

Despatched: 21.05.19

## ANNUAL COUNCIL

### SUPPLEMENTARY AGENDA

8. To note the appointment by the Leader of the Deputy Leader and the delegations of executive functions and appointments to the Cabinet made by the Leader (Pages 1 - 8)
10. To agree the allocation of seats to political groups in accordance with the political balance rules (Pages 9 - 16)
11. To appoint the Chairmen, Vice-Chairmen and Membership of Committees for the municipal year 2019/20 - APPENDIX ATTACHED (Pages 17 - 20)
12. To confirm the calendar of ordinary meetings for the municipal year 2019/20 - AMENDED CALENDAR (Pages 21 - 22)
13. To appoint representative on other organisations - APPENDIX ATTACHED (Pages 23 - 24)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact Democratic Services (01732 227000 / [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk))

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## Cabinet Membership and Portfolios

(6 Members) Cllrs.Fleming (Chairman), Dickins, Dyball, McArthur, Piper and Thornton

### Portfolio Holders 2019/20

Cllr. Peter Fleming	Improvement & Innovation	Policy, Performance, Communications, Customer Service, Business Transformation, Special Projects, Digital, Workforce, Economic Development & Regeneration, Equalities, Members, Wellbeing
Cllr. Matthew Dickins	Finance & Investments	Corporate Governance, Financial Strategy, Local Tax, Procurement, Strategic Risk, Tax & Benefits, Fraud Prevention, Operational Assets. Business Continuity, Investments, Legal, Wellbeing
Cllr. Lesley Dyball	People & Places	Community Plan, Community Safety, Town Centres, Tourism, West Kent Partnership, WK Leader, Community Grants, Safeguarding, Youth, Parishes, Leisure Activities, Wellbeing
Cllr. Margot McArthur	Cleaner & Greener	Direct Services, Street Cleansing, Waste & Recycling, CCTV, Environmental Health, Green Spaces, Parking, Pest Control, Licensing, Facilities Management, Emergency Planning, Air Quality, Delivery Partner Assurance, Wellbeing
Cllr. Robert Piper	Housing & Health	Housing Strategy & Policy, Housing Standards, Housing Needs, Homelessness, Empty Homes, Gypsy and Traveller, DFG, Health, Energy Efficiency, Fuel Poverty, HERO, Wellbeing
Cllr. Julia Thornton	Development & Conservation	Development Control, Local Plan, Planning Policy, Conservation, Development Services, Building Control, Transport Policy, Planning Enforcement, Wellbeing

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## APPENDIX U - Scheme of Delegations of Executive Functions by the Leader of the Council (May 2019)

1. Scope of the Scheme of Delegations of Executive Functions by the Leader of the Council
  - 1.1 This Scheme of Delegations is made pursuant to paragraph 9.2 of Part 2 of the Council’s Constitution which requires that a written record of delegations of executive functions be presented by the Leader of the Council at the first meeting of the Council following whole Council elections.
  - 1.2 Thereafter this Scheme of Delegations of Executive Functions may be amended at any time by the Leader of the Council on written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation and whether it entails the withdrawal of delegation from any body, Committee or the Cabinet as a whole. The changes will be reported to the next ordinary meeting of the Council.
  - 1.3 This Scheme of Delegations has regard to the Council’s Constitution and should be read in the context of the procedure rules contained in Part 4 of the Constitution. Should there be any conflict between this Scheme of Delegations and the Council’s Constitution then the Constitution will prevail.
2. Role
  - 2.1 The Cabinet (the Executive) will carry out all of the District Council’s functions which are not the responsibility of any other part of the District Council, whether by law or under the Constitution. Please see table below for those functions delegated to Officers of the Council:

Function	Delegation of functions
Any function relating to contaminated land.	Chief Officer Environmental & Operational Services
The discharge of any function relating to the control of pollution or the management of air quality.	Chief Officer Environmental & Operational Services
The service of an abatement notice in respect of a statutory nuisance.	Chief Officer Environmental & Operational Services
The passing of a resolution that Schedule 2 to	Chief Officer Environmental

