



Sevenoaks
DISTRICT COUNCIL
Despatched: 30.04.13

MODERN LOCAL GOVERNMENT GROUP

9 May 2013 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Fleming

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

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes Minutes of the meeting held on 20 November 2012.	(Pages 1 - 4)	
2. Declarations of interest Any interests not already registered		
3. To consider the new governance arrangements and structure	(Pages 5 - 34)	

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.

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The Democratic Services Team (01732 227241)

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MODERN LOCAL GOVERNMENT GROUP

Minutes of the meeting held on 20 November 2012 commencing at 5.30 pm

Present: Cllr. Fleming (Chairman)
Cllr. Mrs Hunter (Vice-Chairman)

Cllrs. Mrs. Bracken, Brookbank, Mrs. Cook, Mrs. Davison, Piper and Walshe

Apologies for absence were received from Cllrs. Scholey

Cllrs. Clark, Davison, Gaywood, Mrs. Parkin and Miss. Stack were also present.

11. Minutes

Resolved: That the minutes of the Modern Local Government Group held on the 11 July 2012 be approved and signed by the Chairman as a correct record.

12. Declarations of Interest

No additional declarations of interest were made.

13. Review of the Performance and Governance Committee Terms of Reference

The Modern Local Government Group considered a report outlining updates to the terms of reference of the Performance and Governance Committee to reflect organisational changes and changes in statutory or regulatory requirements.

Resolved: That the revisions be approved and it be RECOMMENDED to Council that the revised terms of reference be adopted.

14. Review of the Scheme for Members' Allowances

A Joint Independent Remuneration Panel was set up in November 2007. In August 2012 the Panel began a new review into Members Allowances. The review had made a number of recommendations that covered Basic Allowance, Special Responsibility Allowances (SRAs), Carers' Allowances, Travel Expenses and Pensions. The report set out the recommendations that arose from the review.

The Chairman reported that the timescales for decision had slightly changed due to delays in the release of details of the Government finance package for Local Authorities.

The Chairman of the Joint Independent Remuneration Panel (JIRP) introduced the Panel's report and explained that consideration had been given to the current financial climate and despite financial constraints the Panel had recommended what it felt was a fair remuneration for the work undertaken by councillors. Affordability had not been a

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primary consideration for the JIRP who were submitting their recommendations for due consideration by the Council.

The Group considered a number of issues in detail, the first of which was proposals around the level of basic allowance. Members felt that it was important to recognise and reflect the evolving role of councillors. A Member highlighted the need to consider equality and diversity issues, ensuring that the Council was inclusive and attracted a wide variety of people to be Councillors. Another Member concurred with this view and stressed the need to consider the ability to recruit new Members. The Member highlighted that councillors currently represented a number of people from different backgrounds and suggested that the composition of elected Members at Sevenoaks District Council was not necessarily an accurate reflection of the diversity of the communities that councillors served.

Another Member suggested that meetings start times were more of a deterrent to potential new councillors than the level of the Member's Allowance. A suggestion was put forward that in order to encourage more working people to become councillors, meetings should start at 7.30pm or even 8pm which would better enable those working in London to attend evening meetings. The Member also suggested that the meeting cycle should be reduced from 5 meetings a year to 4.

The Group considered the role of Vice-Chairman. A Member highlighted that in some circumstances a substantive role was played by the Vice-Chairman, although this role did not necessarily have to attract monetary recognition. It was acknowledged by the Group that it was important for the Council to be clear around expectations of Vice-Chairmen.

The Group also considered the JIRP's proposals around aligning the mileage allowance with the HMRC rate of 45p per mile. In response to a question from a visiting Member the Finance Manager reported that the suggested reduction in the mileage allowance from 65p per mile to 45p per mile would represent a saving of £5,000 to the Council. A Member highlighted that any reduction in the mileage allowance would have a greater impact on councillors serving the wards further away from the Council Offices in Sevenoaks.

Visiting Members highlighted that the Member's Allowances needed to be set at a level that sufficiently covered any costs that councillors incurred in undertaking their duties. Technology had also significantly changed the way in which residents interacted with their councillors and improvements in technology meant that elected representatives were increasingly "on call" 24 hours and day, 7 days a week. A Member also highlighted that increases in inflation had eroded the value of Member's Allowances.

Having heard the discussion, the Chairman agreed that it would be beneficial to constitute a Member level Group to consider issues relating to the Council's governance structure. In addition to establishing a Member level Group the Chairman asked Officers to develop a range of options for member's allowances to be considered at the next meeting of the Modern Local Government Group on 23 January 2013. The options to be developed would need to follow these basic principles:

- The totality of allowances to be kept the same;
- To include changes to the travel allowance;
- Options for increasing the basic allowance whilst removing additional allowances.

