

# Public Document Pack



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2 June 2023

Dear Councillor

Please find enclosed updated reports for the appointments to Outside Bodies and Project Advisory Groups that are due to be made by Cabinet on 5 June 2023. These now include the names of the Members to be appointed (as advised by the Leader of the Council).

6 **APPOINTMENT OF MEMBERS TO OUTSIDE BODIES FOR 2023/24** (Pages 2-6)

To consider the updated report of the Strategic Director (Corporate and Regulatory).

Responsibility: Leader of the Council

7 **APPOINTMENTS TO PROJECT ADVISORY GROUPS FOR 2023/24** (Pages 7-18)

To consider the updated report of the Strategic Director (Corporate and Regulatory).

Responsibility: Leader of the Council

Yours sincerely

Chief Executive

A handwritten signature in black ink, appearing to be "N. Smith", written over the printed name "Chief Executive".

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<b>Subject:</b>	<b>APPOINTMENT OF MEMBERS TO OUTSIDE BODIES 2023/24</b>
<b>Meeting and Date:</b>	<b>Cabinet – 5 June 2023</b>
<b>Report of:</b>	<b>Louise May, Strategic Director (Corporate and Regulatory)</b>
<b>Portfolio Holder:</b>	<b>Councillor Kevin Mills, Leader of the Council</b>
<b>Decision Type:</b>	<b>Non-Key</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** For Cabinet to determine the appointments to outside bodies for 2023/24.

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- Recommendation:**
1. That Cabinet determines the appointments to outside bodies detailed at Appendix A (subject to paragraph 2 below).
  2. That Cabinet determines whether to continue to appoint representatives to those bodies detailed at paragraph 2.2 which do not provide insurance cover for Members against public and personal liability.
  3. That Cabinet requests the Leader of the Council to nominate an alternative Member to substitute at meetings on an ad hoc basis when the appointed Member is not available (and where the constitution of the body allows this).
  4. That Cabinet approves the appointment of the Chief Executive to the Kent Forum.
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## 1. Summary

- 1.1 The Cabinet is responsible for appointing Members at the start of each Council year to serve on a range of outside bodies. The appointments to be made by Cabinet for 2023/24 are shown at Appendix A.
- 1.2 Cabinet's attention is drawn to the fact that three of the outside bodies to which appointments are due to be made do not currently have insurance cover in place to indemnify our Members against public and personal liability.

## 2. Introduction and Background

- 2.1 Members who serve on outside bodies solely to represent the Council's views, or for observational purposes, are covered by the Council's insurance policies. However, Zurich Municipal, the Council's insurance provider for personal and public liability, has confirmed that it will not insure Members who are expected to make decisions on behalf of the body to which they have been appointed. There are three bodies that require Members to make decisions on their behalf but which do not currently have the appropriate insurance cover in place, as detailed in the table at 2.2.
- 2.2 It is unlikely that these bodies would be willing and/or able to arrange insurance cover for our Members. That said, most, if not all, of the decisions being taken by

Members will be relatively innocuous, and the risk is therefore likely to be low. Nevertheless, it is possible that a member of the public could initiate legal proceedings against an outside body in relation to a decision in which one of our Members (or representative) has been involved. Members serving on these bodies have been (or will be) warned of the implications and advised not to participate in a decision if they have concerns.

<b>Outside Body</b>	<b>Current Appointee 2022/23</b>	<b>Strategic or Community Classification</b>
Industrial Communities Alliance	Councillor S Manion	Strategic
Sandwich & Pegwell Bay Management Committee	Councillor S Chandler	Community
Tourism South East	Councillor T J Bartlett	Strategic

#### Municipal Charities of Dover

- 2.3 The two appointments to Municipal Charities of Dover are to replace Mrs Pauline Beresford (whose appointment expires in June) and Mrs Sue Nicholas who stood down as a trustee last year. The charity's constitution requires that trustees should reside within the charity's 'area of benefit' which is defined as the old Borough of Dover plus the parishes of Alkham, Capel-le-Ferne, Langdon, Hougham Without, River, Shepherdswell-with-Coldred, Temple Ewell and Whitfield.

