

15 May 2018 at 7.30 pm\*  
(\*or on the rising of Annual Council, whichever is the later)

Council Chamber, Argyle Road, Sevenoaks  
Despatched: 04.05.18



# Special Cabinet

## Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Lowe  
Cllrs. Dickins, Firth, Hogarth, Piper and Scholey

## Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. <b>Declarations of interest</b> Any interests not already registered.		
2. <b>Terms of reference:</b>		
a) To agree the terms of reference of the Advisory Committees (as set out in Appendix R to the Constitution (Annex to follow))	(Pages 1 - 2)	
b) To agree CIL Board and note Sevenoaks District Joint Transportation Board's Terms of reference (as set out in Appendix X of the Constitution)	(Pages 3 - 28)	
3. <b>To appoint memberships of Advisory Committees and Boards for the municipal year 2018/19.</b> (Appendix to follow)	(Pages 29 - 30)	
4. <b>To appoint representatives to other organisations (Executive).</b> (Appendix to follow)	(Pages 31 - 32)	
EXEMPT INFORMATION		

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.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

## **APPENDIX R: Cabinet Advisory Committees**

### **1. Introduction**

- 1.1. There shall be one advisory Committee for each Cabinet Portfolio

### **2. Terms of Reference**

- 2.1. Each Cabinet Advisory Committee shall:

- (a) undertake policy initiation and development;
- (b) 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; and
- (d) develop and approve its annual work plan ensuring that there is efficient use of the Committee's time.
- (e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any decisions they intend to take in the following three months.

within the areas of responsibility of that Portfolio. A list of all Portfolios can be found in Appendix H of the Constitution

- 2.2. The Cabinet Advisory Committees are to ensure that there is mutual respect and co-operation with all other Committees within the Council.
- 2.3. In addition to the above the Planning Advisory Committee is to recommend, and keep under review, governance arrangements for the prioritisation of the Community Infrastructure Levy (CIL)

### **3. Membership**

- 3.1. Each Cabinet Advisory Committee will comprise 12 elected Members appointed in line with political proportionality rules, including the relevant Portfolio Holder.
- 3.2. The Membership of the Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.

### **4. Cabinet Advisory Committee Procedure Rules**

- 4.1. The quorum for each Cabinet Advisory Committee shall be six (6) voting Members.

Portfolio Responsibilities

To follow

## **APPENDIX X1: Community Infrastructure Levy Spending Board**

### **1. Terms of Reference of the Board**

- 1.1. The Board shall consider bids for CIL funding (in accordance with Appendices 1 and 2), and submit recommendations to Cabinet for ratification. If Cabinet chooses not to ratify a particular recommendation, then it shall provide an explanation setting out its concerns and request that the Board reconsiders the issue.

### **2. Membership of the Board**

- 2.1. The Board will comprise of 15 Members of the Council to be chosen according to political proportionality rules, none of whom may be members of the Cabinet. The membership of the Board can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees and Boards.
- 2.2. When appointing the membership, Cabinet will appoint the Chairman and Vice Chairman, who will form part of the 15 members.
- 2.3. Membership to be agreed annually.

### **3. Role of members of the Board and members conduct**

- 3.1 It is incumbent that Members of the Spending Board ensure that they remain impartial and receptive to all points of debate before reaching a decision on how to vote on a Bid.
- 3.2 Members of the Board should remain at meetings of the Board until the end of the meeting unless they have a compelling reason not to do so.
- 3.3 Members of the Board are not present for consideration of all Bids, or who are not present during the whole of the discussion, should not vote on any Bid as they will not have heard all the arguments for and against the proposals.
- 3.4 Members of the Board should be informed when a Bid is submitted by the Council or involves the provision of infrastructure on Council land.
- 3.5 Members of the Board can vote on all Bids but must make declarations of interest, Lobbying and Pre-determination before any Bids are debated.
- 3.6 Members of the Board should contact Legal and Democratic Services before a meeting if they have any doubt in their minds regarding a potential Disclosable Pecuniary Interest (DPI).
- 3.7 All members of the Board must avoid reaching a judgement before all relevant evidence is presented to the Board. All sitting Board members must

## Agenda Item 2b

ensure that they never give the impression of closing their minds to information relevant to the Bid.

### **4. Quorum**

4.1 The quorum shall be 5 members.

### **5. Board structure, procedures and speaking protocol**

(“Local Member” means a member of the District Council whose ward, in the opinion of the Chairman, is affected by a bid which is to be included on an agenda for consideration by the CIL Spending Board.)

