

Part 1: Update of policy framework

To amend Article 4.01(a) of the Council's Constitution as follows:

4.01 Meanings

(a) Policy Framework. The Policy Framework means the following plans and strategies:

(i) those required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and regulations made under section 32 of the Local Government Act 2000 to be adopted by the Council:

§ Best Value Performance Plan

§ Community Strategy

§ Crime and Disorder Reduction Strategy

§ Plans and strategies which together comprise the Development Plan

(ii) those which the Council has decided should be adopted by the Council meeting as a matter of local choice:

§ Food Law Enforcement Service Plan

§ Food Law Enforcement Service Plan

§ Corporate Plan (or its equivalent)

§ Housing Strategy/Housing Investment Programme

§ Energy Strategy

§ Borough Leisure Strategy

§ Local Cultural Strategy

§ Kent Joint Municipal Waste Management Strategy

§ Nature Conservation Strategy

§ Capital Strategy

§ Prosecution Policy

§ Anti-Fraud and Corruption Policy

- § Asset Management Plan
 - § Customer Services Strategy
 - § Diversity Policy
 - § Race Equality Scheme
 - § Disability Equality Scheme
 - § Gender Equality Scheme
 - § All Personnel Policies of the Council
- (ii) those required by law to be adopted by the Council meeting on the recommendation of the licensing authority:
- § Statement of Licensing Policy under the Licensing Act 2003
 - § Statement of Licensing Policy under the Gambling Act 2005

Part 2: Concessionary fares (para. 1.4)

To amend delegation CSD 301 in Part 3 of the Council's constitution as follows:

CSD 301	To agree detailed amendments to the Kent Countywide Concessionary Travel Scheme documents.	E
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Part 3: Standards Committee (para 1.5)

To amend Part 3 of the Council's Constitution (Size and membership of committees constituted by the Council in accordance with section 101 of the Local Government Act 1972) as follows:

6. Standards Committee

To consist of twelve members of the Council (of whom not more than one may be a member of the executive and may not be the leader) and four independent members. In addition, one member of the Town and Parish Councils Standards Sub-Committee drawn from amongst the members appointed to represent the town and parish councils when dealing with matters which relate to Town or Parish Councils.

6.1 Town and Parish Councils Standards Sub-Committee

To consist of four independent members and twelve members appointed to represent the town and parish councils in the Borough.

Part 4: Revised executive member portfolios (para 1.5)

The revised portfolios are as follows:

PORTFOLIO OF THE CABINET MEMBER FOR FINANCE

KEY POLICIES:

**ANNUAL REVENUE BUDGET
ASSET MANAGEMENT PLAN
CAPITAL STRATEGY
ANTI FRAUD AND CORRUPTION POLICY
PROSECUTION POLICY
KENT AGREEMENT**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Non financial responsibilities:

- § Strategic management of land and property requirements, resources and allocation in line with the Asset Management Plan
- § Operational management of acquisition and disposal of land and property including leases, easements and other interests
- § Operational management of Council land and property not falling within the purview of other portfolio holders, specifically offices, depots, commercial and industrial holdings and vacant land and premises
- § Usage of Council offices and allocation of accommodation
- § Maintenance and improvement of Council property
- § Concessionary Fares Scheme

Financial responsibilities:

- § Administration of Housing & Council Tax Benefits
- § Collection of Council Tax and Business Rates
- § Financial management for the Council as a whole in accordance with proper practices, including the preparation of Annual Estimates & the provision of medium term forecasts
- § Capital Planning including the management of new 'bids' and the preparation of a medium term plan
- § Treasury and Cash Flow Management
- § Benefit Fraud Investigation
- § Day to Day financial operations, including debt recovery / management and payment of staff & creditors

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters

- § Jointly with the Chief Executive, to champion and take overall responsibility for embedding risk management throughout the Council
- § Tender opening
- § Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed

**PORTFOLIO OF THE CABINET MEMBER FOR
PLANNING AND TRANSPORTATION**

KEY POLICIES:

**KENT STRUCTURE PLAN
LOCAL PLAN/LOCAL DEVELOPMENT
FRAMEWORK
LOCAL TRANSPORT PLAN FOR KENT
CAR PARKING ACTION PLAN
KENT AGREEMENT**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Planning policy:

- § Input into Regional and Sub-Regional Planning Policy
- § Input into Structure Planning
- § Preparation of the Local Development Framework
- § Preparation of development briefs
- § Regeneration and development of Tonbridge Town Centre
- § Conservation area appraisals, improvement schemes and grants
- § Village design statements
- § Countryside planning and transport initiatives
- § Liaison with the Cabinet Member for Housing over delivery of the Council's Strategic Housing Objectives

Transportation policy:

- § Input into Regional Transport Strategy
- § Major regional projects (CTRL, IKF, Orbit, A21)
- § Local transport projects (TUTS, A228/A20 corridor, West Malling station)
- § Public transport initiatives (bus priority measures, Medway valley line)
- § Input to Kent's Local Transport Plan

Development Control:

- § Performance monitoring, review and resources including planning delivery grant)
- § Production of design and procedural guidance
- § Championing design quality and heritage conservation
- § Improvement of operating and customer service systems
- § Planning enforcement - overview of performance, resources and priorities
- § An overview of major planning proposals and development implementation issues

Building Control:

- § Overall direction and approach
- § Performance monitoring and review of resources and business throughput
- § Marketing and competition review

Transportation and Engineering Projects:

- § Overall monitoring and review of the Borough Council's relationship with the Kent Highways Service
- § Planning, design and promotion of traffic management, highway improvement and related projects for inclusion in the County Councils small improvements programme
- § Monitoring and liaison with the County Council on its provision of highway maintenance in the borough and the promotion of enhanced highway services
- § Evaluation, design, programming, consultation and implementation of the Council's engineering capital plan
- § The preparation and delivery of environmental improvement and enhancement schemes
- § Co-ordination of projects to improve transportation facilities in the borough
- § To promote Traffic Regulation Orders
- § The management of CCTV operations
- § Land drainage and flood attenuation measures
- § Emergency readiness and response
- § The provision of an in-house technical consultancy service.
- § Abandoned vehicles

Car Parking:

- § Design, consultation and implementation of car parking action plan
- § Management and maintenance policy for the off-street car parks
- § Review and management of the on-street parking regime including enforcement procedures

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters
- § Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed

Liaison with the County Council and the Cabinet Member for Environmental Services to ensure that service provision and activities on the highway within the borough are integrated and programmed with the street scene responsibilities of the borough council.

PORTFOLIO OF THE CABINET MEMBER FOR ENVIRONMENTAL SERVICES

KEY POLICIES:

**FOOD LAW ENFORCEMENT PLAN
CONTAMINATED LAND INSPECTION
STRATEGY
JOINT MUNICIPAL WASTE STRATEGY
CLIMATE CHANGE STRATEGY
KENT AGREEMENT**

Key Tasks:

- 1. To support the Leader in the development and delivery of Council policies in the following areas of responsibility**

Environmental Health Services:

- § Food safety
- § Dog control
- § Pest control
- § Public health and control of nuisances
- § Private drains and sewers
- § Environmental monitoring
- § Sunday trading
- § Public conveniences
- § Noise control
- § Air quality
- § Contaminated land
- § Animal welfare
- § Refuse collection
- § Recycling
- § Street cleansing
- § Fly tipping
- § Litter control
- § Graffiti removal

Street Scene:

Implementation, monitoring and future review of the co-ordinated approach to achieving a cleaner, greener, smarter, better designed and maintained street scene and public open space in liaison with the Cabinet Members for Planning and Transportation and Leisure Facilities, Culture and Youth.

