

PORTFOLIOS OF CABINET MEMBERS

Cabinet Member for Community Services	
Key Policies:	<ul style="list-style-type: none"> - Leisure and Strategy - Community Safety Partnership Strategy - Equality Policy Statement - Public Open Spaces Policy - Customer Services Strategy - Safeguarding Policy
Key Tasks:	To support the Leader in the development and delivery of Council policies in the following areas of responsibility:
Partnership and Events	<ul style="list-style-type: none"> - Hire of public open spaces for events - Partnerships with private, public and voluntary organisations - Support for marketing - Community Partnership working in East Malling, Snodland and Trench - Rural affairs issues
Crime and Disorder	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 Community Safety Partnership - management of CCTV operations
Equality	<ul style="list-style-type: none"> - Promotion of equality of opportunity in the delivery of Council services - Responsibilities relating to the public sector equality duty
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 Tonbridge & Malling Leisure Trust operates these facilities on behalf of the Borough Council together with Leybourne Lakes Country Park)</i></p>
Older Persons	<ul style="list-style-type: none"> - Maintain links with Tonbridge and Malling Seniors - 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 contract - Provision, development, management and maintenance of informal and formal public open spaces - Water recreation - Allotments – Tonbridge - Cemetery management and burial function - Heritage interpretation throughout the Borough. - Parks patrolling and security - Liaison with Cabinet Member for Transformation and Infrastructure on street scene issues
Tonbridge Castle	<ul style="list-style-type: none"> - Tonbridge Castle Grounds – events on public open spaces and events programme
	<ul style="list-style-type: none"> - Tonbridge Council Chamber Functions (e.g. weddings). - Tonbridge Gatehouse Exhibition - Tourism and Customer Services Office - Deliver an annual programme of cultural events - Manage Tonbridge Castle as a key visitor attraction - Operate the Tourist Information Centre at Tonbridge
Youth and Children	<ul style="list-style-type: none"> - Promote school holiday activity programmes - Safeguarding and promoting the welfare of children
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
Customer Services	<ul style="list-style-type: none"> - Development and implementation of a Customer Services Strategy - Meeting the Council's targets for customer satisfaction
Safeguarding	<ul style="list-style-type: none"> - Development of the Safeguarding Policy - Ensuring the ongoing welfare and support for Ukrainian guests and their sponsors, and any other refugees, in collaboration with the Cabinet Member for Finance and Housing
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 Planning	
Key Policies:	- Local Plan/Local Development Framework
Key Tasks:	To support the Leader with the development and delivery of Council policies in the following areas of responsibility:
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
Planning Policy	<ul style="list-style-type: none"> - Overseeing: <ul style="list-style-type: none"> - changes to planning policy and practice arising from the new and emerging legislation, the National Planning 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 - The preparation of the Infrastructure Delivery Plan and Development Levy, in liaison with the Cabinet Member for Transformation and Infrastructure - Bring forward new sites for employment use as set out in the Local Development Framework (LDF)/ Local Plan
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 Finance and Housing

Key Policies:

- Empty Homes
- Energy and Fuel Poverty Strategy
- Homelessness Strategy
- Housing Strategy
- Annual Revenue Budget
- IT/ Digital Strategies
- Medium Term Financial Strategy
- Savings and Transformation Strategy

Key Tasks:

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

Housing:

- Empty Homes
- Enforcement of caravan site licensing
- Houses in Multiple Occupation (HMO)

Liaison with:

- The Cabinet Member for Planning and Cabinet Member for Transformation 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

Overseeing:

- 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
- The Council's role in both refugee resettlement & support and asylum housing as part of national schemes, in collaboration with the Cabinet Member for Community Services

Health:	<ul style="list-style-type: none"> - Represent the Borough Council on the Kent County Council Health Overview and Scrutiny Committee - Establish effective liaison with the: - NHS Kent and Medway - Kent Community Health NHS Trust - Maidstone and Tunbridge Wells NHS Foundation Trust - 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
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 the Medium Term Financial Strategy - 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 - Assume lead role in ensuring the Council's objective of achieving excellent value for money is met - Administration and delivery of ad-hoc national government initiatives.
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) - Progress improved use of IT to assist users to access Council services in the manner in which they prefer - Cyber security - Implementation of the Agile software
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 Climate Change, Regeneration and Property

Key Policies:	<ul style="list-style-type: none"> - Climate Change Strategy - Contaminated Land Inspection Strategy - Corporate Enforcement Policy - Asset Management Plan - West Kent Strategy - Economic Regeneration Strategy
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 - All matters relating to the management and maintenance of trees on land within the Council's ownership
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
Business Engagement	<ul style="list-style-type: none"> - Contribute to existing business networks and hold regular networking events for local businesses - Support locally held business award initiatives - Produce a monthly e-newsletter for local businesses
Economic Development	<ul style="list-style-type: none"> - Commission and jointly fund the West Kent Business Support Programme - Ensure payments by the Council for services from local business are paid promptly - 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

Promoting Inward Investment	<ul style="list-style-type: none"> - Engage with developers to ensure new employment-related development is well planned <hr/> <ul style="list-style-type: none"> - Signpost to on-line advice for businesses in search of new premises/sites - Work with Locate in Kent and Kent Invicta Chamber of Commerce 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 KMEP and Central Government - Contribute to the work of the West Kent Partnership
Rural Business Sector	<ul style="list-style-type: none"> - Support the delivery of the West Kent Rural England Prosperity Fund Programme - Promote the enhancement of local broadband services in areas of digital exclusion
Rural Affairs	<ul style="list-style-type: none"> - Matters affecting the rural parts of the Borough, including the rural economy and transport issues
Supporting Town Centres	<ul style="list-style-type: none"> - 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, including the delivery of the shopfront and vacant unit improvement grant scheme - Support opportunities for additional retail activities e.g. Farmers Markets - Regeneration and development of Tonbridge Town Centre
Supporting the Tourism Sector	<ul style="list-style-type: none"> - Prepare online visitor information - Tourism marketing - 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

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
Education and Training	<ul style="list-style-type: none"> - Act as the Cabinet lead member on all matters relating to education and training
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 Transformation and Infrastructure

Key Policies:

- Car Parking Action Plan
- Joint Municipal Waste Strategy
- Kent Resource Partnership Strategy
- Sustainable Community Strategy
- Capital Strategy
- Procurement Strategy
- Local Transport Plan for Kent
- Savings and Transformation Strategy
- Infrastructure Delivery Plan

Key Tasks (1):

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

Car Parking

- 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

- Abandoned cars
- Fly tipping
- Graffiti removal
- Litter control
- Public conveniences
- Recycling
- Refuse collection
- Street cleansing
- 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 Climate Change, Regeneration and Property and Community Services.

Procurement

- 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

	<ul style="list-style-type: none"> - Use the Council's own procurement processes to support local business - Identify innovations in the delivery of Council services - Lead on the Council's shared services agenda to reduce costs
<p>Infrastructure Policy and Programming</p>	<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)
<p>Technical Services Projects</p>	<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 - 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 - Conservation Area and Character Area appraisals and improvement schemes

	<ul style="list-style-type: none"> - Countryside planning and transport initiatives - Liaison with the Cabinet Member for Finance and Housing and Cabinet Member for Planning over delivery of the Council's Strategic Housing Objectives
<p>Liaison with the County Council and other Borough Council Portfolio Holders to ensure that service provision and activities are integrated and programmed</p>	
<p>Key Tasks (2):</p>	<p>To represent the Council on the Kent Resource Partnership</p>