

CABINET

8 JUNE 2021

CABINET ADVISORY GROUPS

Portfolio Holder: Councillor Alan Jarrett, Leader
Report from: Neil Davies, Chief Executive
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Summary

The Cabinet is asked to agree to the establishment of the Cabinet Advisory Groups for 2021/2022.

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 11 of the report.
 - 2.2 As well as seeking approval to re-establish existing Cabinet Advisory Groups, this report proposes an update to the Regeneration, Culture and Environment Member Project Advisory Board to consolidate this Board with the Chatham and Strood Regeneration Boards, details of which are set out in section 12 of the report. The report also proposes the establishment of a new Advisory Group, called the Town Centres Board, details of which are set out in section 13 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 2021/22.

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 3 and 5 to the report.

3. Children and Adults Capital Programme Cabinet Advisory Group

3.1 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.

3.2 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 People - 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.

3.3 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.

4. Climate Change Member Advisory Group

4.1 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.

- 4.2 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.
- 4.3 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 Deputy Chief Executive, Assistant Director, Frontline Services, and the Climate Change Co-ordinator. Other officers attend as appropriate. It is supported by the Regeneration, Culture and Environment Directorate.
- 4.4 The Group has met on a quarterly basis and meetings are held in public. The Climate Change Action Plan is presented elsewhere on this agenda, agenda item 8.
- 4.5 It is recommended that the Cabinet approve the re-establishment of the Climate Change Member Advisory Board, as set out in Appendix 1 to the report.

5. Corporate Parenting Board

- 5.1 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.
- 5.2 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 LMCS 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.
- 5.3 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 People - Children and Adults Services, the Assistant Director Children's Social Care, the Head of Corporate Parenting, the Virtual Head teacher and representatives from other Council services, such as Housing and Public Health, as required as well as representatives from the Police, NHS, Medway Children and Young People Council and the Young Lives Foundation.

5.4 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.

6. Development Plans Advisory Group

6.1 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.

6.2 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.

6.3 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.

6.4 The Group also provide steers/advice to officers regarding the preparation of any revisions to the Developers' Guide to Contributions and Obligations or to any new model of developer contributions in line with updated legislation or government guidance.

6.5 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.

7. Innovation Park Medway Delivery Board

7.1 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.

7.2 The Innovation Park Medway Delivery Board provides improved coordination and oversees progress of the regeneration at Rochester Airport and development of Innovation Park Medway, ensuring that the aspirations for the site can be achieved.

7.3 As part of coordinating and overseeing progress of the regeneration of Rochester Airport and delivery of Innovation Park Medway, the Board covers the following key activities:

- Airport works

- LGF3 and LGF3b works
- Gateway Building/other works
- Site disposals.

7.4 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 of the Council. 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.

7.5 Going forward, it is proposed that the Board meets twice per year, a reduction from quarterly. This is because IPM will also be discussed at the Regeneration, Culture and Environment Member Project Oversight and Advisory Board bi-monthly, see section 11 of the report. Officers will also meet with the Leader of the Council regularly for updates. The terms of reference set out at Appendix 3 to the report have been updated to reflect this.

7.6 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.

8. Medway Skills Partnership Board

8.1 In March 2018, the Cabinet agreed to the establishment of the Medway Skills Partnership Board to steer, champion and monitor the improvement of skills delivered across Medway and receive updates on key issues relating to the delivery of skills and employability, both impacting on the work of the Council and its partners.

8.2 The Medway Skills Partnership Board provides improved coordination of skills development and delivery. It engages stakeholders to monitor progress on the delivery of higher skills, careers information advice and guidance, meaningful apprenticeships, young people who are not in employment, education or training (NEETS) and support for the Council's Corporate Parenting responsibilities.

8.3 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.

8.4 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. Note, the names of Medway Council officers and job titles have been updated.

9. Medway Special Educational Needs and Disabilities (SEND) Partnership Board

9.1 Following the Local area SEND inspection re-visit in December 2019, Cabinet established the Medway SEND Partnership Board to champion and monitor the improvement of services for children and young people with SEND across Medway. The Board receives updates on both the implementation of the Medway SEND Strategy and the Accelerated Progress Plan following the outcomes of our re-visit.

9.2 The Board consists of the Lead Member for Children's Services and key partners (Schools, Health, Parents and Young People) attend. The terms of reference are set out at Appendix 5 to the report. The Group is supported by the Children and Adults' Directorate.

