

PORTFOLIOS OF CABINET MEMBERS

Cabinet Member for Community Services	
Key Policies:	<ul style="list-style-type: none"> - Borough Leisure and Arts Strategy - Community Safety Partnership Plan - Equality Policy Statement - Joint Health Needs Assessment for Kent - Open Space Strategy - Sustainable Community Strategy - Vision for Kent - West Kent Area Investment Framework
Key Tasks:	To support the Leader in the development and delivery of Council policies in the following areas of responsibility:
Arts Programme	<ul style="list-style-type: none"> - Provision and promotion of Borough wide arts events - Provision of public art - Partnerships - Support for arts marketing
	<ul style="list-style-type: none"> - Implementation, monitoring and future review of the Borough's Community Strategy - Matters related to the LA21 initiative and related annual action plans - Matters related to the West Kent Partnership (LSP) - Older persons issues - Rural affairs issues - Troubled Families programme
Crime and Disorder	Implementation, monitoring and review of the:
	<ul style="list-style-type: none"> - Crime and Disorder Reduction Action Plan and Control Strategy
	<ul style="list-style-type: none"> - Crime and Disorder Reduction Strategic and Operational Action Plans
	Matters relating to the:
	<ul style="list-style-type: none"> - 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
	<ul style="list-style-type: none"> - Tonbridge and Malling Crime and Disorder Reduction Partnership - management of CCTV operations

Equal Opportunities	<ul style="list-style-type: none"> - Promotion of equal opportunities in the delivery of Council services - Disability discrimination responsibilities
Health	<ul style="list-style-type: none"> - Represent the Borough Council on the Kent wide Health and Wellbeing Board <p>Establish effective liaison with the:</p> <ul style="list-style-type: none"> - Emerging GP Commissioning Consortia - 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
Indoor Leisure	<ul style="list-style-type: none"> - Angel Centre, Tonbridge - Larkfield Leisure Centre - Poulton Wood Golf Centre, Tonbridge - Tonbridge Swimming Pool <p><i>(NB: The Leisure Trust operates these facilities on behalf of the Borough Council)</i></p>
Older Persons	<ul style="list-style-type: none"> - Maintain links with the Older Persons Forum - Ensuring that current and future design of service delivery has regard to the needs of older people
Outdoor Leisure	<ul style="list-style-type: none"> - Advisory/consultancy services on outdoor leisure and grant aid issues - Children's play provision - Country Parks and access to the countryside. - Grounds maintenance - Poulton Wood Golf Courses and Tonbridge Cemetery. - Provision, development, management and maintenance of informal and formal public open spaces - Water recreation <ul style="list-style-type: none"> - Liaison with Cabinet Member for Technical & Waste Services on street scene issues
Rural Affairs	<ul style="list-style-type: none"> - Matters affecting the rural parts of the Borough, including the rural economy and transport issues

Tonbridge Castle	<ul style="list-style-type: none"> - Allotments liaison – Tonbridge - Cemetery management and burial function - Heritage interpretation throughout the Borough. - Parks patrolling and security - Tonbridge Castle Grounds – events on public open spaces and events programme - Tonbridge Council Chamber Functions (e.g. weddings). - Tonbridge Gatehouse Exhibition - Tourist Information Centre. - Tourism and Customer Services Office
Youth and Children	<ul style="list-style-type: none"> - Annual programme of sports coaching and events - Matters related to the Children’s Operational Group (COG) - Safeguarding and promoting the welfare of children - Youth activity programmes - Youth consultation and engagement
Voluntary Sector	<ul style="list-style-type: none"> - Liaison with local voluntary groups - Grant support to local voluntary groups
General	<ul style="list-style-type: none"> - Input into, and implementation of, relevant performance management matters - Operational and developmental matters relating to IT and e-government
Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed	

Cabinet Member for Economic Regeneration	
Key Policies:	- West Kent Area Investment Framework
Key Tasks:	<ul style="list-style-type: none"> - Attracting new business investment into the Borough - Encouraging and supporting growth of existing businesses - Engaging and listening to the local business community - Promoting the Borough as a popular tourism destination - Representing the Borough Council on the West Kent Partnership - Supporting local entrepreneurship - Working to improve the vitality of the Borough's town and local centres
Business Engagement	<ul style="list-style-type: none"> - Contribute to existing business networks and fora active in the Borough - Holding regular engagement events for local business - Support locally held business award initiatives
Economic Development	<ul style="list-style-type: none"> - Commission and fund free 1-2-1 business advice sessions - Commission and fund business support seminars - Ensure payments by the Council for services from local business are paid promptly - Help to foster business networking via an online business directory - Maximise use of the Council owned property portfolio to support local business - Provide on-line advice for businesses in search of funding - Signposting businesses to support provided by partner agencies - Supporting local business - Use the Council's own procurement processes to support local business
Promoting Inward Investment	<ul style="list-style-type: none"> - Bring forward new sites for employment use as set out in the Local Development Framework (LDF) - Engage with developers to ensure new employment-related development is well planned - Signpost to on-line advice for businesses in search of new premises/sites - Work with Locate in Kent to promote the take up of vacant business property