#### Dover Fastrack Board

- 2.4 It is recommended that the Portfolio Holder for Transport, Licensing and Regulatory Services is appointed as the Council's representative on the Board. The role of the Fastrack Advisory Board is to support the planning, delivery and operation of the Dover Fastrack Service.

#### Kent Resource Partnership Members' Board

- 2.5 The Board comprises the Cabinet members responsible for waste and recycling from each local authority in Kent. The Board's priority is the ongoing delivery of the Kent Joint Municipal Waste Management Strategy, and it meets three times a year.

#### Saint Edmund of Abingdon Memorial Trust

- 2.6 The purpose of the Trust is to manage and maintain St Edmund's Chapel, Priory Road, Dover as an ecumenical centre for Christian worship. The Trust meets once per annum in Dover, Abingdon or London. In accordance with the Trust's rules, the term of appointment is for 5 years.

### **3. Identification of Options**

- 3.1 Option One – To appoint representatives to all the bodies outlined in Appendix A of the report (including those without appropriate insurance cover).

3.2 Option Two – To appoint representatives to only some of the bodies outlined in Appendix A of the report (possibly to include withdrawing representation from all or some of those bodies without appropriate insurance cover).

#### 4. **Evaluation of Options**

4.1 The benefits of having Members on those bodies without insurance outweigh any risks, which are considered to be low. Furthermore, appointments to external organisations classified as strategic help to promote linkages between the Council and other organisations for the purpose of furthering the Council's objectives. The community appointments made by Cabinet are considered to be part of the community role of Members, but also support various targets within the Corporate Plan relating to issues such as health, leisure and communities. For these reasons, Option One is the recommended option.

#### 5. **Resource Implications**

5.1 Members appointed will be entitled to claim the appropriate levels of travel and subsistence allowance in relation to performing these duties. This expenditure will be funded from existing Member budgets. Members serving as charity trustees are not permitted to claim expenses from the Council since there is a legal principle that charity trustees should not benefit from their participation in the affairs of the charity. Members in this position are expected to claim expenses from the charity concerned.

#### 6. **Climate Change Implications**

6.1 None.

#### 7. **Corporate Implications**

7.1 Comment from the Section 151 Officer: The S151 Officer has been consulted and has no further comments (MD).

7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

7.2 Comment from the Equalities Officer: 'This report regarding the appointment of members to outside bodies 2023/24 does not specifically highlight any equality implications. However, in discharging their duties, Members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>'.

#### 8. **Appendices**

Appendix A – Schedule of Member Appointments for 2023/24

#### 9. **Background Papers**

Democratic Services' Outside Bodies Files

Contact Officer: Kate Batty-Smith, Democratic Services Officer (ext. 42303)