- Options for phasing any increase in allowances.

The Chairman thanked the Joint Independent Remuneration Panel for their comprehensive review of Member's Allowances.

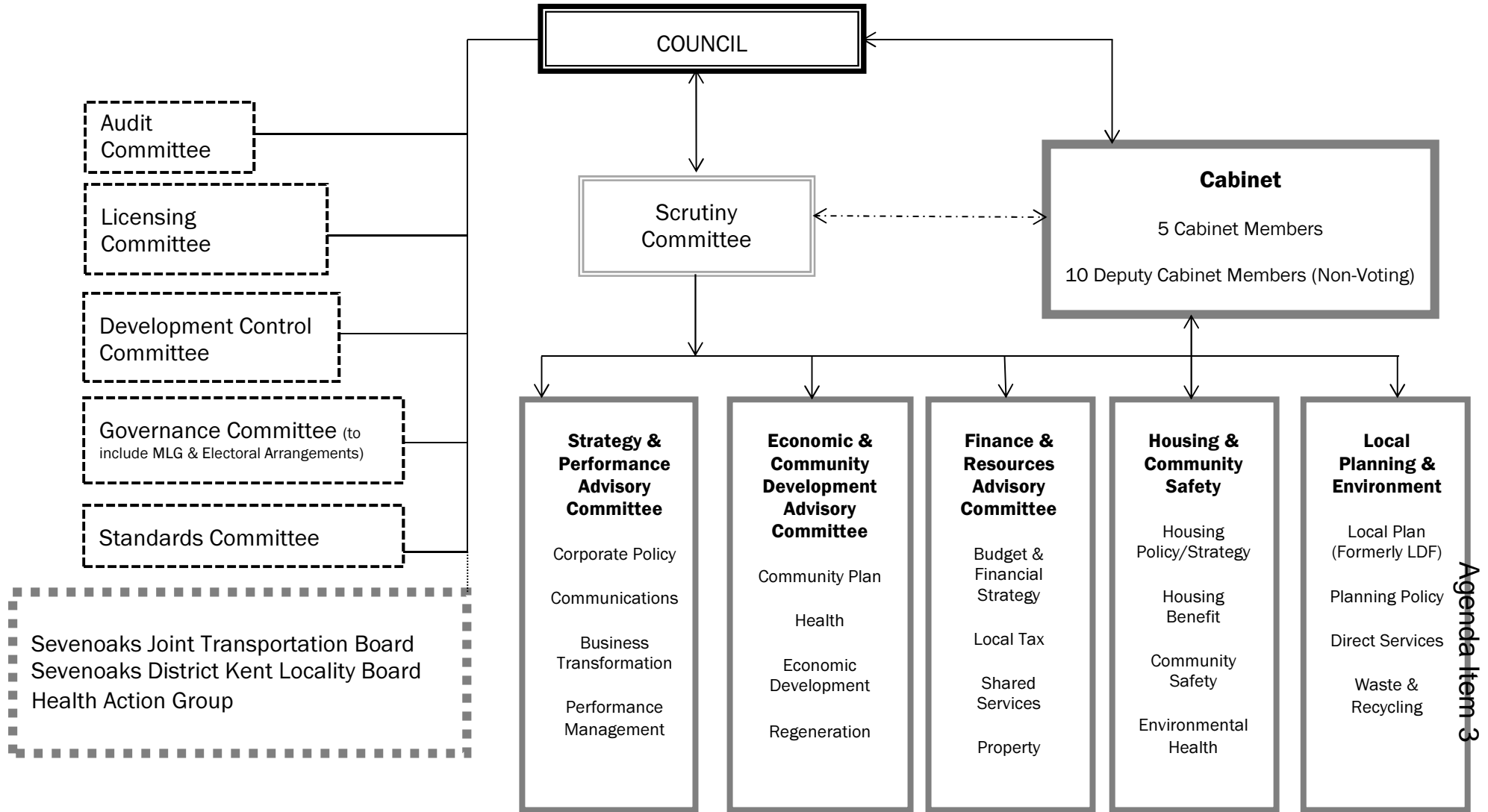
Resolved:

- a) That the MLG's formal thanks to Barry Cushway, Susan Holmes, Simon Knott, Jean Selmes and Colin Wilby for their work reviewing the scheme for Members' Allowances for 2013/14 for the Council be recorded.
- b) That Officers be requested to review all the available options for Member's Allowances and report back to the Modern Local Government Group.