Partnership Working	<ul style="list-style-type: none"> - Achieve a higher economic priority for the area in relation to the wider LEP - Assist with the delivery of the West Kent Investment Strategy - Contribute to the economic work of the West Kent Partnership
Rural Business Sector	<ul style="list-style-type: none"> - Commission and fund support for home-based businesses - Commission and fund support for the land-based sector - Contribute to a new LEADER grant programme for the land-based sector from 2015 - Promote the enhancement of local broadband services in areas of need
Skills and Employability	<ul style="list-style-type: none"> - Commission services to promote entrepreneurship in deprived communities - Develop and support Job Clubs in areas of particular need - Help promote the take up of local apprenticeships available in the Borough - Offer regular Borough Council apprenticeships to local young people - Work with Job Centre Plus and other partners to tackle local worklessness issues - Work with local schools and colleges to develop work-readiness skills
Supporting Town Centres	<ul style="list-style-type: none"> - Allocation of Innovation Fund - Bring forward a major redevelopment of Tonbridge Town Centre - Contribute to the promotional work of the Town Team in Tonbridge and in other local centres - Encourage the improvement of the environment and appearance of town and local centres - Support opportunities for additional retail activities e.g. Farmers Markets - Tackle the need to find new uses for empty shop premises
Supporting the Tourism Sector	<ul style="list-style-type: none"> - Deliver an annual programme of cultural events - Manage Tonbridge Castle as a key visitor attraction - Operate the Tourist Information Centre at Tonbridge - Prepare online visitor information - Tourism marketing - Work with operators to help promote cultural and entertainment events - Work with Visit Kent to promote the Borough's visitor attractions and accommodation

General	<ul style="list-style-type: none"> - Input into, and implementation of, relevant performance management matters - Operational and developmental matters relating to IT and e-government
Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed	

Cabinet Member for Environment & Climate Change	
Key Policies:	<ul style="list-style-type: none"> - Climate Change Strategy - Contaminated Land Inspection Strategy - Food Law Enforcement Plan
Key Tasks:	To support the Leader in the development and delivery of Council policies in the following areas of responsibility:
Environmental Services	<ul style="list-style-type: none"> - Abatement of nuisances - Air Quality - Animal welfare - Contaminated land - Dog control - Environmental Monitoring - Food safety - Noise control - Pest control - Private drains and sewers - Sunday trading
Climate change	<ul style="list-style-type: none"> - Implementation and monitoring of the commitments and actions within the Council's Climate Change Strategy - Planning and delivery of initiatives and actions aimed at addressing climate change, whether in conjunction with other partner agencies or by the Council alone
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 Strategic Planning and Infrastructure and Community Services.

Cabinet Member for Finance, Innovation and Property	
Key Policies:	<ul style="list-style-type: none"> - Annual Revenue Budget - Asset Management Plan - Capital Strategy - Customer Services Strategy - IT Strategy - Medium Term Financial Strategy - Savings and Transformation Strategy - Procurement Strategy
Key Tasks:	To support the Leader in the development and delivery of Council policies in the following areas of responsibility:
Customer Services	<ul style="list-style-type: none"> - Development and implementation of a Customer Services Strategy - Meeting the Council's targets for customer satisfaction
Efficiency and Innovation	<ul style="list-style-type: none"> - 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 - Lead on the Council's shared services agenda to reduce costs - Progress improved use of IT to assist users to access Council services in the manner in which they prefer
Financial Responsibilities	<ul style="list-style-type: none"> - Administration of Housing and Council Tax Benefits and Council Tax Reduction Scheme - Collection of Council Tax and Business Rates - Capital Planning including the management of new 'bids' and the preparation of a medium term plan - Day to Day financial operations, including debt recovery / management and payment of staff & creditors - 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 - Monitoring progress against the Savings and Transformation Strategy
IT and E-Government	<ul style="list-style-type: none"> - Act as the Council's E-Government Champion - All matters relating to Information Governance, including Data Protection and Freedom of Information - All strategic and corporate matters relating to IT and E-government (not within the direct purview of other portfolio holders)

Non-Financial Responsibilities	<ul style="list-style-type: none"> - Maintenance and improvement of Council property - 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 - Strategic management of land and property requirements, resources and allocation in line with the Asset Management Plan - Usage of Council offices and allocation of accommodation
Procurement	<ul style="list-style-type: none"> - Act as the Council's Procurement Champion - Development and Implementation of the Council's Procurement Strategy - Development and Implementation of E-procurement initiatives - Ensuring the Council meets the milestones contained in the National Procurement Strategy
Skills, Education and Training	<ul style="list-style-type: none"> - Act as the Cabinet lead member on all matters relating to skills, education and training
General	<ul style="list-style-type: none"> - Input into, and implementation of, relevant performance management - Operational and development matters relating to IT and E-Government
Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed	

