

## **CABINET**

**9 JUNE 2020**

### **CABINET ADVISORY GROUPS**

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Wayne Hemingway, Principal Democratic Services Officer

#### **Summary**

The Cabinet is asked to agree to the establishment of the Cabinet Advisory Groups for 2020/2021.

In particular, the report highlights the role and the work of the Corporate Parenting Board.

1. Budget and Policy Framework
  - 1.1 The establishment and appointment to Cabinet Advisory Groups is a matter for Cabinet.
2. Background
  - 2.1 The Cabinet has previously established a number of Advisory Groups to assist in the key areas of corporate parenting, the local development framework, regeneration and the Council's procurement arrangements. Details of these are set out in sections 3 to 12 of the report.
  - 2.2 As well as seeking approval to re-establish existing Cabinet Advisory Groups, this report proposes the establishment of two new Advisory Groups, namely the Medway Special Educational Needs and Disabilities (SEND) Partnership Board and the New Routes to Good Growth Housing Infrastructure Fund (HIF) Delivery Board. Details of which are set out in sections 13 and 14 of the report.
  - 2.3 These groups have no decision-making powers and consist of both executive and non-executive Councillors. In some instances they also include external representatives.

2.4 In 2009, the Cabinet agreed to delegate authority to the Chief Executive to make any in-year changes to the membership of the Cabinet Advisory Groups as necessary, in consultation with the Group Whips. This report requests that Cabinet agree to the establishment, size and nominations to these groups for 2019/20.

2.5 Appendix 1 to the report sets out the proposed membership of Cabinet Advisory Groups with regards to the appointment of Councillors. The Innovation Park Medway Delivery Board and the SEND Partnership Board also allow for the appointment of external representatives, details of which are set out in Appendices 2 and 6 to the report.

### 3. Corporate Parenting Board

3.1 Medway Council is the corporate parent of the children in its care, wherever the children are placed. All Councillors have a responsibility in fulfilling this role. Medway has decided to exercise the function of corporate parenting through a Corporate Parenting Board.

3.2 The Cabinet in 2003 agreed to the establishment of a Corporate Parenting Steering Group, to advise officers on policy relating to looked after children, monitor performance and celebrate and share achievements. Following the Joint Area Review the group was reconfigured and has now become an Advisory Group chaired by the Lead Member for Children's Services (LMCS). As a key Member of the Board, this allows the LCMS to provide strategic leadership in relation to Looked After Children. The Board examines how Medway Council is meeting its obligations to Looked after Children in terms of providing care, a home and access to health and education and doing all the other things a good parent does.

3.3 Reflecting the responsibility for all Councillors in this area, this is a cross-party group established on a 5:3 basis. The officers who usually attend meetings are the Director of Children and Adults Services, the Assistant Director Children's Social Care, the Head of Corporate Parenting, the Virtual Head teacher as well as representatives from the Police, NHS and Medway Youth Trust.

3.4 It is recommended that the Cabinet approve the re-establishment of the Corporate Parenting Board, as set out in Appendix 1 to the report. Further information on the Board is set out in Appendix 2 to the report.

### 4. Chatham Regeneration Board

4.1 On 27 November 2012, the Cabinet agreed to re-establish a Chatham Regeneration Board. This decision was taken to respond to a number of changing circumstances.

4.2 The remit of this group is to:

- keep under review strategies to regenerate Chatham

- coordination of regeneration initiatives, projects and funding streams related to Chatham Regeneration
- pursue external funding opportunities
- ensure all appropriate development opportunities are appraised and pursued as appropriate
- progress development of Queens Street and Chatham Waterfront sites as appropriate
- Ensure a positive message re Chatham regeneration is effectively communicated
- Progress delivery of the High Streets Heritage Action Zones (HSAZ) funded Creative Quarter project.

4.3 This is a cross-party group, chaired by the Leader and consisting of relevant Portfolio Holders and a representative of both Chatham Central and River Wards. The officers who usually attend the meeting include the Chief Executive, Director of Place and Deputy Chief Executive, Chief Legal Officer, Chief Finance Officer as well as the Assistant Director Physical and Cultural Regeneration and Head of Regeneration Delivery. Depending on the nature of the projects under consideration other officer may be invited to attend. It is supported by the Regeneration, Culture and Environment Directorate.

4.4 It is recommended that the Cabinet approve the re-establishment of the Chatham Regeneration Board, as set out in Appendix 1 to this report.