## Agenda Item 8

Function	Delegation of functions
the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area.	& Operational Services
The inspection of the Authority's area to detect any statutory nuisance.	Chief Officer Environmental & Operational Services
The investigation of any complaint as to the existence of a statutory nuisance.	Chief Officer Environmental & Operational Services
The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land.	Chief Planning Officer
The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	Chief Planning Officer

### 3. Form and Composition

- 3.1 The Cabinet will consist of the Leader of the Council together with further Members appointed by the Leader of the Council (the Leader). The membership of the Cabinet and individual portfolios will be reported to the Annual Meeting of the Council.

### 4. Leader

- 4.1 The Leader will be a Member elected to the position of Leader by the Council at the first meeting of the Council following whole Council elections. The Leader will chair the Cabinet (if present) and will hold office until:

- (a) he/she resigns from the office; or
- (b) he/she is no longer a Member; or
- (c) the expiry date of his/her fixed term of office as Leader, which is the date of the post-election annual meeting which follows his/her election as Leader (e.g. for a Leader elected at the Annual Council in May 2011, the period of election will continue to the Annual Meeting in May 2015); or
- (d) he/she is removed from office by resolution of the Council.

- 4.2 In the event of the Leader being removed from office by resolution of the Council, the new Leader may be appointed at the same or a subsequent meeting.

### 5. Other Executive Members

- 5.1 The Leader will appoint one member of the Executive as Deputy Leader, who will hold office until the end of the Leader's term of office, unless:

- (a) he/she resigns from the office; or
  - (c) he/she is no longer a Councillor; or
  - (d) he/she is removed from office by the Leader, who must give written notice of any removal to the Chief Executive. The removal will take effect two clear working days after receipt of the notice by the Chief Executive.
- 5.2 Where a vacancy occurs, the Leader will appoint another Deputy Leader.
- 5.3 If for any reason the Leader is unable to act or the office of Leader becomes vacant (and pending the election of a new Leader) the Deputy Leader shall discharge all roles and functions of the Leader.
- 5.4 If, for any reason, both the Leader and Deputy Leader are unable to act or both offices become vacant, the Executive shall act in the Leader's place or arrange for another Member of the Executive to act in his/her place.
- 5.5 Other Cabinet members shall be appointed by the Leader who shall notify the Council of their appointment and they shall hold office until:
- (a) they resign from office; or
  - (b) they are no longer Members; or
  - (c) they are removed from office on the expiry date of their appointed term of office, save that the Leader may remove the Cabinet Member from office at an earlier date if he/she so decides. The Leader must give written notice of any early removal of a Cabinet Member to the Chief Executive and the removal will take effect two clear working days after receipt of the notice by the Chief Executive.

## 6. Delegation to Executive and Portfolio Holders

### Introduction

- 6.1 The Cabinet and Portfolio Holders or Officers must take all decisions within the context of the Budget and Policy Framework.

### Who may Make Executive Decisions?

- 6.2 All key decisions will be taken by the Executive as a whole.
- 6.3 Individual members of the Cabinet may take decisions which are not key decisions.

## Agenda Item 8

### Principles of Delegation

- 6.4 The Executive should focus on:
- (a) co-ordination of decisions with a corporate-wide implication;
  - (b) major or key decisions;
  - (c) decisions which are recommendations on change in policy - and hence need Council approval;
  - (d) monitoring progress on key tasks; and
  - (e) developing new policy.
- 6.5 Portfolio Holders have full delegated authority from the Executive to take all decisions within the remit of their portfolio (outlined in the Annex to Appendix H of the Constitution (attached to this scheme of delegations)) except:
- (a) key decisions which:
    - (i) result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates i.e. decisions which exceed £50,000 in value (but procurement decisions within the budget e.g. refuse vehicles can be undertaken within delegated powers); or
    - (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the District Council.
  - (b) decisions outside the agreed policy framework;
  - (c) decisions which cut across two or more portfolios; and
  - (d) proposals for new or amended policies or strategies.