9.3 It is recommended that the Cabinet approve the re-establishment of the Medway SEND Partnership Board, as set out in Appendices 1 and 5 to the report. Note, the names of Medway Council officers have been updated.

10. The New Routes to Good Growth Housing Infrastructure Fund (HIF) Delivery Board

10.1 Across the rail, road and blue/green infrastructure streams, the New Routes to Good Growth HIF Delivery Board undertakes the following key activities:

- Keeps under review programmes to deliver the HIF scheme by March 2024
- Coordinates decision-making, project risks and funding streams related to HIF delivery
- Pursues and supports external funding opportunities linked to s106 and Network Rail
- Ensures positive and timely communication is maintained with Council services, statutory and local stakeholder and key partners (Hoo Consortium)
- Ensures in-house support is maximised and the delivery team has skills and resources required to deliver HIF
- Ensures a positive message regarding HIF is effectively communicated.

10.2 The Board brings 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 terms of reference are set out in Appendix 6 to the report. It is supported by the Regeneration, Culture and Environment Directorate.

10.3 It is recommended that the Cabinet approve the re-establishment of New Routes to Good Growth Housing Infrastructure Fund (HIF) Delivery Board as set out in Appendices 1 and 6 to this report. Note, the names of Medway Council officers and job titles have been updated.

11. Procurement Board

11.1 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.

11.2 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.

11.3 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 Adults’ Services, as set out in Appendix 1 to the report.

12. Regeneration, Culture and Environment Member Project Oversight and Advisory Board

12.1 The Regeneration, Community and Culture Capital Programme Cabinet Advisory Group was, initially, 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.

12.2 It is proposed that that the Board be renamed as the Regeneration, Culture and Environment Oversight and Advisory Board. The Board will cover the following key areas:

- Medway Development Company Ltd
- Innovation Park Medway
- Strood – town centre and waterfront
- Rochester Riverside
- Active Travel
- Medway City Estate
- Waste Depot
- Future High Streets Fund
- Chatham Regeneration

12.3 As a result, it is recommended that the Chatham and Strood Regeneration Boards established as Cabinet Advisory Groups in previous years be

disbanded and consolidated with oversight to be provided by this Board. This Board will also cover Rochester Riverside.

12.4 The Group will continue to be 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 will also consist of the Director of Place and Deputy Chief Executive 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 and will meet bi-monthly.

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

13. Proposal to Establish a Town Centres Board

13.1 It is proposed that a new Town Centres Board will cover the following key areas:

- Town Centres
- Chatham City Centre
- Gillingham Town Centre
- Other High Street activity
- And any other project that fits within this remit, as agreed by the Chairman, Leader of the Council.

13.2 This will be a cross-party group established on a 4:2 basis, chaired by the Leader of the Council. The officers who will usually attend the meeting are the Director of Place and Deputy Chief Executive, Assistant Director for Regeneration and the Economic Development team. The Board will oversee developments taking place in each town centre as well as any other high street activity. Terms of reference for the Board will be prepared and presented to Cabinet at a future date for approval. The Board will be supported by the Regeneration, Culture and Environment Directorate.

13.3 It is recommended that the Cabinet approve the establishment of the Town Centres Board as a Cabinet Advisory Group, as set out in Appendix 1 to the report.

14. Financial and Legal Implications

14.1 There are no direct financial implications arising from this report.

14.2 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.

15. Risk Management

15.1 There are no risk management implications arising from this report.

16. Recommendations

16.1 The Cabinet is asked to agree:

16.1.1 the re-establishment of the Cabinet Advisory Groups with the terms of reference set out in sections 2 to 11 and Appendices 2 to 6 to the report;

16.1.2 the establishment of the refreshed Regeneration, Culture and Environment Member Project Oversight and Advisory Board as a Cabinet Advisory Group, as set out in section 12 of the report.

16.1.3 the establishment of the Town Centres Board as a Cabinet Advisory Group, as set out at section 13 of the report.

16.1.4 the appointment of Members to these bodies, as set out in Appendix 1 to the report, for 2021/22.

17. Suggested Reasons for Decisions

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

17.2 Establishment of the refreshed Regeneration, Culture and Environment Member Project Oversight and Advisory Board will ensure all projects are sufficiently monitored and managed.

17.3 Establishment of the Town Centres Board will ensure all developments taking place in our town centres are monitored and managed appropriately.

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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 Routes to Good Growth Housing Infrastructure Fund (HIF)

Delivery Board – Draft terms of reference

Background papers

None