worker and Affordable Housing	Cllr Carol Clark (Housing and Balanced Communities)
Legal and Democratic Services	Cllr Elaine Bracken (Safe Community)
Leisure	Cllr Pat Bosley (Community Wellbeing)
Licensing	Cllr Elaine Bracken (Safe Community)
Localism	Shared between all Portfolio Holders:  Cllr Pat Bosley (Community Wellbeing), Cllr Carol Clark (Housing and Balanced Communities), Cllr Jill Davison (Planning and Improvement), Cllr Peter Fleming (Leader), Cllr Avril Hunter (The Cleaner and Greener Environment), Cllr Elaine Bracken (Safe Community) and Cllr Brian Ramsay (Finance and Value for Money)
Local Development Framework	Cllr Jill Davison (Planning and Improvement)
Local Strategic Partnership	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
Local Tax and Benefit	Cllr Brian Ramsay (Finance and Value for Money)
Older People	Cllr Pat Bosley (Community Wellbeing)
Olympics 2012	Cllr Pat Bosley (Community Wellbeing)
Open Spaces	Cllr Avril Hunter (The Cleaner and Greener Environment)
Organisational Development	Cllr Peter Fleming (Leader)
Parking Management	Cllr Avril Hunter (The Cleaner and Greener Environment)
Partnership Working	Shared between Cllr Peter Fleming (Leader) and Cllr Brian Ramsay (Finance and Value for Money)



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Payroll	Cllr Brian Ramsay (Finance and Value for Money)
Performance Management	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
Planning Policy	Cllr Jill Davison (Planning and Improvement)
Procurement Policies	Cllr Brian Ramsay (Finance and Value for Money)
Property	Cllr Brian Ramsay (Finance and Value for Money)
Recycling	Cllr Avril Hunter (The Cleaner and Greener Environment)
Refuse	Cllr Avril Hunter (The Cleaner and Greener Environment)
Risk Assessment	Cllr Brian Ramsay (Finance and Value for Money)
Sustainability	Cllr Avril Hunter (The Cleaner and Greener Environment)
Sustainable development	Cllr Carol Clark (Housing and Balanced Communities)
Tourism	Cllr Pat Bosley (Community Wellbeing)
Town and Parish Councils,	Cllr Pat Bosley (Community Wellbeing)
Transport Policy	Cllr Jill Davison (Planning and Improvement)
Use of Resources	Cllr Brian Ramsay (Finance and Value for Money)
Value for Money	Cllr Brian Ramsay (Finance and Value for Money)
Young People	Cllr Pat Bosley (Community Wellbeing)

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**Scheme of Delegations of Executive Functions by the Leader of the Council (May 2011)**

**1. Scope of the Scheme of Delegations of Executive Functions by the Leader of the Council**

This Scheme of Delegations is made pursuant to paragraph 9.2 of Part 2 of the Council's Constitution which requires that a written record of delegations of executive functions be presented by the Leader of the Council at the first meeting of the Council following whole Council elections.

Thereafter this Scheme of Delegations of Executive Functions may be amended at any time by the Leader of the Council on written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation and whether it entails the withdrawal of delegation from any body, Committee or the Cabinet as a whole. The changes will be reported to the next ordinary meeting of the Council.

This Scheme of Delegations has regard to the Council's Constitution and should be read in the context of the procedure rules contained in Part 4 of the Constitution. Should there be any conflict between this Scheme of Delegations and the Council's Constitution then the Constitution will prevail.

**2. Role**

2.1 The Cabinet (the Executive) will carry out all of the District Council's functions which are not the responsibility of any other part of the District Council, whether by law or under the Constitution. Please see table below for those functions delegated to Officers of the Council:

<b>Function</b>	<b>Delegation of functions</b>
Any function relating to contaminated land.	Community and Planning Services Director
The discharge of any function relating to the control of pollution or the management of air quality.	Community and Planning Services Director
The service of an abatement notice in respect of a statutory nuisance.	Community and Planning Services Director
The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area.	Community and Planning Services Director
The inspection of the Authority's area to detect any statutory nuisance.	Community and Planning Services Director
The investigation of any complaint as to the existence of a statutory nuisance.	Community and Planning Services Director
The obtaining of information under section 330	Community and Planning

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Function	Delegation of functions
of the Town and Country Planning Act 1990 as to interests in land.	Services Director
The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	All Directors

### 3. Form and Composition

- 3.1 The Cabinet will consist of the Leader of the Council together with a further 6 Members appointed by the Leader of the Council (the Leader). The membership of the Cabinet and individual portfolios will be reported to the Annual Meeting of the Council.

### 4. Leader

- 4.1 The Leader will be a Member elected to the position of Leader by the Council at the first meeting of the Council following whole Council elections. The Leader will chair the Cabinet (if present) and will hold office until:

he/she resigns from the office; or

he/she is suspended from being a Member under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or

he/she is no longer a Member; or

the expiry date of his/her fixed term of office as Leader, which is the date of the post-election annual meeting which follows his/her election as Leader (e.g. for a Leader elected at the Annual Council in May 2011, the period of election will continue to the Annual Meeting in May 2015); or

he/she is removed from office by resolution of the Council.

In the event of the Leader being removed from office by resolution of the Council, the new Leader may be appointed at the same or a subsequent meeting.

### 5. Other Executive Members

- 5.1 The Leader will appoint one member of the Executive as Deputy Leader, who will hold office until the end of the Leader's term of office, unless:

(a) he/she resigns from the office; or

(b) he/she is suspended from being a Councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or

(c) he/she is no longer a Councillor; or

(d) he/she is removed from office by the Leader, who must give written notice of any removal to the Chief Executive. The removal will take effect two clear working days after receipt of the notice by the Chief Executive.

Where a vacancy occurs, the Leader will appoint another Deputy Leader.

If for any reason the Leader is unable to act or the office of Leader becomes vacant (and pending the election of a new Leader) the Deputy Leader shall discharge all roles and functions of the Leader.

If, for any reason, both the Leader and Deputy Leader are unable to act or both offices become vacant, the Executive shall act in the Leader's place or arrange for another Member of the Executive to act in his/her place.

Other Cabinet members shall be appointed by the Leader who shall notify the Council of their appointment and they shall hold office until:

(a) they resign from office; or

(b) they are suspended from being Members under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or

(c) they are no longer Members; or

(d) they are removed from office on the expiry date of their appointed term of office, save that the Leader may remove the Cabinet Member from office at an earlier date if he/she so decides. The Leader must give written notice of any early removal of a Cabinet Member to the Chief Executive and the removal will take effect two clear working days after receipt of the notice by the Chief Executive.

## **6. Delegation to Executive and Portfolio Holders**

### Introduction

6.1 The Cabinet and Portfolio Holders or Officers must take all decisions within the context of the Budget and Policy Framework.

### Who may Make Executive Decisions?

6.2 All key decisions will be taken by the Executive as a whole.

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- 6.3 Individual members of the Cabinet may take decisions which are not key decisions.