Note: The fact that a decision could be made by a Portfolio Holder would not preclude that individual bringing the matter to the Cabinet for decision.

### Portfolios

- 6.6 Portfolio Holders should be aware that the allocation of functions indicates an area of responsibility but does not automatically grant decision-making powers in that area. It is within the remit of each Portfolio Holder to:
- (a) provide direction and support to Chief Officers and Heads of Service in the management of the resources supporting their respective portfolios - including approval for filling vacancies and other minor



personnel changes within agreed budgets;

- (b) oversee partnership working and external relationships within their portfolio areas; and
- (c) keeping their colleagues informed of significant or important issues as they emerge and develop.

#### Further Delegation of Executive Functions

- 6.7 Where the Cabinet, a Committee of the Cabinet (if one is established) or an individual member of the Cabinet is responsible for an executive function, they may delegate further to joint arrangements or an Officer.
- 6.8 Unless the Council directs otherwise, if the Leader delegates functions to the Cabinet, then the Cabinet may delegate further to a Committee of the Cabinet or to an Officer.
- 6.9 Unless the Leader directs otherwise, a Committee of the Cabinet to whom functions have been delegated by the Leader may delegate further to an Officer.
- 6.10 Even where executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.
- 6.11 The Leader may amend the scheme of delegation relating to executive functions at any time during the year. To do so, the Leader must give written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, Committee or the Executive as a whole. The Chief Executive will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.
- 6.12 Where the Leader seeks to withdraw delegation from a Committee, notice will be deemed to be served on that Committee when he/she has served it on its Chairman.
- 6.13 Where a Cabinet member would normally exercise executive functions delegated to him/her in respect of any matter but is unable to do so because of absence or indisposition, a decision on the matter may be taken by the Leader, by the Cabinet or by a Committee of the Cabinet.
- 6.14 Where a Cabinet member would normally exercise executive functions delegated to him/her in respect of any matter but has a prejudicial interest in that matter as defined in the Members' Code of Conduct he/she shall not exercise those delegated powers in respect of that matter. A decision on the matter shall be taken by the Cabinet or a Committee of the Cabinet and the normal rules for declaration of interests at meetings shall

## Agenda Item 8

apply.

### Conflicts of Interest

- 6.15 Where the Leader has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- 6.16 If every member of the Cabinet has a conflict of interest this should be dealt with as set out in the Members' Code of Conduct.
- 6.17 If the exercise of an executive function has been delegated to a Committee of the Cabinet, an individual Member or an Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Member' Code of Conduct.

## POLITICAL PROPORTIONALITY

Annual Council - 21 May 2019

Report of Chief Officer Corporate Services

Status For Decision

Key Decision No

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Contact Officer Vanessa Etheridge, Ext. 7199

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### Recommendation to Council: That Council

- (a) note the political balance of the Council is: 46 Conservative; 3 Liberal Democrat; 2 Hextable Independent; 1 Labour; 1 Independent; and 1 no party description;
- (b) note the following political groupings: 46 Conservative Group; 3 Liberal Democrats Group; 3 Sevenoaks Independent Group, leaving 2 ungrouped; and
- (c) agree the allocation of seats as set out in the Appendix to this report.

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**Reason for recommendation:** Council is required to determine the constitution and political balance of the committees, joint committees and panels that have been set up for the purpose of discharging its functions.

