

CABINET - 15 MAY 2012

**APPOINTMENTS TO ADVISORY GROUPS AND TERMS OF REFERENCE**

Report of the: Corporate Resources Director

Status: For Decision

---

**This report supports the Key Aim of Balanced Communities.**

Portfolio Holder Cllrs. Mrs. Davison and Ramsay

Head of Service Head of Legal and Committee Services – Mrs. Christine Nuttall

---

**Recommendation:** That the memberships and terms of reference for the Advisory Groups be agreed as set out in paragraphs 2 – 5 of the report, be agreed.

---

**Introduction**

- 1 At the beginning of each municipal year Cabinet is asked to appoint the membership of advisory groups and note the terms of reference. The proposed memberships and terms of reference for the Finance Advisory Group and Local Development Framework Advisory Group are set out below.

**Finance Advisory Group**

- 2 Membership

(6 Members)

Cllrs. Firth, Fittock, Grint, McGarvey, Ramsay (Chairman) and Scholey.

- 3 Terms of Reference

- (a) The Value for Money Portfolio Holder to be a member of the Finance Advisory Group.
- (b) The Chairman of the Group to be selected from the membership of the Group.
- (c) To provide pro-active financial advice to the Cabinet and the Performance and Governance Committee.
- (d) To monitor the financial performance of the Council on a regular basis.

- (e) To be involved in ensuring that the Council is financially consistent and focussed.
- (f) To respond to requests from the Cabinet and the Performance and Governance Committee on any appropriate financial issue.
- (g) To consider any external audit report resulting from the Statement of Accounts and any recommendations and comments received from the District Auditor.
- (h) To monitor and advise on the delivery of the Council's Medium Term Financial Strategy.

#### Local Development Framework Advisory Group

#### 4 Membership

(The appropriate Portfolio Holder; Chairman of Development Control Committee; Chairmen of the Performance and Governance Committee and the Environment, Services and Social Affairs Select Committees; Management Team representative (which can change as and when appropriate depending on the subject under consideration by the Group); one town and parish council representative (to be nominated by the Kent Association of Parish Council (KAPC) with a preference for the Chairman of the KAPC (Sevenoaks Branch) or his representative); at least two representatives from Local Strategic Partnership (LSP) (In the case of District Council, which shares a joint LSP with Tunbridge Wells and Tonbridge & Malling, these representatives would be drawn from the Sevenoaks District Community Partnership) – representatives can change as and when appropriate depending on the subject under consideration by the Group; and, the Chairman of the Group, in consultation with the Community and Planning Services Director, is authorised to invite relevant Officers and representatives from the Sevenoaks District Community Partnership as and when appropriate.)

Cllrs. Bosley, Mrs. Cook, Mrs. Davison (Chairman), Mrs. Dawson, Fittock and Walshe.

Other Members: Mr. R. Parry, Mr. Coupland, Mr. Czarnowski and a Management Team representative.

#### 5 Terms of Reference

To create new reporting procedures for preparation of the Local Development Framework.

## Key Implications

### Financial

- 6 There are some financial and staff resource implications in terms of support and administration of this group which are covered within the on going work of the Democratic Services and other teams.

### Legal

- 7 There are no legal implications for the recommendations being suggested for approval.

**Sources of Information:** The Council's Constitution/Advice from Group Leaders

**Contact Officer(s):** Vanessa Etheridge Ext. 7199

**DR. PAV RAMEWAL  
CORPORATE RESOURCES DIRECTOR**