### Principles of Delegation

- 6.4 The Executive should focus on:
- (a) co-ordination of decisions with a corporate-wide implication;
  - (b) major or key decisions;
  - (c) decisions which are recommendations on change in policy – and hence need Council approval;
  - (d) monitoring progress on key tasks; and
  - (e) developing new policy.
- 6.5 Portfolio Holders have full delegated authority from the Executive to take all decisions within the remit of their portfolio (outlined in the Annex to Appendix H of the Constitution (attached to this scheme of delegations)) except:
- (a) key decisions which:
    - (i) result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates i.e. decisions which exceed £50,000 in value (but procurement decisions within the budget e.g. refuse vehicles can be undertaken within delegated powers); or
    - (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the District Council.
  - (b) decisions outside the agreed policy framework;
  - (c) decisions which cut across two or more portfolios; and
  - (d) proposals for new or amended policies or strategies.

Note: The fact that a decision could be made by a Portfolio Holder would not preclude that individual bringing the matter to the Cabinet for decision.

### Portfolios

- 6.6 Portfolio Holders should be aware that the allocation of functions indicates an area of responsibility but does not automatically grant decision-making powers in that area. It is within the remit of each Portfolio Holder to:
- (a) provide direction and support to Directors and Heads of Service in the

management of the resources supporting their respective portfolios – including approval for filling vacancies and other minor personnel changes within agreed budgets;

- (b) oversee partnership working and external relationships within their portfolio areas; and

keeping their colleagues informed of significant or important issues as they emerge and develop.

### Further Delegation of Executive Functions

- 6.7 Where the Cabinet, a Committee of the Cabinet (if one is established) or an individual member of the Cabinet is responsible for an executive function, they may delegate further to joint arrangements or an Officer.
- 6.8 Unless the Council directs otherwise, if the Leader delegates functions to the Cabinet, then the Cabinet may delegate further to a Committee of the Cabinet or to an Officer.
- 6.9 Unless the Leader directs otherwise, a Committee of the Cabinet to whom functions have been delegated by the Leader may delegate further to an Officer.
- 6.10 Even where executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.
- 6.11 The Leader may amend the scheme of delegation relating to executive functions at any time during the year. To do so, the Leader must give written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, Committee or the Executive as a whole. The Chief Executive will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.
- 6.12 Where the Leader seeks to withdraw delegation from a Committee, notice will be deemed to be served on that Committee when he/she has served it on its Chairman.
- 6.13 Where a Cabinet member would normally exercise executive functions delegated to him/her in respect of any matter but is unable to do so because of absence or indisposition, a decision on the matter may be taken by the Leader, by the Cabinet or by a Committee of the Cabinet.
- 6.14 Where a Cabinet member would normally exercise executive functions delegated to him/her in respect of any matter but has a prejudicial interest in that matter as defined in the Members' Code of Conduct he/she shall not exercise those delegated powers in respect of that matter. A decision on the matter shall be taken by the Cabinet or a Committee of the Cabinet and the

## Agenda Item 9b

normal rules for declaration of interests at meetings shall apply.

### Conflicts of Interest

- 6.15 Where the Leader has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- 6.16 If every member of the Cabinet has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- 6.17 If the exercise of an executive function has been delegated to a Committee of the Cabinet, an individual Member or an Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Member' Code of Conduct.



**PORTFOLIO HOLDERS 2011/12 (Annex to Appendix H of the Constitution - last revised May 2011)**

Cllr. Pat Bosley	Community Wellbeing	Art, Culture, Community Development, Community Grants, Community Plan (S), Healthy Living, Leisure, Localism (S), Older People, Olympics 2012, Tourism, Town and Parish Councils, Young People
Cllr. Elaine Bracken	Safe Community	CCTV, Community Plan (S), Community Safety, Emergency Planning, Environmental Health and Regulation, Equality, Freedom of Information, Food Hygiene, Legal and Democratic Services, Licensing, Localism (S)
Cllr. Carol Clark	Housing and Balanced Communities	Climate Change, Community Plan (S), Community Regeneration, Economic Development (S), Homeless, Housing Strategy, Housing Needs, Improvement Grants, Key Worker and Affordable Housing, Localism (S), Sustainable Development
Cllr. Jill Davison	Planning and Improvement	Community Plan (S), Conservation, Data Quality, Development Control, Economic Development (S), Highway related Issues, Internal Service Inspections (S), Local Development Framework, Localism (S), Local Strategic Partnership (S), Performance Management (S), Planning Policy, Transport Policy
Cllr. Peter Fleming	Leader	Communications & Consultation, Community Plan (S), Corporate Governance, Corporate Planning, Customer Services & Standards, Internal Service Inspections (S), IT and website, Localism (S), Local Strategic Partnership (S), Organisational Development, Partnership Working (S), Performance Management (S)
Cllr. Avril Hunter	The Cleaner and Greener Environment	Air Quality, Building Control, Clean Streets, Community Plan (S), Contaminated Land, Flooding, Grass Cutting, Localism (S), Open Spaces, Parking Management, Recycling, Refuse, Sustainability
Cllr. Brian Ramsay	Finance and Value for Money	Annual Efficiency Statement, Audit, Budget, Community Plan (S), Human Resources, Local Tax and Benefit, Localism (S), Payroll, Procurement Policies, Property, Risk Assessment, Use of Resources, Value for Money, Partnership Working (S)

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<b>Area</b>	<b>Portfolio Holder/Portfolio</b>
Air Quality	Cllr Avril Hunter (The Cleaner and Greener Environment)
Annual Efficiency Statement	Cllr Brian Ramsay (Finance and Value for Money)
Art	Cllr Pat Bosley (Community Wellbeing)
Audit	Cllr Brian Ramsay (Finance and Value for Money)
Budget	Cllr Brian Ramsay (Finance and Value for Money)
Building Control	Cllr Avril Hunter (The Cleaner and Greener Environment)
CCTV	Cllr Elaine Bracken (Safe Community)
Clean Streets	Cllr Avril Hunter (The Cleaner and Greener Environment)
Climate Change	Cllr Carol Clark (Housing and Balanced Communities)
Communications & Consultation	Cllr Peter Fleming (Leader)
Community Development	Cllr Pat Bosley (Community Wellbeing)
Community Grants	Cllr Pat Bosley (Community Wellbeing)
Community Plan	Shared between all Portfolio Holders:  Cllr Pat Bosley (Community Wellbeing), Cllr Carol Clark (Housing and Balanced Communities), Cllr Jill Davison (Planning and Improvement), Cllr Peter Fleming (Leader), Cllr Avril Hunter (The Cleaner and Greener Environment), Cllr Elaine Bracken (Safe Community) and Cllr Brian Ramsay (Finance and Value for Money)
Community Regeneration	Cllr Carol Clark (Housing and Balanced Communities)
Community Safety	Cllr Elaine Bracken (Safe Community)
Conservation	Cllr Jill Davison (Planning and Improvement)
Contaminated Land	Cllr Avril Hunter (The Cleaner and Greener Environment)

