

DIRECT & TRADING ADVISORY COMMITTEE

30 June 2015 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Cllrs. Barnes, Mrs. Bayley, Mrs. Bosley, Cooke, Dickins, Esler, Kelly, Maskell, McGregor, Parson, Pett and Thornton

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Appointment of Chairman		
2. Appointment of Vice Chairman		
3. Declarations of Interest Any interests not already registered		
4. Referrals from Cabinet or the Audit committee (if any)		
5. Update from Portfolio Holder		
6. Role of the Advisory Committee and Key Challenges	(Pages 1 - 2)	Richard Wilson Tel: 01732 227262
7. Work Plan	(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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ROLE OF THE ADVISORY COMMITTEE AND KEY CHALLENGES

Direct and Trading Services Advisory Committee – 30 June 2015

Report of Chief Officer Environmental and Operational Services

Status: For Information

Key Decision: No

Portfolio Holder Cllr. Dickins

Contact Officer(s) Richard Wilson Ext. 7262

Recommendation to Direct and Trading Services Advisory Committee: That the report be noted.

Introduction

- 1 The purpose of this report is to provide details of the role of the Committee and the areas of responsibility including the key issues and challenges facing those areas.
- 2 The Terms of Reference are listed below and there will be a short presentation explaining the relevant service areas.

Terms of Reference

- 3 The following terms of reference are taken from the Council's Constitution.
 - a. The Advisory Committee shall undertake policy initiation and development;
 - b. The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;
 - c. At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
 - d. The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
 - e. The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting and any decisions they intend to take in the following three months.
- 4 Within the areas of responsibility of: Direct Services; Waste and Recycling; Street Cleaning; Grounds Maintenance; Countryside; CCTV; Pest Control; Markets; Environmental Health and Parking Services

Agenda Item 6

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

Key Implications

Financial

None.

Legal Implications and Risk Assessment Statement.

None.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices None

Background Papers: None

Richard Wilson
Chief Officer Environmental and Operational Services

Direct & Trading Advisory Committee Work Plan 2015/16

25 June 2015	20 October 2015	21 January 2016	21 April 2016
	<p>Parking *</p> <p>(E&CDAC - 23 April 2015 (Minute 42 - New Parking Manager to attend with the topic impact of parking provision and charges on ability to attract and retain businesses (Parking for: commuters using stations to travel elsewhere; staff commuting into towns to work; and shoppers and visitors))</p> <p>Annual review of parking charges*</p> <p>Christmas parking *</p> <p>Budget: Service Reviews and Service Change Impact Assessments (SCIAS)</p> <p>Pest Control Service – Income Update ***</p> <p>(LP&EAC – 1 July (Minute 9) & 24 March 2015 (Minute 54)</p>		<p>Flytipping ***</p> <p>(LP&EAC - 24 March 2015 (Minute 49)</p>

* from Economic & Community Development Advisory Committee 2014-15 work plan

** from Housing & Community Safety Advisory Committee 2014-15 work plan

*** from Local Planning & Environment Advisory Committee 2014-15 work plan

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