

## **B4. Functions of Other Committees**

### **1. COMMITTEES SUPPORTING GOVERNANCE ARRANGEMENTS**

#### **1.1. POLICY ADVISORY COMMITTEES**

1.1.1. Membership: There shall be up to four Policy Advisory Committees each consisting of nine Members

1.1.2. Purpose: To involve Members who are not on the Cabinet in the work of the Cabinet and to promote collegiate working between the Cabinet and such Members;

(a) As a forum for: -

(i) Members to raise issues pertaining to the discharge of the Council's functions;

(ii) Officers and/or the Cabinet to inform Members and seek feedback via reports for noting and comment;

(iii) Budget and Performance Monitoring.

1.1.1.1.1.3. To provide an appraisal and opinion of proposed decisions, reflecting the balance on the Council, before they are made with a view to reducing the need for calling-in of decisions.

1.1.2.1.1.4. Where portfolios are assigned to individual Members on the ~~Cabinet~~ExecutiveCabinet, the Proper Officer, in consultation with the Leader of the Council, shall assign to each PAC one or more portfolios mirroring these.

1.1.3.1.1.5. Where portfolios are not assigned to individual Members on the ~~Executive~~Cabinet, the Proper Officer, in consultation with the Leader of the Council, shall assign to each PAC portfolios according to the Default Scheme in the Appendix to this Chapter of the Constitution.

1.1.4.1.1.6. Where the Leader has assigned portfolios of limited scope to individual Members on the ~~Executive~~Cabinet, such that material matters in the Default Scheme are not so assigned to any Member, the Proper Officer in consultation with the Leader of the Council, shall assign such matters to one or more PACs.

1.1.5.1.1.7. PAC's are advisory committees and may only advise the ~~executive~~Cabinet on matters within their remit and do not have any power to make decisions on those matters.

## 1.2. OVERVIEW & SCRUTINY COMMITTEE

### 1.2.1. Policy Development and Review Functions:

- (a) To assist the Council and the [ExecutiveCabinet](#) in the development of its Budget and Policy Framework by in-depth analysis of policy issues;
- (b) To hold enquiries, conduct research, community and other consultation in the analysis of policy issues and possible options;
- (c) To consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (d) To question Members on the [ExecutiveCabinet](#) and/or Committee Chairmen and Chief Officers about their views on issues and proposals affecting the area;
- (e) To liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

### 1.2.2. Scrutiny Functions:

- (a) review and scrutinise the decisions made by and performance of the [ExecutiveCabinet](#) and/or committees and council officers both in relation to individual decisions and over time;
- (b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (c) question members of the [executiveCabinet](#) and/or committees and chief officers about their decisions and performance, whether generally in comparison with
- (d) plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (e) make recommendations to the [executiveCabinet](#) and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
- (f) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the committee and local people about their activities and performance;

- (g) question and gather evidence from any person (with their consent).
- 1.2.3. **Finance Functions:** The Overview and Scrutiny Committee may exercise overall responsibility for the finances made available to it.
- 1.2.4. **Officers:** The Overview & Scrutiny Committee may exercise overall responsibility for the work programme of the officers employed to support its work.
- 1.2.5. **Annual Report:** The Overview and Scrutiny Committee must report annually to the full Council on its workings and make recommendations for future work programmes and amended working methods if appropriate.

## 2. JOINT ARRANGEMENTS

### 2.1. KENT JOINT WASTE MANAGEMENT COMMITTEE

- 2.1.1. **Membership:** comprises the portfolio holders or designated members with responsibility for waste within the 12 Districts and the County. Each Member will be entitled to one vote and will act as the Partner Authority's appointed member.
- 2.1.2. Partner Authorities may each appoint another named person to act as a Deputy for their appointed Kent Joint Waste Management Committee Member. Where the appointed Committee Member is unable to attend a meeting, their Deputy may attend and speak in their absence and may vote.
- 2.1.3. The purpose of the Joint Waste Management Committee (Objectives) is to:
  - (a) Ensure the delivery of the Joint Municipal Waste Management Strategy and Vision for Kent;
  - (b) Provide a platform for cooperative and joint working to improve or deliver services;
  - (c) Act as a single voice for strategic waste issues for Kent local authorities and to influence Central Government and other bodies as necessary on key strategic waste issues;
  - (d) Increase awareness of waste as a resource and to interact with other stakeholders to promote waste minimisation and achieve