Corporate Governance	Cllr Peter Fleming (Leader)
Corporate Planning	Cllr Peter Fleming (Leader)
Culture	Cllr Pat Bosley (Community Wellbeing)
Customer Services & Standards	Cllr Peter Fleming (Leader)
Data Quality Project Management	Cllr Jill Davison (Planning and Improvement)
Development Control	Cllr Jill Davison (Planning and Improvement)
Economic Development	Shared between Cllr Carol Clark (Housing and Balanced Communities) and Cllr Jill Davison (Planning and Improvement)
Emergency Planning	Cllr Elaine Bracken (Safe Community)
Environmental Health and Regulation	Cllr Elaine Bracken (Safe Community)
Equality	Cllr Elaine Bracken (Safe Community)
Flooding	Cllr Avril Hunter (The Cleaner and Greener Environment)
Food Hygiene	Cllr Elaine Bracken (Safe Community)
Freedom of Information	Cllr Elaine Bracken (Safe Community)
Grass Cutting	Cllr Avril Hunter (The Cleaner and Greener Environment)
Healthy Living	Cllr Pat Bosley (Community Wellbeing)
Highway related Issues	Cllr Jill Davison (Planning and Improvement)
Homeless	Cllr Carol Clark (Housing and Balanced Communities)
Housing Needs	Cllr Carol Clark (Housing and Balanced Communities)
Housing Strategy	Cllr Carol Clark (Housing and Balanced Communities)
Human Resources	Cllr Brian Ramsay (Finance and Value for Money)

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Improvement Grants	Cllr Carol Clark (Housing and Balanced Communities)
Internal Service Inspections	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
IT and website	Cllr Peter Fleming (Leader)
Key Worker and Affordable Housing	Cllr Carol Clark (Housing and Balanced Communities)
Legal and Democratic Services	Cllr Elaine Bracken (Safe Community)
Leisure	Cllr Pat Bosley (Community Wellbeing)
Licensing	Cllr Elaine Bracken (Safe Community)
Localism	Shared between all Portfolio Holders:  Cllr Pat Bosley (Community Wellbeing), Cllr Carol Clark (Housing and Balanced Communities), Cllr Jill Davison (Planning and Improvement), Cllr Peter Fleming (Leader), Cllr Avril Hunter (The Cleaner and Greener Environment), Cllr Elaine Bracken (Safe Community) and Cllr Brian Ramsay (Finance and Value for Money)
Local Development Framework	Cllr Jill Davison (Planning and Improvement)
Local Strategic Partnership	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
Local Tax and Benefit	Cllr Brian Ramsay (Finance and Value for Money)
Older People	Cllr Pat Bosley (Community Wellbeing)
Olympics 2012	Cllr Pat Bosley (Community Wellbeing)
Open Spaces	Cllr Avril Hunter (The Cleaner and Greener Environment)
Organisational Development	Cllr Peter Fleming (Leader)
Parking Management	Cllr Avril Hunter (The Cleaner and Greener Environment)
Partnership Working	Shared between Cllr Peter Fleming (Leader) and Cllr Brian Ramsay (Finance and Value for Money)

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Payroll	Cllr Brian Ramsay (Finance and Value for Money)
Performance Management	Shared between Cllr Jill Davison (Planning and Improvement) and Cllr Peter Fleming (Leader)
Planning Policy	Cllr Jill Davison (Planning and Improvement)
Procurement Policies	Cllr Brian Ramsay (Finance and Value for Money)
Property	Cllr Brian Ramsay (Finance and Value for Money)
Recycling	Cllr Avril Hunter (The Cleaner and Greener Environment)
Refuse	Cllr Avril Hunter (The Cleaner and Greener Environment)
Risk Assessment	Cllr Brian Ramsay (Finance and Value for Money)
Sustainability	Cllr Avril Hunter (The Cleaner and Greener Environment)
Sustainable development	Cllr Carol Clark (Housing and Balanced Communities)
Tourism	Cllr Pat Bosley (Community Wellbeing)
Town and Parish Councils,	Cllr Pat Bosley (Community Wellbeing)
Transport Policy	Cllr Jill Davison (Planning and Improvement)
Use of Resources	Cllr Brian Ramsay (Finance and Value for Money)
Value for Money	Cllr Brian Ramsay (Finance and Value for Money)
Young People	Cllr Pat Bosley (Community Wellbeing)

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**CALENDAR OF MEETINGS 2011/2012**

	Monday	Tuesday	Wednesday	Thursday	Friday
MAY	2 PUBLIC HOLIDAY	3	4	5 <b>District &amp; Parish Elections</b>	6
MAY	9	10	11	12	13
MAY	16	17	18	19	20
MAY	23	24 <b>Annual Full Council Meeting</b> <b>7.00pm (Chamber)</b>	25	26 Public Cabinet 7.00pm (Conference)	27
<b>MAY/JUNE</b>	30 PUBLIC HOLIDAY	31	1	2 <i>Cabinet Briefing</i> 2.00pm (Conference)	3
JUNE	6	7 Environment Select Committee 7.00pm (Conference)	8	9 <i>Cabinet Briefing</i> 2.00pm (Conference) Development Control Committee 7.00pm (Chamber)	10

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	Monday	Tuesday	Wednesday	Thursday	Friday
JUNE	13	14	15 Finance Advisory Group 9.30am (Conference)  Sevenoaks Joint Transportation Board 7.00pm (Conference)	16 Social Affairs Select Committee 7.00pm (Conference)	17
JUNE	20	21 Services Select Committee 7.00pm (Conference)	22 Licensing Committee 6.00pm (Conference)	23 Public Cabinet 7.00pm (Conference)	24
JUNE/ JULY	27	28 Performance and Governance Committee 7.00pm (Conference)	29 Sevenoaks Forum 6.30pm (Conference)	30 <i>Cabinet Briefing</i> 2.00pm (Conference) Development Control Committee 7.00pm (Chamber)	1
JULY	4	5	6	7 <i>Cabinet Briefing</i> 2.00pm (Conference)	8



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	Monday	Tuesday	Wednesday	Thursday	Friday
JULY	11	12	13	14	15
JULY	18 Swanley Town Forum 7.00pm (President's Suite – White Oak Bowls Centre)	<b>19</b>	20	21 Public Cabinet 7.00pm (Conference)	22
JULY	25	26 <b>Council</b> <b>7.00pm</b> <b>(Chamber)</b>	27 Finance Advisory Group 9.30am (Conference)	28 <i>Cabinet Briefing</i> <i>2.00pm</i> <i>(Conference)</i> Development Control Committee 7.00pm (Chamber)	29
AUGUST	1	2 Standards Committee 7.00 pm (Conference Room)	3	4 <i>Cabinet Briefing</i> <i>2.00pm</i> <i>(Conference)</i>	5
AUGUST	8	9	10	11	12
AUGUST	15	16	17	18	19