THE MEETING WAS CONCLUDED AT 6.35 PM

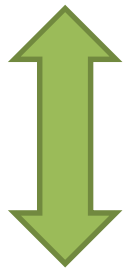
CHAIRMAN

Draft Structure for Consultation v.2



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DRAFT REPORT/INITIAL PROPOSALS/OPTIONS



CABINET ADVISORY COMMITTEES



RECOMMENDATION TO CABINET



CABINET



COUNCIL

SCRUTINY COMMITTEE



CALL IN

DECISION



POST IMPLEMENTATION SCRUTINY

DECISION



DRAFT DECISION FLOW CHART

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Cabinet Advisory Committees Terms of Reference

Specific Functions

- (a) The Advisory Committee shall undertake policy development;
- (b) The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder; and
- (c) At the request of either Cabinet or the Audit Committee, the Advisory Committee shall carry out specific research and development projects and to submit recommendations to Cabinet

within the areas of responsibility of that Portfolio attached at Annex 1.

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

Membership

Each Cabinet Advisory Committee will comprise 10 elected Members that follow the political proportionality of the Council, including the relevant Portfolio Holder.

The Advisory Committee with responsibility for Local Planning matters may invite the following non-voting attendees when considering Local Plan issues:

- One town and parish council representative (to be nominated by the Kent Association of Local Councils (KALC) with a preference for the Chairman of the KALC (Sevenoaks Branch) or his representative).
- Two attendees appointed by the Sevenoaks Locality Board.

Portfolio Responsibilities

Strategy & Performance (Leader)	Economic & Community Development	Finance and Resources	Housing, Welfare & Community Safety	Local Planning & Environment
Corporate Policy	Community Grants	Audit and Corporate Governance	Housing Strategy/Policy	Conservation
Corporate Health & Safety	Community Plan	Budget & Financial Strategy	Housing Standards	Development Control
Communications	Health & Leisure		Housing Needs	Local Plan (formerly LDF)
Customer Service Standards	Economic Development	Legal	Empty Homes/Under Occupation	Planning Policy
Equality	Emergency Planning	IT	SDC Gypsy/Traveller Site Management	Transport Policy
IR	Building Control	Local Tax	Unauthorised Gypsy/Traveller encampments	Direct Services
Business Transformation	Business continuity	Shared Services	Disabled Facilities Grant	Climate Change
Democratic Services	Markets	Procurement Policies	Housing Benefit & Benefit Fraud	Energy Efficiency & Fuel Poverty
Performance Management Framework	Parking	Property	Community Safety	Street Cleansing
	Regeneration	Facilities Management	Licensing	Waste & Recycling
	Tourism	Strategic Risk	CCTV	
	Town Centres		Environmental Health	
	West Kent Partnership			
	West Kent Leader Programme			

PART 5 - OVERVIEW AND SCRUTINY FUNCTION

There is one Scrutiny Committee to discharge the functions conferred by Section 21 of the Local Government Act 2000 to support the work of the Cabinet and the Council as a whole.

Role and Scope

The role and scope of the Scrutiny Committee is:

- To undertake and report on the Overview and Scrutiny role in relation to all matters within the Council's scope of responsibility.
- To oversee the Council's compliance with the "Councillor Call for Action" pursuant to relevant legislation.
- To oversee the Council's compliance with the Police and Justice Act 2006

Specific Functions

The Scrutiny Committee has the power to:-

- (a) review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;
- (b) Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (c) Question members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (d) Make recommendations to the Cabinet and /or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
- (e) Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance; and
- (f) Question and gather evidence from any person (with their consent);
- (g) "Call in" key decisions which have been taken but not yet implemented in accordance with Appendix ? – Scrutiny Protocol.

Membership

The Scrutiny Committee will comprise of a permanent Chair and Vice Chair, neither of whom sit on advisory committees and a pool of 15 members 3 drawn from each of the advisory committees, none of whom may be members of the Cabinet or be their Deputies, when a meeting is called 9 ordinary members and the Chair and Vice Chair will be called to form the committee, with no members being called from the advisory

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committee from whence the decision being scrutinised has been determined and to be chosen according to political proportionality rules.

The membership of Committee can be found at Appendix H - Membership of Cabinet, Committees etc.

Part 9 – GOVERNANCE COMMITTEE

Terms of Reference of the Governance Committee

Regulatory Framework

To review the number of meetings and Terms of Reference of the Audit Committee.