5.1 Officers will be invited to introduce a summary of CIL at the beginning of the meeting to include;

- Summary of CIL Legislation
- Amount of funding available
- Where CIL receipts have come from

5.2 Each bid will then be discussed individually.

5.3 Bids will only be debated at the discretion of the Chairman, if it is requested for debate by a Local Member or if there are registered speakers and this must be agreed prior to the meeting.

5.4 Those wishing to speak must contact the District Council before 5pm on the day of the Spending Board at the latest. However at the Chairman’s discretion, late registration maybe accepted until the start of the meeting. Only one public speaker supporting the application and one against will be permitted.

5.5 The company/person/body submitting the Bid will be expected to present their Bid to the Spending Board. Visual aids are allowed by speakers.

5.6 At the beginning of the meeting the Chairman will indicate the Bids on which Local Members, the Town or Parish Council, applicants or members of the public have asked to speak, which shall automatically be reserved for debate.

5.7 The Chairman will read out the project title.

5.8 The officer will introduce the item and lay out the key considerations and summarise the recommendation.

5.9 Speakers who have previously registered will be invited to do so by the Chairman in the following order for a maximum of 3 minutes (Local Members will have 4 minutes):

- company/person/body responsible for the Bid
- A member of the public wishing to speak for the Bid.

- A member of the public wishing to speak against the Bid
- The Local Council representative.
- The Local Member

Notwithstanding the foregoing, the Chairman retains discretion to allow additional speakers as he sees fit.

- 5.10 Speakers will then be asked questions of clarification.
- 5.11 Members of the Spending Board will then have an opportunity to ask questions of the officers present.
- 5.12 Discussion of each Bid will then take place.
- 5.13 A decision on each Bid will only be made at the end of the meeting after all the Bids are discussed.
- 5.14 A vote will then be taken on each bid after a motion has been moved (and seconded if necessary). Any motion put forward ~~can only~~ should usually be for one of the following recommendations:
  - Funding for the scheme is recommended for approval
  - Partial funding for the scheme is recommended for approval
  - Funding for the scheme is not recommended for approval on the basis that the other proposed schemes have been given greater priority
  - Funding for the scheme is not recommended for approval on the basis that insufficient evidence has been provided to justify it.
  - Funding for the scheme is not recommended for approval on the basis that the scheme is not considered appropriate for the use of CIL.
- 5.15 A vote will take place and the Chairman will advise the meeting of the result.
- 5.16 Board meetings to be held at the Chairman's discretion taking into account the level of CIL income.
- 5.17 The above arrangements shall be reviewed after 12 months.





Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

**Infrastructure Only**

Scheme name:	
Description of Scheme:	
Is this scheme promoted by your organisation in partnership with another organisation (s)?	<p>Yes/No</p> <p>Who is involved in the Partnership. Organisation Name (s):</p> <p>Responsible individuals (s):</p> <p>Signature (s) on behalf of other supporting organisations (s):</p> <p>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.</p>
Is planning permission required for the scheme?	<p>Yes / No</p> <p>If yes, has it been applied for?</p> <p>If no - please explain why?</p>
Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):	<p>Consent required:</p> <p>Date applied for / granted:</p>

**Need for the Scheme**

## Agenda Item 2b

<p>List of projects or development that result in the need for this scheme:</p>	
<p>How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):</p>	

**Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:**

<p>Economic</p>	
<p>Social</p>	
<p>Environmental</p>	
<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?</p>	

<b>Funding</b>	
Total project cost:	£
Funding required from CIL:	£
Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety	1)
	2)
	3)
	4)
	5)
	6)
Is this bid for staged payments?	Yes/No
Will staged payments be accepted?	Yes/No