# Appendix A

## Outside Bodies

### Schedule of Member Appointments for 2023/24

Organisation Name	Expiry Date	Number to Appoint	Term	Current Appointee(s) (2022/23)	Proposed Appointee(s) 2023/24
Action with Communities in Rural Kent	June 2024	2	1 Year	D Beaney M Rose	M Mamjan M Nee
Aylesham & District Workshop Trust	June 2024	1	1 Year	P Walker	M Mamjan
Deal Fairtrade Steering Group	June 2024	1	1 Year	T Bartlett	J Loffman
Dover, Deal & District Citizens Advice Bureau	June 2024	1	1 Year	D Hawkes	H Williams
Dover Fairtrade Steering Group	June 2024	1	1 Year	D Hannent	P Brivio
Dover Fastrack Advisory Board	N/A	1	N/A	M Bates	J Pout
East Kent Spatial Development Co.	June 2024	1	1 Year	T Bartlett	K Mills
Industrial Communities Alliance	June 2024	1	1 Year	S Manion	E Biggs
JAC Kent Downs AONB Partnership	June 2024	1	1 Year	N Kenton	P Brivio
Kent County Playing Fields Association	June 2024	1	1 Year	T Bond	S Blair
Kent Forum	June 2024	1 + Officer	1 Year	T Bartlett	K Mills
Kent Resource Partnership Members' Board	June 2024	1	1 Year	N Kenton	E Biggs
Local Enterprise Partnership Board & Executive	June 2024	1	1 Year	T Bartlett	K Mills
Local Government Association – General Assembly	June 2024	1	1 Year	T Bartlett	K Mills
Local Government Association Coastal Special Interest Group	June 2024	1	1 Year	N Kenton	E Biggs
Manston Skills and Employment Board	June 2024	1	1 Year	D Murphy	S Beer

Municipal Charities of Dover	June 2027	2	4 Years	Mrs P Beresford Mrs S Nicholas	S Hill L Wright
PATROL (formerly National Parking Adjudication Service)	N/A	1	N/A	N Collor	J Pout
Police & Crime Panel for Kent	June 2024	1	1 Year	O Richardson	C Zosseder
River Dour Partnership	June 2024	1	1 Year	N Collor	P Brivio or S Hill
River Stour (Kent) Internal Drainage Board	June 2024	2	1 Year	M Conolly P Jull	M Moorhouse S Blair
Saint Edmund of Abingdon Memorial Trust	June 2028	1	5 Years	N Collor	P Brivio
Sandwich & Pegwell Bay National Nature Reserve Management Committee	June 2024	1	1 Year	S Chandler	M Moorhouse
South East England Councils (SEEC)	June 2024	1	1 Year	T Bartlett (sub: Richardson) O	K Mills (sub: J Pout)
Tourism South East	June 2024	1	1 Year	T Bartlett	L Wright

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<b>Subject:</b>	<b>APPOINTMENT OF PROJECT ADVISORY GROUPS 2023/24</b>
<b>Meeting and Date:</b>	<b>Cabinet – 5 June 2023</b>
<b>Report of:</b>	<b>Louise May, Strategic Director (Corporate and Regulatory)</b>
<b>Portfolio Holder:</b>	<b>Councillor Kevin Mills, Leader of the Council</b>
<b>Decision Type:</b>	<b>Non-Key</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** For Cabinet to:

- (a) Approve the membership of the following Project Advisory Groups (PAGs) for 2023/24: (1) Local Plan; (2) Dover Beacon and Dover Town Regeneration; (3) Tides; (4) Climate Change (5) Homelessness; and (6) Investment Advisory.
- (b) Agree to rename the Dover Town Regeneration Advisory Board as the Dover Beacon and Dover Town Regeneration Project Advisory Group and approve its revised Terms of Reference.

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**Recommendation:**

1. That Cabinet appoints a Local Plan Project Advisory Group for the Council Year 2023/24 on the basis outlined at Appendix A of the report.
2. That Cabinet appoints a Dover Beacon and Dover Town Regeneration Project Advisory Group for the Council Year 2023/24 on the basis outlined at Appendix B of the report.
3. That Cabinet appoints a Tides Project Advisory Group for the Council Year 2023/24 on the basis outlined at Appendix C of the report.
4. That Cabinet appoints a Climate Change Project Advisory Group for the Council Year 2023/24 on the basis outlined at Appendix D of the report.
5. That Cabinet appoints a Homelessness Project Advisory Group for the Council Year 2023/24 on the basis outlined at Appendix E of the report.
6. That Cabinet appoints an Investment Advisory Group for the Council Year 2023/24 on the basis outlined at Appendix F of the report.
7. That Cabinet agrees the revised Terms of Reference for the Dover Beacon and Dover Town Regeneration Project Advisory Group, as set out at Appendix G of the report.