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	Monday	Tuesday	Wednesday	Thursday	Friday
AUGUST	22	23	24	25 <i>Cabinet Briefing</i> 2.00pm (Conference) Development Control Committee 7.00pm (Chamber)	26
<b>AUGUST / SEPTEMBER</b>	29 PUBLIC HOLIDAY	30	31	1 <i>Cabinet Briefing</i> 2.00pm (Conference)	2
SEPTEMBER	5	6 Environment Select Committee 7.00pm (Conference)	7 Local Development Framework Group 5.30pm (Conference)	8 Social Affairs Select Committee 7.00pm (Conference)	9
SEPTEMBER	12	13	14 Sevenoaks Joint Transportation Board 7.00pm (Conference)	15 Public Cabinet 7.00pm (Conference)	16

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	Monday	Tuesday	Wednesday	Thursday	Friday
SEPTEMBER	19 Edenbridge Town Forum 7.00pm (The Function Room, Edenbridge Leisure Centre)	20 Services Select Committee 7.00pm (Conference)	21	22 <i>Cabinet Briefing</i> 2.00pm (Conference) Development Control Committee 7.00pm (Chamber)	23
SEPTEMBER	26	27 Performance and Governance Committee 7.00pm (Conference)	28 Licensing Committee 6.00pm (Conference)	29 <i>Cabinet Briefing</i> 2.00pm (Conference)	30
OCTOBER	3	4	5	6	7
OCTOBER	10	11	12	13 Public Cabinet 7.00pm (Conference)	14
OCTOBER	17	18 <b>Council</b> <b>7.00pm</b> <b>(Chamber)</b>	19	20 <i>Cabinet Briefing</i> 2.00pm (Conference) Development Control Committee 7.00pm (Chamber)	21

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	Monday	Tuesday	Wednesday	Thursday	Friday
OCTOBER	24	25 Environment Select Committee 7.00pm (Conference)	26 Finance Advisory Group 9.30am (Conference)	27 <i>Cabinet Briefing</i> 2.00pm (Conference)	28
<b>OCTOBER NOVEMBER</b>	31	1 Social Affairs Select Committee 7.00pm (Conference)	2	3	4
NOVEMBER	7 Swanley Town Forum 7.00pm (President's Suite – White Oak Bowls Centre)	<b>8</b> Services Select Committee 7.00pm (Conference)	9	10 Public Cabinet 7.00pm (Conference)	11
NOVEMBER	14	15 Performance and Governance Committee 7.00pm (Conference)	16 Sevenoaks Forum 6.30pm (Conference)	17 <i>Cabinet Briefing</i> 2.00pm (Conference) Development Control Committee 7.00pm (Chamber)	18
NOVEMBER	21	22	23 Licensing Committee 6.00pm (Conference)	24 <i>Cabinet Briefing</i> 2.00pm (Conference)	25

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	Monday	Tuesday	Wednesday	Thursday	Friday
<b>NOVEMBER / DECEMBER</b>	28	29 <b>Council 7.00pm (Chamber)</b>	30	1	2
DECEMBER	5	6	7 Local Development Framework Group 5.30pm (Conference)	8 Public Cabinet 7.00pm (Conference)	9
DECEMBER	12 Edenbridge Town Forum 7.00pm (The Function Room, Edenbridge Leisure Centre)	13	14 Sevenoaks Joint Transportation Board 7.00pm (Conference)	15 <i>Cabinet Briefing</i> 2.00pm (Conference) Development Control Committee 7.00pm (Chamber)	16
DECEMBER	19	20	21	22	23
DECEMBER	26 PUBLIC HOLIDAY	27 PUBLIC HOLIDAY	28 OFFICE CLOSED	29	30
<b>JANUARY 2012</b>	2 PUBLIC HOLIDAY	3	4	5	6

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	Monday	Tuesday	Wednesday	Thursday	Friday
JANUARY	9	10 Performance and Governance Committee 7.00pm (Conference)	11	12 Public Cabinet 7.00pm (Conference)	13
JANUARY	16	17 Environment Select Committee 7.00pm (Conference)	18	19 <i>Cabinet Briefing</i> 2.00pm (Conference) Development Control Committee 7.00pm (Chamber)	20
JANUARY	23	24 Social Affairs Select Committee 7.00pm (Conference)	25 Finance Advisory Group 9.30am (Conference)	26 <i>Cabinet Briefing</i> 2.00pm (Conference) Standards Committee 7.00pm (Conference)	27
<b>JANUARY/ FEBRUARY</b>	30	31 Services Select Committee 7.00pm (Conference)	1 Licensing Committee 6.00pm (Conference)	2	3
FEBRUARY	6	7	8	9 Public Cabinet 7.00pm (Conference)	10

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	Monday	Tuesday	Wednesday	Thursday	Friday
FEBRUARY	13	14	15	16 <i>Cabinet Briefing</i> 2.00pm (Conference) Development Control Committee 7.00pm (Chamber)	17
FEBRUARY	20	<b>21</b> <b>Council (Budget)</b> 7.00pm (Chamber)	22	23 <i>Cabinet Briefing</i> 2.00pm (Conference)	24
<b>FEBRUARY/ MARCH</b>	27	28	29	1	2
MARCH	5 Swanley Town Forum 7.00pm (President's Suite – White Oak Bowls Centre)	6	7	8 Public Cabinet 7.00pm (Conference)	9
MARCH	12	13 Performance and Governance Committee 7.00pm (Conference)	14 Sevenoaks Joint Transportation Board 7.00pm (Conference)	15 Development Control Committee 7.00pm (Chamber)	16

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	Monday	Tuesday	Wednesday	Thursday	Friday
MARCH	19 Edenbridge Town Forum 7.00pm (The Function Room, Edenbridge Leisure Centre)	20 Environment Select Committee 7.00pm (Conference)	21 Sevenoaks Forum 6.30pm (Conference)	22 <i>Cabinet Briefing</i> <i>2.00pm</i> <i>(Conference)</i>	23
MARCH	26	27 Social Affairs Select Committee 7.00pm (Conference)	28 Finance Advisory Group 9.30am (Conference)  Licensing Committee 6.00pm (Conference)	29 <i>Cabinet Briefing</i> <i>2.00pm</i> <i>(Conference)</i>	30
APRIL	2	3 Services Select Committee 7.00pm (Conference)	4 Local Development Framework Group 5.30pm (Conference)	5	6 GOOD FRIDAY BANK HOLIDAY
APRIL	9 EASTER MONDAY BANK HOLIDAY	10	11	12 Public Cabinet 7.00pm (Conference)	13



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	Monday	Tuesday	Wednesday	Thursday	Friday
APRIL	16	17	18	19 <i>Cabinet Briefing</i> <i>2.00pm (Conference)</i> Development Control Committee 7.00pm (Chamber)	20
APRIL	23	24 <b>Council</b> <b>7.00pm (Chamber)</b>	25	26 <i>Cabinet Briefing</i> <i>2.00pm (Conference)</i>	27
<b>APRIL /MAY</b>	30	1	2	3	4
MAY	7 PUBLIC HOLIDAY	8	9	10 Public Cabinet 7.00pm (Conference)	11
MAY	14	15 <b>Annual Council</b> <b>7.00pm (Chamber)</b>	16	17	18
MAY	21	22	23	24	25