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### Introduction and Background

- 1 The Council must allocate seats on committees and other prescribed bodies so as to give effect to the political balance rules.
- 2 Section 15 of the Local Government & Housing Act 1989 sets out 4 rules, and requires authorities to apply them in descending order of priority.
  - The first rule is that, where some or all of the members of an authority have formed into two or more political groups, then no Committee may comprise just members from one political group.
  - The second rule is that, where a majority of members of Council are members of one political group, that political group must have a majority of the seats on each Committee.
  - The third rule provides that, without being inconsistent with the first two rules, the number of seats allocated to each political group on all the Committees taken together be as near as possible proportionate to their strength on Council.

## Agenda Item 10

- The fourth rule provides that, so far as is consistent with Rules 1 to 3, each political party must be allocated that number of seats on each Committee taken individually as is proportionate to their strength on the Council. However, as set out above, this is subject to the need to give the majority a majority on each Committee.
- 3 Any seats left unallocated go by default to any members who are not members of any political group. A political group must comprise at least 2 members.
  - 4 The Council can only depart from these rules by passing a resolution with no member voting against the resolution.
  - 5 The political proportionality rules also apply to certain outside bodies dealing with local government matters to which the council appoints three or more representatives.
  - 6 The political group composition of the Council is as follows:

	Conservative Group	Liberal Democrats Group	Sevenoaks Independent Group	Ungrouped (1 Independent and 1 Labour)
Members	46	3	3	2
Percentage	85.2%	5.6%	5.6%	1.9 % each

### **Bodies to which proportionality does not or need not apply**

- 7 Cabinet is exempt from the rules.
- 8 The Sevenoaks Joint Transportation Board is also exempt from the rules. Firstly, in the terms of reference it states itself to be a “non-statutory forum”. It also does not make decisions itself, but merely recommends to the relevant executives. If it could uphold this then it would not be subject to the rules at all.
- 9 However, under the 1989 Act, even if it were a statutory committee then the whole Board would be exempt from political proportionality under the Local Government (Committees and Political Groups) Regulations 1990. As Reg. 16A refers to area committees and 16B to joint area committees. The provisions differ slightly in each. However, in essence they explain that, for example, where a County Member is elected from each division and an equal number of District Councillors then we would not need to apply the proportionality rules.
- 10 Also under the Act the proportionality rules only apply to certain outside bodies which have more than three appointees.

### **Achieving Political Balance**

11 A table applying the percentages is below.

Proportional percentage of seats:

Committee	Size	Conservatives	Liberal Democrats	Sevenoaks Independents	Ungrouped each
Appointments	10	8.5	0.6	0.6	0.2
Audit	9	7.7	0.5	0.5	0.2
DCC	19	16.2	1.1	1.1	0.4
Governance	7	6	0.4	0.4	0.1
Health Liaison Board	8	6.8	0.5	0.5	0.2
Homelessness	3 (incl 1 PH)	2.6	0.2	0.2	0.1
Licensing	13	11.1	0.7	0.7	0.2
Scrutiny	11	9.4	0.6	0.6	0.2
Standards	7	6	0.4	0.4	0.1
All Advisory Committees	12 (X6)	10.2	0.7	0.7	0.2
CIL	15	12.8	0.8	0.8	0.3

Allocation of seats

## Agenda Item 10

- 9 Applying the table above leads to an allocation of seats complying set out in the table below. Only Members who have formed political groups qualify for committee seats.

Committee	Size	Conservatives	Liberal Democrats	Sevenoaks Independents	Ungrouped
Appointments	10	9	1	0	0
Audit	9	8	0	1	0
DCC	19	17	1	1	0
Governance	7	6	1	0	0
Health Liaison Board	8	7	1	0	0
Homelessness	3 (incl 1 PH)	2	0	1	0
Licensing	13	11	1	1	0
Scrutiny	11	9	1	1	0
Standards	7	6	0	1	0
All Advisory Committees	12 x6	60	6	6	0
CIL	15	13	1	1	0
<b>Total</b>	<b>174</b>	<b>148</b>	<b>13</b>	<b>13</b>	<b>0</b>
%		85.1	7.5	7.5	
% difference		-0.1	+1.9	+1.9	

- 7 Council will note that the proportionality calculations result in the ungrouped member securing no seats on any Committee. Council could, if it so resolved by a resolution with no member voting against the resolution,

depart from proportionality to allocate some seats to the un-grouped member and any unallocated seats should go by default to any members who are not a member of a political group. However, Council should note that, the majority party must remain the majority.