## Agenda Item 2b

	Details of anticipated funding requirements and timetable:
Has a bid(s) for CIL funding been made to relevant town and parish councils?	<p>Bid made: Yes / No</p> <p>Details of bid:</p> <p>Decision made: Yes / No</p> <p>Details of decision:</p>
Would the scheme be fully funded if the CIL contribution is agreed:	Yes / No
Has this scheme benefited from CIL funding previously:	<p>Yes / No</p> <p>If Yes; Please provide further justification as to why further CIL funding is required for this project.</p>
<b><u>Deliverability</u></b>	
Does your organisation have the legal right to carry out the proposed scheme?	<p>Yes / No</p> <p>If not, you must attach documentation showing that the statutory provider of this service supports this scheme.</p>
Anticipated start date for delivery of the scheme:	
Anticipated finish date for the delivery of the scheme:	
Anticipated date when CIL funding will need to be made available:	
Does land need to be purchased to facilitate the scheme:	<p>Yes / No</p> <p>Details:</p>
Please provide a consultation plan to let SDC know when they can expect	

progress reports on the project.	
Please provide details of the management and timescales of the project.	
Has consultation been carried out on the scheme or is any planned?	Carried out / Planned / No Consultation planned  Details:  (Note: Results can be attached separately if necessary.)
Is a relevant SDC ward member(s) supportive of the scheme?	Yes / No  Signature of at least one SDC ward member:  Note - An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.
Is the relevant town/parish council supportive of the scheme?	Yes / No  Signature of at town/parish council chairman, clerk or chief executive:  Note - An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.
<b><u>Maintenance</u></b>	
Which organisation will be responsible for ongoing maintenance:	
Are funding arrangements in place for maintenance:	Yes / No  Details:
Any further comments:	

## Agenda Item 2b

<b><u>Declaration</u></b>	
<p>I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.</p>	
Signature	
Name	
Position	
Organisation	
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	

**Sevenoaks District Council**  
**Community Infrastructure Levy Spending Board**  
**Decision Making Process**

Lead Officer's initial validation of bids

The lead officer will undertake an initial validation of bids. The following will not be put to the spending board for consideration:

- Those schemes for which a pro-forma has not been completed.
- Those schemes where the bidding organisation does not have the legal right to carry out the proposed scheme or the support from the statutory provider of that service.
- Those schemes that could clearly not be defined as infrastructure to support development.

The lead officer's validation of bids will be agreed by the chairman of the CIL Spending Board in advance of papers being published for the spending board meeting.

A written response will be provided to the bidder to explain this decision. This may suggest that a revised submission is considered at a future meeting.

**Second stage of Validation Process**

The Lead Officer will carry out a second stage in the validation of bids, which will assess the proposed bids against the following criteria in order to make recommendations on the bids submitted:

- The need for the scheme.
- Whether the scheme supports Key Infrastructure projects
- Whether the applicant working in partnership to implement the scheme.
- Is the bid part of an existing Strategy or Plan?
- Is there a significant public benefit to the scheme?
- Is there match funding for the scheme?
- Is there clear project management
- Is planning permission in place (if required)?
- Does the Bid have local support?
- What is the Cost benefit to the scheme?

It has been agreed that the consideration of the bids is assessed using a similar method to the Sevenoaks Big Community fund, in that each Bid will be scored against how they perform against each category. The lead officer's assessment and recommendations will be agreed by the Chairman of the CIL Spending Board in advance of the papers being published for the Spending Board Meeting.

## Agenda Item 2b

The above criteria will be refined and agreed at the initial meeting of the Spending Board.

### CIL Spending Board's consideration

The CIL spending board's key considerations will be whether there is a public benefit of the proposed scheme for residents in Sevenoaks District and whether the scheme constitutes value for money. In determining this, the spending board will consider the following issues in making its recommendation.

- Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
- Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
- Whether the scheme forms part of a planned strategy to address the need for infrastructure.
- Whether the CIL contribution will be matched by funding from other sources.
- Whether the use of other funding sources has been maximised.
- Whether there is sufficient certainty that the scheme will be delivered.
- Whether the scheme is supported by at least one of the relevant SDC ward members (note: this will be a prerequisite of a successful funding bid).
- Whether the scheme is supported by the relevant town/parish council.
- Whether evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.

The board may also take into account other factors that it considers relevant.

Limited CIL funding is available and it is unlikely that it will fund all of the infrastructure schemes that are considered necessary to support development. Where it is necessary to choose between schemes that could both be appropriate uses of CIL (i.e. they satisfy all of the considerations set out above), the board will give particular consideration to the public benefit of the schemes for residents in Sevenoaks District and the link between development and the scheme.

### Types of recommendation

The board may make the following recommendations to Cabinet for it to ratify:

- Funding for the scheme is approved.



- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
- Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
- Funding for the scheme is not approved on the basis that the scheme is not considered to be an appropriate use of CIL.

