

This Report will be made public on 13 September 2019



Report Number **C/19/24**

**To:** Leader of the Council  
**Date:** 13<sup>th</sup> September 2019  
**Status:** Non key  
**Responsible Officer:** Susan Priest – Head of Paid Service  
**Cabinet Member:** Councillor David Monk, Leader of the Council

**SUBJECT:** WORKING GROUPS

**SUMMARY:** This report suggests the formation of cross – party working groups to consider matters relating to the development of Otterpool Park Garden Town, the Corporate Plan and Folkestone Town Centre. It also considers how cabinet can work with the Climate and Ecological Working Group set up by Council.

**REASONS FOR RECOMMENDATIONS:** The Council is engaged in several projects that are of major importance and it is considered that a wide group of members should be involved in these. The formation working groups will help this aim.

**RECOMMENDATIONS:**

1. To receive and note report C/19/24.
2. To form working groups as follows with the terms of reference shown in the relevant appendix:-
  - Otterpool Park (appendix 1);
  - Corporate Plan (appendix 2) and;
  - Folkestone Town Centre (appendix 3).
3. To work with the Climate and Ecological Emergency Working Group in addressing issues relating to climate and ecological emergency (appendix 4).

## **1. BACKGROUND**

- 1.1 The Council is engaged in several projects that are of major importance and which will influence the development and future of the district over many years.
- 1.2 These projects are Otterpool Park, a development that will last some thirty years or more, the Council's ten year Corporate Plan and the regeneration of Folkestone Town Centre.
- 1.3 It is considered vital to engage members in these matters. At this stage therefore it is recommended that to help involve members in the necessary processes working groups should be formed as described below.

## **2. PROPOSED WORKING GROUPS**

- 2.1 The terms of reference and rules of the proposed working groups are shown in the appendices. They would be cross party.
- 2.2 The working group would be involved in the projects in order to give their recommendations to the executive on various aspects of the project. In this way members (including the wider membership through feedback from the representatives of the political groups) will be more involved and be able to understand the rationale for decisions. This allows different views to be expressed though it is accepted that this does not mean that all members would necessarily agree with particular decisions.

## **3. CLIMATE AND ECOLOGICAL EMERGENCY WORKING GROUP**

- 3.1 At Council 24 July 2019 on the resolution shown in appendix 4 was passed (minute 33.2).
- 3.2 The resolution will be considered by Cabinet at a future meeting. Many of the matters in the subject of the resolution are executive functions and will require decisions of cabinet. However it is recommended that cabinet work with this group in the same way as it will in respect of the above mentioned groups.

## **3. RISK MANAGEMENT ISSUES**

- 3.1 No perceived risks.

## **4. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS**

### **4.1 Legal Officer's Comments (AK)**

No legal implications arise directly from this report.

### **4.2 Finance Officer's Comments (SP)**

There are no direct financial implications of this report

#### **4.3 Diversities and Equalities Implications**

No equalities implications.

#### **5. CONTACT OFFICERS AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Amandeep Khroud, Assistant Director - Governance, Law & Regulatory Services

Telephone: 01303 853253

Email: Amandeep.khroud@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

None

#### **Appendices**

- **Appendix 1: Proposed Terms of reference and Rules of the Otterpool Park Working Group**
- **Appendix 2: Proposed Terms of reference and Rules of the Corporate Plan Group**
- **Appendix 3: Proposed Terms of reference and Rules of the Folkestone Town Centre Working Group**
- **Appendix 4: Resolution of council dated 24 July 2019 – minute 33.2 and proposed Terms of Reference and Rules.**

## **Appendix 1**

### **Otterpool Park Working Group Terms of Reference and Rules**

#### **1. Scope**

The Working Group within these terms of reference will consider matters relating to the Otterpool Park Garden Town from the perspective of the Council's role as both landowner and developer.

#### **2. Objectives**

- To keep councillors informed about progress on the development of Otterpool Park;
- To provide strategic oversight across a range of development issues to be considered as part of the Otterpool Park Project and to provide a co – ordinated member view to shape and influence the project as it develops;
- To act as an informal body in challenging officers to ensure high quality outcomes in delivering the project;
- To monitor the delivery of the project as it progresses.
- To enable Councillors to champion the garden town within respective groups.

#### **5. Membership**

Six members (1 member from each political group plus the independent member).

The chairman of the Working Group will be appointed by the Leader of the Council. If the chairman is not present at any particular meeting a chairman shall be elected for that meeting.

The group will be supported by the Chief Officer for Strategic Development Projects.

#### **6. Authority**

The Working Group is advisory and has no decision making powers. Officers will make the views of the group known to both Cabinet and the Overview and Scrutiny Committee through the formal decision making processes.