Cabinet Member for Housing	
Key Policies:	<ul style="list-style-type: none"> - Empty Homes - Energy and Fuel Poverty Strategy - Homelessness Strategy - Housing Strategy
Key Tasks:	To support the Leader in the development and delivery of Council policies in the following areas of responsibility:
Housing:	<ul style="list-style-type: none"> - Empty Homes - Enforcement of caravan site licensing - Houses in Multiple Occupation (HMO) <p>Liaison with:</p> <ul style="list-style-type: none"> - The Cabinet Member for Strategic Planning and Infrastructure over delivery of the Council's strategic housing objectives - Kent County Council and other partners in delivering housing related support programmes - Maintaining private sector housing standards and enforcement, including the housing, health and safety rating system, disrepair and defective housing <p>Overseeing:</p> <ul style="list-style-type: none"> - The Council's approach to housing strategy, housing need, housing market assessment and housing investment programmes - The Council's enabling role and promote new affordable housing, low cost home ownership housing, key and essential worker housing and schemes for special housing needs - The Council's comprehensive approach to housing options advice, homeless prevention, the management of the housing register - The Council's approach to temporary accommodation arrangements - The Disabled Facilities Grant and Housing Assistance Schemes
General:	<ul style="list-style-type: none"> - Input into, and implementation of, relevant performance management - Operation and developmental matters relating to IT and E-Government
Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed	

Cabinet Member for Strategic Planning and Infrastructure	
Key Policies:	<ul style="list-style-type: none"> - Local Plan/Local Development Framework - Local Transport Plan for Kent
Key Tasks:	To support the Leader with the development and delivery of Council policies in the following areas of responsibility:
Building Control	<ul style="list-style-type: none"> - Improvement of operating and customer service systems - Marketing and competition review - Overall direction and approach - Performance monitoring and review of resources and business throughput
Development Control	<ul style="list-style-type: none"> - An overview of major planning proposals and development implementation issues - Championing design quality and heritage conservation - Improvement of operating and customer service systems - Performance monitoring, review and resources - Planning enforcement - overview of performance, resources and priorities - Production of design and procedural guidance
Infrastructure Policy and Programming	<ul style="list-style-type: none"> - Involvement in major regional transport projects (including road improvement, rail investment, airport policy) - Input to Kent's Local Transport Plan <p>Liaison with:</p> <ul style="list-style-type: none"> - key infrastructure providers in the health, utilities, education and other community services sectors - statutory agencies and local organisations on matters including policy and protection of natural resources, flood mitigation and countryside protection - Local transport projects (including Tonbridge transport strategy, A228/A20 corridor, Tonbridge station improvement) - Public transport initiatives (bus priority measures, Medway valley line)
Technical Services Projects	<ul style="list-style-type: none"> - Co-ordination of projects to improve transportation facilities in the borough - Evaluation, design, programming, consultation and implementation of projects in the Council's Capital Plan - Emergency readiness and response - Land drainage and flood attenuation measures

	<ul style="list-style-type: none"> - Liaison with the County Council on its provision of highway maintenance in the borough and the promotion of enhanced highway services - 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 Council's small improvements programme - The preparation and delivery of environmental improvement and enhancement schemes - The provision of an in-house technical consultancy service -
Planning Policy	<ul style="list-style-type: none"> - Conservation Area and Character Area appraisals and improvement schemes - Countryside planning and transport initiatives - Liaison with the Cabinet Member for Housing over delivery of the Council's Strategic Housing Objectives
Planning Policy (contd.)	<p>Overseeing:</p> <ul style="list-style-type: none"> - changes to planning policy and practice arising from the new and emerging legislation, the National Policy Framework and other policy announcements - of Neighbourhood Planning initiatives and Village Design statements - the strategy and planning for meeting the development needs of the Borough - Preparation of development briefs - Preparation and review of the Local Plan/Local Development Framework - Regeneration and development of Tonbridge Town Centre - The preparation of an Infrastructure Plan and Community Infrastructure Levy, in liaison with other Cabinet Members
General	<ul style="list-style-type: none"> - Input into, and implementation of, relevant performance management - Operational and developmental matters relating to IT and E-government - To determine all issues relating to street naming and numbering.
Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed	

Cabinet Member for Technical & Waste Services	
Key Policies:	<ul style="list-style-type: none"> - Car Parking Action Plan - Joint Municipal Waste Strategy - Kent Resource Partnership Strategy - Sustainable Community Strategy
Key Tasks (1):	To support the Leader in the development and delivery of Council policies in the following areas of responsibility:
Car Parking	<ul style="list-style-type: none"> - Car parking income - Design, consultation and implementation of a car parking action plan - Management and maintenance policy for the off-street car parks - Parking enforcement - Parking reviews - Review and management of the on-street parking regime including enforcement procedures - To promote Traffic Regulation Orders
Waste	<ul style="list-style-type: none"> - Abandoned cars - Fly tipping - Graffiti removal - Litter control - Public conveniences - Recycling - Refuse collection - Street cleansing
General	<ul style="list-style-type: none"> - Input into, and implementation of, relevant performance management and Best Value matters - Operational and developmental matters relating to IT and E-government
Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed	
Key Tasks (2):	To represent the Council on the Kent Resource Partnership