To consider the Council's compliance with its own and other published standards and controls.

Constitutional Matters

To advise the Council on all matters relating to any review of the Council's decision-making arrangements

Members' Allowance Scheme

To receive the recommendations of the Joint Independent Remuneration Panel and make recommendations for change the Members' Allowances Scheme to the Council and, if required, to the Joint Independent Remuneration Panel.

Electoral Arrangements

To advise the Council on all matters relating to:

Parliamentary, County, District and Parish/Town Council elections and referenda, including European Elections and England and Wales Police and Crime Commissioner Elections;

the revision of parish boundaries;

the overall number of Members of the District Council;

the preferred number of Members for each District Council Ward;

the number of Wards for the District of Sevenoaks;

the names and boundaries of District Council Wards;

carrying out Parish Governance Reviews under the Local Government and Public Involvement in Health Act 2007

and any matters ancillary thereto.

Membership of the Committee

The Governance Committee will comprise 7 elected Members, one of which shall serve as Chairman, that follow the political proportionality of the Council. The membership of the Committee can be found at Appendix H – Membership of Cabinet, Committees etc.

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No Member of the Governance Committee may be involved in reviewing a decision in which he/she has been directly involved.

Part 11 – AUDIT COMMITTEE

1. Introduction

- 1.1 The Council will appoint the Audit Committee to discharge the functions conferred by the Accounts and Audit Regulations 2011 in relation to the matters set out below and specifically to consider the Council's Financial and Governance arrangements, relating to the system of internal control and the effectiveness of internal audit, the annual governance statement; including the arrangements for the management of business risks, in compliance with Regulations 4 and 6 of the Accounts and Audit Regulations 2011 and any subsequent legislation.
- 1.2 The number of meetings and Terms of Reference of the Audit Committee may be reviewed from time to time by the Governance Committee which may report to the Council.

2. Membership of the Committee

- 2.1 All Members of the Council, except members of the Cabinet or their deputies and the Chairman of the Council, may be members of the Audit Committee. However, no Member may be involved in reviewing a decision in which he/she has been directly involved.
- 2.2 The Committee will be made up of 9 elected Members, one of which shall serve as Chairman, that follow the political proportionality of the Council. The Chairman will not be a member of any advisory committee. The membership of the Committee can be found at Appendix H - Membership of Cabinet, Committees etc.
- 2.3 The Audit Committee shall be entitled to recommend to Council the appointment of up to two additional co-opted non-voting members. Any co-opted members must have the necessary technical knowledge and skills to be of value to the business of the Committee.

3. Terms of Reference of the Audit Committee

Audit Activity

- (a) To review, in collaboration with the Audit, Risk and Anti-Fraud Manager, the Internal Audit Charter on an annual basis and to consider and approve any further development of the Council's Internal Audit Charter, Strategy or terms of reference such as shall be appropriate.
- (b) To consider and approve the annual internal audit plan, including a summary of internal audit activity regarding the level of assurance that it can give over the Council's internal control, corporate governance and risk management arrangements. Further, to commission work as required from both Internal and External Audit.

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- (c) To consider the Audit, Risk and Anti-Fraud Manager's annual report and assurance opinion.
- (d) To consider quarterly progress reports from the Audit, Risk and Anti-Fraud Manager regarding the progress of the Annual Internal Plan. The Committee may request to review any individual audit report should they or the Audit, Risk and Anti-Fraud Manager deem it appropriate to do so.
- (e) To consider a report on the progress of all recommendations made by internal audit and other external regulatory or review agencies.
- (f) To receive and consider the annual report on the review of the effectiveness of the internal audit function
- (g) To consider confidential reports on investigations carried out by Internal Audit of suspected fraud; corruption or Bribery allegations within the Council or its partners.
- (h) To liaise with the Audit Commission regarding the appointment of the Council's External Auditor; to consider the appointed External Auditor's annual letter, relevant reports, and the report to those charged with governance.
- (i) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (j) To consider any external audit report resulting from the Statement of Accounts and any recommendations and comments received from the District Auditor.

Regulatory Framework

- (k) To maintain an overview of the effective development and operation of corporate governance and risk management in the Council, and to monitor compliance with statutory duties and the Council's Constitution in respect of Financial and Contract Procedure Rules.
- (l) To monitor Council policies on 'Raising Concerns at Work'; the anti-fraud and anti-corruption strategy; the Bribery Act; and the Council's complaints process; including the Council's whistleblowing arrangements.
- (m) To consider and approve the Council's Annual Governance Statement and recommend its adoption to Council
- (n) To monitor the Council's arrangements for corporate governance and if necessary to recommend actions to ensure compliance with best practice; and to also consider compliance with the Council's own and other published standards and controls.