*Italics:* These meetings are for Councillors' reference only

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**APPOINTMENTS TO OTHER ORGANISATIONS 2011/12 – NON-EXECUTIVE –  
TO BE APPROVED BY COUNCIL**

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2011/12</u>
Age UK:				
Darent Valley	2	Annual	May 2012	Mrs. F.P. Parkin M Fittock
Sevenoaks, Tonbridge & District	1	Annual	May 2012	R. Walshe
Biggin Hill Airport Consultative Committee	1	Annual	May 2012	Mrs. E.L.S. Bracken
Bough Beech Reservoir Recreation Consultative and Management Advisory Committee	1	Annual	May 2012	G.M. Ryan
Citizens Advice Bureaux:				
Edenbridge & Westerham	2	Annual	May 2012	K.J. Maskell G.M. Ryan
Sevenoaks and Swanley CAB Ltd	2	Annual	May 2012	Mrs. A.D. Hunter Ms. I. Chetham
Kent County Council's Health Overview and Scrutiny Committee	1	Annual	May 2012	R.J. Davison
Kent County Playing Fields Association	1	Annual	May 2012	M. Fittock
Kent Rural Community Council – General Council	2	Annual	May 2012	Cam. Clark Miss. J. Thornton
RELATE: West Kent & Tunbridge Wells	1	Annual	May 2012	Miss. L. Stack
Sevenoaks Churches Group for Social Concern	2	Annual	May 2012	P.R. McGarvey Mrs. A. Cook
Sevenoaks Conservation Council	4	Annual	May 2012	R.L. Piper P. Towell J. Edwards-Winser R. Walshe

# Agenda Item 11

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2011/12</u>
Sevenoaks District Access Group	5	Annual	May 2012	Mrs. A.E. Dawson Mrs. F.P. Parkin A.W.L. Pett R.L. Piper J.Underwood
Sevenoaks Leisure Board of Trustees	2	Annual	May 2012	Mrs. G.P.E. Davison C. Dibsdall
Volunteer Bureaux:				
Sevenoaks Volunteer Transport Group	1	Annual	May 2012	R.J. Davison
Edenbridge Volunteer Transport Service	1	Annual	May 2012	R. Orridge
North West Kent Volunteer Centre	1	Annual	May 2012	T. Searles

**COUNCIL 24TH MAY 2011**

**RETURNING OFFICER'S REPORT**

Report of the: Chief Executive

Status: For Information

Portfolio Holder: Cllr. Fleming

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**Recommendation:** That the report be noted.

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At the four yearly election of District Councillors held on Thursday, 5th May 2011, the persons listed in the appendix to this report were duly elected to serve on the Sevenoaks District Council.

**Sources of Information:** District Council elections 2011

**Contact Officer(s):** Robin Hales Ext. 7394

**ROBIN HALES**  
**Chief Executive**

## Agenda Item 12

## DISTRICT COUNCILLORS - District Warding Arrangements

<u>WARD</u>	<u>MEMBERS</u>
ASH	3 Cameron Ian Clark (Conservative) Carol Clark (Conservative) Alan William Leslie Pett (Conservative)
BRASTED, CHEVENING & SUNDRIDGE	3 Annalissa Firth (Conservative) James Frederick Justin London (Conservative) Robert Lund Piper (Conservative)
COWDEN & HEVER	1 Gerard Michael Ryan (Conservative)
CROCKENHILL & WELL HILL	1 Colin Dibsdall (Independent)
DUNTON GREEN & RIVERHEAD	2 Kim Sarah Bayley (Conservative) Cameron Kennedy Duncan Brown (Conservative)
EDENBRIDGE NORTH & EAST	2 Gillian Patricia Ena Davison (Conservative) John Scholey (Conservative)
EDENBRIDGE SOUTH & WEST	2 Richard John Davison (Conservative) Robert Vernon Orridge (Conservative)
EYNSFORD	1 Michael Horwood (Conservative)
FARNINGHAM, HORTON KIRBY & SOUTH DARENTH	2 Ingrid Chetram (Conservative) Phillip Roy McGarvey (Conservative)
FAWKHAM & WEST KINGSDOWN	3 Ian Trevor Bosley (Conservative) Patricia Anne Bosley (Conservative) Faye Pamela Parkin (Conservative)
HALSTEAD, KNOCKHOLT & BADGERS MOUNT	2 John Leslie Martin Grint (Conservative) Gary Charles Williamson (Conservative)
HARTLEY & HODSOLL STREET	3 Lawrence Abraham (Conservative) Albert James Gaywood (Conservative) Brian Hamilton Ramsay (Conservative)
HEXTABLE	2 Barbara Ayres (Conservative) Deirdre Morris (Conservative)
KEMSING	2 Mark Andrew Butler (Conservative) Lorraine Therese Stack (Conservative)

## Agenda Item 12

<u>WARD</u>		<u>MEMBERS</u>
LEIGH & CHIDDINGSTONE CAUSEWAY	1	Alison Joy Cook (Conservative)
OTFORD & SHOREHAM	2	John Edwards-Winser (Conservative) Michelle Jane Maria Lowe (Conservative)
PENSHURST, FORDCOMBE & CHIDDINGSTONE	1	Patrick Charles Redmond Cooke (Conservative)
SEAL & WEALD	2	Roderick Myron Clancey Hogarth (Conservative) Julia Lucy Thornton (Conservative)
SEVENOAKS EASTERN	2	Elizabeth Ann Purves (Liberal Democrat) Roger Francis Croker Walshe (Liberal Democrat)
SEVENOAKS KIPPINGTON	2	Andrew Wake Eyre (Conservative) Avril Doreen Hunter (Conservative)
SEVENOAKS NORTHERN	2	Matthew Charles Fitzalan Dickins (Conservative) Paul Edward Towell (Conservative)
SEVENOAKS TOWN & ST. JOHN'S	3	Ann Ellen Dawson (Conservative) Peter Mountford Fleming (Conservative) Simon Raikes (Conservative)
SWANLEY CHRISTCHURCH & SWANLEY VILLAGE	3	Leslie Richard Ayres (Conservative) Robert Brookbank (Conservative) Tony Searles (Conservative)
SWANLEY ST. MARY'S	2	Mark John Fittock (Labour) John Arthur Underwood (Labour)
SWANLEY WHITE OAK	3	Laurence Ball (Conservative) Abisola Angela George (Labour) Janet Pamela Sargeant (Labour)
WESTERHAM & CROCKHAM HILL	2	Elaine Linnell Sheppe Bracken (Conservative) Kevin John Maskell (Conservative)

### Political Composition:

Conservative	47
Labour	4
Liberal Democrat	2
Independent	1
	<hr/> 54



## Retiring Chairman's report to Sevenoaks District Council

### The Year

The civic year opened with a General Election and closed with local elections for this council and the parish councils within the district. With a change of government it has been a time of new challenges for members and officers. As chairman, I considered how the chairman's role could adapt to meet these challenges

### Aims

In considering the aims for their year of office, chairmen look to the Council's Constitution to see what it prescribes for their role. It sets out the ceremonial aspect and the responsibilities for chairing council meetings. The ceremonial role gives the chairman wide discretion on which events are attended. As council taxpayers' money meets the cost of the chairman's ceremonial role I decided my aim should be to further the three objectives of Sevenoaks District's first Community Plan 2004/2014 entitled "Making it happen – together". The Community Plan wants Sevenoaks District to be recognised by all as a place with: Safe and Caring Communities, a Green and Healthy Environment and a Dynamic and Sustainable Economy. In furthering this aim my message at events I attended is that "Sevenoaks District is a great place to live, work and to visit".