- 8 These breakdowns have been given to the Group Leaders who have agreed seat allocations in compliance with the above proportionality with some ‘gifting’ of allocated seats. The proposed seat allocations are set out in the attached Appendix.

**Outside organisations**

- 9 With regard to representation on outside bodies, political proportionality rules should be applied in certain circumstances under the Local Government and Housing Act 1989 Section 15(7) and where there are more than three members. There are only three outside bodies appointed by Cabinet that fall into this category:

Outside organisation	No. of appointments requested	Conservatives	Liberal Democrats	Sevenoaks Independents	Ungrouped
Sevenoaks District Arts Council	6	5	0	1	0
Sevenoaks District Sports Council	3	2	1	0	0

**Other Options Considered and/or Rejected**

- 10 None - the Council is required under Section 15 of the Local Government and Housing Act 1989 to review the representation of different political groups on bodies to which it makes appointments whenever there is a change in political representation. The Act requires that the review should be held at the Annual Meeting or as soon as practicable after that meeting or the change has occurred.

**Key Implications**

Financial

There are no financial implications directly arising from the recommendations contained within this report.

Legal Implications and Risk Assessment Statement

There is a specific duty imposed on the Council to review each year at the Annual

## Agenda Item 10

meeting, or as soon as practicable thereafter, the representation of different political groups. The legislation provides that the Council may make alternative arrangements to the 'proportionality' principles within this report only by a unanimous vote. However a political group may decide to offer a seat on a committee or panel to another political group. This does not affect the proportionality principles as it remains within the gift of that political group to determine how it wishes to exercise that discretion, if at all.

The recommendations in this report are in accordance with the power set out within Section 15 of the Local Government and Housing Act 1989.

The Council has a statutory duty to review at its Annual meeting, or as soon as practicable thereafter, the representation of different political groups. The proposals detailed in this report support that duty.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Appendices**

Seat allocation as agreed by the three group Leaders for recommendation to Council

### **Background Papers**

**Jim Carrington-West**

**Chief Officer Corporate Services**



Appendix

Seat allocation where affected by political proportionality rules, as agreed by the three group Leaders for recommendation to Council:

Committee	Size	Conservatives	Liberal Democrats	Sevenoaks Independents	Ungrouped
Appointments	10	9	1	0	0
Audit	9	8	0	1	0
DCC	19	17	1	1	0
Governance	7	6	1	0	0
Health Liaison Board	8	7	1	0	0
Homelessness	3 (incl 1 PH)	2	0	1	0
Licensing	13	10 and not taking 1 allocation	1	Not taking allocation	0
Scrutiny	11	9	1	1	0
Standards	7	6	0	1	0
Improvement & Innovation Advisory Committee (AC)	12	10	1	Not taking allocation	1 taking unclaimed allocation
Finance & Investment Ac	12	10	1	Not taking allocation leaving a vacancy	0
People & Places AC	12	10	1	1	0
Cleaner & Greener AC	12	10	1	Not taking allocation	1 taking unclaimed allocation

## Agenda Item 10

Housing & Health AC	12	10	1	Not taking allocation	1 taking unclaimed allocation
Development & Conservation AC	12	10	1	1	0
CIL	15	13	1	1	0
Total	174	147 + 1 vacancy	13	8 + 1 vacancy	3

**APPENDIX**

**Chairmen, Vice-Chairmen and Membership of Council Committees**

**2019-20**

**Appointments Committee**

(10 Members: 9 Conservatives, 1 Liberal Democrats)