#### **7. Accountability**

The Working Group shall report to the Cabinet.

#### **8. Methods of working**

Members of the Working Group are expected to work co-operatively and come to conclusions that are agreed by the group.

Formal votes should therefore be rare with decision of the Working Group taken by general consent.

## **9. Meetings**

The access to information procedure rules in the constitution do not apply. However members should receive any papers for the meetings in sufficient time for them to prepare for the meeting. There is a presumption that papers will be distributed electronically.

Proper records of the deliberations of the Working Group will be kept.

Three members of the Working Group must be present for the meeting to proceed.

## **10. Frequency of Meetings**

The frequency of meetings will be informed by the key stages in the development of the garden town.

## **11. Confidentially**

Those present will keep the discussions of the Working Group confidential unless the Working Group decides otherwise. The relationship between the Working Group and the media should follow the council's communications protocol at all times.

## **12. Overview and Scrutiny**

A Councillor who is on the Working Group shall not sit on the overview and scrutiny committee when it is scrutinising a decision made by the executive after receiving a report of the Working Group on which the Councillor sits.

## **13. Freedom of information /Environmental Information Regulations**

The papers and notes/minutes of a Working Group will be the subject of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and will be documents that the public may have unless an exemption or exception applies.

## **14. Interests**

Councillors should treat the Working Group as a formal meeting of the council for the purpose of the declarations of any interests and withdrawal from the meeting.

## **Appendix 2**

### **Corporate Plan Working Group Terms of Reference and Rules**

#### **1. Scope**

The Working Group within these terms of reference will consider matters relating to the formulation of the Council's Corporate Plan for the period 2021 – 2031.

#### **2. Objectives**

- To contribute to the drawing up of the Council's ten – year Corporate Plan.
- To advise on how best to engage citizens in the process.
- To consider the views of third parties to the Council's proposals.
- To keep councillors informed about progress on the development of the Plan.

#### **3. Membership**

Six members (1 member from each political group plus the Deputy Leader). The chairman of the Working Group will be the Leader of the Council. If the chairman is not present at any particular meeting a chairman shall be elected for that meeting.

The group will be supported by the Corporate Leadership Team.

#### **4. Authority**

The Working Group is advisory and has no decision making powers. Officers will make the views of the group known to both cabinet and the overview and scrutiny committee through the formal decision making processes.

#### **5. Accountability**

The Working Group shall report to the Cabinet.

#### **6. Methods of working**

Members of the Working Group are expected to work co-operatively and come to conclusions that are agreed by the group.

Formal votes should therefore be rare with decision of the Working Group taken by general consent.

#### **7. Meetings**

The access to information procedure rules in the constitution do not apply. However members should receive any papers for the meetings in sufficient time for them to prepare for the meeting. There is a presumption that papers will be distributed electronically.

Proper records of the deliberations of the Working Group will be kept.

Three members of the Working Group must be present for the meeting to proceed.

#### **8. Frequency of Meetings**

The frequency of meetings will be informed by the key stages in the development of the Corporate Plan.

#### **9. Confidentially**

Those present will keep the discussions of the Working Group confidential unless the Working Group decides otherwise. The relationship between the Working Group and the media should follow the council's communications protocol at all times.

#### **10. Overview and Scrutiny**

A Councillor who is on the Working Group shall not sit on the overview and scrutiny committee when it is scrutinising a decision made by the executive after receiving a report of the Working Group on which the Councillor sits.

#### **11. Freedom of information /Environmental Information Regulations**

The papers and notes/minutes of a Working Group will be the subject of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and will be documents that the public may have unless an exemption or exception applies.

#### **12. Interests**

Councillors should treat the Working Group as a formal meeting of the council for the purpose of the declarations of any interests and withdrawal from the meeting.

## **Appendix 3**

### **Folkestone Town Centre Working Group Terms of Reference and Rules**

#### **1. Scope**

The Working Group within these terms of reference will consider matters relating to vitality of the Folkestone Town Centre.

#### **2. Objectives**

- To help shape the future vision for Folkestone Town Centre and consider proposals and ways to achieve this.
- To consider and advise on major investment decisions in the town centre.
- To contribute to the drawing up of the Council's master plan for the Town Centre.
- To advise on how best to engage citizens and retailers in the master plan process.
- To consider the views of third parties to the Council's master plan proposals.
- To keep councillors informed about progress on the development of the master plan and proposals to enhance Folkestone Town Centre.
- To champion the plans to achieve the vision for Folkestone Town Centre.

#### **3. Membership**

Six members (the Leader, the Economic Development Portfolio Holder, and 1 nominee from each of the Conservative, Labour, Green and Liberal Democrat groups).

