

CABINET
13 May 2014 at 7.30 pm
(or at the rising of Annual Council)
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Fleming Vice-Chairman: Cllr. Ms. Lowe
Cllrs. Bosley, Hogarth and Ramsay

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Declarations of interest Any interests not already registered		
2. To appoint the Membership of the Cabinet Advisory Committees for 2014/15 Appendix to follow.	(Pages 1 - 2)	
3. To appoint representatives on Outside Organisations Appendix to follow.	(Pages 3 - 4)	

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

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 Contact Officer named on a report prior to the day of the meeting.

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

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

The Democratic Services Team (01732 227241)

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APPOINTMENTS TO ADVISORY COMMITTEES AND TERMS OF REFERENCE

Cabinet - 13 May 2014

Report of Chief Officer Legal and Governance

Status: For Decision

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s) Vanessa Etheridge Ext. 7199

Recommendation to Cabinet: That the quorum, memberships and terms of reference for the Cabinet Advisory Committees be agreed as set out in the Appendix to the report.

Introduction and Background

- 1 The Cabinet is asked to appoint the membership of the Cabinet Advisory Committees and agree the terms of reference. The proposed memberships and terms of reference for the Cabinet Advisory Committees are set out in the attached Appendix and if agreed will form Appendix R of the Council's Constitution.
- 2 The Governance Committee had been tasked with reviewing the new governance arrangements introduced last year and their recommendations were submitted to Council on 1 April 2014 where it was agreed to recommend that membership of the Advisory Committees should increase from 10 to 12, and that no Member could be Chairman of more than one Advisory Committee, this was referred to Cabinet on 10 April 2014 where this way forward was agreed.

Cabinet Advisory Committee Memberships and Terms of Reference

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

Financial

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

Legal Implications and Risk Assessment Statement.

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

Agenda Item 2

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Conclusion

That the quorum, memberships and terms of reference for the Cabinet Advisory Committees be agreed as set out in the Appendix to the report.

Appendices

Terms of Reference and Memberships (to follow)

Background Papers:

Review of New Governance Arrangements:

- [Governance Committee 13 March 2014 - Agenda & Minutes](#)
- [Council 1 April 2014 - Agenda & Minutes](#)
- [Cabinet - 10 April 2014](#)

[The Council's Constitution](#)

Verbal advice from Group Leaders

Christine Nuttall
Chief Officer for Legal and Governance

APPOINTMENTS TO OTHER ORGANISATIONS 2014/15 – EXECUTIVE

Cabinet – 13 May 2014

Report of Chief Officer Legal and Governance

Status: For Consideration

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s) Vanessa Etheridge Ext.7199

Recommendation: That the attached Appendix setting out the appointments to other organisations for the municipal year 2014/15 be confirmed.

Introduction

- 1 It is the responsibility of the Cabinet to confirm the Council’s executive appointments to other organisations.

Key Implications

Financial

Attendance at meetings of Outside Bodies to which an Elected Member has been appointed by the Council constitutes an approved duty and there are costs involved.

Legal Implications and Risk Assessment Statement.

In not appointing to those Outside Bodies listed within the Appendix, there is a risk that the Council’s designated representation on such organisations would not be fulfilled.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	N/A
b. Does the decision being made or recommended through this paper have the potential to promote equality of	No	

Agenda Item 3

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
opportunity?		
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		.

Conclusions

Members are requested to consider and approve the attached appointments.

Appendices

List of proposed appointments to other organisations
(to follow)

Christine Nuttall
Chief Officer for Legal and Governance