(o) To receive and consider reports from the monitoring officer on lawfulness and/or maladministration; to review any issue referred by the Chief Executive, a Chief Officer, or a Statutory Officer.

(p) To monitor the implementation of the Member's Allowance Scheme.

Accounts

(q) To review the annual Statement of Accounts. Specifically to consider whether appropriate accounting policies, including International Financial Reporting Standards, have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

(r) To approve the Statutory Statement of Accounts when the deadline for approval does not allow approval by full Council.

(s) To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts, and comments received from the District Auditor.

4. Audit Committee Procedure Rules

The Committee will conduct their proceedings in accordance with the applicable Committee protocols as specified within Section 33 of Part 2 of the Council's Constitution, and with the further Procedure Rules set out below.

Appointment of Sub-Committees/Working Groups

4.1 The Committee may appoint Sub-Committees or working groups. These may be appointed for a fixed period or until the next Annual Council meeting.

Procedure at Meetings of the Audit Committee

4.2 The Audit Committee shall consider the following business:

- (a) minutes of the last meeting;
- (b) declarations of interest;
- (c) responses of the Council, Cabinet or Council Committees to the Committee's reports or recommendations; and
- (d) the business otherwise set out on the agenda for the meeting.

Meetings of the Audit Committee

4.3 There shall be four ordinary meetings of the Committee in each year. In addition, other meetings may be called from time to time as and when appropriate. A meeting of the Committee may be called by the Chairman of the Committee, by a

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quarter of the members of the Committee or by the Chief Executive (in consultation with the Chairman or Vice-Chairman, if available) if he considers it necessary or appropriate.

- 4.4 The Audit Committee shall periodically set aside time during a meeting where any matters pertaining to the remit of the Committee may be discussed with the Audit, Risk and Anti-Fraud Manager without the presence of other officers of the Council. The Chairman of the Committee will also meet informally with the Audit, Risk and Anti-Fraud Manager and other relevant officers as appropriate prior to all ordinary meetings.

Work Plan

- 4.5 The Audit Committee will be responsible for setting its own Work Plan and in doing so shall take into account the wishes of all members on the Committee and in consultation with key officers of the Council.

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- 4.6 Any member of the Audit Committee shall be entitled to give notice to the Chief Executive that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request the Chief Executive will ensure that it is included on the next available agenda and the Chairman will be informed.
- 4.7 The Audit Committee shall also respond, as soon as work plans permit, to requests from the Council and if it considers it appropriate, the Cabinet or other Committees, to review particular areas of Council activity relevant to the functions of the Committee.

Reports and Recommendations from the Audit Committee

- 4.8 Once it has formed recommendations, the Audit Committee will submit these in writing to the Chief Executive for consideration by the Cabinet, Council or the relevant Committee. Whenever possible a response to the submitted report and/or recommendations of the Committee will be formed within two months of it being submitted to the Chief Executive.

Members and Officers Attending Committee

- 4.9 In discharging its terms of reference, the Audit Committee may require any member of the Cabinet, the Chairman of a Committee, the Chief Executive, and/or any Chief Officer to attend before it to answer questions in relation to matters within their remit. For the avoidance of doubt, such a person may be required to answer questions on the Council's relationships with partner organisations, contractors and/or other public bodies, providing that person is responsible for managing that relationship as part of their duties. It is the duty of those persons to attend if so required.

- 4.10 Where any Member or Officer is required to attend the Audit Committee under this provision, the Chairman of the Committee will inform the Chief Executive. The Chief Executive shall inform the Member or Officer in writing giving at least five clear working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend and whether any papers are required to be produced for the Committee. Where the Committee will require the production of a report, then the Member or Officer concerned will be given sufficient notice to allow for preparation of that documentation.
- 4.11 Where the Member or Officer is unable to attend on the required date, then the Committee shall in consultation with the Member or Officer arrange an alternative date for attendance to take place as soon as practically possible.

Attendance by Others

- 4.12 In discharging its terms of reference, the Audit Committee may review the performance/governance of partner organisations, contractors and/or other public bodies. It may also invite people other than those people referred to in paragraph 5.11 to provide it with a report, address it and/or answer questions that may be appropriate to the Committee's remit.

