

DOVER BEACON DISCUSSION FORUM

DRAFT TERMS OF REFERENCE

Membership:

Leader of the Council (Chair)
Portfolio Holder for Community and Corporate Property (Vice-Chair)
One member of the controlling group
One member of the opposition group
One tenant representative for each of the three centres (i.e. creative centre, business centre and further education campus centre) to be invited to every meeting of the Forum

Terms of Reference:

Scope

The Dover Beacon Discussion Forum has been established as a sub-group of the Dover Beacon and Dover Town Regeneration Project Advisory Group to allow informal constructive and collaborative dialogue with the prospective tenants to help inform the design and ensure buildings are fit for purpose, and to provide informal **monthly** oversight of the Dover Beacon Project (Bench Street East), satisfying the requirement of the funding body. The Forum will receive monthly briefings on the following matters as standing items:

- Project progress since previous meeting
- Evaluation of expenditure against projected cash flow
- Evaluation of progress against project programme
- Any events or decisions likely to affect the outputs contained in the bid

The Forum will discuss the briefing information and decide on action points that should be reported to the next relevant PAG meeting. Forum members can raise any pertinent topic as an agenda item for subsequent meeting(s).

Confidentiality:

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

Conflicts of Interest:

Members of the Discussion Forum 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.