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## 1. Summary

- 1.1 The Cabinet annually appoints Members and, in some cases, external representatives, to serve on the Council's Project Advisory Groups (PAGs). There are six PAGs to which Members need to be appointed.

### Dover Town Regeneration Advisory Board

- 1.2 As well as the usual appointments, Cabinet is requested to agree that the Dover Town Regeneration Advisory Board is renamed as the Dover Beacon and Dover Town Regeneration Project Advisory Group and its area of responsibility expanded to cover both projects at Bench Street (known as the Dover Beacon Project).
- 1.3 Cabinet is also requested to approve the PAG's revised Terms of Reference (Appendix G). Amongst other things, these will give powers to the PAG to establish a sub-group (to be known as the Dover Beacon Discussion Forum). It is a requirement of the funding body that there should be monthly briefings of the board responsible for overseeing the project. For practical reasons it is considered that this requirement would be better met by creating a discussion forum where members (drawn from the PAG) can receive monthly briefings and hold general discussions about the project and report on progress to the PAG. The PAG will meet as and when considered necessary and retain responsibility for making recommendations to the Portfolio Holder and/or Cabinet.

## 2. Introduction and Background

- 2.1 The Council's Constitution advises that, unless agreed otherwise by the Leader of the Council/Cabinet, Advisory Groups shall:
- (a) comprise of 5 members including the Leader or appropriate Portfolio Holder who shall chair the Group;
  - (b) be appointed, as far as possible, in accordance with the rules on political balance; and
  - (c) shall include a relevant ward member.
- 2.2 The purpose of Advisory Groups is:
- (a) To provide a forum for consultation with other members of Council before particular issues are determined by the executive;
  - (b) To advise the Leader or Cabinet/Portfolio Holder on any matter which concerns a project or relevant function/activity to be determined by the Leader/executive;
  - (c) To assist and support the Leader or Cabinet/Portfolio Holder with regard to background information or preliminary work or research in connection with a project or function/activity to be determined by the Leader/executive.

## 3. Identification of Options

- 3.1 Option 1 - To appoint all six PAGs based on the proposed memberships set out in Appendices A to F and confirm that the Dover Town Regeneration Advisory Board should be renamed and cover all elements of the Dover Beacon project.
- 3.2 Option 2 – To change the composition and/or membership of some or all of the PAGs.
- 3.3 Option 3 – Not to appoint Members to some or any of the PAGs.



4. **Evaluation of Options**

4.1 Option 1 is the recommended option.

5. **Resource Implications**

5.1 None. PAG meetings are normally (but not always) held on Teams as they are not subject to the same legislation as other committees which requires Members to attend meetings in person. There are therefore minimal resource implications arising from Member travel claims for attending the offices.

6. **Climate Change Implications**

6.1 None.

7. **Corporate Implications**

7.1 Comment from the Section 151 Officer: The S151 Officer has been consulted and has no further comments (MD).

7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

7.3 Comment from the Equalities Officer:

7.4 Other Officers (as appropriate): None.

8. **Appendices**

Appendix A – Proposed Membership of the Local Plan PAG

Appendix B – Proposed Membership of the Dover Beacon and Dover Town Regeneration Project Advisory Group

Appendix C – Proposed Membership of the Tides PAG

Appendix D – Proposed Membership of the Climate Change PAG

Appendix E – Proposed Membership of the Homelessness PAG

Appendix F – Proposed Membership of the Investment Advisory Group

Appendix G – Revised Terms of Reference for the Dover Beacon and Dover Town Regeneration Project Advisory Group.

9. **Background Papers**

Democratic Services files.