I take the view that the Council decides what charities should be supported by grant aiding them and it is inappropriate to use Council resources to raise money for charities selected by the chairman. I therefore did not nominate any charities. The proceeds of a raffle held at the Members Annual Dinner were sent to Demelza House hospice for sick children.

Innovations during my year of office included arranging a briefing for non-executive members following meetings of full Council, not appointing a chaplain and not having a civic service.

In achieving these aims I ensured that the civic expenses were kept within the budget.

### Outcomes

Attached is an appendix of events attended by the Vice Chairman and me. It indicates the venue and 74% were within the District with 24% in other areas of Kent. In justifying civic expenses it is important that most events are within the district or its adjoining local authorities. The appendix indicates how the event contributes to meeting the aims of the Community Plan. The value of the event is scored using the national scoring system drawn up by the National Association of Civic Officers. It is not the number of events attended that is important but the quality of those events in furthering the Community Plan. During the civic year events were attended in 27 of the 30 parishes of the District. The Vice Chairman and I are very appreciative of the warm welcome received from members and officers of these parishes when we attended events in their parish.

### Thanks

In concluding my year of office I express my thanks to the Vice Chairman and his wife for their support and to Margaret Hagger and my driver, Russell Meek, for getting me to events on time and well briefed. I am grateful to my wife and daughters for escorting me to various events.

# Agenda Item 13

## **Thoughts for the future**

As there is now a newly elected council I leave with some suggestions that might be worthy of consideration. First, perhaps Sevenoaks should follow the example of other local authorities and use a seniority of service system to determine which members go forward for nomination as Vice Chairman and Chairman. These roles are outside of politics and all members of the Council should be eligible to take these roles.

Second, the Council will shortly be reaching its 40<sup>th</sup> anniversary of its formation. Most district councils in Kent have since their formation 40 years ago petitioned the Privy Council for the grant of a Royal Charter conferring Borough Status. This has always been granted and is a low cost way of recognising the achievements made by the Council over the last 40 years.

Sevenoaks District Council

Civic Engagements for the Civic Year 2010/2011

Number	Date	Engagement	Robed event (RE)	Venue location	Attended by	Community Plan 2004/2014 aims targeted	NACO points
001	14/5	Swanley Light Opera		SDC	Chairman (CH)	Safe & caring communities (S & C)	Promoting 5
002	15/5	Spadework		Kent	Vice Chairman (VC)	Green & healthy environment (G & H)	Community 5
003	17/5	Chronicle		SDC	Other member (OM)	Dynamic & sustainable economy (D & S)	Civic hosting 3
004	20/5	Sevenoaks Christian Counselling		SDC			Council/Statutory/ Traditional 3
005	21/5	Kentish Opera		SDC			Charities 2
006	23/5	M/stone Civic Service (RE)		Kent			Social 1.5
007	23/5	Sevenoaks Symphony orchestra		SDC			Civic Circuit 1

# Agenda Item 13

008	26/5	Sevenoaks TC charity film event at Stag	SDC	CH	S&C	5
009	27/5	WKHA AGM	SDC	CH	S&C	5
010	1/6	DL meeting	SDC	CH	S&C, D&S	3
011	2/6	Community Action Plan 2010/2013 launch	SDC	CH	S&C,G&H,D&S	5
012	5/6	Cricket TWells	Kent	CH		1
013	7/6	CAB Sevenoaks	SDC	CH	S&C	5
014	9/6	KCC Reception	Kent	CH		1
015	10/6	Swanley Volunteers	SDC	CH	S&C	5
016	10/6	Lord-Lieutenant of Kent Reception	Kent	CH		1
017	11/6	Shepway railway lunch	Kent	CH		1
018	13/6	Medway Civic Service (RE)	Kent	CH		1
019	14/6	Sevenoaks Library	SDC	CH	S&C	5
020	15/6	Sevenoaks & District Scouts AGM	SDC	CH	S&C	5
021	16/6	Riverhead Primary School charity walk	SDC	CH	S&C	5
022	16/6	Horton Kirby & S Darenth Parish visit	SDC	CH	S&C,G&H,D&S	5
023	16/6	Edenbridge Voluntary Transport AGM	SDC	VC	S&C	5
024	17/6	Ashford industry tour	Kent	CH		1
025	19/6	Shoreham village hall refurbishment launch	SDC	CH	S&C	5
026	19/6	Sevenoaks Town Festival concert	SDC	CH	S&C,D&S	5
027	20/6	Sevenoaks Town Council walk on common	SDC	CH	S&C,D&S	5
028	20/6	Sevenoaks Philharmonic Orchestra at Stag	SDC	CH	S&C	5
029	21/6	Armed Forces Day flag hoisting at SDC (RE)	SDC	CH	S&C	5
030	22/6	Hever Castle launch	SDC	CH	S&G,D&S	5
031	22/6	High Sheriff Garden Party	Kent	CH		1
032	23/6	Police cycle marking event at primary school	SDC	CH	S&C	5
033	23/6	West Kingsdown Primary School visit	SDC	CH	S&C	5
034	23/6	IIP presentation at depot	SDC	CH	S&C,G&H,D&S	3
035	23/6	Sevenoaks & Swanley CAB AGM	SDC	CH	S&C	5
036	27/6	Sevenoaks Town Council Civic Service (RE)	SDC	VC	S&C	1
037	29/6	Chance to Dance show at Stag	SDC	CH	S&C	5