## 5. Children and Adults Capital Programme Cabinet Advisory Group

5.1 The Children and Adults Capital Programme Cabinet Advisory Group was established in 2011 to review, analyse and scrutinise progress on the Children and Adults capital programme.

5.2 The Board is chaired by the Portfolio Holder for Children's Services (Lead Member) and includes the Leader, the Portfolio Holder for Education and Schools, the Portfolio Holder for Adults' Services, together with the Director of Children and Adults Services and/or senior council officers including representatives of finance, legal and procurement services. It is supported by the Children and Adults Directorate.

5.3 It is recommended that the Cabinet approve the re-establishment of the Children and Adults Capital Programme Cabinet Advisory Group, as set out in Appendix 1 to the report.

## 6. Climate Change Member Advisory Group

6.1 On 25 April 2019 a Climate Emergency Motion was unanimously agreed by Full Council (minute no. 1038D/2019 refers). In summary, the Council noted that current targets are inadequate to respond to the challenge of keeping global temperature rises below 1.5°C and requested:

- Cabinet establish a Medway Climate Change Working Group to respond to this challenge, which meets in public and includes representation from all party groups, in order to create a clear action plan for Medway;
- Cabinet set more ambitious targets for Medway to become carbon neutral;
- The Chief Executive to write to the Chancellor of the Exchequer stating the concern of the Council with respect to the above, the likely national impact on the economy and on the wellbeing of citizens, and requesting government funding be made available to implement swift appropriate actions in response.

6.2 The Cabinet subsequently considered a report setting out the current position and approved the establishment of the Climate Change Member Advisory Group together with the following terms of reference:

- To agree the strategic approach to tackling climate change
- To provide direction on emerging opportunities
- To review, analyse and scrutinise progress
- To report back to Cabinet on the outcomes and outputs from the Climate Change Emergency.

6.3 This is a cross-party group established on a 6:3 basis, chaired by the Deputy Leader and Portfolio Holder for Housing and Community Services. The officers who usually attend the meeting are the Director of Place and Chief Executive, Assistant Director, Frontline Services and Interim Climate Change Co-ordinator. Other officers attend as appropriate. It is supported by the Regeneration, Culture and Environment Directorate.

6.3 The Group has met on a quarterly basis and meetings are held in public. The Cabinet considered a report on progress on 3 March 2020 which highlighted a number of activities which have been undertaken as well as work currently underway towards establishing a Climate Change Action Plan.

6.4 It is recommended that the Cabinet approve the re-establishment of the Climate Change Member Advisory Group as set out in Appendix 1 to the report.

## 7. Development Plans Advisory Group

7.1 In May 2004, the Cabinet agreed to the establishment of a Local Development Framework Advisory Group comprising of two Cabinet Members and three Members of the then Environment and Front Line Services Overview and Scrutiny Committee. This body was renamed the Development Plans Advisory Group in 2014, to better reflect the work the Council is currently undertaking in this area, and the legislative changes that advise local authorities to produce Local Plans.

7.2 This is a cross-party group established on a 4:3 basis, chaired by the Portfolio Holder for Planning, Economic Growth and Regulation. The officers who

usually attend the meeting are the Head of Planning and Planning Manager – Policy. Senior planners are invited to attend as appropriate. It is supported by the Regeneration, Culture and Environment Directorate.

- 7.3 The group was established to report on day-to-day details and also local development documents and public participation before reports were presented to Cabinet or Overview and Scrutiny.
- 7.4 The Group will also provide steers/advice to officers regarding the preparation of any revisions to the Developers' Guide or to any new model of developer contributions in line with updated legislation or government guidance.
- 7.5 It is recommended that the Cabinet approve the re-establishment of the Development Plans Advisory Group, as set out in Appendix 1 to the report.

## 8. Innovation Park Medway Delivery Board

- 8.1 In December 2017, the Cabinet agreed to the establishment of the Innovation Park Medway (IPM) Delivery Board to oversee development at Rochester Airport and receive updates on key issues relating to the delivery of the IPM site/North Kent Enterprise Zone.
- 8.2 The Innovation Park Medway Delivery Board will provide improved coordination and oversee progress of the regeneration at Rochester Airport and development of Innovation Park Medway, ensuring that the aspirations for the site can be achieved.
- 8.3 The Board consists of elected Members from both Medway Council (the Leader and appropriate Portfolio Holders) and Tonbridge and Malling Borough Council and officers, including the Director of Place and Deputy Chief Executive and Chief Finance Officer. External representatives are also invited who provide a balanced direction for the project. The Board is chaired by the Leader. The Board's terms of reference are set out in Appendix 3 to the report. It is supported by the Regeneration, Culture and Environment Directorate.
- 8.4 It is recommended that the Cabinet approve the re-establishment of the Innovation Park Medway Delivery Board, as set out in Appendices 1 and 3 to the report.