Cllrs Bayley, Dickins, Dyball, Fleming, Hunter, Maskell, McArthur, Piper, Purves and Thornton

*(Please note the election of the Chairman will take place at the first meeting of the Committee in the municipal year.)*

**Audit Committee**

(9 Members: 8 Conservatives, 1 Sevenoaks Independents)

Chairman: Cllr McGarvey

Vice Chairman: Cllr Morris

Cllrs. Barnes, Brown, Firth, Kitchener, London, Pender and Williamson

**Development Control Committee**

(19 Members: 17 Conservatives, 1 Liberal Democrats, 1 Sevenoaks Independents)

Chairman: Cllr Williamson

Vice-Chairman: Cllr Reay

Cllrs Ball, Barnett, Brown, Cheeseman, Perry Cole, Coleman, P. Darrington, Firth, Hogarth, Hudson, Hunter, Layland, McGarvey, Pett, Purves, Raikes and Roy

**Governance Committee**

(7 Members: 6 Conservatives, 1 Liberal Democrats)

Chairman: Cllr Eyre

Vice-Chairman: Cllr Pearsall

Cllrs Barnes, Bayley, Clayton, Penny Cole and Harrison

## Agenda Item 11

### **Health Liaison Board**

(8 Members: 7 Conservatives, 1 Liberal Democrats)

Chairman: Cllr Piper

Vice-Chairman: Cllr Parkin

Cllrs Dr Canet, Perry Cole, G. Darrington, Foster, Harrison and Hunter

### **Homelessness Review Board**

(3 Members: to be drawn from the Council - 2 Conservatives, 1 Sevenoaks Independents)

Cllrs Piper (PH), Hudson and Maskell

### **Licensing Committee**

(13 Members: 11 Conservatives, 1 Sevenoaks Independents, 1 Liberal Democrats)

Chairman: Cllr Clack

Vice-Chairman: Cllr Pett

Cllrs Abraham, Dr Canet, Carroll, Coleman, Esler, Hunter, Layland, Parkin and Raikes and 2 vacancies

### **Scrutiny Committee**

(11 Members: 9 Conservatives, 1 Liberal Democrats, 1 Sevenoaks Independents)

Chairman: Cllr Brown

Vice-Chairman: Cllr London

Cllrs Ball, Barnes, Firth, Kitchener, Layland, Morris, Pender, Purves and Williamson

**Standards Committee**

The Standards Committee will be composed of:

7 Members other than the Leader of the Council and no more than 1 Member selected from a particular Parish Boundary.

(7 Members: 6 Conservatives, 1 Sevenoaks Independents)

Only one Member out of the above seven Members to be an Executive Member without being a Chair of the Committee as Standards is a Council function as opposed to an Executive function (s.27(8), Part 1, Chapter 7 of the Localism Act 2011).

Up to 2 co-opted Members of a parish or town council (a parish/town council member)

