

**CABINET ADVISORY COMMITTEE MEMBERSHIPS AND TERMS OF REFERENCE**  
**2014/15**

**Strategy & Performance Advisory Committee**

Membership

(12 Members to include Portfolio Holder: 10 Conservative, 1 Labour, 1 Liberal Democrat)

Cabinet Member: Cllr. Fleming

Deputy Cabinet Members: Cllrs. Dickins and Miss Stack

Cllrs. Abraham, Mrs Bailey, Clark, Eyre, Mrs George, Mrs Parkin, Mrs Purves, Raikes and Miss Thornton

Terms of Reference

- 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 any any decisions they intend to take in the following three months.

Within the areas of: Corporate Policy; Corporate Health & Safety; Communications; Customer Service Standards; Equality; Human Resources; Business Transformation; Democratic Services; and Performance Management Framework.

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

**Economic & Community Development Advisory Committee**

Membership

(12 Members to include Portfolio Holder: 11 Conservative, 1 Labour)

Cabinet Member: Cllr. Hogarth

Deputy Cabinet Members: Cllrs. Mrs Bosley and Horwood

Cllrs. Mrs Ayres, Ayres, Ball, Butler, Mrs Cook, Fittock and Maskell, Miss Stack and Miss Thornton.

#### Terms of Reference

- 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 any any decisions they intend to take in the following three months.

Within the areas of: Community Grants; Community Plan; Health & Leisure; Economic Development; Emergency Planning; Building Control; Business continuity; Markets; Parking; Regeneration; Tourism; Town Centres; West Kent Partnership; and West Kent Leader Programme.

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

#### **Finance and Resources Advisory Committee**

##### Membership

(12 Members to include Portfolio Holder: 10 Conservative, 1 Labour, 1 Liberal Democrat)

Cabinet Member: Cllr. Ramsay

Deputy Cabinet Members: Cllrs. Firth and Scholey

Cllrs. Mrs Bayley, Bosley, Cooke, Edwards-Winser, Maskell, McGarvey, Mrs Morris, Mrs Purves and Mrs Sargeant.

##### Terms of Reference

- 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 any any decisions they intend to take in the following three months.

Within the areas of responsibility of: Audit and Corporate Governance; Budget & Financial Strategy; Legal; Information Technology; Local Tax; Shared Services; Procurement Policies; Property; Facilities Management; and Strategic Risk.

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

### **Housing & Community Safety Advisory Committee**

#### Membership

(12 Members to include Portfolio Holder: 11 Conservative, 1 Labour)

Cabinet Member: Cllr. Ms Lowe

Deputy Cabinet Members: Cllrs. Ayres and Mrs Clark

Cllrs. Mrs Ayres, Ms Chetram, Mrs Cook, Eyre, Gaywood, Mrs Parkin, Raikes, Mrs Sargeant, and Towell

#### Terms of Reference

- 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 any any decisions they intend to take in the following three months.

Within the areas of responsibility of: Housing Strategy/Policy; Housing Standards; Housing Needs; Empty Homes/Under Occupation; SDC Gypsy/Traveller Site Management; Unauthorised Gypsy/Traveller encampments; Disabled Facilities Grant; Housing Benefit & Benefit Fraud; Community Safety; Safeguarding, Children & Young People: Older People: Licensing; CCTV; and Environmental Health

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

## **Local Planning & Environment Advisory Committee**

### Membership

(12 Members to include Portfolio Holder: 10 Conservative, 1 Labour, 1 Liberal Democrat)

Cabinet Member: Cllr. Piper

Deputy Cabinet Members: Cllrs. Hunter and Searles

Cllrs. Ball, Butler, Mrs Dawson, Dickins, Gaywood, Horwood, Mrs Purves, Mrs Sargeant Scholey, and Williamson

### Terms of Reference

- 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 any any decisions they intend to take in the following three months.
- f) Recommend and keep under review, governance arrangements for the prioritisation of the Community Infrastructure Levy (CIL).

Within the areas of responsibility of: Conservation; Development Control; Local Plan (formerly LDF); Planning Policy; Transport Policy; Direct Services; Climate Change; Energy Efficiency & Fuel Poverty; Street Cleansing; and Waste & Recycling.

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