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters
- § Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed

- 2. To represent the Council on the Kent Joint Waste Management Committee**

PORTFOLIO OF THE CABINET MEMBER FOR HOUSING

KEY POLICIES:

**HOUSING STRATEGY
HOMELESSNESS STRATEGY
SUPPORTING PEOPLE LOCALITY PLAN
ENERGY AND FUEL POVERTY STRATEGY
KENT AGREEMENT**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Housing :

- § Housing strategy, housing needs, housing market assessment and HIPs
- § Liaison with the Cabinet Member for Planning & Transportation over delivery of the council's strategic housing objectives
- § Enabling, including new affordable housing, low-cost home ownership housing, key and essential worker housing
- § Housing advice
- § Homelessness prevention and the homelessness agency agreement
- § Housing register
- § Temporary accommodation
- § Supporting people programme
- § Disabled facilities Grants
- § Home assistance scheme
- § Home safety
- § Enforcement of caravan site licensing
- § Energy efficiency and fuel poverty
- § Home improvement agency
- § Private sector housing standards and enforcement, including unfitness, health and safety hazard rating system, disrepair and defective housing
- § Houses in multiple occupation
- § Restoration of utility services to domestic premises
- § Housing compensation payments

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters
- § Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed

PORTFOLIO OF THE CABINET MEMBER FOR LEISURE, YOUTH AND ARTS

KEY POLICIES:

**BOROUGH LEISURE STRATEGY
YOUTH ACTION PLAN
LSBU BUSINESS PLAN
KENT AGREEMENT**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Arts Programme:

- § Provision and promotion of Borough wide arts events
- § Provision of arts grants to local arts groups/individuals.
- § Provision of arts activities for young people through the Summer Playscheme.
- § Provision of public art.
- § Partnerships, including West Kent Arts Partnership.
- § Support for arts marketing

Indoor Leisure:

- § Larkfield Leisure Centre.
- § Angel Centre, Tonbridge.
- § Tonbridge Swimming Pool.
- § Poulton Wood Golf Centre, Tonbridge (Catering and Clubhouse contracts only).

Outdoor Leisure:

- § Provision, development, management and maintenance of informal and formal public open spaces
- § Grounds maintenance - Poulton Wood Golf Courses and Tonbridge Cemetery.
- § Children's play provision.
- § Country Parks and Access to the Countryside.
- § Advisory/consultancy services on outdoor leisure, and grant aid issues.
- § Water recreation.
- § Liaison with Cabinet Member for Environmental Services on street scene issues.

Youth and Children:

- § Annual programme of sports coaching and events.
- § Revenue grants to sports clubs and individuals.
- § Annual summer holiday play scheme.
- § Youth activity programmes
- § Youth consultation and engagement
- § Safeguarding and promoting the welfare of children

Tonbridge Castle – Tourism:

- § Tourism and Customer Services Office

- § Tourist Information Centre.
- § Tonbridge Gatehouse Exhibition.
- § Tonbridge Council Chamber Functions (eg weddings).
- § Tonbridge Castle Grounds – events programme.
- § Parks patrolling and security
- § Tourism marketing
- § Heritage Interpretation throughout the Borough.
- § Allotments liaison – Tonbridge.
- § Cemetery management and burial function

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters
- § Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed

**PORTFOLIO OF THE CABINET MEMBER FOR
COMMUNITY DEVELOPMENT**

KEY POLICIES:

**COMMUNITY STRATEGY
WEST KENT AREA INVESTMENT FRAMEWORK
COMPREHENSIVE EQUALITIES POLICY
CLIMATE CHANGE STRATEGY
KENT AGREEMENT**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Community Development:

- § Matters related to the West Kent Partnership (LSP)
- § Implementation, monitoring and future review of the Borough's Community Strategy
- § Strategies and actions for tackling youth related drug problems
- § Matters related to the LA21 initiative and related annual action plans
- § Health improvement liaison and activities.
- § Climate change
- § Environmental Strategy
- § Health strategy

Economic Development:

- § Matters related to the promotion of economic development in the Borough
- § Implementation of the West Kent Area Investment Framework
- § Grant support to local economic agencies and the provision of benefits in kind
- § Borough Council funding and projects related to the Snodland Partnership and other Parish Partnerships
- § Farmers' Markets

- § New or emerging regeneration initiatives within the Borough.

