

# Constitution

## 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

Leader Policy & Performance	Corporate Policy & Performance, Communications, Customer Service Standards, Business Transformation, Special Projects (Asset Acquisition, Disposal & Redevelopment), Digital, Human Resources.
Direct & Trading Services	Direct Services, Street Cleansing, Waste & Recycling, CCTV, Environmental Health, Markets, Parking, Pest Control
Economic & Community Development	Economic Development, Business Continuity, Emergency Planning, Regeneration, Town Centres, Tourism, West Kent Partnership, West Kent Leader Programme, Community Grants, Community Plan, Community Safety, Youth, Parishes
Finance	Audit & Corporate Governance, Budget & Financial Strategy, Local Tax, Procurement Policy, Facilities Management, Strategic Risk, Housing Benefit, Fraud, Operational Assets,
Housing	Housing Strategy & Policy, Housing Standards, Housing Needs, Empty Homes, Gypsy and Traveller, DFG, Health, Energy Efficiency, Fuel Poverty, Leisure.
Legal & Democratic Services	Corporate Health and Safety, Equality, Democratic Services, Elections, Legal, Licensing, Trading Company, Shared Service Programme, Governance.
Planning	Conservation, Development Services, Development Control, Local Plan, Planning Policy, Building control, Transport policy, Enforcement.