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APPENDIX B: Budget and Policy Framework Procedure Rules

1. The Framework for Cabinet Decisions

- 1.1 The Council will be responsible for the adoption of its budget and policy framework as set out in Part 1, paragraph 5 of the Constitution. Once a budget or a policy framework is in place, it will be the responsibility of the Cabinet to implement it.

2. Process for Developing the Framework

Outline of Process

- 2.1 The process by which the budget and policy framework shall normally be developed is:
- (a) Before a budget needs to be adopted, the Cabinet will publish initial proposals for the budget and policy framework, having first appropriately canvassed the views of local stakeholders. Details of the Cabinet's consultation process shall be included in relation to each of these matters in the Notice of Key Decisions and made available on the Council's web site.
 - (b) The Cabinet shall take account of all representations made when formulating the initial proposals, including the findings of the Advisory Committees and the Scrutiny Committee.
 - (c) Either the Cabinet, the Advisory Committees or the Scrutiny Committee may conduct part of the consultation and investigations using Working Groups. Advisory Committee Working Groups may work jointly.
 - (d) The Council will consider the proposals of the Cabinet and may adopt them, amend them, refer them back to the Cabinet for further consideration, or substitute its own proposals in their place.
 - (e) The Council's decision will be publicised in accordance with Part 1, paragraph 5 and a copy shall be given to the Leader. The notice of decision shall be dated and shall state either that the decision shall be effective immediately (if the Council accepts the Cabinet's proposals without amendment) or (if the Cabinet's proposals are accepted but with amendments), that the Council's decision will become effective on the expiry of five clear days after the publication of the notice of decision, unless the Leader objects to it in that period.
 - (f) If the Leader objects to the decision of the Council, he/she shall give written notice to the Chief Executive to that effect prior to the date upon which the decision is to be effective. The written notification must state the reasons for the objection. Where such notification is received, the Chief Executive shall convene a further meeting of the Council to reconsider its decision and the decision shall not be effective pending that meeting.
 - (g) The Council meeting must take place within 15 clear days of the receipt of the Leader's written objection. At that Council meeting, the decision of the Council

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shall be reconsidered in the light of the objection, which shall be available in writing for the Council.

- (h) The Council shall at that meeting make its final decision on the matter on the basis of a simple majority. The decision shall be made public in accordance with Part 1, paragraph 5, and shall be implemented immediately.
- (i) In approving the Budget Framework, the Council is:
 - (i) approving the Net Service Cost for individual services; and
 - (ii) consenting to in-year changes to this, subject to the virement procedures in the Financial Procedure Rules (Appendix D - Financial Procedure Rules.doc). Any other changes to the Budget Framework are reserved to full Council.

3. Decisions Outside the Budget or Policy Framework

- 3.1 Subject to the provisions of paragraph 5 (virement) the Cabinet, Committees of the Cabinet, individual members of the Cabinet and any Officers or joint arrangements discharging Executive Functions may only take decisions which are in line with the budget and policy framework. If any of these bodies or persons wishes to make a decision which is contrary to the policy framework, or contrary to, or not wholly in accordance with, the budget approved by full Council, then that decision may only be taken by the Council, subject to paragraph 4 below.
- 3.2 It shall be the responsibility of the Cabinet, Committees of the Cabinet, individual members of the Cabinet and any Officers or joint arrangements discharging Executive Functions to take advice from the Head of Paid Service and Section 151 Officer and the Monitoring Officer as to whether any decision they want to make might be contrary to the policy framework, or contrary to, or not wholly in accordance with, the budget. If the advice of those Officers is that the decision would not be in line with the existing budget and/or policy framework, then the decision must be referred by that body or person to the Council for decision, unless the decision is a matter of urgency, in which case the provisions in paragraph 4 (urgent decisions outside the budget and policy framework) shall apply.

4. Urgent Decisions Outside the Budget or Policy Framework

- 4.1 The Cabinet, a Committee of the Cabinet, an individual member of the Cabinet or Officers or joint arrangements discharging Executive Functions may take a decision which is contrary to the Council's policy framework or contrary to or not wholly in accordance with the budget approved by full Council if the decision is a matter of urgency. However, such a decision may only be taken:
 - (a) if it is not practical to convene a quorate meeting of the full Council; and
 - (b) if the Chairman of the Council agrees that the decision is a matter of urgency.
- 4.2 The reasons why it is not practical to convene a quorate meeting of full Council and the Chairman of the Council's consent to the decision being taken as a matter of urgency must be noted on the record of the decision. In the absence of the Chairman of the

Council, and in the absence of both the Vice-Chairman will be sufficient.