Chairman: Cllr Ball

Vice-Chairman: Cllr Raikes

Cllrs Carroll, Fothergill, Grint, Osborne-Jackson and Pender

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# SEVENOAKS DISTRICT COUNCIL - CALENDAR OF MEETINGS 2019/20

## As at 21 May 2019

	APRIL 2019				MAY 2019				JUNE 2019				JULY 2019			
MONDAY	15	22 Public Holiday	29	6 Public Holiday	13	20	27 Public Holiday	3	10	17	24	1	8	15	22	
TUESDAY	16	23	30 Council	7	14	21 Annual Council SP. Cabinet SP. Licensing SP. Audit	28	4 Finance & Investment Advisory Cttee	11 Housing & Health Advisory Committee	18 People & Places Advisory Cttee	25 Development & Conservation Advisory Cttee	2 Cleaner & Greener Advisory Cttee	9 Governance Committee	16 Scrutiny Committee	23 Council	
WEDNESDAY	17	24	1	8	15	22	29	5 Health Liaison Board (2pm)	12 Sevenoaks District Joint Transportation Board	19	26	3	10	17	24	
THURSDAY	18	25 DCC	2 ELECTIONS	9	16	23	30	6 DCC	13 Cabinet	20 Licensing Committee	27 Improvement & Innovation Advisory Committee	4 DCC	11 Cabinet	18 Audit Committee	25 DCC	
FRIDAY	19 Public Holiday	26	3	10	17	24	31	7	14	21	28	5	12	19	26	
	AUGUST 2019				SEPTEMBER 2019				OCTOBER 2019				NOVEMBER 2019			
MONDAY	29	5	12	19	26 Public Holiday	2	9	16	23	30	7	14	21	28	4	
TUESDAY	30	6	13	20	27	3 Finance & Investment Advisory Cttee	10 Sevenoaks District Joint Transportation Board	17 Audit Committee	24	1 Housing & Health Advisory Committee	8 People & Places Advisory Cttee	15 Development & Conservation Advisory Cttee	22	29 Cleaner & Greener Advisory Cttee	5 Governance Committee	
WEDNESDAY	31	7	14	21	28	4 Health Liaison Board (2pm)	11	18	25	2	9	16	23	30	6 Health Liaison Board (2pm)	
THURSDAY	1	8	15 DCC	22	29	5 DCC	12 Cabinet	19 Licensing Committee	26 DCC	3 Improvement & Innovation Advisory Committee	10 Cabinet	17 DCC	24	31	7 Cabinet	
FRIDAY	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	

(Most meetings start at 7pm UNLESS indicated otherwise and are held at the Council Offices in Argyle Road - please check the Council website for details.)

Key	Cabinet	Planning Advisory Committee
Council	Finance Advisory Committee	Joint Transportation board
Development Control Committee	Policy & Performance Advisory Committee	Health Liaison Board - 2pm
Licensing Committee	Housing & Health Advisory Committee	
Audit Committee	Economic & Community Development Advisory Committee	
Scrutiny Committee	Direct & Trading Advisory Committee	
Governance Committee		
Standards Committee		

# SEVENOAKS DISTRICT COUNCIL - CALENDAR OF MEETINGS 2019/20

## As at 21 May 2019

	NOVEMBER 2019		DECEMBER 2019					JANUARY 2020				FEBRUARY 2020		
MONDAY	11	18	25	2	9	16	23	30	6	13	20	27	3	10
TUESDAY	12 Scrutiny Committee	19 Council	26 Housing & Health Advisory Committee	3 Sevenoaks District Joint Transportation Board	10 People & Places Advisory Cttee	17 Development & Conservation Advisory Cttee	24	31	7 Licensing Committee	14 Standards	21 Cleaner & Greener Advisory Cttee	28 Audit Committee	4 Governance Committee	11 Housing & Health Advisory Committee
WEDNESDAY	13	20	27	4	11	18	25 Public Holiday	1 Public Holiday	8	15	22	29	5 Health Liaison Board (2pm)	12
THURSDAY	14 DCC	21 Finance & Investment Advisory Cttee	28 Improvement & Innovation Advisory Committee	5 Cabinet	12 DCC	19	26 Public Holiday	2	9 Cabinet	16 DCC	23 Finance & Investment Advisory Cttee	30 Scrutiny Committee	6 Cabinet	13 DCC
FRIDAY	15	22	29	6	13	20	27 Concessionary Day	3	10	17	24	31	7	14
	FEB 2020		MARCH 2020					APRIL 2020				MAY 2020		
MONDAY	17	24	2	9	16 Licensing Committee	23	30	6	13 Public Holiday	20	27	4 Public Holiday	11	18
TUESDAY	18	25 Council (Budget)	3 (Reserve Council Budget)	10 Development & Conservation Advisory Cttee	17 Cleaner & Greener Advisory Cttee	24 Finance & Investment Advisory Cttee	31	7 Scrutiny Committee	14	21 Council	28	5	12 Annual Council Sp. Cabinet SP. Licensing	19
WEDNESDAY	19	26	4	11 Sevenoaks District Joint Transportation Board	18	25	1	8	15	22	29	6	13	20
THURSDAY	20	27 Improvement & Innovation Advisory Committee	5 Cabinet	12 DCC	19 People & Places Advisory Cttee	26 Audit Committee	2	9 DCC	16 Cabinet	23 DCC	30	7 Police&Crime Commissioner Elections	14	21 DCC
FRIDAY	21	28	6	13	20	27	3	10 Public Holiday	17	24	1	8	15	22

