

PANELS TO ADVISE THE EXECUTIVE

The Council has adopted the following scheme for Panels:		
1.	The rules set out in Part 4 (Council and Committee Procedure Rules) of the Constitution shall, so far as applicable, apply to the advisory panels, 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 may 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.	(a)	The following tables set out the titles, terms of reference and membership of the advisory panels.
	(b)	Except where otherwise indicated, the membership of the advisory panels shall be politically balanced.
4.	(a)	The advisory panels marked [P] in the table will be programmed to meet at least twice per year.
	(b)	The advisory panels 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. It will be for the Leader to determine if a meeting is necessary in consultation with the Chair of the relevant advisory panel.
	(c)	Where a matter falls to be reported to an advisory panel for which meetings are not programmed the matter may, with the concurrence of the chair of the advisory panel concerned, be reported to a meeting of an appropriate programmed advisory panel or board.

Table 1: Advisory Panels

Title:	Parish Partnership Panel [P]
Membership:	13 Members; not politically balanced.
Quorum:	N/A
Terms of Reference:	A vehicle for the exchange of information, consultation and a structured dialogue between the Borough Council and the parish councils in the Borough.

Title:	Tonbridge Community Forum (previously Tonbridge Forum) [P]
Membership:	<p>14 Members representing Tonbridge wards*; not politically balanced.</p> <p>* Cage Green & Angel, Higham, Hildenborough, Judd, Trench and Vauxhall</p>
Quorum:	N/A
Terms of Reference:	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.

Table 2: Other Member Groups

Title	Terms of reference	Membership
Housing Associations Liaison Panel [NP] 'Private'	Liaison with housing providers as necessary	5 Members, including the Executive Member for Housing as Chair
Joint Employee Consultative Committee [NP] 'Private'	<p>To promote the closest understanding and co-operation between the Council and its employees, through their representatives.</p> <p>To provide a systematic means of communication between the Council and its employees, through their representatives.</p> <p>To give employees, through their representatives, the opportunity to discuss and express views about Council decisions which affect them.</p>	Membership and Chair determined in accordance with the JECC Constitution
<p>Joint Transportation Board [P]</p> <p><u>Quorum</u>: 4 Members of the Board (comprising 2 Borough and 2 County Members)</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 <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) <p>And to:</p>	Membership and Chair alternating between KCC and TMBC

	<ul style="list-style-type: none"> - review the progress and out-turn of works programmes - review the performance of Kent Highway Services 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 	
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