The chairman of the Working Group, appointed by the Leader of the Council, will be Cllr Brook. If the chairman is not present at any particular meeting a chairman shall be elected for that meeting.

The group will be supported by the Chief Economic Development Officer.

#### **4. Authority**

The Working Group is advisory and has no decision making powers. Officers will make the views of the group known to both cabinet and the overview and scrutiny committee through the formal decision making processes.

#### **5. Accountability**

The Working Group shall report to the Cabinet.

#### **6. Methods of working**

Members of the Working Group are expected to work co-operatively and come to conclusions that are agreed by the group.



Formal votes should therefore be rare with decision of the Working Group taken by general consent.

## **7. Meetings**

The access to information procedure rules in the constitution do not apply. However members should receive any papers for the meetings in sufficient time for them to prepare for the meeting. There is a presumption that papers will be distributed electronically.

Proper records of the deliberations of the Working Group will be kept.

Three members of the Working Group must be present for the meeting to proceed.

## **8. Frequency of Meetings**

The frequency of meetings will be informed by the need to have the Working Group consider issues.

## **9. Confidentially**

Those present will keep the discussions of the Working Group confidential unless the Working Group decides otherwise. The relationship between the Working Group and the media should follow the council's communications protocol at all times.

## **10. Overview and Scrutiny**

A Councillor who is on the Working Group shall not sit on the overview and scrutiny committee when it is scrutinising a decision made by the executive after receiving a report of the Working Group on which the Councillor sits.

## **11. Freedom of information /Environmental Information Regulations**

The papers and notes/minutes of a Working Group will be the subject of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and will be documents that the public may have unless an exemption or exception applies.

## **12. Interests**

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## Appendix 4

### Climate and Ecological Emergency Working Group Terms of Reference and Rules

#### 1. Scope & Objective

The Working Group will consider matters identified in the council resolution dated 24<sup>th</sup> July 2019 (minute 33.2) highlighted in point 7 below:

#### That Full Council:

1. Recognises that we are in a climate emergency, and that the issue be referred to Overview and Scrutiny Committee to get the best way forward, and price it.
2. Commit to reduce Folkestone and Hythe District Council's estate and operations to zero net carbon by 2030.
3. Ensure that all strategic decisions, policy, budgets, investments, contracts, approaches to planning decisions and the council's own developments are in line with a shift to zero carbon by 2030.
4. Ensure that all future council reports, where appropriate, include a climate impact statement.
5. To develop a strategy for Folkestone and Hythe District Council to play a leadership role in promoting community, public and business partnerships for this Carbon Neutral 2030 Commitment throughout the District.
6. To achieve this, create a Carbon Action Plan based on practical frameworks and advice such as provided by the Carbon Trust.
7. **Establish a cross-party working group of full council to draw up, steer and monitor progress of the Carbon Action Plan, reporting back to full council in 6 months, then annually.**
8. Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise.
9. Request that Cabinet shows leadership and adopts the matters raised in 1 – as above.

#### 2. Membership

Six members (1 member from each political group plus the independent member).

The chairman of the Working Group will be the Leader of the Council. If the chairman is not present at any particular meeting a chairman shall be elected for that meeting.

The group will be supported by the Strategy, Performance & Policy Manager.

**3. Authority**

The Working Group is advisory and has no decision making powers. Officers will make the views of the group known to both cabinet and the overview and scrutiny committee through the formal decision making processes.

**4. Accountability**

The Working Group shall report to the Cabinet and Full Council as appropriate.

**5. Methods of working**

Members of the Working Group are expected to work co-operatively and come to conclusions that are agreed by the group.

Formal votes should therefore be rare with decision of the Working Group taken by general consent.

**6. Meetings**

The access to information procedure rules in the constitution do not apply. However members should receive any papers for the meetings in sufficient time for them to prepare for the meeting. There is a presumption that papers will be distributed electronically.

Proper records of the deliberations of the Working Group will be kept.

Three members of the Working Group must be present for the meeting to proceed.

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The frequency of meetings will be informed by the need to have the Working Group consider issues.

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Those present will keep the discussions of the Working Group confidential unless the Working Group decides otherwise. The relationship between the Working Group and the media should follow the council's communications protocol at all times.

**9. Overview and Scrutiny**

A Councillor who is on the Working Group shall not sit on the overview and scrutiny committee when it is scrutinising a decision made by the executive after receiving a report of the Working Group on which the Councillor sits.

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**11. Interests**

Councillors should treat the Working Group as a formal meeting of the council for the purpose of the declarations of any interests and withdrawal from the meeting.