

## PORTFOLIO OF THE CABINET MEMBER FOR FINANCE

### KEY POLICIES:

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

### 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

### 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**

### **Key Tasks:**

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

### **Planning policy:**

- § Preparation and review of the Local Development Framework
- § The preparation of an Infrastructure Plan and Community Infrastructure Levy, in liaison with other Cabinet Members and a Member Panel as appropriate
- § Overseeing changes to planning policy arising from the Localism Bill, the National Policy Framework and other policy announcements
- § Preparation of development briefs
- § Regeneration and development of Tonbridge Town Centre
- § Conservation Area and Character Area appraisals and improvement schemes
- § Overseeing of Neighbourhood Planning initiatives and 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:**

- § Major regional projects ((including A21 improvement, rail investment)
- § Local transport projects ((including Tonbridge transport strategy, 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
- § Improvement of operating and customer service systems

### **Transportation and Engineering Projects:**

- § Overall monitoring and review of the Borough Council's relationship with the Kent Highways Service, Environment Agency and other agencies
- § Promotion of traffic management, highway improvement and related projects for inclusion in the County Councils small improvements programme
- § 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 projects in the Council's 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.

### **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
- § To determine all issues relating to street naming and numbering.

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**

### **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 health education initiatives
- § Abatement 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, Youth and Arts.

### **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 FIVE YEAR PLAN  
ENERGY AND FUEL POVERTY STRATEGY  
SUSTAINABLE COMMUNITY STRATEGY**

### **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 housing investment
- § 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
- § Housing register
- § Temporary accommodation
- § Supporting people programme
- § Disabled facilities Grants
- § Housing assistance scheme
- § Home safety
- § Enforcement of caravan site licensing
- § Energy efficiency and fuel poverty
- § Home improvement agency
- § Private sector housing standards and enforcement, including the housing, health and safety 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
- § To represent the Council on the Supporting People Commissioning Body

## **PORTFOLIO OF THE CABINET MEMBER FOR LEISURE, YOUTH AND ARTS**

### **KEY POLICIES:**

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

### **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 COMMUNITIES**

### **KEY POLICIES:**

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

### **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)
- § Older persons issues
- § Rural affairs issues
- § Implementation, monitoring and future review of the Borough's Community Strategy
- § Matters related to the LA21 initiative and related annual action plans
- § Climate change
- § Environmental 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

### **Older persons:**

- § Maintain links with the Older Persons Forum
- § Ensuring that current and future design of service delivery has regard to the needs of older people

### **Rural Affairs:**

- § Matters affecting the rural parts of the Borough, including the rural economy and transport issues.



**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**

### **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:**

- § Assume Lead role in ensuring the Council's objective of achieving excellent value for money is met.
- § Identify innovations in the delivery of Council services.
- § Progress improved use of IT to assist users to access Council services in the manner in which they prefer.
- § Lead on the Council's shared services agenda to reduce costs.

#### **Customer Services:**

- § Development and Implementation of a Customer Services Strategy
- § Meeting the Council's targets for customer satisfaction

#### **Skills, Education and Training**

- § Act as the Cabinet lead member on all matters relating to skills, education and training

#### **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 HEALTH**

### **KEY POLICIES:**

**VISION FOR KENT  
SUSTAINABLE COMMUNITY STRATEGY  
JOINT HEALTH NEEDS ASSESSMENT FOR KENT**

### **Key Tasks:**

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

### **Health**

- Represent the Borough Council on the Kent wide Health and Wellbeing Board
- Establish effective liaison with the emerging GP Commissioning Consortia
- Establish effective liaison with the new Kent Community Health NHS Trust and the Maidstone and Tunbridge Wells Acute Trust
- Maintain effective liaison with NHS West Kent during the transitional period of the Health reforms
- Ensure the Borough Council is well positioned to play a key role in the new Public Health agenda and to influence the Joint Health Needs Assessment
- Health Improvement and Health Inequalities
- Health Strategies
- Drug Abuse and Alcohol misuse
- 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.

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

### **KEY POLICIES:**

**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

## **Panels and Boards to Advise the Executive**

The Council has adopted the following scheme for Panels and Boards to advise the Executive:

1. The rules set out in Part 4 of the Constitution shall, so far as applicable, apply to the advisory panels and boards, save that meetings of the bodies marked [Private] in the tables shall not be subject to the Access to Information Procedure Rules.
2. Advisory panels will be chaired by a member of the Executive and their purpose is to advise the Executive in connection with specific projects or to act as liaison bodies with other organisations and partners.
3. Advisory boards will be chaired by a member of the Council who is not a member of the Executive and their purpose is to give initial consideration, within their respective terms of reference, to matters that will come before the Executive and to make recommendations to the Executive in respect of such matters.
4.
  - (1) The tables in the Schedule set out the titles, terms of reference and membership of the advisory panels and boards.
  - (2) Except where otherwise indicated, the membership of the advisory panels and boards shall be politically balanced.
5.
  - (1) The advisory panels and boards marked [P] in the table will be programmed to meet at least four times per year.
  - (2) The advisory panels and boards marked [NP] in the table will not be programmed to meet, but meetings will be convened as and when necessary for the efficient discharge of business.
  - (3) Where a matter falls to be reported to an advisory panel or board for which meetings are not programmed the matter may, with the concurrence of the chairman of the advisory panel or board concerned, be reported to a meeting of an appropriate programmed advisory panel or board.