These recommendations should give bidders an indication of whether they should consider bidding for this scheme again and what additional information, if anything, should be provided with any resubmission.

Criteria Number	Criteria Description	Detail
1	The need for the scheme	Here we would expect the applicant to explain the need for and the benefits of the scheme. We have asked for the applicant to respond specifically in regard to the Economic, Social and Environmental needs of the District and its residents. So will award points under each section: Economic - are there benefits to the economy? Social - what is the benefit to the local community or wider community. Environmental - Are there clear benefits to the environment by implementing this scheme.
2	Is the scheme proposed for Infrastructure?	Schemes should provide for key infrastructure projects likely to have a greater impact i.e medical, schools, highways, flooding will receive higher scores. Those identified in the Council's Infrastructure Plan (reg 1,2,3 List) and the Strategic Infrastructure List will receive a higher score.
3	Working in partnership	Has the applicant provided evidence that they are working in partnership with one or more organisation. We will look at the type of partners involved, how formal the Partnership is and the amount of involvement from all partners. Please note; we will take into account those infrastructure/statutory providers that do not need to work in partnership.
4	Is the Bid scheme part of an existing Strategy/Plan	We would expect the scheme to be put forward as part of an existing Strategy or Plan. This could include Neighbourhood or Parish plans. It could also include regional strategies, Work Programmes by statutory bodies or if it has been identified as a project.
5	Public Benefit	It is likely that bids are looking to provide the greatest public benefit will be looked upon more favourably than those that do not bring a greater benefit to the wider community. Definition: We are therefore looking for schemes that will provide something that is advantageous or good; that will relate to, or affecting a population or a community as a whole.
6	Match Funding	CIL is clearly meant as a 'Top up' and should not be used to fund entire projects. Please note: Schemes that will be relying totally on CIL will not be considered. Schemes that already have a large amount/majority of funding in place will receive a higher score.
7	Clear Project Management	Through their bid we would expect the applicant to show evidence that the project is well managed. Have they provided for example: - clear dates for start and finish of the project. -details of the management of the project and timescales -details of when they will provide updates to SDC -is other consent required/granted?
8	Planning Permission in place	Has planning permission been granted or sought for the development? This also includes considering if the works don't require PP and whether the proposal is permitted development and also to ensure that the applicant has checked this issue.
9	Does the Bid have local support?	In particular, does the Bid have the support of a local member and/or the Parish and Town Council?
10	Has the project already had CIL funding?	A lower score will be given for those projects which have already received CIL funding. Unless a strong justification can be provided as to why further funding is required.
11	Cost Benefit	Higher scores will be given to those projects which require the smallest % of the overall project cost or provide evidence of a clear public benefit or need. Projects where the CIL money would complete the scheme will also be scored highly.
Total points allocated		
Amount applied for		

**DATED** 20th April **2005**

**THE KENT COUNTY COUNCIL**

**-and-**

**SEVENOAKS DISTRICT COUNCIL**

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**AGREEMENT ON  
JOINT TRANSPORTATION BOARDS**

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Legal & Secretariat  
Kent County Council  
County Hall  
Maidstone  
Kent ME14 1XQ

File Ref: LS/A/87551/18  
Fax No: 01622 694402  
WP Ref: RUMMINS/Engrossments/87551 final issued  
24.03.05 sdc  
DX No: 123693 MAIDSTONE 6  
Tel: 01622 694484 (Direct Dialling)

THIS DEED OF AGREEMENT is made the 20<sup>th</sup> day of April, Two thousand and five between THE KENT COUNTY COUNCIL of County Hall Maidstone Kent ME14 1XQ of the one part (hereinafter referred to as "KCC") and SEVENOAKS DISTRICT COUNCIL of Council Offices Argyle Road Sevenoaks Kent TN13 1HG (hereinafter referred to as the "Council") of the other part

In this Agreement the words and expressions contained or referred to hereunder shall have the meaning thereby ascribed to them in the Second Schedule. The clause headings do not form part of this Agreement and shall not be taken into account in its construction or interpretation.