an economically, environmentally and socially sustainable waste strategy; and

- (e) Work with and support as required statutory agencies, non-governmental organisations (NGO's), small and medium sized enterprises (SME's), business, scientific and commercial organisations and other bodies who are in pursuit of developing, supporting and influencing the future direction of sustainable waste/resource management.

2.1.4. The key functions of the Joint Waste Management Committee are to:

- (a) Ensure the implementation, monitoring and review of the approved Joint Municipal Waste Strategy for Kent;
- (b) Advise on the future development of the Joint Municipal Waste Strategy for Kent;
- (c) Produce the Draft Annual Action Plan, including a budget, for approval by the Partner Authorities;
- (d) Take decisions relevant to the implementation and future development of the Joint Waste Management Strategy and the Approved Annual Action Plan;
- (e) Authorise any relevant expenditure as outlined in the budget of the Approved Annual Action Plan;
- (f) Undertake joint funding applications relevant to the implementation and future development of the Joint Waste Management Strategy and the Approved Annual Action Plan;
- (g) Act as a forum for consideration of strategic/operational municipal and other waste management issues in Kent;
- (h) Encourage the adoption and sharing of waste management best practices and initiatives;
- (i) Co-ordinate baseline evaluation and monitoring of services; Facilitate constructive partnership working;
- (j) Inform and raise awareness of Members, officers, and the community with regards to key waste management and resource issues;
- (k) Consult and engage key interested bodies and stakeholders;
- (l) Influence, advise and lobby government and other agencies, both nationally and internationally, where to do so is consistent with Kent's Joint Municipal Waste Strategy and the Purpose of the Joint Waste Management Committee; and

- (m) Carry out such other activities calculated to facilitate, or which are conducive or incidental to the discharge of the Joint Waste Management Committee's function in implementing the Approved Annual Operating Plan.

## **2.2. JOINT TRANSPORTATION BOARD**

- 2.2.1. **Membership:** 9 Members from Maidstone Borough Council; and 9 Councillors from Kent County Council ("KCC") representing divisions in Maidstone Borough area; and two (2) representatives of the Parish Councils in the District.
- 2.2.2. **Purpose:** Collaboration on the delivery of highways functions where KCC is the Highway authority, in the interests of Maidstone residents.
- 2.2.3. **Terms of Reference:**
  - (a) The Joint Transportation Board ("JTB") will consider:
    - (i) capital and revenue funded works programmes
    - (ii) traffic regulation orders
    - (iii) street management proposalsand will provide advice on these matters to the relevant Committee as appropriate.
  - (b) Be a forum for consultation between KCC, Parish Councils and the Council on policies, plans and strategies related to highways, road traffic and public transport.
  - (c) Review the progress and out-turn of works and business performance indicators.
  - (d) Recommend and advise on the prioritisation of bids for future programmes of work.
  - (e) Receive reports on highways and transportation need within the district.
  - (f) The JTB will generally meet four times a year on dates and at times and venues to be specified by the Council in accordance with the normal arrangements in consultation with KCC.
  - (g) The quorum for a meeting shall be four comprising at least two voting members present from each of KCC and the Council.
  - (h) In alternate years a Member of KCC (who is a member of the JTB) will chair the JTB and a Council Member (who is a member of the JTB) will be Vice-Chairman of the JTB and then

a Member of the Council will chair the JTB and a KCC Member will be Vice-Chairman of the JTB and so on following on the arrangements which existed in the year before this agreement came into force.

- (i) The relevant Member on the Executive Cabinet will be the lead Member on behalf of the Council.