Equal Opportunities:

- § Promotion of equal opportunities in the delivery of Council services
- § Disability discrimination responsibilities

Voluntary Sector:

- § Liaison with local voluntary groups.
- § Grant support to local voluntary groups

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters
- § Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed

**PORTFOLIO OF THE CABINET MEMBER FOR
INNOVATION AND IMPROVEMENT**

KEY POLICIES:

**PROCUREMENT STRATEGY
IT AND E-GOVERNMENT STRATEGY
CONSULTATION STRATEGY
CUSTOMER SERVICES STRATEGY
IEG STATEMENTS
EFFICIENCY STATEMENTS
KENT AGREEMENT**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Procurement:

- § Development and Implementation of the Council's Procurement Strategy
- § Ensuring the Council meets the milestones contained in the National Procurement Strategy
- § Development and Implementation of E-procurement initiatives
- § Monitoring developments and initiatives emanating from the Regional Centre of Excellence
- § Act as the Council's Procurement Champion

IT and E-Government:

- § All strategic and corporate matters relating to IT and e-government (not within the direct purview of other portfolio holders)
- § IEG submissions and the targets contained therein
- § All matters relating to the Data Protection act and Freedom of Information Act

§ Act as the Council's E-Government Champion

Efficiency and Innovation:

- § Oversee progress in respect of meeting the Government's requirements flowing from the Gershon Report
- § Oversee preparation of Annual Efficiency Statements required by the Government.
- § Assume Lead role in ensuring the Council's objective of achieving good value for money is met.
- § Identify innovations in the delivery of Council services

Customer Services:

- Development and Implementation of a Customer Services Strategy
- Meeting the Council's targets for customer satisfaction
- Development of appropriate means of improving customer contacts including assessment of potential step changes e.g. introduction of CRM/Contact Centre

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters
- § Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed

**PORTFOLIO OF THE CABINET MEMBER FOR
COMMUNITY SAFETY**

KEY POLICIES:

**KENT AGREEMENT
COMMUNITY STRATEGY
CRIME AND DISORDER ACTION PLAN AND
CONTROL STRATEGY
WEST KENT AREA INVESTMENT FRAMEWORK
COMPREHENSIVE EQUALITIES POLICY**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Crime and Disorder Reduction:

- Implementation, monitoring and review of the Crime and Disorder Reduction Action Plan and Control Strategy
- Implementation, monitoring and review of the Council's Crime and Disorder Reduction Strategic and Operational Action Plans

- Matters relating to the planning and delivery of initiatives and actions aimed at tackling crime and disorder and its causes whether in conjunction with other partner agencies or by the Council alone
- Matters related to the Tonbridge and Malling Crime and Disorder Reduction Partnership

Health Improvement

Health Strategy

Drug Abuse

Emergency Services Liaison

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters
- § Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed

Part 5: Revised arrangement of advisory boards and panels

To substitute the following list for the existing provisions in the schedule to the scheme for panels and boards to advise the executive set out in Part 3 of the Constitution:

Schedule to Scheme for Panels and Boards to Advise the Executive

Table 1: Advisory Panels

Title	Terms of reference	Membership
Local Development Framework Steering Panel [NP]	Preparation of the Local Development Framework	13 Members, including the Executive Member for Planning and Transportation as chairman and the Chairmen of the three Area Planning Committees

Management Liaison Panel [NP] [Private]	Liaison between members and the Council's Management Team in respect of matters relating to the effective functioning of the Council.	13 Members, including the Leader of the Council as chairman.
Medway Valley Countryside Partnership Panel [NP]	Oversee the operation of the Medway Valley Countryside Project and the Council's financial contribution.	13 Members, including the Executive Member for Leisure Facilities, Culture and Youth as chairman.
Parish Partnership Panel [P]	A vehicle for the exchange of information, consultation and a structured dialogue between the Borough Council and the parish councils in the Borough.	13 Members, including the Leader as chairman, not politically balanced.
Tonbridge Forum [P]	A vehicle for the exchange of information, consultation and a structured dialogue between the Borough Council and those Tonbridge-based organisations with a shared interest in enhancing the well-being of the town through the identification of problems and joint working towards solutions.	13 Members, including the Leader as chairman, not politically balanced.

