

Committee Terms of Reference

POLICY AND RESOURCES COMMITTEE

Membership: 15 Councillors

Purpose:

- To make recommendations to the Council on budget and policy matters;
- To provide strategic direction to the operation of the Council, determining policies in the areas set out below and any cross-cutting policies that impact on other Committee areas;
- make decisions regarding land and property including acquisition, disposal and appropriation;
- retain a strategic overview of risk management;
- be responsible for all policy matters not otherwise allocated to any other Committee and to determine any disputes or differences between Committees.

FUNCTIONS	DELEGATION OF FUNCTIONS
To be responsible for the annual budget submission to full Council (including staffing budgets).	N/A
To be responsible for significant decisions involving more than one service Committee.	N/A
To approve the Council Tax Base and recommend financial decisions to Council.	N/A
To be responsible for co-ordinating financial management and performance across the Council and take decision on virement between services; business rates; council tax; and revenue and benefits functions.	N/A
To make decisions regarding land and property including acquisition (by agreement or compulsorily), disposal, appropriation and development unless delegated to officers or within the remit of another Committee.	Head of Finance and Resources up to £100k
To be responsible for all policy matters not otherwise allocated to any other Committee and to determine any disputes or differences between Committees.	N/A
To be responsible for all strategic budget related staffing issues within the Committee's remit.	N/A
Strategic Planning and Performance Management – to oversee the development, review and implementation of the Council's: People strategy and workforce plan;	Head of Human Resources Shared Service
Medium Term Financial Strategy to include, though not exclusively, Capital Investment Strategy, Council tax support	Head of Finance and Resources

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scheme, business rates and income generation;	
Communication and Engagement Strategy;	Head of Policy and Communications
Corporate Improvement Plan;	Head of Policy and Communications
Information Management Strategy;	Head of Policy and Communications
Risk Management Strategy including Counter Fraud;	Chief Executive/Head of Audit Partnership
Commissioning Strategy;	Head of Finance and Resources
Asset Management Strategy including assets of community value;	Head of Finance and Resources
Council Accommodation Strategy;	Head of Finance and Resources
Emergency and Resilience Planning;	Director of Environment and Shared Services
Economic Development Strategy;	Head of Commercial and Economic Development
Commercialisation Strategy;	Head of Commercial and Economic Development
Information and Communications Technology (ICT);	Head of IT Shared Services
Council tax, business services and housing benefits;	Head of Finance and Resources and Head of Revenues and Benefits Shared Services
Making compulsory purchase orders on planning grounds and/or recommending to Council the making of compulsory purchase orders.	Head of Finance and Resources

ROLE OF THE CHAIRMAN OF POLICY AND RESOURCES

- Be a figurehead for the Council
- Provide strong, clear leadership in the co-ordination of policies and in building a political consensus around council policies
- Take the lead within this Committee and with the other chairmen, of working with others in building a vision for the Council and community and for overall co-ordination of all Committees work in this respect

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- Represent the Council and its interests on regional and national bodies as appropriate including the Kent Council Leaders and the Kent Health and Wellbeing Board
- To be responsible for the Council's role in partnerships including leading the Council's contribution to the Mid Kent Improvement Partnership and supporting partnerships and organisations in the private, public and voluntary sectors
- To act as Ambassador for the Council and its activities amongst external advisory and interest groups not falling within the responsibility of the other Committees
- To act as an advocate for the Council in pressing for changes in national policy
- Act as Councillor Health & Safety at Work Champion and attend Health and Safety meetings
- To foster close links with the business community and develop partnerships to achieve outcomes identified in the Economic Development and Regeneration Strategy
- To foster close links and develop partnerships with skills and education providers to achieve outcomes identified in the Economic Development Strategy
- To take responsibility for relationships with funders including KCC and the Heritage Lottery fund, service delivery partners including the Chamber of Commerce, Federation of small businesses, Locate in Kent, education and skills providers, voluntary and community groups.

