

## Schedule to Scheme for Panels and Boards to Advise the Executive

**Table 1: Advisory Panels**

Title	Terms of reference	Membership
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.
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 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	13 Members

Finance and Property Advisory Board [P]	<p>Strategic management of land and property requirements, resources and allocation in line with the Asset Management Plan</p> <p>Operational management of acquisition and disposal of land and property including leases, easements and other interests</p> <p>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</p> <p>Usage of Council offices and allocation of accommodation</p> <p>Maintenance and improvement of Council property</p> <p>Personnel issues that do not fall within the purview of the General Purposes Committee</p> <p>Development of the Council's procurement strategy</p> <p>Concessionary Fares Scheme</p> <p>Administration of Housing &amp; Council Tax Benefits</p> <p>Collection of Council Tax and Business Rates</p> <p>Financial management for the Council as a whole in accordance with proper practices, including the preparation of Annual Estimates &amp; 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 &amp; creditors</p> <p>Capital Planning including the management of new 'bids' and the preparation of a medium term plan</p>	13 Members
Customer Service Improvement Advisory Board [NP]	<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>	13 Members

	<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>	
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<p>Leisure and Arts Advisory Board [P]</p>	<p>Larkfield Leisure Centre.  Angel Centre, Tonbridge.  Tonbridge Swimming Pool.  Poult Wood Golf Centre, Tonbridge (Catering and Clubhouse contracts only).  Provision, development, management and maintenance of informal and formal public open spaces  Grounds maintenance - Poult 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.  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  Provision of arts activities for young people through the Summer Playscheme  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.  Youth Development Plan  Youth activity programmes eg  Annual Summer Playscheme  Activate  Y2Crew</p>	<p>13 Members</p>
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<p>Leisure and Arts Advisory Board [P]</p> <p>(continued)</p>	<p>Youth consultation and engagement</p> <p>Young Achievers Award</p>	
<p>Planning and Transportation Advisory Board [P]</p>	<p>Preparation of the Local Development Framework</p> <p>Input into Regional Planning Guidance</p> <p>Input into Structure Planning</p> <p>Preparation of development briefs</p> <p>Conservation area appraisals, improvement schemes and grants</p> <p>Village design statements</p> <p>Countryside planning and transport initiatives</p> <p>Liaison with the Cabinet Member for Housing over delivery of the Council's Strategic Housing Objectives</p> <p>Input into Regional Transport Strategy</p> <p>Major regional projects (CTRL, Orbit, A21, Seras)</p> <p>Local transport projects (TUTS, A228/A20 corridor, West Malling station)</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>13 Members</p>

<p>Planning and Transportation Advisory Board [P]</p> <p>(continued)</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>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>13 Members</p>

Community Development Advisory Board [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>	13 Members
Rural Affairs Advisory Board [NP]	Take a strategic view of issues affecting rural parts of the Borough, including the work of the Medway Valley Countryside Partnership, and make appropriate recommendations to the Executive and other agencies	13 Members
Older Persons Issues Advisory Board [NP]	Take a strategic view of issues affecting older persons within the Borough, including assessing the impact of the projected increase in the number of older persons, and make appropriate recommendations to the Executive and other agencies	13 Members



**Table 3: Other Member Groups**

Title	Terms of reference	Membership
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 Tonbridge and Malling Housing Association and other housing providers as necessary	5 Members, including the Executive Member for Housing as chairman (in accord with arrangements agreed with Tonbridge and Malling Housing Association)
Joint Employee Consultative Committee [NP] [Private]	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. To give employees, through their representatives, the opportunity to discuss and express views about Council decisions which affect them.	Membership and Chairmanship determined in accordance with the JECC Constitution
Joint Transportation Board [P]	To advise the KCC Executive on: <ul style="list-style-type: none"> <li>• capital and revenue funded works programmes within limits set by the KCC Executive</li> <li>• the Highway Unit's Annual Business Plan</li> <li>• proposals by the TMBC to fund works on the highway</li> </ul> To advise the TMBC Executive on: <ul style="list-style-type: none"> <li>• Any decisions to be taken by the Executive in relation to functions delegated to TMBC under the agreement</li> <li>• Parking orders, taxi rank locations and street management schemes (management schemes do not include</li> </ul>	Membership and Chairmanship determined in accordance with the Kent Highways Partnership Agreement

	<p>street trading consents)</p> <ul style="list-style-type: none"> <li>Proposals by the TMBC to fund works on the highway</li> </ul> <p>And to:</p> <ul style="list-style-type: none"> <li>review the progress and out-turn of works programmes</li> <li>review the performance of the HMU and the operation of the Partnership in the Borough</li> <li>be a forum for consultation between KCC and TMBC on policies, plans and strategies related to highways, road traffic and public transport</li> </ul>	
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"> <li>§ emergency planning in general; and</li> <li>§ the implementation of the Council's responsibilities and the Civil Contingencies Act 2004</li> </ul>	5 Members
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.