038	30/6	Kent School Games at Sevenoaks School	SDC	CH	S&C	5
039	1/7	SDC Members and staff cricket match	SDC	CH	S&C	3
040	1/7	Triangle Awards	SDC	VC	S&C	5
041	2/7	Sevenoaks Town Council member funeral	SDC	CH	S&C	3
042	6/7	Combe Bank School prize giving	SDC	CH	S&C	5
043	7/7	Sevenoaks Town Council cricket on the Vine	SDC	CH/VC	S&C	1
044	7/7	Medway Civic Garden Party	Kent	CH		1
045	9/7	Challenger Troops Awards TA centre T Wells	Kent	CH	S&C	5
046	11/7	Battle of Britain celebration at Folkestone	Kent	CH		1
047	13/7	Hextable Community Forum	SDC	CH	S&C	5
048	14/7	RLSB Dorton House prize giving	SDC	CH	S&C	5
049	14/7	Kent Fire & Rescue Service Garden Party	Kent	CH	S&C	1
050	15/7	Sevenoaks area MIIND AGM	SDC	CH	S&C	5
051	16/7	Edenbridge CAB AGM	SDC	VC	S&C	5
052	16/7	Bradbourne School show	SDC	CH	S&C	5
053	16/7	SDC Civic Dinner	SDC	CH/VC	S&C	3
054	18/7	Swanley Civic Service (RE)	SDC	CH	S&C	1
055	18/7	Young Musicians final at Tunbridge Wells	SDC	CH	S&C	5
056	20/7	Bradbourne School prize giving	SDC	CH	S&C	5
057	20/7	KCC lunch	Kent	CH		1
058	20/7	Stag Drawing competition	SDC	VC	S&C	5
059	20/7	Full Council	SDC	CH/VC	S&C	3
060	20/7	Non Executive Members' briefing	SDC	CH/VC	S&C	3
061	21/7	Sencio Leisure Centre Celebration	SDC	CH	S&C	5
062	22/7	Royal Garden Party	London	CH		1
063	27/7	Edenbridge Youth Zone	SDC	VC	S&C	5
064	28/7	Weald Youth Zone	SDC	VC	S&C	5
065	28/7	Rural Age Concern AGM Swanley	SDC	CH	S&C	5
066	29/7	Oxford Youth Zone	SDC	VC	S&C	5
067	29/7	KCC bus link Chartwell	SDC	CH	S&C	5

068	2/8	Greatness Youth Zone	SDC	CH	S&C	5
069	2/8	Knole House open of Orangery	SDC	CH	D&S	5
070	3/8	Canterbury theatre with Lord Mayor	Kent	CH		1
071	9/8	Oxford health walk	SDC	CH	S&C	5
072	9/8	3D film launch at Stag	SDC	CH	S&C, D&S	5
073	11/8	Kemsing Youth Zone	SDC	CH	S&C	5
074	12/8	Westerham Youth Zone	SDC	VC	S&C	5
075	13/8	Dunton Green Youth Zone	SDC	VC	S&C	5
076	16/8	Ide Hill Youth Zone	SDC	VC	S&C	5
077	18/8	Knockholt Youth Zone	SDC	VC	S&C	5
078	18/8	Edenbridge Youth Zone	SDC	VC	S&C	5
079	19/8	Army funeral of Swanley resident	SDC	CH	S&C	3
080	20/8	Hollybush Youth Zone	SDC	CH	S&C	5
081	20/8	Battle of Britain Memorial at Biggin Hill	Kent	CH		1
082	23/8	Chiddingstone Youth Zone	SDC	VC	S&C	5
083	26/8	Ashford wild cats centre	Kent	CH		1
084	27/8	Swanley 1812 concert	SDC	CH	S&C	1
085	2/9	Launch of SDC Police desk	SDC	CH	S&C	5
086	3/9	SSAFA lecture at Westerham	SDC	CH	S&C	5
087	4/9	Stag tourist information centre opening	SDC	CH	D&S	5
088	5/9	Heavy Horse Show at Shoreham	SDC	CH	D&S	5
089	9/9	West Kent Extra AGM	SDC	CH	S&C	5
090	9/9	Darent Valley Hospital AGM	Kent	CH	S&C	5
091	11/9	Chipstead RYA awards	SDC	CH	S&C	5
092	14/9	Community café launch	SDC	CH	D&S	5
093	14/9	Full Council	SDC	CH/VC		3
094	14/9	Non-executive Members' briefing	SDC	CH/VC		3
095	15/9	Staff induction	SDC	CH		3
096	16/9	TMBC garden party	Kent	CH		1
097	16/9	HMS Kent Dover	Kent	CH	S&C	1
098	17/9	West Kent College Awards Ceremony	Kent	CH	D&S	5

099	19/9	Chevening Battle of Britain service	SDC	CH	S&C	3
100	20/9	Tour of Sencio leisure facilities	SDC	CH/VC	D&S	5
101	21/9	West Kent Mediation	Kent	CH	S&C	5
102	23/9	NW Kent Carers AGM Swanley	SDC	CH	S&C	5
103	23/9	Sencio Charity Golf Day	SDC	CH	S&C,D&S	5
104	25/9	Stag reception	SDC	CH	D&S	5
105	28/9	Ashford wine day	Kent	CH		1
106	29/9	KCC reception	Kent	CH		1
107	29/9	TWBC Mayor's clay pigeon event	Kent	CH		1
108	30/9	Swale theatre	Kent	CH		1
109	1/10	Senior Citizens Action Forum	SDC	CH	S&C	5
110	1/10	Sevenoaks District Sports Council awards	SDC	CH	S&C	5
111	6/10	Sevenoaks Society AGM	SDC	CH	S&C	5
112	8/10	High Sheriff Justice Service at Canterbury	Kent	CH		1
113	8/10	Carers First AGM	Kent	VC	S&C	5
114	11/10	NAG school	SDC	CH	S&C	5
115	11/10	Staff leaving drinks	SDC	CH		3
116	16/10	TWBC civic dinner	Kent	VC		1
117	17/10	Citizenship Service at URC Sevenoaks	SDC	CH	S&C	3
118	19/10	Medway Dickens Day	Kent	CH		1
119	19/10	Greenwich walk	Kent	VC		1
120	20/10	Spring House Family Centre AGM	SDC	CH	S&C	5
121	20/10	Swanley Civic Reception	SDC	CH		1
122	22/10	Past Chairmen's lunch	SDC	CH/VC		1
123	22/10	Wealden Civic Reception	Sussex	CH		1
124	28/10	Kent RBL Poppy launch at KCC	Kent	VC	S&C	5
125	30/10	RBL Poppy launch lunch	Kent	VC	S&C	5
126	2/11	Knole Academy tour	SDC	CH/VC	D&S	5
127	4/11	Maidstone Civic Dinner	Kent	CH		1
128	9/11	Full Council	SDC	CH/VC		3
129	9/11	Non-executive members' briefing	SDC	CH/VC		3

