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**Subject:** APPOINTMENT OF PROJECT ADVISORY GROUPS 2021/22

**Meeting and Date:** Cabinet – 7 June 2021

**Report of:** Louise May, Head of Governance

**Portfolio Holder:** Councillor Trevor Bartlett, Leader of the Council

**Decision Type:** Non-Key

**Classification:** Unrestricted

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**Purpose of the report:** For Cabinet to agree that the Climate Change Working Group becomes a Project Advisory Group, and to approve the membership of this and the other Project Advisory Groups for 2021/22, as follows: (1) Local Plan; (2) Dover Town Regeneration Advisory Board; (3) Homelessness; and (4) Investment Advisory.

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**Recommendation:** That Cabinet:

1. Agrees that the Climate Change Working Group becomes a Project Advisory Group, and approves its Terms of Reference and membership for the Council Year 2021/22 on the basis outlined at Appendix A.
  2. Appoints a Local Plan Project Advisory Group for the Council Year 2021/22 on the basis outlined at Appendix B of the report.
  3. Appoints a Dover Town Regeneration Advisory Board for the Council Year 2021/22 on the basis outlined at Appendix C of the report.
  4. Appoints a Homelessness Project Advisory Group for the Council Year 2021/22 on the basis outlined at Appendix D of the report.
  5. Appoints an Investment Advisory Group for the Council Year 2021/22 on the basis outlined at Appendix E 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) which currently number four. An additional PAG for Climate Change is proposed.

## 2. Introduction and Background

- 2.1 No changes are proposed to the four existing PAGs. However, it is proposed that the existing Climate Change Working Group should become a Project Advisory Group, with a revised membership and Terms of Reference (as set out at Appendix A).

### Project Advisory Groups

2.2 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.

2.3 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 five PAGs based on the proposed memberships set out in Appendices A to E, and to approve the draft Terms of Reference for the Climate Change PAG.

3.2 Option 2 – To change the composition of the PAGs and/or amend the draft Terms of Reference for the Climate Change PAG.

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

4.1 Option 1 is in line with the changes sought by the Leader of the Council and Officers and is the recommended option.

### **5. Resource Implications**

5.1 None.

### **6. Corporate Implications**

6.1 Comment from the Section 151 Officer: Accountancy has been consulted and has no further comments. (JS)

6.2 Comment from the Solicitor to the Council: The Head of Governance has been involved in the preparation of this report and has no further comments to make.

6.1 Comment from the Equalities Officer: This report 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>

6.4 Other Officers (as appropriate): None.

### **7. Appendices**

Appendix A – Proposed Composition of the Climate Change PAG plus Draft Terms of Reference

Appendix B – Proposed Composition of the Local Plan PAG

Appendix C – Proposed Composition of the Dover Town Regeneration Advisory Board

Appendix D – Proposed Composition of the Homelessness PAG

Appendix E – Proposed Composition of the Investment Advisory Group

**Background Papers**

None.

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## Appendix A

### APPOINTMENT OF CLIMATE CHANGE PROJECT ADVISORY GROUP

Councillor Trevor Bartlett (Leader of the Council) - Chairman

Councillor Chris Vinson (Portfolio Holder for Finance, Governance and Digital) – Vice-Chairman

#### Group Nominations

Conservative Group: **4 Members (Councillors N J Collor, N S Kenton, J Rose, O C de R Richardson)**

Labour Group: **3 Members (nominations to be confirmed)**

# **CLIMATE CHANGE PROJECT ADVISORY GROUP**

## **DRAFT TERMS OF REFERENCE**

### **Membership:**

- Leader of the Council (Chairman)
- Portfolio Holder for Finance, Governance and Digital (Vice-Chairman)
- 4 members of the Controlling Group
- 3 members of the Main Opposition Group

Other organisations/representatives who are not formal members of the Group may be asked by the Leader of the Council to participate in meetings from time to time.

### **Terms of Reference:**

The purpose of the Group is:

- To provide a forum for Members to explore issues associated with climate change.
- To assist and support the Cabinet/Leader of the Council with regards to:
  - delivering and setting a Council-wide net zero carbon emission target;
  - identifying the scope of, and preparing, a costed Climate Change Strategy and Action Plan, setting out plans for Dover District Council to become a net zero carbon emitter by 2030 at the latest;
  - identifying the resources required to implement the Strategy and Action Plan.
  - setting a regular (no less than annual) review and monitoring process.
- To advise Cabinet (via the Leader of the Council) on the delivery of the Climate Change Strategy and Action Plan.

### **Powers:**

The Group is not a decision-making body. Its recommendations will be reported back to the Cabinet via the Leader of the Council.

### **Confidentiality:**

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

### **Conflicts of Interest:**

Members of the Climate Change Project Advisory Group 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 (where invited on an ad hoc basis) 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.

**Frequency of Meetings:**

Meeting dates will be determined in consultation with the Leader of the Council.

## Appendix B

### APPOINTMENT OF LOCAL PLAN PROJECT ADVISORY GROUP

Councillor Nicholas Kenton (Portfolio Holder for Planning and Regulatory Services) - Chairman

Councillor James Back (Chairman of Planning Committee) – Vice-Chairman

Councillor Charlotte Zosseder (Chairman of Overview and Scrutiny Committee)

#### Group Nominations

Conservative Group: **5 Members (Councillors D G Beaney, T A Bond, P D Jull and S C Manion)**

Labour Group: **3 Members** (Existing: Councillors E A Biggs, D G Cronk, H M Williams)

## Appendix C

### APPOINTMENT OF DOVER TOWN REGENERATION ADVISORY BOARD

Councillor T J Bartlett (Leader of the Council) – Chairman

Councillor M J Holloway (Deputy Leader and Portfolio Holder for Inward Investment and Tourism) – Vice-Chairman

Mayor of Dover

#### Group Nominations

Conservative Group: **4 Members** (Councillors **N J Collor, D Hannent, J Rose and O C de R Richardson**)

Labour Group: **4 Members** (Existing: Councillors **E A Biggs, K Mills, P M Brivio and S H Beer**)



## Appendix D

### APPOINTMENT OF HOMELESSNESS PROJECT ADVISORY GROUP

Councillor D P Murphy (Portfolio Holder for Housing and Health) – Chairman

Councillor N S Kenton (Portfolio Holder for Planning and Regulatory Services) –  
Vice-Chairman

#### Group Nominations

Conservative Group: **1 Member (Councillor S C Manion)**

Labour Group: **2 Members** (Existing: Councillors P M Brivio and H M Williams)

## Appendix E

### APPOINTMENT OF INVESTMENT ADVISORY GROUP

Councillor C A Vinson (Portfolio Holder for Finance, Governance and Digital) –  
Chairman

Councillor D Hannent (Chairman of Governance Committee) – Vice-Chairman

#### Group Nominations

Conservative Group: **1 Member (Councillor M J Holloway)**

Labour Group: **2 Members** (Existing: Councillors S H Beer and C D Zossedler)