

# **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**

| <b>Strategy &amp; Performance (Leader)</b> | <b>Economic &amp; Community Development</b> | <b>Finance and Resources</b>   | <b>Housing, Welfare &amp; Community Safety</b> | <b>Local Planning &amp; Environment</b> |
|--|---|--------------------------------|--|---|
| 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                        |
| HR   | 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                  |                                |  |   |