Table 2: Advisory Boards

Title	Terms of reference	Membership
Car Parking Charges Advisory Board [NP]	Management and maintenance policy for the off-street car parks Review and management of the on-street parking regime including enforcement procedures the annual review of the charging structure for public car parking in the Borough	13 Members
Local Environmental Management Advisory Board [P]	Matters relating to the development and delivery of co-ordinated street scene services, including partnership working with KCC Highways and other external bodies Abandoned vehicles Fly-tipping	13 Members

	<p>Graffiti removal Fly-posting Verge/grass cutting Street name signage maintenance Food safety Health and safety at work Dog control Pest control Public health and control of nuisances Private drains and sewers Environmental monitoring Sunday trading Public conveniences Noise control Air quality Contaminated land Animal welfare Refuse collection Recycling Street cleansing Litter control Health Environment Climate Change</p>	
<p>Finance and Property Advisory Board [P]</p>	<p>Strategic management of land and property requirements, resources and allocation in line with the Asset Management Plan Operational management of acquisition and disposal of land and property including leases, easements and other interests Operational management of Council land and property not falling within the purview of other portfolio holders, specifically offices, depots, commercial and industrial holdings and vacant land and premises Usage of Council offices and allocation of accommodation Maintenance and improvement of Council property Personnel issues that do not fall within the purview of the General Purposes Committee Development of the Council's procurement strategy Concessionary Fares Scheme Administration of Housing & Council Tax Benefits Collection of Council Tax and Business Rates Financial management for the Council as a</p>	<p>13 Members</p>

	<p>whole in accordance with proper practices, including the preparation of Annual Estimates & the provision of medium term forecasts</p> <p>Treasury and Cash Flow Management</p> <p>Benefit Fraud Investigation</p> <p>Day to Day financial operations, including debt recovery / management and payment of staff & creditors</p> <p>Capital Planning including the management of new 'bids' and the preparation of a medium term plan</p>	
<p>Customer Service Improvement Advisory Board [NP]</p>	<p>All strategic and corporate matters relating to Information Technology and e-government (not within the direct purview of other portfolio holders)</p> <p>All matters relating to the Data Protection Act and Freedom of Information</p> <p>The development and implementation of a customer contact strategy encompassing a range of access channels including face-to face, telephone, website, letters and text messaging</p> <p>Meeting the Council's targets for customer satisfaction</p> <p>Development of the Customer Relations Management (CRM) project</p> <p>Development of a corporate customer charter</p> <p>To consider VFM and Performance Reviews</p> <p>To consider service delivery improvement for customers in support of the Council's Diversity Policy and DDA requirements in consultation with service users</p> <p>To consider options for local service delivery across the Borough in response to identified need</p>	<p>13 Members</p>
<p>Leisure and Arts Advisory Board [P]</p>	<p>Larkfield Leisure Centre.</p> <p>Angel Centre, Tonbridge.</p> <p>Tonbridge Swimming Pool.</p> <p>Poult Wood Golf Centre, Tonbridge (Catering and Clubhouse contracts only).</p> <p>Provision, development, management and maintenance of informal and formal public open spaces</p> <p>Grounds maintenance - Poult Wood Golf Courses and Tonbridge Cemetery.</p> <p>Children's play provision.</p>	<p>13 Members</p>