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE

Membership: 9 Councillors

Purpose: To be responsible for planning, sustainability, district highways and car parking functions and transportation.

FUNCTIONS	DELEGATION OF FUNCTIONS
To take the lead in ensuring that the Council delivers its strategic objectives for planning, sustainability and transportation	N/A
To pass a resolution that Schedule 2 to the Noise and Nuisance Act 1993 should apply in the authority's area	N/A
To submit to Policy and Resources (P&R) Committee all revenue estimates and capital programmes within the remit of the Committee with a view to P&R determining the budget for submission to Council	
To be responsible for all strategic budget related staffing matters within the Committee's remit	

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<p>Strategic Planning and Performance Management – to oversee the development, review and implementation of the Council’s:</p>	
<p>Development Plan, including the Maidstone Borough Local Plan and Neighbourhood Plans (subject to approval by Council); Spatial planning documents such as supplementary planning documents and planning policy advice note; Master Plans and development briefs; The Infrastructure Delivery Plan and The Community Infrastructure Levy (subject to approval by Council)</p>	<p>Head of Planning and Development</p>
<p>Development Management, Enforcement, Building Control.</p>	<p>Head of Planning and Development</p>
<p>Car Parking Plans and Strategy</p>	<p>TBA</p>
<p>Air Quality Management Strategy, smoke free premises and control of pollution.</p>	<p>TBA</p>
<p>Integrated Transport Strategy,</p>	<p>Head of Planning and Development</p>
<p>Park and ride and district highways functioning</p>	<p>TBA</p>

ROLE OF THE CHAIRMAN OF STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORT

- Working with others in building a vision for the Council and Community
- To represent the Council on all partnerships relevant to the Committee
- To take the lead role in this Committee of fostering close links with key stakeholders including Parish Councils, the Developers Forum, English Heritage and transport interest groups such as Quality Bus Partnership, Transport Users Group, Rail Stakeholders Group
- To take the lead role within this Committee for responsibility for relationships with funders including Kent County Council and Highways England.
- To chair the Joint Transportation Board with Kent County Council in alternate years and be Vice Chairman in others.

COMMUNITIES, HOUSING AND ENVIRONMENT

Membership: 9 Councillors

Purpose: To take the lead within the Council for ensuring that the Council delivers its strategic objectives with regard to Communities, Housing and the Environment; to ensure inclusive and productive community engagement, Public Health, licensing, housing, other community services and to be the Council’s Crime and Disorder Committee.

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FUNCTIONS	DELEGATION OF FUNCTIONS
To take the lead within the Council for ensuring that the Council delivers its strategic objectives with regard to Communities, Housing, Public Health and the Environment	N/A
To take the lead within the Council in ensuring that the Council achieves inclusiveness and productive community engagement	N/A
To act as the Council's Crime and Disorder Committee under Section 19 of the Police and Justice Act 2006 and to meet at least once per annum in this capacity	N/A
To submit to Policy and Resources (P&R) Committee all revenue estimates and capital programmes within the remit of the Committee with a view to P&R determining the budget for submission to Council	N/A
To be responsible for all strategic budget related staffing matters within this Committee's remit	N/A
Strategic Planning and Performance Management – to oversee the development, review and implementation of the Council's:	
Housing Strategy	Head of Housing and Community Services
Community Development Strategy	Head of Housing and Community Services
Climate Change Framework	Head of Housing and Community Services
Parish Charter, Parishes and Community Governance	Head of Housing and Community Services
Crime and Disorder Reduction Strategy (and recommend changes to full Council); and Community Safety Strategy to include CCTV	Head of Housing and Community Services
Compact with Voluntary and Community Sector	Head of Housing and Community Services
Public Health, Healthy Living and Health Inequalities Strategy	Head of Housing and Community Services
Waste Management, Waste minimisation and Recycling Strategy	Head of Environment and Public Realm
Private Water Management	Head of Housing and Community Services
District flood risk management functions	Director of Environment