Key (Most meetings start at 7pm and are held at the Council Offices in Argyle Road - please check the Council website for details.)

- Council
- Development Control Committee
- Licensing Committee
- Audit Committee
- Scrutiny Committee
- Governance Committee
- Standards Committee
- Cabinet
- Finance Advisory Committee
- Policy & Performance Advisory Committee
- Housing & Health Advisory Committee
- Economic & Community Development Advisory Committee
- Direct & Trading Advisory Committee
- Planning Advisory Committee
- Joint Transportation board
- Health Liaison Board - 2pm



## APPENDIX

## APPOINTMENTS TO OTHER ORGANISATIONS 2019/20 - COUNCIL

<u>Organisation</u>	<u>Appointed</u>	<u>Period of appointment</u>	<u>No. of Reps</u>	<u>Appointee(s) 2019/20</u>
Action with Communities in Rural Kent	yearly	May 2019 - 20	2	Cllr Cheeseman Cllr Osborne-Jackson
Age UK: Sevenoaks, Tonbridge & District	yearly	May 2019 - 20	1	Cllr Edwards-Winser
Biggin Hill Airport Consultative Committee	yearly	May 2019 - 20	1	Cllr Hogarth
Bough Beech Reservoir Recreation Consultative and Management Advisory Committee	yearly	May 2019 - 20	1	Cllr Coleman
Citizens Advice:				
Edenbridge & Westerham	yearly	May 2019 - 20	2	Cllr Coleman Cllr Maskell
North & West Kent	yearly	May 2019 - 20	1	Cllr Hunter (Reserve: Cllr Dyball)
Dartford & Gravesham NHS Trust Stakeholder Council	yearly	May 2019 - 20	2	Cllr G. Darrington
Health & Wellbeing Boards:				
Kent and Medway	yearly	May 2019 - 20	1	Cllr Piper
Kent County Council's Health Overview and Scrutiny Committee	On rota system (Rep, Sub and two spare)	May 2019 - 20	1	Cllr Piper (Sub)

## Agenda Item 13

<u>Organisation</u>	<u>Appointed</u>	<u>Period of appointment</u>	<u>No. of Reps</u>	<u>Appointee(s) 2019/20</u>
Kent County Playing Fields Association	yearly	May 2019 - 20	1	Cllr Abraham
RELATE: West Kent & Tunbridge Wells	yearly	May 2019 - 20	1	Cllr Esler
Sevenoaks Churches Group for Social Concern	yearly	May 2019 - 20	1	Cllr Hunter (Sub Cllr McGarvey)
Sevenoaks District Access Group	yearly	May 2019 - 20	2	Cllr Parkin Cllr Pett
(SENCIO) Sevenoaks Leisure Board of Trustees	yearly	May 2019 - 20	2	Cllr Clack Cllr McArthur
Sevenoaks Town Neighbourhood Development Plan Steering Committee	yearly	May 2019 - 20	1	Cllr Hogarth
Volunteer Bureau:				
Sevenoaks Volunteer Transport Group	yearly	May 2019 - 20	1	Cllr Raikes
Edenbridge Volunteer Transport Service	yearly	May 2019 - 20	1	Cllr Layland
North West Kent Volunteer Centre (Swanley)	yearly	May 2019 - 20	1	Cllr Pett