	<p>Country Parks and Access to the Countryside. Advisory/consultancy services on outdoor leisure, and grant aid issues. Water recreation. Annual programme of sports coaching and events. Revenue grants to sports clubs and individuals. Parks patrolling and security Allotments liaison – Tonbridge. Cemetery management and burial function Provision and promotion of Borough wide arts events Provision of arts grants to local arts groups/individuals. Provision of public art. Partnerships, including West Kent Arts Partnership. Support for arts marketing Tourism and Customer Services Office Tourist Information Centre. Tonbridge Gatehouse Exhibition. Tonbridge Council Chamber Functions (eg weddings). Tonbridge Castle Grounds – events programme. Tourism marketing Heritage Interpretation throughout the Borough. Annual Summer Holiday Playscheme Activate Y2Crew</p>	
<p>Planning and Transportation Advisory Board [P]</p>	<p>Preparation of the Local Development Framework Input into Regional Planning Guidance Input into Structure Planning Preparation of development briefs Conservation area appraisals, improvement schemes and grants Village design statements Countryside planning and transport initiatives Liaison with the Cabinet Member for Housing over delivery of the Council's Strategic Housing Objectives Input into Regional Transport Strategy Major regional projects (CTRL, Orbit, A21, Seras) Local transport projects (TUTS, A228/A20 corridor, West Malling station)</p>	<p>13 Members</p>

	<p>Public transport initiatives (bus priority measures, Medway valley line)</p> <p>Overall monitoring and review of the Borough Council's role in the Kent Highways Partnership</p> <p>Overall planning and monitoring of the Borough highways activities including maintenance programmes, street signage</p> <p>Design, consultation and implementation of car parking action plan</p> <p>Evaluation, programming, consultation and implementation of the Council's engineering capital plan</p> <p>Traffic management</p> <p>Highway improvement and crash remedial schemes and works</p> <p>Small improvement schemes</p> <p>Traffic speed reduction initiatives</p> <p>Traffic Regulation Orders</p> <p>Highway adoption agreements</p> <p>CCTV operations</p> <p>Land drainage and flood attenuation measures</p> <p>Emergency readiness and response</p> <p>Highway advisory and liaison service</p> <p>Performance monitoring and review (planning delivery grant)</p> <p>Design and procedural guidance</p> <p>Improvement of operating systems</p> <p>Planning enforcement - overview of performance, resources and priorities</p>	
<p>Strategic Housing Advisory Board [P]</p>	<p>Housing Strategy, Housing Needs and HIPs</p> <p>Liaison with the Cabinet Member for Planning and Transportation over delivery of the Council's Strategic Housing Objectives</p> <p>Enabling, including the development of affordable homes</p> <p>Decent homes</p> <p>Homelessness and the Homeless Agency Agreement</p> <p>Housing Advice</p> <p>Housing Register</p> <p>Temporary Accommodation</p> <p>Supporting People programme</p> <p>Disabled Facilities Grants</p> <p>Home Assistance Scheme</p> <p>Home Safety</p> <p>Enforcement of Caravan Site Licensing</p> <p>Energy Conservation</p> <p>Home Improvement Agency</p>	<p>13 Members</p>

	<p>Private Sector Housing Standards and Enforcement, including Unfitness, Disrepair and Defective Housing</p> <p>Houses in Multiple Occupation</p> <p>Restoration of Utility Services to Domestic Premises</p> <p>Housing Compensation Payments</p>	
<p>Youth and Children Advisory Board [NP]</p>	<p>Oversee the Council's programme of activities for young people, e.g.</p> <p>Summer Play Scheme</p> <p>Activate</p> <p>Y2Crew</p> <p>Delivery of actions in the Youth Agreement and Local Play Strategy</p> <p>Youth consultation and engagement to understand youth perspectives on local services, e.g. housing and transport</p> <p>Young Achievers Award</p>	<p>13 Members</p>
<p>Community Development Advisory Board [P]</p>	<p>Environmental strategy</p> <p>Health strategy</p> <p>Matters related to the West Kent Partnership (LSP)</p> <p>Implementation, monitoring and future review of the Borough's Community Strategy</p> <p>Matters related to LA21</p> <p>Matters related to Climate Change</p> <p>Matters related to the promotion of economic development in the Borough</p> <p>Implementation of the West Kent Area Investment Framework</p> <p>Grant support to local economic agencies and the provision of benefits in kind</p> <p>Borough Council funding and projects related to the Snodland Partnership and other Parish Partnerships</p> <p>New or emerging regeneration initiatives within the Borough</p> <p>Liaison with local voluntary groups.</p> <p>Grant support to local voluntary groups</p> <p>Implementation, monitoring and future review of the Crime and Disorder Reduction Strategy</p> <p>Strategies and actions for tackling youth related drug problems</p> <p>Matters related to Farmers' Markets</p>	<p>13 Members</p>

