

## **Proposed Kent-Tonbridge and Malling Joint Local Board (JLB)**

### **Terms of Reference (Version 3: 4 October 2006)**

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- **The Joint Local Board (JLB) shall be constituted by voluntary agreement between the two councils under similar principles to those of the Tonbridge and Malling Joint Transportation Board.**
- **The JLB reflects the wishes of TMBC and KCC Cabinets respectively to co-operate and work together on local public service issues within their remits.**
- **No formal agreement is needed at this stage since the proposal for a Joint Local Board is a trial (or “pilot”) for a period of one year and is voluntary on the part of each Council.**
- **JLB provisions will commence in June 2007 and operate for a period of one year, to be extended if both councils agree.**
- **The JLB is accountable in an Advisory capacity to KCC’s Cabinet for KCC responsibilities, and to TMBC’s Cabinet for TMBC delegations or responsibilities.**
- **Each council shall bear its own costs incurred in the operation of the JLB.**

### **Membership**

- **Equal Voting Membership of KCC Members and TMBC Members; KCC Members are those for all electoral divisions within the district; TMBC selection according to TMBC political requirements or choice.**
- **Co-options at the discretion of the Joint Local Board and can be general or for specific meetings; all co-options are non-voting. These can include representatives of local Parish or Town Councils or nominated representatives of the Area Committee of KAPC.**
- **KCC will chair the first round of meetings in 2007/08 following nomination by the leader of KCC. The Vice chair will be a Member of TMBC and shall be nominated by the Leader of TMBC. Chairmanship and vice-chairmanship shall then rotate annually between TMBC, ie TMBC Councillor will chair the meetings held in 2008/09 .**

## **Meetings**

- **Full meetings of the JLB shall be in public at times and venues agreed by the Joint Local Board Members.**
- **The JLB will generally meet four times during each year at times and venues agreed by the JLB Members.**
- **The JLB may hold additional meetings by agreement with Members to discuss urgent or emerging issues within the Borough or its neighbouring areas.**
- **The quorum for a meeting shall be six comprising at least three voting Members each from KCC and TMBC.**
- **KCC's procedural rules for Local Boards shall apply, together with general terms of reference for Local Boards as agreed at County Council in July 2003 and November 2003.**
- **The JLB will be clerked by an officer of KCC, with assistance from an officer of TMBC. Copies of all agendas and discussion papers will be sent to JLB Members at least five working days before the meeting.**
- **There will be an opportunity for the public to ask questions at all full meetings of the JLB.**
- **There may also be private meetings for the purposes of agenda planning and briefing of JLB Members.**
- **The Access to Information principles shall apply to the JLB as if it were a KCC committee.**

## **Terms of Reference**

- **The JLB will consider matters relating to**
  - (i) **provision and performance for services provided on a statutory basis by both councils.**
  - (ii) **services provided by Police, Fire and Rescue and Health Authorities where these impact upon local communities;**
  - (iii) **input to, and outputs from, the West Kent Partnership**

- **The JLB will also be a forum for consultation between the councils and with the public on policies, plans, and strategies.**
- **The JLB may also review performance of services and service providers and, as a consequence, make recommendations in an advisory capacity to the Executive Bodies of the respective councils.**
- **The JLB will consider suggestions for awards of grants within the terms of reference and financial framework for KCC Local Boards, and for any such grants as TMBC wish to include in this process, such that whenever possible there is match-funding of awards to specific projects. All awards to be in line with broad policy objectives set out in the respective Community Strategies of each council.**