**WHEREAS:**

1. KCC and the Council are local authorities as defined by Section 270(1) of the 1972 Act
2. By virtue of Section 1(2) of the Act KCC is the local highway authority for all the highways in the County of Kent whether or not maintainable at the public expense (and which are not highways for which the Secretary of State for Transport is the highway authority) and is by enactments also the Traffic Authority and Street Works Authority
3. KCC and the Council have agreed to act together to continue with certain political arrangements previously established in relation to highways issues
4. This Agreement reflects the intention of KCC and the Council to co-operate regarding highway and transportation issues in the interests of the residents of Kent

**COMMENCEMENT AND OPERATING TERM**

5. This Agreement shall commence on the first day of April Two thousand and five and will continue until terminated by either party in writing in accordance with the provisions of this Agreement

## **COUNCIL OBLIGATIONS**

6. The Council will establish and maintain during the currency of this Agreement the arrangements for the Joint Transportation Board as set out in the First Schedule

## **KCC OBLIGATIONS**

7. KCC will establish and maintain during the currency of this Agreement the arrangements for the Joint Transportation Board as set out in the First Schedule

## **MISCELLANEOUS**

8. The parties acknowledge that the committee structure of KCC and/or the Council may change which may result in consequential changes to the Agreement
9. This Agreement shall be known as the JTB Agreement
10. Nothing in this Agreement shall create a legal partnership between the parties and save as may be specifically provided in this Agreement neither party shall be or hold itself out as or permit itself to be held out as :-
- (a) the agent of the other or
  - (b) entitled to pledge the credit of the other; or
  - (c) entitled to incur any other obligations or make any promise or representation on behalf of the other

## **REVIEW**

11. This Agreement may be reviewed at the instigation of the Kent and Medway Chief Executives and amended by agreement between the parties if necessary as a consequence of any review
12. This Agreement may be terminated by either party on six months written notice addressed to the relevant Chief Executive



## **THE FIRST SCHEDULE**

### **Joint Transportation Boards**

- 1.1 A Joint Transportation Board (JTB) will be established by KCC and the Council.
- 1.2 Each party shall be responsible for their own costs incurred in the operation of the JTB
- 1.3 The JTB shall be a non statutory forum

#### **Membership**

- 2.1 JTB membership will comprise all KCC local members for divisions in the Council's area an equal number of members appointed by the Council and a representative of the Parish and Town Councils within the district. The Council may appoint substitutes for its Members.
- 2.2 The Parish and Town Council representative will be nominated by the Area Committee of the Kent Association of Parish Councils or other representative body for Parish Councils within the district if this provides a more complete representation a substitute member may also be nominated. The Parish or Town Council representative may speak but may neither vote nor propose a motion nor an amendment.
- 2.3 Any KCC Cabinet Member responsible for transportation functions Council Member the Chairman of the KCC Highways Advisory Board or KCC local member may place a relevant item on the agenda and/or attend and speak at any meeting of the JTB but may not vote nor propose a motion nor an amendment (unless voting members of the JTB)
- 2.4 The Chairman of any Parish or Town Council within the area of the Council (or a Parish Councillor of that Parish nominated by him/her) may attend any

meeting to speak with the permission of the Chairman on any item on the agenda of particular relevance to that Parish.

### **Chairman**

3. In alternate years a Member of KCC (who is a member of the JTB) will chair the JTB and a Council Member (who is a member of the JTB) will be Vice-Chairman of the JTB and then a Member of the Council will chair the JTB and a KCC Member will be Vice-Chairman of the JTB and so on following on the arrangements which existed in the year before this agreement came into force. The Chairman and Vice-Chairman will be appointed by the respective Councils as they may determine within their constitutional arrangements. The Chairman and Vice Chairman of the JTB will take office at the first meeting of the JTB following the Annual Meetings of both Councils each year.

### **Meetings**

- 4.1 The JTB will generally meet four times a year on dates and at times and venues to be specified by the Council in accordance with its normal arrangements in consultation with KCC.
- 4.2 The quorum for a meeting shall be four comprising at least two voting members present from each of KCC and the Council.
- 4.3 Subject to the procedural rules in Clauses 2, 3 and 4.2 above taking precedence the Council's procedural rules shall apply to JTB meetings as if they were Council committees.
- 4.4 The JTB will be clerked by an officer of the Council. Copies of all papers shall be sent to the Monitoring Officers of both Councils who may attend and speak at any meeting (or instead each Monitoring Officer may arrange for a substitute officer to speak on his/her behalf).
- 4.5 The Access to information principles shall be applied to the JTB as if it were a Council committee.