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Licensing Strategy and Polices (including making recommendations to Council)	and Shared Services Head of Housing and Community Services
Public Conveniences	Head of Environment and Public Realm
Street Scene and Environment Strategy (to include Clean Neighbourhood Enforcement monitoring)	Director of Environment and Shared Services/Head of Environment and Public Realm
Enforcement of Air Quality Policies	Head of housing and Community Services
Renewable Energy Strategy	Director of Environment and Shared Services
Contaminated Land Strategy	Environmental Health
Community Safety in consultation with the Safer Maidstone Partnership, reviewing the exercise of crime and disorder functions by responsible authorities (Police and Crime Commissioner, Chief Constable, probation, health etc.) and to make reports and recommendations with regard to the discharge of those functions – NB any Councillor may refer such a matter to this Committee	Head of Housing and Community Services

ROLE OF THE CHAIRMAN OF COMMUNITIES, HOUSING AND ENVIRONMENT COMMITTEE

- Taking the lead within this Committee of working with others in building a vision for the Council and community
- To take the lead within this Committee for external relationships with properly constituted Tenants and Resident's Groups and Parish Councils including the Parish Services Scheme
- To take the lead within this Committee for all aspects of community engagement
- To work with groups such as the Older Person's Forum and the Voluntary Sector including organisations such as the Citizens Advice Bureau, Voluntary Action Maidstone, Maidstone Mediation and other important community organisations
- To represent the Council on all relevant partnerships including the Kent Waste Partnership, the Kent Community Safety Partnership and the Kent Health Overview & Scrutiny Committee. (Health scrutiny shall be undertaken in accordance with the agreed Kent Protocols for NHS Overview and Scrutiny from time to time.)
- To take the lead on this Committee for ensuring good relationships with funders including Kent County Council and Waste & Resources Action Programme (WRAP),

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service delivery partners including contractors, voluntary sector and community groups.

HERITAGE CULTURE AND LEISURE COMMITTEE

Membership: 9 Councillors

Purpose: To promote Maidstone as a decent place to live by providing opportunities for engagement in cultural and leisure pursuits, developing a sense of place and ensuring that everyone, no matter who they are, or where they live, has access to quality open space, sports and leisure facilities.

FUNCTIONS	DELEGATION OF FUNCTIONS
To take the lead within the Council for ensuring that the Council delivers its strategic objectives with respect to Maidstone as a decent place to live by providing opportunities for engagement in cultural and leisure pursuits, developing a sense of place and ensuring that everyone, no matter who they are, or where they live, has access to quality open space, sports and leisure facilities	N/A
To take the lead in ensuring that Maidstone’s Heritage and Culture together with its leisure facilities play a key role in regeneration and in improving and sustaining the Borough’s economic development and health and wellbeing	N/A
To submit to Policy and Resources Committee all revenue estimates and capital programmes within the remit of the Committee with a view to P&R Committee determining the budget for submission to Council	N/A
To be responsible for all strategic budget related staffing matters within the Committee’s remit	N/A
Strategic Planning and Performance Management – to oversee the development, review and implementation of the Council’s:	
Sports and Leisure Strategy	Head of Commercial and Economic Development
Parks and Open Spaces Strategy including play areas and allotments	Head of Commercial and Economic Development
Festivals and Events Strategy including the Hazlitt Theatre and Arts Centre contract, Destination Management Plan, Maidstone Culture and Leisure Business Plan, Maidstone Market	Head of Commercial and Economic Development

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ROLE OF THE CHAIRMAN OF HERITAGE, CULTURE AND LEISURE COMMITTEE

- To take the lead on this Committee on working with others in building a vision for the Council and community
- To represent the Council on all relevant partnerships to include One Maidstone (TCM) in its role producing events and Maidstone Area Arts Partnership (MAAP)
- To take the lead within this Committee for relationships with funders, service delivery partners including voluntary and community groups and Trusts including Maidstone Leisure Trust, Cobtree Manor Estate Trust and the Museum Trusts.