Table 3: Other Member Groups

Title	Terms of reference	Membership
Disability Working Party [P]	<p>To advise the Council in respect of:</p> <ul style="list-style-type: none"> • proposals to improve access by the disabled to the Council's buildings; • the discharge of the Council's functions under the Disability Discrimination Act 1996 	8 Members, including the Executive Member for Community Development as chairman, not politically balanced.
Electoral Review Working Group [NP] [Private]	To advise the Council in respect of matters referred to it in respect of Constituency, Borough, ward and parish boundaries.	9 Members, including the Leader as Chairman
Housing Associations Liaison Panel [P] [Private]	Liaison with Russet Housing Association and other housing partners as necessary	5 Members, including the Executive Member for Housing as chairman (as agreed with Russet Homes)
Joint Employee Consultative Committee [NP] [Private]	<ul style="list-style-type: none"> • To promote the closest understanding and co-operation between the Council and its employees, through their representatives. • To provide a systematic means of communication between the Council and its employees, through their representatives. <p>To give employees, through their representatives, the opportunity to discuss and express views about Council decisions which affect them.</p>	Membership and Chairmanship determined in accordance with the JECC Constitution
Joint Local Board [P]	<p>The JLB will consider matters relating to</p> <ul style="list-style-type: none"> (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; 	Membership and Chairmanship determined in accordance with agreement with Kent County

	<p>(iii) input to, and outputs from, the West Kent Partnership</p> <ul style="list-style-type: none"> • 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. 	Council
Joint Transportation Board [P]	<p>To advise the KCC Executive on:</p> <ul style="list-style-type: none"> • capital and revenue funded works programmes within limits set by the KCC Executive • the Highway Unit's Annual Business Plan • proposals by the TMBC to fund works on the highway <p>To advise the TMBC Executive on:</p> <ul style="list-style-type: none"> • Any decisions to be taken by the Executive in relation to functions delegated to TMBC under the agreement • Parking orders, taxi rank locations and street management schemes (management schemes do not include street trading consents) • Proposals by the TMBC to fund works on the highway <p>And to:</p> <ul style="list-style-type: none"> • review the progress and out-turn of works programmes 	Membership and Chairmanship determined in accordance with the Kent Highways Partnership Agreement

	<ul style="list-style-type: none"> • review the performance of the HMU and the operation of the Partnership in the Borough • be a forum for consultation between KCC and TMBC on policies, plans and strategies related to highways, road traffic and public transport 	
Public Transport Panel [P]	Liaison with transport providers within the Borough	13 Members, including the Executive Member for Planning and Transportation as chairman.
Tonbridge Town Centre Panel [NP] [Private]	Oversee the implementation of the Council's capital projects relating to Tonbridge town centre and to consider and advise Council on proposals for future projects.	19 Members, including the Executive Member for Community Development as chairman, not politically balanced.
Emergency Planning Group [NP] [Private]	To advise the Executive in respect of its functions relating to; <ul style="list-style-type: none"> § emergency planning in general; and § the implementation of the Council's responsibilities and the Civil Contingencies Act 2004 	5 Members, politically balanced
Twinning Committee [P]	To advise the Council in respect of its twinning links with Le Puy-en-Velay and Heusenstamm and, generally, to promote twinning within the Borough.	10 Members, not politically balanced.