

Committee Functions

Table 1: Full Council and Cabinet

Committee	Function
Full Council	The full Council is composed of all the elected members of the Council and deals with all matters not reserved for the executive or other bodies.
Cabinet (also known as the Executive)	<p>The Local Government Act 2000 created the model of Cabinet governance adopted by most of the councils in England. This was further reinforced when this Council adopted the 'Strong Leader' model of Executive Arrangements. The Executive is at the heart of the day-to-day decision-making process and has a key role in proposing the budget and policy framework.</p> <p>The Cabinet must be composed of not less than 3 (including the Leader of the Council and the Deputy Leader) but not more than 10 members (including the Leader of the Council and the Deputy Leader). It is the responsibility of the Council to appoint the Leader. However, it is for the Leader to determine the size and composition of the Cabinet.</p> <p>Dover District Council currently has a Cabinet of 7 members.</p>
Project/Policy Advisory Groups and Committees of the Executive	<p>The Cabinet has created a number of advisory groups and committees that advise the relevant Portfolio Holder(s) or the Cabinet on specific matters.</p> <p>The number of these groups is set by the Cabinet.</p>

Table 2: Committees of the Council

Committee	Function
Dover Joint Transportation Board	<p>A joint committee with Kent County Council exercising a number of powers in respect of highways functions.</p> <p>The membership is fixed to match the number of Kent County Councillors for the Dover District (7).</p>
Electoral Matters Committee	<p>The Electoral Matters Committee considers electoral matters and boundary reviews and makes recommendations to the full council.</p> <p>There are no scheduled meetings of the Electoral Matters Committee and its meetings are called as required.</p>
General Purposes Committee	The General Purposes Committee exercises powers and functions of the Council within the budget and policy

Committee	Function
	<p>framework other than those within the remit of another committee of the council and are specifically reserved for full Council. It also acts as an Appeals Committee for appeals in respect of disciplinary and dismissal decisions in respect of members of staff.</p> <p>There are no scheduled meetings of the General Purposes Committee and its meetings are called as required.</p>
Governance Committee	<p>The role of the Governance Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment; to provide an independent review of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment; and to oversee the financial reporting process.</p> <p>In addition, at the 17 May 2017 meeting of the Council, the dissolution of the Standards Committee was agreed with its functions merged with those of the Governance Committee.</p>
Joint Health, Safety and Welfare Forum & Joint Staff Consultative Forum	<p>The Joint Health, Safety and Welfare Forum and the Joint Staff Consultative Forum act as a medium for negotiations between the Council and its Officers except in matters of individual discipline, promotion or efficiency.</p> <p>The fora are composed of an equal number of members and officers.</p>
Licensing Committee	<p>The Licensing Committee is a statutory committee, created by the Licensing Act 2003. It must consist of a minimum of 10 members and a maximum of 15 members.</p> <p>The Licensing Sub-Committees conduct hearings in relation to the Licensing Act 2003 and the Gambling Act 2005. Each sub-committee must be composed of 3 members, although like its parent Licensing Committee they do not have to be politically balanced.</p> <p>Dover District Council currently appoints a Licensing Committee of 15 members.</p>
Planning Committee	<p>The Planning Committee exercises functions in relation to town and country planning and development control, trees, footpaths, bridleways and restricted byways and public rights of way as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 with the exception of any functions required by any enactment or the constitution to be discharged by the full Council.</p> <p>Most commonly this relates to the determining of applications for planning permissions.</p>

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Regulatory Committee	The Regulatory Committee exercises functions relating to the determination of an application for a person for a licence, approval, consent, permission or regulation that is not covered by the Licensing Act 2003 or the Gambling Act 2005. This covers taxis, animal boarding establishments, sex establishments and other functions.
Scrutiny Committees	The two scrutiny committees scrutinise the decisions of the executive and other matters that affect residents of the Dover District.

Table 3: Bodies outside of political balance

Committee	Function
East Kent Services Committee	<p>The East Kent Services Committee (EKSC) exercises the executive and non-executive powers of Canterbury City Council, Dover District Council and Thanet District Council in order to commission, co-ordinate, provide and/or manage any shared services.</p> <p>Each Council appoints 2 executive members (Leader and Deputy Leader) as specified in the terms of reference of the EKSC. It holds at least 1 meeting per annum with additional meetings held as required.</p>
South Kent Coast Health and Wellbeing Board	<p>A Clinical Commissioning Group (CCG) level sub-committee of the Kent Health and Wellbeing Board, it is focused on improving the health and wellbeing of the people living in the CCG area through joined up commissioning across the NHS, Social Care, District Councils, public health and other services directly related to health and wellbeing.</p> <p>This is a sub-committee of the Kent Health and Wellbeing Board. Dover District Council and Shepway District Council appoint 2 members each to the Board.</p>