## 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.
Community Infrastructure Levy Panel [NP]	Advises the Council on the development of the Council's Infrastructure Plan and other matters related to the Community Infrastructure Levy.	13 Members
Gypsy and Travellers Panel [NP]	Advises the Council on implementing Government guidance in relation to Gypsy and Travellers issues, including the identification of potential sites where these are required to meet established need.	13 Members

**Table 2: Advisory Boards**

Title	Terms of reference	Membership
Car Parking Charges Advisory Board [NP]	The annual review of the charging structure for public car parking in the Borough	13 Members
Local Environmental Management Advisory Board [P]	<p>Matters relating to the development and delivery of co-ordinated street scene services, including partnership working with KCC Highways and other external bodies</p> <p>Abandoned vehicles</p> <p>Fly-tipping</p> <p>Graffiti removal</p> <p>Fly-posting</p> <p>Verge/grass cutting</p> <p>Street name signage maintenance</p> <p>Food safety</p> <p>Health and safety at work</p> <p>Dog control</p> <p>Pest control</p> <p>Public health and control of nuisances</p> <p>Private drains and sewers</p> <p>Environmental monitoring</p> <p>Sunday trading</p> <p>Public conveniences</p> <p>Noise control</p> <p>Air quality</p> <p>Contaminated land</p> <p>Animal welfare</p> <p>Refuse collection</p> <p>Recycling</p> <p>Street cleansing</p> <p>Litter control</p> <p>Health</p> <p>Environment</p> <p>Climate Change</p>	13 Members

<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</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>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>	<p>13 Members</p>
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<p>Innovation and 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>Developing further shared service arrangements</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>Matters relating to skills education and training.</p>	<p>13 Members</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  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  Youth consultation and engagement  Young Achievers Award</p>	<p>13 Members</p>
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<p>Planning and Transportation Advisory Board [P]</p>	<p>Preparation of the Local Development Framework</p> <p>Preparation of development briefs</p> <p>Conservation area and Character Area appraisals and improvement schemes</p> <p>Neighbourhood Plans/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 (, A21, Rail Investment)</p> <p>Local transport projects (Tonbridge Transport Strategy,A228/A20 corridor, West Malling station)</p> <p>Public transport initiatives (bus priority measures, Medway valley line)</p> <p>Overall monitoring of the transport and highway activities including improvement programmes, street signage</p> <p>Design, consultation and implementation of car parking action plan</p> <p>Performance monitoring and review</p> <p>Design and procedural guidance</p> <p>Improvement of operating systems</p> <p>Planning enforcement - overview of performance, resources and priorities</p> <p>Evaluation, programming, consultation and implementation of projects on the Council's capital plan</p> <p>Promotion of Traffic management, highway improvement and crash remedial schemes and works</p> <p>Small improvement schemes</p> <p>CCTV operations</p> <p>Land drainage and flood attenuation</p> <p>Emergency readiness and response</p>	<p>13 Members</p>
<p>Strategic Housing Advisory Board [P]</p>	<p>Housing Strategy, Housing Needs and Housing Investment</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</p>	<p>13 Members</p>

	<p>affordable homes  Decent homes  Homelessness Prevention  Housing Advice  Housing Register and Allocations  Temporary Accommodation  Supporting People programme  Disabled Facilities Grants  Housing Assistance Scheme  Home Safety  Enforcement of Caravan Site Licensing  Energy Conservation  Home Improvement Agency  Private Sector Housing Standards and Enforcement, including the Housing Health and Safety Rating System, Disrepair and Defective Housing  Houses in Multiple Occupation  Restoration of Utility Services to Domestic Premises  Housing Compensation Payments</p>	
<p>Communities Advisory Board  [P]</p>	<p>Environmental strategy  Matters related to the West Kent Partnership (LSP)  Implementation, monitoring and future review of the Borough's Sustainable Community Strategy  Matters related to LA21  Matters related to Climate Change  Matters related to the promotion of economic development in the Borough</p>	<p>13 Members</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>Matters related to Farmers' Markets</p> <p>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</p> <p>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</p>	
Community Safety Advisory Board [P]	<p>Implementation, monitoring and future review of the Community Safety Strategy.</p> <p>Strategies and actions for tackling youth related drug problems</p> <p>Community safety initiatives</p>	13 Members
Health and Wellbeing Advisory Board [NP]	<p>Public Health strategies and actions</p> <p>Health improvement and health inequalities strategies</p>	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 Russet Homes and other housing providers as necessary	5 Members, including the Executive Member for Housing as chairman (in accord with arrangements agreed with Russet Homes)
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> </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 street trading consents)</li> </ul> And to: <ul style="list-style-type: none"> <li>• review the progress and out-turn of</li> </ul>	Membership and Chairmanship alternating between KCC and TMBC

	<p>works programmes</p> <ul style="list-style-type: none"> <li>• review the performance of Kent Highway Services 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>	
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 Communities as chairman, not 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.