## 9. Medway Skills Partnership Board

- 9.1 In March 2018, the Cabinet agreed to the establishment of the Medway Skills Partnership Board to steer, champion and monitor the improvement of skills delivering across Medway and will receive updates on key issues relating to the delivery of skills and employability, both impacting on the work of the Council and its partners.
- 9.2 The Medway Skills Partnership Board will provide improved coordination of skills development and delivery. It will engage stakeholders to monitor

progress on the delivery of higher skills, careers information advice and guidance, meaningful apprenticeships, NEETS and support for the Council's Corporate Parenting responsibilities.

- 9.3 The Board consists of relevant Portfolio Holders and officers including the Director of Place and Deputy Chief Executive and Assistant Directors of Children's Social care and Education and SEND. Key skills partners (Industry, Schools, Higher Education and Further Education) will be in attendance as required, reflecting the specific meeting agenda. The Board is chaired by the Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships. The Board's terms of reference are set out in Appendix 4 to the report. It is supported by the Regeneration, Culture and Environment Directorate.
- 9.4 It is recommended that the Cabinet approve the re-establishment of the Medway Skills Partnership Board, as set out in Appendices 1 and 4 to the report.

## 10. Procurement Board

- 10.1 The Procurement Board reviews, analyses and scrutinises procurement activity across the Council with a view to ensuring the provision of best value goods, services and works. It operates a "gateway" system which provides a robust oversight of the start of procurement processes, the award of contracts and the regular review of performance of contractors.
- 10.2 The Procurement Board consists of two Portfolio Holders, together with the Chief Legal Officer, Chief Finance Officer, Category Management team members, and representatives from Public Health, Children and Adults Services, Regeneration, Culture and Environment and Business Support. It is supported by the Business Support Directorate.
- 10.3 It is recommended that the Cabinet approve the re-establishment of the Procurement Board with the Board being chaired by the Portfolio Holder for Resources, together with the Portfolio Holder for Adult Services, as set out in Appendix 1 to the report.

## 11. Regeneration, Culture and Environment Member Project Advisory Board

- 11.1 The Regeneration, Community and Culture Capital Programme Cabinet Advisory Group was established by Cabinet in June 2012 to review, analyse and scrutinise progress on the Regeneration, Community and Culture capital programme, on a similar basis to the Children and Adults Capital Programme Cabinet Advisory Group, as outlined earlier in the report.
- 11.2 The Group is chaired by the Portfolio Holder for Front Line Services and would include the Leader, Deputy Leader and Portfolio Holder for Housing and Community Services and the Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships. The Group also consists of the

Director of Place and senior council officers including representatives of finance, legal and procurement services. Transformation issues will continue to be monitored under a separate informal Transformation Board. It is supported by the Regeneration, Culture and Environment Directorate.

- 11.3 It is recommended that the Cabinet approve the re-establishment of the Regeneration, Culture and Environment Member Project Advisory Board Cabinet Advisory Group, as set out in Appendix 1 to the report.

## 12. Strood Regeneration Board

- 12.1 The Strood Regeneration Board was established by Cabinet in June 2015. The remit of this Group is to:

- Keep under review strategies to regenerate Strood
- Coordination of regeneration initiatives, projects and funding streams related to Strood Regeneration
- Pursue external funding opportunities
- Oversee and monitor LGF funded Strood transport and public realm improvements
- Ensure all appropriate development opportunities are appraised and pursued as appropriate
- Progress development of Strood Waterfront, including the LGF funded flood defences on the former Civic Centre site, Temple Waterfront and other key sites as appropriate.
- Ensure a positive message re Strood Regeneration is effectively communicated.

- 12.2 This Group is chaired by the Leader and consists of the relevant Portfolio Holders. The officers who usually attend the meeting include the Chief Executive, Director of Place and Deputy Chief Executive, Chief Legal Officer, Chief Finance Officer as well as the Assistant Director Physical and Cultural Regeneration and Head of Regeneration Delivery. Depending on the nature of the projects under consideration other officers may be invited to attend. The Groups is supported by the Regeneration, Culture and Environment Directorate.