## **Terms of Reference**

- 5.1 The JTB will consider:-
- (i) capital and revenue funded works programmes
  - (ii) traffic regulation orders
  - (iii) street management proposals
- and will provide advice on these matters to the relevant Executive as appropriate
- 5.2 Be a forum for consultation between KCC and the Council on policies plans and strategies related to highways road traffic and public transport
- 5.3 Review the progress and out-turn of works and business performance indicators
- 5.4 Recommend and advise on the prioritisation of bids for future programmes of work
- 5.5 Receive reports on highways and transportation needs within the district

## **Overview and Scrutiny**

- 6.1 An overview and/or scrutiny committee of either council can require the member of that council holding the office of Chairman or Vice-Chairman of JTB to attend and be asked questions subject to the provisions of the constitution of KCC or the Council whichever is relevant
- 6.2 The overview and scrutiny committee of either council can request (but not compel) members of the other council who serve on the JTB and officers employed by the other council who report to the JTB to attend and be asked questions.
- 6.3 Overview and scrutiny committees of both councils will abide by the protocol on inter-authority co-operation on overview and scrutiny agreed by the former



Kent Association of Local Authorities and appended as Appendix 1 to this Schedule.

### **Local Member and Parish Consultation**

7. The local members of both the KCC and the Council and the Parish or Town Council(s) will be consulted on any relevant scheme proposals (other than routine operational maintenance of the highway) within the scope of this Agreement.

### **Executive Action**

- 8.1 The KCC Executive will normally act in accordance with the advice or views of the JTB. If the Executive is minded to act otherwise, no decision will be taken until after a discussion at the KCC Highways Advisory Board at which the Chairman and Vice-Chairman of the JTB may attend and speak.
- 8.2 The Council Executive will normally act in accordance with the advice or views of the JTB. If the Executive is minded to act otherwise, no decision will be taken until after a discussion between the relevant Executive member and the Chairman and Vice-Chairman of the JTB.

Agenda Item 2b

## Appendix 1

### Protocol as agreed by the former KALA during November 2001

#### OVERVIEW AND SCRUTINY – INTER AUTHORITY CO-OPERATION

##### **Aim of Protocol**

1. To ensure the Overview and Scrutiny Committees of all Kent Local Authorities can review issues of community interest effectively and with efficient use of all local authority staff resources.

##### **Principles**

2. All authorities should be supported in considering issues of community well-being wider than the responsibilities of their Councils.
3. Authorities should work together to maximise the exchange of information and views, minimise bureaucracy and make best use of the time of Members and officers of local and other Authorities.

##### **Procedures**

4. Authorities should seek to exchange information or programmes and results of reviews.
5. If an Overview and Scrutiny Committee wishes to review an issue in which another Authority has a statutory role or in which evidence from the officers of another Authority would be helpful, it should consult with that Authority about :-
  - (a) the purpose of the review
  - (b) the areas of interest to the other authority
  - (c) the input that can be given by Members or officers of the other Authority.

6. Consideration should be given to whether the issue is more appropriately discussed in another forum, for example a joint committee, or whether there is scope for joint action including the co-opting of Members of the other Authority onto the Overview and Scrutiny Committee for the purpose of the review.
7. Where a proposal is subject to a public consultation process, scrutiny is most helpful if conducted as part of that process eg allowing any findings and recommendations to be available in time to influence the final decision.
8. Subject to such prior consultation, Authorities will seek to respond positively to requests for information or for a Member or officer to attend meetings of Overview and Scrutiny Committees or for information.
9. While it is ultimately for each Authority to decide who it considers that most appropriate person(s) to speak on its behalf to an Overview and Scrutiny Committee, consideration will be given to meeting specific requests.
10. Dates and times of Member and officer attendance at Overview and Scrutiny meetings should be agreed with them.
11. Each Authority will nominate a contact officer for the operation of these procedures.