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130	11/11	Remembrance prayers for staff	SDC	CH	S&C	3
131	13/11	Playground opening at Sundridge	SDC	CH	S&C	5
132	13/11	Sevenoaks & Tonbridge Concert Band	SDC	VC	S&C	5
133	14/11	Remembrance Day Service at Vine	SDC	CH	S&C	3
134	14/11	Remembrance Day Service in Swanley	SDC	CH	S&C	3
135	16/11	Knole Academy Dance Show at Stag	SDC	CH	D&S	5
136	17/11	Sevenoaks Age Concern AG M	SDC	CH	S&C	5
137	19/11	Swanley Volunteering Awards in London	London	CH	S&C	5
138	26/11	Demelza House visit Sittingbourne	Kent	CH	S&C	5
139	26/11	Tonbridge Grammar School prize giving	Kent	VC	S&C	5
140	28/11	Sevenoaks Symphony Orchestra at Stag	SDC	VC	S&C	5
141	5/12	Hockey club President's Cocktail party	SDC	CH	S&C	5
142	5/11	Sevenoaks Philharmonic Orchestra at Stag	SDC	CH	S&C	5
143	8/12	Sevenoaks Area MIND lunch	SDC	CH	S&C	5
144	10/12	AGE UK launch	SDC	CH	S&C	5
145	10/12	Sevenoaks Area MIND carol service	SDC	CH	S&C	5
146	10/12	SDC Members' Christmas Dinner	SDC	CH/VC		3
147	11/12	Ordination of Bishop of Rochester at Cathedral	Kent	VC		1
148	11/12	Stag Pantomime	SDC	VC	D&S	5
149	12/12	Sevenoaks Mencap carol evening	SDC	CH	S&C	5
150	13/12	Edenbridge Town Council Christmas drinks	SDC	CH/VC	S&C,D&S	1
151	14/12	SDC staff carol service	SDC	CH		3
152	14/12	Staff walkabout	SDC	CH		3
153	14/12	Knole Academy Awards Ceremony	SDC	CH	D&S	5
154	15/12	West Heath School play	SDC	CH	D&S	5
155	16/12	Full Council	SDC	CH/VC		3
156	16/12	Non-Executive Members' briefing	SDC	CH/VC		3
157	17/12	Tonbridge Grammar School carol service	Kent	VC	S&C	5
158	17/12	Past Chairman's wife funeral	SDC	CH		3
159	24/12	Sevenoaks Hospital carol service	SDC	CH	S&C	5
160	25/12	Sevenoaks Hospital ward visit	SDC	CH	S&C	5



161	25/12	CCTV staff visit	SDC	CH	S&C	3
162	11/01	Age UK lunch	SDC	CH	S&C	5
163	13/01	Churches together prayers	SDC	CH	S&C	5
164	13/01	Tour of new Pembury Hospital	Kent	CH	S&C	5
165	1/02	Orchards Academy launch at Swanley	SDC	CH	D&S	5
166	4/02	VAWK Conference	Kent	CH	S&C	5
167	4/02	Swanley Light Opera	SDC	CH	S&C	5
168	5/02	Knole Academy piano recital	SDC	CH	D&S	5
169	10/02	Young People Conference Swanley	SDC	CH	S&C	5
170	12/02	Sevenoaks Town Council quiz night	SDC	CH		1
171	16/02	KCC Chairman's Charity Dinner at Canterbury	Kent	CH		1
172	22/02	Full Council	SDC	CH/VC		3
173	22/02	TMBC Oast Theatre production	Kent	CH		1
174	28/02	MacIntyre Care Charity book launch	SDC	CH	S&C	5
175	1/03	Teddies Nursery singalong marathon	SDC	CH	S&C	5
176	2/03	Stag reception	SDC	CH	D&S	5
177	4/03	Waste site visit Swanley	SDC	CH	G&H,D&S	5
178	4/03	Greenwich Civic Dinner	London	CH		1
179	6/03	Sevenoaks Symphony Orchestra at Stag	SDC	CH	S&C	5
180	7/03	Edenbridge Town AGM	SDC	CH	S&C,D&S	3
181	9/03	Oxford Primary School assembly	SDC	CH	S&C	5
182	11/03	Stag reception	SDC	CH	S&C	5
183	13/03	Young Musician of the Year competition	SDC	CH	S&C	5
184	16/03	Parish Council lunch	SDC	CH	S&C	3
185	22/03	ChYops hospice launch	Kent	CH	S&C	5
186	23/03	High Sheriff & DLs lunch at Vine	SDC	CH		1
187	24/03	Go-Givers Bore Place	SDC	CH	S&C	5
188	24/03	Knole Academy production of Peter Pan	SDC	CH	D&S	5
189	25/03	Anthony Roper School Eynsford	SDC	CH	S&C	5
190	25/03	TMBC charity dinner	Kent	CH		1
191	27/03	Motocross Championship Swanley	SDC	CH	D&S	5

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192	27/03	Sevenoaks Philharmonic concert at Stag	SDC	CH	S&C	5
193	29/03	Lord Lieutenant's Civic service Canterbury (RE)	Kent	CH		1
194	29/03	Full council	SDC	CH		3
195	29/3	Reception for retiring Members not standing	SDC	CH/VC		3
196	31/03	TMBC civic day out & tour of Borough	Kent	CH		1
197	1/04	Safety in Action VIP day at Dorton House	SDC	CH	S&C	5
198	1/04	Challenger Group at TA centre in Tun Wells	Kent	CH	S&C	5
199	3/04	Lydian Orchestra Concert at Stag	SDC	CH	S&C	5
200	6/04	Knole House tour with Sevenoaks Town Mayor	SDC	CH	D&S	1
201	8/04	Alzheimer's café Swanley White Oak	SDC	CH	S&C	5
202	8/04	TMBC dinner at Ightham Mote	Kent	CH		1
203	11/04	Tandridge Civic Day tour of District	Surrey	CH		1
204	14/04	Sevenoaks players production at Stag	SDC	CH	S&C	5
205	19/04	Ashford manufacturing day	Kent	CH		1
206	26/04	Medway Civic day	Kent	CH		1
207	27/04	Lunch for KCC Chairman & local Member at Vine	SDC	CH	S&C	1
208	28/04	Fawkham Primary School assembly	SDC	CH	S&C	5
209	28/04	New Bishop of Rochester visit to SDC	SDC	CH	S&C	3
210	30/04	Weald of Kent Show at Penshurst Place	SDC	CH	S&C	5
211	1/05	Sevenoaks Scouts St George's Day parade	SDC	CH	S&C	5
212	6/5	Election Count at Sevenoaks leisure centre	SDC	CH		3
213	7/05	RBL anniversary concert Canterbury Cathedral	Kent	CH	S&C	1
214	8/05	RBL Service at Crockenhill	SDC	CH	S&C	5
215	9/05	Tour of Eltham Palace with Mayor of Greenwich	London	CH		1
216	9/05	Sevenoaks Town Council mayor making	SDC	CH	S&C	3
217	10/05	TMBC dinner for retiring civics	Kent	CH		1
218	11/05	Kent & Sussex hospital AGM at Tun Wells	Kent	CH	S&C	5
219	13/05	Seniors Action Forum AGM in Sevenoaks	SDC	CH	S&C	5
220	15/05	Sevenoaks Symphony Orchestra concert at Stag	SDC	CH	S&C	5
221	16/05	Sevenoaks Christian Counselling open meeting	SDC	CH	S&C	5
222	19/05	Art exhibition at Knole House	SDC	CH	S&C	5

223	20/05	Kentish Opera at Stag	SDC	CH	S&C	5
224	22/05	Maidstone Civic Service (RE)	Kent	CH		1
225	24/05	Annual Council	SDC	CH/VC		3
226	24/05	Reception to welcome new Members	SDC	CH/VC		3

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