- 12.3 It is recommended that the Cabinet approve the re-establishment of the Strood Regeneration Board, as set out in Appendix 1 to this report.

## 13. Proposal to Establish the Medway Special Educational Needs and Disabilities (SEND) Partnership Board

- 13.1 Following the Local area SEND inspection re-visit in December 2019, Cabinet is asked to establish the Medway SEND Partnership Board to champion and monitor the improvement of services for children and young people with SEND across Medway. It is proposed that the Board will receive updates on both the implementation of the Medway SEND Strategy and the Accelerated Progress Plan following the outcomes of our re-visit.

- 13.2 It is proposed that the Board will consist of the Lead Member for Children's Services and key partners (Schools, Health, Parents and Young People) will be in attendance. The proposed terms of reference are set out at Appendix 5 to this report. The Group will be supported by the Children and Adults' Directorate.
- 13.3 It is recommended that the Cabinet approve the establishment of the Medway SEND Partnership Board as a Cabinet Advisory Group, as set out in Appendices 1 and 5 to this report.

#### 14. Proposal to Establish the New Routes to Good Growth Housing Infrastructure Fund (HIF) Delivery Board

- 14.1 It is proposed that the New Routes to Good Growth HIF Delivery Board will:
- Keep under review programmes to deliver the HIF scheme by March 2024
  - Coordinate decision-making, project risks and funding streams related to HIF delivery
  - Pursue and support external funding opportunities linked to s106 and Network Rail
  - Ensure positive and timely communication is maintained with council services, statutory and local stakeholder and key partners (Hoo Consortium)
  - Ensure in-house support is maximised and the delivery team has skills and resources required to deliver HIF
  - Ensure a positive message regarding HIF is effectively communicated.
- 14.2 It is proposed that the Board will bring together key Portfolio Holders to monitor and manage the HIF's delivery, and senior officers to advise Members and ensure due diligence on legal, planning and financial matters. The proposed terms of reference are set out in Appendix 6 to this report. It will be supported by the Regeneration, Culture and Environment Directorate.
- 14.3 It is recommended that the Cabinet approve the establishment of New Routes to Good Growth Housing Infrastructure Fund (HIF) Delivery Board as a Cabinet Advisory Group, as set out in Appendices 1 and 6 to this report.

#### 15. Financial and Legal Implications

- 15.1 There are no direct financial implications arising from this report.
- 15.2 Requirements under the Local Government and Housing Act 1989 concerning political proportionality do not apply to these Advisory Groups. It is a matter for Cabinet to establish and/or remove such groups as appropriate, as well as determine their size and composition.

#### 16. Risk Management

- 16.1 There are no risk management implications arising from this report.



## 17. Recommendations

17.1 The Cabinet is asked to agree:

17.1.1 the re-establishment of the Cabinet Advisory Groups with the terms of reference set out in sections 2 to 12 and Appendices 2 to 4 to the report;

17.1.2 the establishment of the Medway Special Educational Needs and Disabilities (SEND) Partnership Board as a Cabinet Advisory Group, with the terms of reference and membership set out in Appendix 5 to the report; and

17.1.3 the establishment of the New Routes to Good Growth Housing Infrastructure Fund (HIF) Delivery Board as a Cabinet Advisory Group, with the terms of reference and membership set out in Appendix 6 to the report;

17.1.4 the appointment of Members to these bodies, as set out in Appendix 1 to the report, for 2020/21.

## 18. Suggested Reasons for Decisions

18.1 The re-establishment of these groups will support the Cabinet in decision-making and the development of policies.

18.2 Establishment of the Medway Special Educational Needs and Disabilities (SEND) Partnership Board will inform and champion the delivery of the SEND Strategy and Accelerated Improvement Plan.

18.3 Establishment of the New Routes to Good Growth Housing Infrastructure Fund (HIF) Delivery Board will ensure effective monitoring and management of the HIF's delivery.

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## Appendices

Appendix 1 – Cabinet Advisory Groups memberships

Appendix 2 – Update on Corporate Parenting Board

Appendix 3 – Innovation Park Medway Delivery Board – terms of reference

Appendix 4 – Medway Skills Partnership Board – terms of reference

Appendix 5 – Medway SEND Partnership Board – Draft terms of reference

Appendix 6 – New Routed to Good Growth Housing Infrastructure Fund (HIF) Delivery Board – Draft terms of reference

## Background papers

None