## THE SECOND SCHEDULE

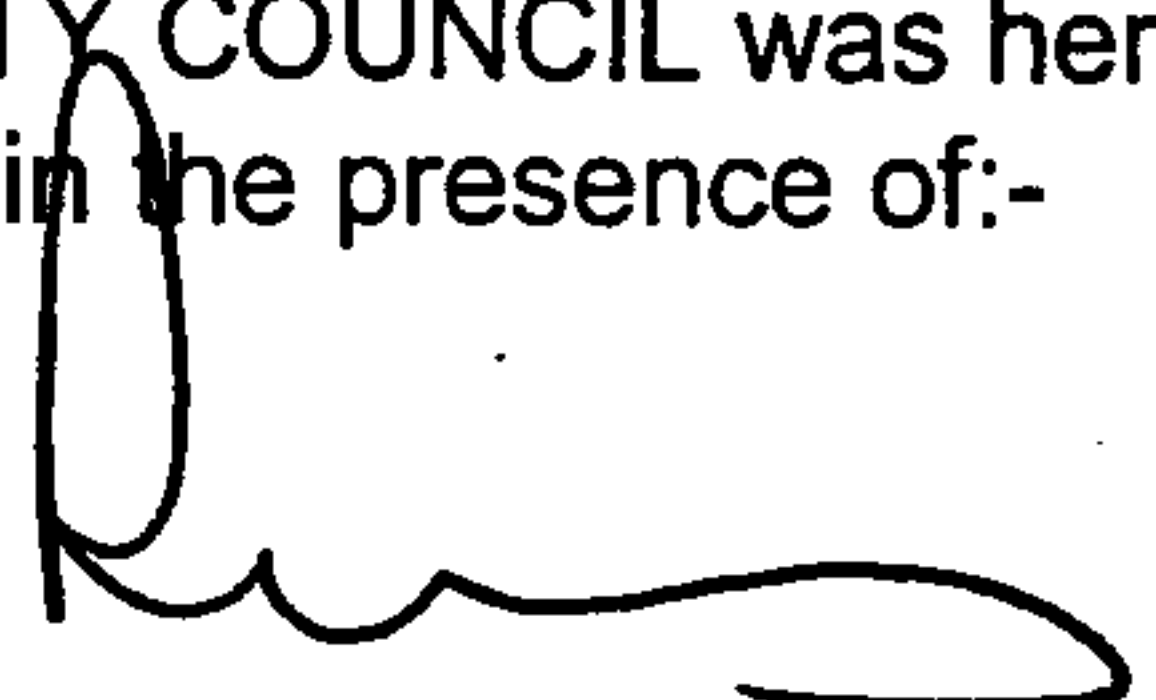
### Definitions and Interpretations

"1972 Act"	:	the Local Government Act 1972
"Act"	:	the Highways Act 1980
"Agreement"	:	these terms and conditions together with the Schedule
"Highways"	:	shall have the meaning prescribed by Section 328 of the Act and the term highway network shall be construed accordingly
"KCC – local member"	:	the member for the County Council electoral divisions within the Council's area
"Member"	:	the elected Members of KCC or the Council as the case may be
"Highways Advisory Board"	:	the KCC body to advise the KCC Cabinet on highway matters
Kent and Medway Chief Executives		The group of Chief Executive Officers of the Kent County Council the twelve District Councils in Kent and Medway Council



EXECUTED as a DEED by KCC and the Council the day and year first before written

THE COMMON SEAL of the KENT )  
COUNTY COUNCIL was hereunto )  
affixed in the presence of:- )