- 4.3 Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

5. Virement

- 5.1 Any virements across budgets shall only be carried out in accordance with the requirements of the Council's Financial Procedure Rules and, where appropriate, Contracts Procedure Rules.

6. In-Year Changes to Policy Framework

- 6.1 The responsibility for agreeing the budget and policy framework lies with the Council, and decisions by the Cabinet, a Committee of the Cabinet, an individual member of the Cabinet or Officers or joint arrangements discharging Executive Functions must be in line with it. No changes to any policy and strategy which make up the policy framework may be made by those bodies or individuals except those changes:

- (a) which are necessary to ensure compliance with the law, ministerial direction or government guidance;
- (b) which would result in the suspension of a service or part of service to meet a budgetary constraint; or
- (c) which, in the opinion of the Chief Executive are only of a minor nature.

8. Policies, Plans and Strategies Outside the Budget and Policy Framework

- 8.1 In addition to the policies, plans and strategies listed in Appendix F (Appendix F - The Council's Policy Framework.doc refers) of the Constitution, the District Council will from time to time approve other documents which will guide its deliberations.
- 8.2 The Cabinet will be responsible for approving these documents or of changes to them, although, at the Cabinet's discretion, they may be submitted to the full Council for consideration.
- 8.3 Before approving any of these documents, or of any changes to them, the Cabinet shall first consult the Scrutiny Committee as appropriate. If the Committee raises an objection to the Cabinet's proposals, the Cabinet shall reconsider its proposals in the light of the views expressed by the Committee.
- 8.4 A decision to make or change such a document, after taking account of the views of the Scrutiny Committee shall not be subject to the call-in procedure (Appendix C - Protocol for Call In of Key Decisions.doc), but the Committee shall have the right to advise the Council of its disagreement with the Cabinet's decision.

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	Monday	Tuesday	Wednesday	Thursday	Friday
MAY	29 April	30 April	1	2 Kent County Council Elections	3
MAY	6 PUBLIC HOLIDAY	7	8	9	10
MAY	13	14 Annual Full Council Meeting 7pm (Chamber) Cabinet 7.30pm (Chamber)	15	16	17
MAY	20	21	22	23 Development Control Committee 7pm (Chamber)	24
MAY/JUNE	27 PUBLIC HOLIDAY School Holidays	28	29	30	31
JUNE	3	4 Finance & Resources Advisory Committee 7pm (Conference)	5	6 Cabinet 7pm (Conference)	7

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	Monday	Tuesday	Wednesday	Thursday	Friday
JUNE	10	11 Audit Committee 7pm (Conference)	12 Sevenoaks Joint Transportation Board 7pm (Conference)	13 Development Control Committee 7pm (Chamber)	14
JUNE	17	18 Economic & Community Development Advisory Committee 7pm (Conference)	19	20	21
JUNE	24	25 Strategy & Performance Advisory Committee 7pm (Conference)	26	27 Licensing Committee 6pm (Conference)	28
JULY	1	2 Local Planning & Environment Advisory Committee 7pm (Conference)	3 Locality Board 7pm (Conference)	4 Cabinet 7pm (Conference)	5
JULY	8	9 Housing & Community Safety Advisory Committee 7pm (Conference)	10	11 Development Control Committee 7pm (Chamber)	12

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	Monday	Tuesday	Wednesday	Thursday	Friday
JULY	15	16 Council 7pm (Chamber)	17	18 Scrutiny Committee 7pm (Conference)	19
JULY	22	23 Finance & Resources Advisory Committee 7pm (Conference)	24	25	26
JULY/ AUGUST	29	30	31	1	2
AUGUST	5	6	7	8 Development Control Committee 7pm (Chamber)	9
AUGUST	12	13	14	15	16
AUGUST	19	20	21	22	23
AUGUST	26 PUBLIC HOLIDAY	27	28	29	30
SEPTEMBER	2	3	4 Sevenoaks Joint Transportation Board 7pm (Conference)	5 Development Control Committee 7pm (Chamber)	6

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	Monday	Tuesday	Wednesday	Thursday	Friday
SEPTEMBER	9	10 Audit Committee 7pm (Conference)	11 Locality Board 7pm (Conference)	12 Cabinet 7pm (Conference)	13
SEPTEMBER	16	17 Economic & Community Development Advisory Committee 7pm (Conference)	18	19 Governance Committee 7pm (Conference)	20
SEPTEMBER	23	24 Local Planning & Environment Advisory Committee 7pm (Conference)	25	26	27
SEPTEMBER/ OCTOBER	30	1 Licensing Committee 6pm (Conference)	2	3 Development Control Committee 7pm (Chamber)	4
OCTOBER	7	8 Strategy & Performance Advisory Committee 7pm (Conference)	9	10 Cabinet 7pm (Conference)	11

