

DARTFORD BOROUGH COUNCIL

APPENDIX V(ii)

**ANNUAL MEETING
8 May 2013**

LEADER'S ADVISORY PANEL

**DARTFORD LOCALITY BOARD
[Reporting to Cabinet]**

Chairman: Councillor J A Kite MBE
Vice-Chairman: To be appointed

Membership:

DBC Councillors

Councillors P F Coleman, A Lloyd, A R Martin and C J Shippam

KCC Councillors

KCC Councillors representing the electoral divisions in Dartford, one to be Vice-Chairman.

***Observers (non-voting): Member of Parliament for Dartford and Kent
County Council Cabinet members***

TERMS OF REFERENCE:

1. ROLE OF THE LOCALITY BOARD

- 1.1 To provide increased democratic oversight of services provided to the people of Dartford.
- 1.2 Ensuring that the needs and views of people in Dartford are taken into account by service providers when delivering services, proposing changes to services or considering new services.
- 1.3 Promoting the efficient delivery of services by identifying duplication and opportunities for joint working.
- 1.4 Engaging local people in the review, design and delivery of services in the Borough.

2. MEMBERSHIP

- 2.1 The membership of the Board, who will have voting rights, will consist of:

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- Five Dartford Borough Council Members, including the Leader of the Council, who will chair the Board.
- Five Kent County Councillors, representing divisions in Dartford, a Vice-Chairman for the Board will be appointed from this group by the Leader of Kent County Council.

Where the Leader of the Borough Council is not a County Councillor the representation will be as follows:

- Six Dartford Borough Council Members, including the Leader of the Council who will chair the Board.
- Six Kent County Councillors representing divisions in Dartford, a Vice-Chairman for the Board will be appointed from this group by the Leader of Kent County Council.

Where a Borough Councillor is also a County Councillor then, with the exception of the Leader of the Borough Council that Member will serve on the Board as a County Councillor.

- 2.2 Non-voting observer status will be provided to relevant Kent County Council Cabinet Members and the Member of Parliament for Dartford.
- 2.3 Representatives of organisations from the private, public and voluntary sectors may be invited to attend meetings at the discretion of the Chairman to discuss relevant subjects but shall have no voting rights.
- 2.4 Substitution for voting members is not permitted.

3. QUORUM AND DECISION MAKING

- 3.1 The quorum for meetings will be four members with voting rights, with at least one member representing either Dartford Borough Council or Kent County Council.
- 3.2 Where a vote is necessary each member will be entitled to a single vote, where the vote is tied the Chairman will have the casting vote.
- 3.3 In the first instance the Dartford Locality Board will be advisory in nature, unable to take decisions which bind individual organisations.

4. DECLARATIONS OF INTEREST

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- 4.1 Where a participant at a meeting of the Board has an interest (financial or otherwise) in an item to be discussed this must be declared at the start of the meeting and recorded in the minutes.
- 4.2 Where a participant has declared a prejudicial interest they will withdraw from the meeting during discussion of the relevant item.

5. MEETING ARRANGEMENTS

- 5.1 Meetings will be held on a monthly basis and dates will be agreed by the Board at the beginning of each financial year. Additional meetings may be convened by the Chairman.
- 5.2 Meetings of the Board shall usually be open to the public and press who, for the purpose of ensuring appropriate facilities for observers are available, are requested to indicate their wish to attend no later than four hours prior to the commencement of the meeting of the Board. In the event of such notice not being given attendance shall be at the discretion of the Chairman who shall make reasonable efforts to welcome observers subject to space and facilities being available. Requests to attend meetings of the Board should be made to the designated Locality Board Officer. Members of the Public or Press attending meetings of the Board shall have no right to speak or vote.
- 5.3 The Chairman, or any TWO Members of the Board provided one shall be an appointed Borough Member and one an appointed County Member, may ask for an item to be placed on the Board agenda provided that such a request is notified to the designated Locality Board Officer at least twelve working days before the meeting.
- 5.4 Agendas, reports and minutes will be circulated at least ten working days before the meeting of the Board.
- 5.5 Urgent items may be tabled at the discretion of the Chairman.
- 5.6 The designated Locality Board Officer shall be the Dartford Borough Council Policy and Corporate Support Manager.

6. SUPPORT FOR THE LOCALITY BOARD

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- 6.1 Support will be provided to the Dartford Locality Board through Dartford Borough Council's Policy and Corporate Support Team and Kent County Council's Community Engagement Manager.
- 6.2 Advice will be provided to the Board by senior officers from Kent County Council, Dartford Borough Council and other organisations as required.