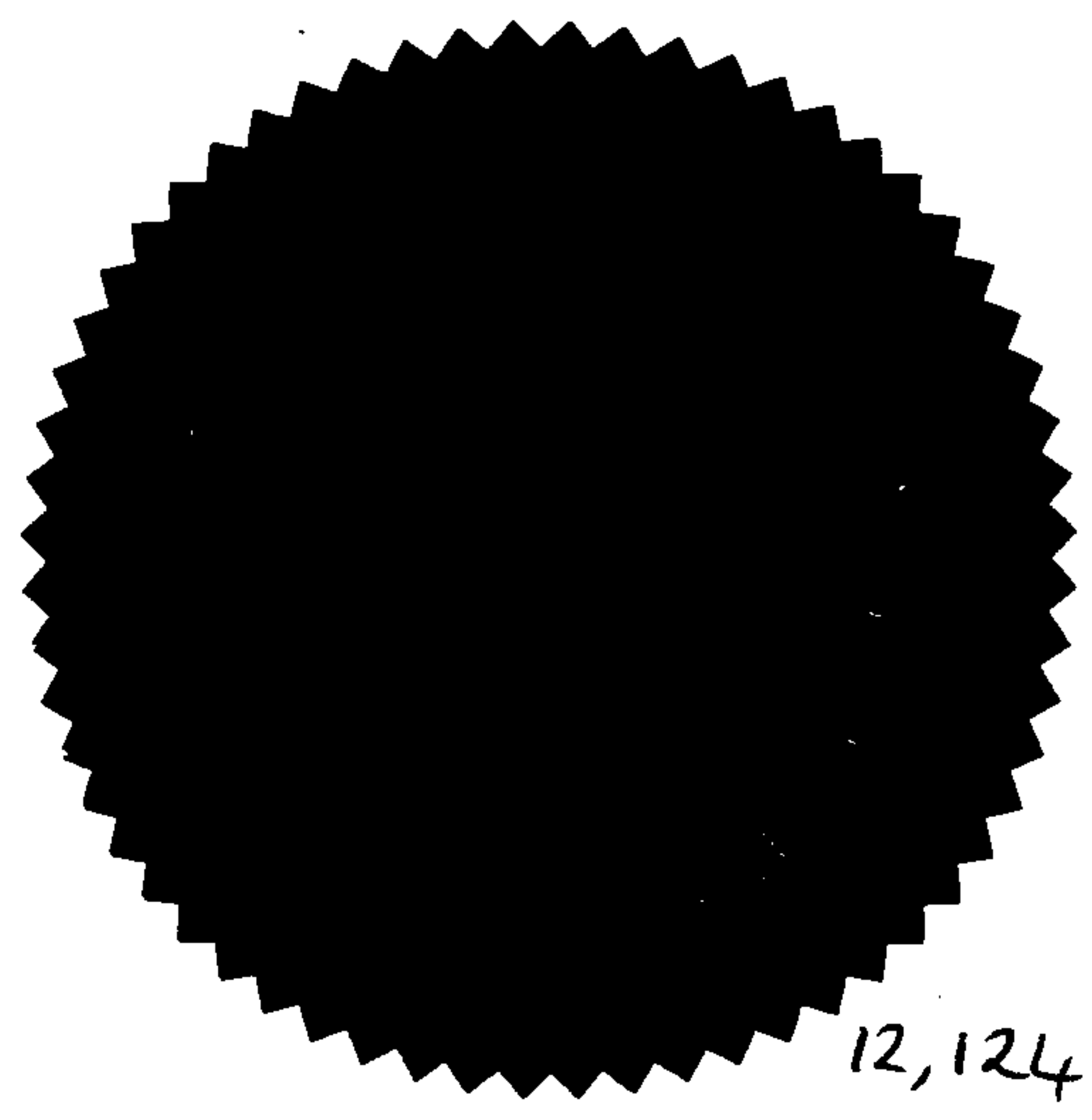


Authorised Signatory  
255

THE COMMON SEAL of SEVENOAKS )  
DISTRICT COUNCIL was hereunto )  
affixed in the presence of:- )



**Authorised Signatory**



12,124

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**APPOINTMENTS TO ADVISORY COMMITTEES AND BOARDS 2018/19**

**Cabinet - 15 May 2018**

Report of Chief Officer Corporate Services

Status: For Decision

Key Decision: No

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**Portfolio Holder** Cllr. Peter Fleming

**Contact Officer** Vanessa Etheridge Ext. 7199

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**Recommendation to Cabinet:** That the memberships 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, Community Infrastructure Levy (CIL) Board and Sevenoaks District Joint Transportation Board as set out in the attached Appendix and if agreed will form part of Appendix H of the Council's Constitution.

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.

Equality Impacts

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.

**Conclusion**

That the memberships be agreed as set out in the Appendix to the report.

**Appendices**

Memberships (to follow)

## Agenda Item 3

**Background Papers:**

[The Council's Constitution](#)

Verbal advice from Group Leaders

**Jim Carrington West  
Chief Officer Corporate Services**



**APPOINTMENTS TO OTHER ORGANISATIONS 2018/19 - EXECUTIVE**

**Cabinet - 15 May 2018**

Report of Chief Officer Corporate Services

Status: For Consideration

Key Decision: No

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**Portfolio Holder** Cllr. Peter Fleming

**Contact Officer** Vanessa Etheridge Ext. 7199

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**Recommendation:** That the attached Appendix setting out the appointments to other organisations for the municipal year 2018/19 be confirmed.

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**Introduction**

- 1 It is the responsibility of the Cabinet to confirm the Council's executive appointments to other organisations and if agreed will form part of Appendix H of the Council's Constitution.

**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

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.

**Conclusion**

Members are requested to consider and approve the attached appointments.

## Agenda Item 4

### Appendices

List of proposed appointments to other organisations (to follow)

**Jim Carrington-West**  
Chief Officer Corporate Services