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	Monday	Tuesday	Wednesday	Thursday	Friday
OCTOBER	14	15 Housing & Community Safety Advisory Committee 7pm (Conference)	16	17	18
OCTOBER	21	22	23	24	25
OCTOBER/ NOVEMBER	28 School Holidays	29	30	31 Development Control Committee 7pm (Chamber)	1
NOVEMBER	4	5	6	7 Cabinet 7pm (Conference)	8
NOVEMBER	11	12 Finance & Resources Advisory Committee 7pm (Conference)	13 Locality Board 7pm (Conference)	14	15
NOVEMBER	18	19 Local Planning & Environment Advisory Committee 7pm (Conference)	20	21 Scrutiny Committee 7pm (Conference)	22

Agenda Item 3

	Monday	Tuesday	Wednesday	Thursday	Friday
NOVEMBER	25	26 Council 7pm (Chamber)	27	28 Development Control Committee 7pm (Chamber)	29
DECEMBER	2	3 Strategy & Performance Advisory Committee 7pm (Conference)	4	5 Cabinet 7pm (Conference)	6
DECEMBER	9	19	11 Sevenoaks Joint Transportation Board 7pm (Conference)	12 Reserve Development Control Meeting (if sufficient business) 7pm (Chamber)	13
DECEMBER	16	17	18	19	20
DECEMBER	23 School Holidays	24	25 PUBLIC HOLIDAY	26 PUBLIC HOLIDAY	27 OFFICES CLOSED
DECEMBER/ JANUARY 2014	30 School Holidays	31	1 PUBLIC HOLIDAY	2	3
JANUARY	6	7 Development Control Committee 7pm (Chamber)	8	9 Cabinet 7pm (Conference)	10

Agenda Item 3

	Monday	Tuesday	Wednesday	Thursday	Friday
JANUARY	13	14 Audit Committee 7pm (conference)	15	16 Standards Committee 7pm (Conference)	17
JANUARY	20	21	22	23	24
JANUARY	27	28 Strategy & Performance Advisory Committee 7pm (Conference)	29	30 Development Control Committee 7pm (Chamber)	31
FEBRUARY	3	4 Licensing Committee 6pm (Conference)	5	6 Cabinet 7pm (Conference)	7
FEBRUARY	10	11 Housing & Community Safety Advisory Committee 7pm (Conference)	12 Locality Board 7pm (Conference)	13 Economic & Community Development Advisory Committee 7pm (Conference)	14
FEBRUARY	17 School Holidays	18 Council (Budget) 7pm (Chamber)	19	20	21

Agenda Item 3

	Monday	Tuesday	Wednesday	Thursday	Friday
FEBRUARY	24	25 Reserve Council (Budget) 7pm (Chamber)	26	27 Development Control Committee 7pm (Chamber)	28
MARCH	3	4	5	6 Cabinet 7pm (Conference)	7
MARCH	10	11	12 Sevenoaks Joint Transportation Board 7pm (Conference)	13 Governance Committee 7pm (Conference)	14
MARCH	17	18 Audit Committee 7pm (Conference)	19	20	21
MARCH	24	25 Local Planning & Environment Advisory Committee 7pm (Conference)	26	27 Development Control Committee 7pm (Chamber)	29
MARCH/ APRIL	31	1 Council 7pm (Chamber)	2	3 Licensing Committee 6pm (Conference)	4

Agenda Item 3

	Monday	Tuesday	Wednesday	Thursday	Friday
APRIL	7 School Holidays	8	9	10 Cabinet 7pm (Conference)	11
APRIL	14 School Holidays	15	16	17	18 PUBLIC HOLIDAY
APRIL	21 PUBLIC HOLIDAY	22	23	24 Development Control Committee 7pm (Chamber)	25
APRIL /MAY	28	29 Housing & Community Safety Advisory Committee 7pm (Conference)	30	1 Economic & Community Development Advisory Committee 7pm (Conference)	2
MAY	5 PUBLIC HOLIDAY	6	7	8 Cabinet 7pm (Conference)	9

Agenda Item 3

	Monday	Tuesday	Wednesday	Thursday	Friday
MAY	12	13 Annual Full Council Meeting 7pm (Chamber) Cabinet 7.30pm (Chamber)	14	15	16
MAY	19	20	21	22 Development Control Committee 7pm (Chamber)	23