Contact Officer: Kate Batty-Smith, Democratic Services Officer – 01304 872303

## Appendix A

### APPOINTMENT OF LOCAL PLAN PROJECT ADVISORY GROUP

Councillor E A Biggs (Portfolio Holder for Planning and Environment) - Chairman

Councillor M J Nee (Chairman of Planning Committee) – Vice-Chairman

Councillor C A Vinson (Chairman of Overview and Scrutiny Committee)

### Group Nominations

Labour Group: **Councillors S B Blair, J P Loffman, D J Parks and H M Williams**

Conservative Group: **3 Members – to be advised** (2022/23 members: Councillors D G Beaney, T A Bond, P D Jull and S C Manion)

**APPOINTMENT OF DOVER BEACON AND DOVER TOWN REGENERATION  
PROJECT ADVISORY GROUP**

Councillor K Mills (Leader of the Council) – Chairman

Councillor C D Zosseder (Portfolio Holder for Community and Corporate Property) –  
Vice-Chairman

Councillor S H Beer (Portfolio Holder for Finance, Governance, Digital and Climate  
Change)

Mayor of Dover

Three (non-voting) tenant representatives (to be invited to meetings where the Dover  
Beacon Project is due to be considered)

**Group Nominations**

Labour Group: **Councillors E A Biggs, P M Brivio, S Hill and G Cowan**

Conservative Group: **4 Members – to be advised** (2022/23 members: Councillors M  
Bates, D G Beaney, N J Collor, D Hannent)

### APPOINTMENT OF TIDES PROJECT ADVISORY GROUP

Councillor S H Beer (Portfolio Holder for Finance, Governance, Digital and Climate Change) – Chairman

Councillor C D Zosseder (Portfolio Holder for Community and Corporate Property) – Vice-Chairman

### Group Nominations

Labour Group: **Councillors S B Blair and J P Loffman**

Conservative Group: **1 Member – to be advised** (2022/23 members: Councillors D A Hawkes and N S Kenton)

**APPOINTMENT OF CLIMATE CHANGE PROJECT ADVISORY GROUP**

Councillor S H Beer (Portfolio Holder for Finance, Governance, Digital and Climate Change) – Chairman

**Group Nominations**

Labour Group: **Councillors S B Blair, K Mills, D J Parks, J L Pout and H M Williams**

Conservative Group: **3 Members – to be advised** (2022/23 members: Councillors M Bates, N J Collor, D R Friend, N S Kenton and O C de R Richardson)

**APPOINTMENT OF HOMELESSNESS PROJECT ADVISORY GROUP**

Councillor P M Brivio (Portfolio Holder for Social Housing, Port Health, Skills and Education) – Chairman

**Group Nominations**

Labour Group: **Councillors M J Nee and H M Williams**

Conservative Group: **2 Members – to be advised** (2022/23 member: Councillor S C Manion)

**APPOINTMENT OF INVESTMENT ADVISORY GROUP**

Councillor S H Beer (Portfolio Holder for Finance, Governance, Digital and Climate Change) – Chairman

Councillor H M Williams (Chairman of Governance Committee) – Vice-Chairman

**Group Nominations**

Labour Group: **Councillor E A Biggs**

Conservative Group: **2 Members – to be advised** (2022/23 member: Councillor O C de R Richardson)

### DOVER BEACON AND DOVER TOWN REGENERATION

#### PROJECT ADVISORY GROUP

#### TERMS OF REFERENCE

##### **Membership:**

Leader of the Council (Chairman)  
Portfolio Holder for Community and Corporate Property (Vice-Chairman)  
Portfolio Holder for Finance, Governance, Digital and Climate Change  
4 members of the Controlling Group  
4 members of the Opposition Group  
and  
Mayor of Dover

##### Dover Beacon Project

Three tenant representatives (non-voting)

*(One representative for each of the three buildings (i.e. creative centre, business centre and further education campus) to be invited to meetings of the PAG (and its sub-group) where the project forms part of the agenda)*

##### **Terms of Reference:**

##### Scope

The Project Advisory Group has been established to examine and advise on the development of high priority and high impact strategic projects that will make a visible and tangible positive difference to Dover and its residents, visitors, businesses, stakeholders and communities.

Focus will include the creation of a structured approach to investment, growth, place-making and the regeneration of the four quarters of Dover Town (Town Quarter, Western Quarter, Waterfront Quarter and Eastern Quarter – as identified in the Vision for Dover Town Centre 2021), turning assets into opportunities, recognising no-use empty and Dover need, as well as responding to the challenges of jobs and skills, productivity, climate change, active travel, our changing high streets and the impacts of the Covid-19 pandemic. For the period 2023-2026, the PAG will have a specific focus on the Dover Beacon Project which will deliver a creative centre, a business centre and a further education campus building on the site.

Action will be focused on a series of key strategic sites spread across the core area of the town, bringing them together under a single Place Plan and Cultural Framework (including a supportive Parking Strategy) which emphasises the Council's objective to level up and make Dover and the District 'a great place to live, work, visit, learn and invest.' This coherent, strategic, phased development plan is vital to provide Dover with maximum connectivity within and to all parts of the town, whilst also extending opportunities to restore local pride, boost productivity, enhance employment and skills, and grow tourism and the visitor economy, as well as encouraging a legacy of green, sustainable connections and growth.



The PAG will receive regular briefings as appropriate and provide guidance on matters such as:

- Key sites identified for inclusion in the Plan;
- Progress on engagement with developers, owners, funding bodies and other agencies, as appropriate, to encourage early intervention and delivery in the investment, regeneration, growth, place-making and promotion of Dover Town;
- Progress on corporate projects such as the Dover Place Plan, Dover Cultural Framework, Parking Strategy, Market Square Refurbishment, Stembrook, Dover Beacon, Fastrack and Maison Dieu which support the holistic regeneration of the town centre;
- Review business cases for potential projects, using robust appraisal methods to determine where the funds included within the Council's Capital Programme are best allocated to provide the maximum benefit to the community as a whole;
- Ensuring that proposals being brought forward are aligned with the adopted Corporate Plan, Economic Growth Strategy, Tourism & Visitor Economy Strategy, Climate Change Strategy and evolving Local Plan, and in particular that the proposed fabric, form and function of any development, including the location of employment, commercial, retail, restaurant, residential and other uses, are of a calibre and in keeping with expectations for the town centre, waterfront area and Western Heights;
- Development of quality promotional material in both digital and paper form focused on the delivery of projects to support the investment, growth and regeneration of Dover Town.

### Dover Beacon Project

Description:

- Bench Street East – business centre, campus building, public realm (parklet) and car park (funded by the Levelling Up Fund)
- Creation of 6 cycle hubs (funded by the Levelling Up Fund)
- Bench Street East Creative Centre (funded by the Future High Streets Fund)

The PAG will consider the sign-off reports produced by the design team at the completion of each RIBA project stage, and submit recommendations to the decision-maker (Portfolio Holder or Cabinet). To assist the PAG with its recommendations, the Council's internal audit team will scrutinise and evaluate the RIBA stage sign-off reports and provide advice to the PAG.

The PAG will have powers to establish a sub-group known as the Dover Beacon Discussion Forum. The Forum will meet monthly to receive briefings and report back to the PAG on progress.

### **Confidentiality:**

A number of the issues that will be discussed by the PAG will be of a confidential nature and commercially sensitive. PAG members will be expected to respect this confidentiality and should not discuss such matters outside the PAG until they have been formally placed in the public realm.

**Conflicts of Interest:**

Members of the PAG will be expected to declare any Disclosable Pecuniary Interest (DPI) or Other Significant Interest (OSI), and the precise nature of that interest, in accordance with the adopted procedures, and must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI or OSI. They must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so.

External participants will be expected to declare a conflict of interest, and the precise nature of that interest, as soon as they become aware of its existence. Whilst the existence of an interest may not necessarily bar them from participating in discussions, they are advised to refer to the relevant protocol of their organisation/governing body.