

Agenda Item No: 15

Report To: Cabinet

Date of Meeting: 13th July 2017

Report Title: New Cabinet Advisory Committees and Task Group: Terms of Reference

Report Author & Job Title: Danny Sheppard – Senior Member Services Officer

Portfolio Holder Cllr. Clarkson – Leader of the Council
Portfolio Holder for:



Summary: The Cabinet is responsible for the formation of Cabinet approved Portfolio Task Groups, Steering Groups, Boards and Advisory Committees. It is also responsible for approving the Terms of Reference of such Groups and determining the membership and appointment of the Chair.

This report sets out Terms of Reference of new Groups and advises of changes to existing Groups.

Key Decision: NO

Significantly Affected Wards: N/A

Recommendations: **The Cabinet is recommended to:-**

I. Agree the Terms of Reference of the new Advisory Committees and Task Group and the changes to existing Groups as set out within the report,

Policy Overview: To assist the work of the Cabinet and the wider work of the Council, the report is presented in accordance with the Constitutional requirement for the Cabinet to approve the Terms of Reference of Cabinet Member Groups.

Financial Implications: None directly through the formation of Advisory Committees or Task Groups.

Legal Implications Adoption of the new Advisory Committees and Task Group will require Constitutional amendments.

Equalities Impact Assessment Not required because there are no impacts on those with protected characteristics stemming from the recommendations.

Contacts: danny.sheppard@ashford.gov.uk – Tel: (01233) 330349

New Cabinet Advisory Committees and Task Group: Terms of Reference

Introduction and Background

1. In line with a provision in the Council's Constitution, the Cabinet is required to approve Terms of Reference of Cabinet Member Groups. The new Terms of Reference for the Groups are attached at Appendix A.
2. It will therefore be necessary to agree the Terms of Reference of two new Advisory Committees and one new Task Group.

Proposal/Current Position

3. Various Cabinet Member Groups were set up following the election of the new Administration in May 2015, and further amended by the Cabinet meeting in September 2016. This report reflects changes to be made this year.

Implications and Risk Assessment

4. Details to new and revised Groups are as follows:
 - (a) Bockhanger, Bybrook and Ashford South Advisory Committee (new),
 - (b) Borough History, Heritage and Commemoration Task Group (new)
 - (c) IT and Digital Transformation Advisory Committee (new)
 - (d) Design and Development of Parks and Open Spaces Task Group (formerly Development of Conningbrook Lakes Country Park and Victoria Park Steering Group) (revised Terms of Reference appended).
 - (e) Environment and Conservation Advisory Committee (formerly Environment, Conservation and Heritage Task Group)
 - (f) The Stour Centre Regeneration Steering Group, Housing Aims and Objectives Task Group and Ground Water Management and Flood Protection Task Group have been disbanded.

Equalities Impact Assessment

5. As this report relates to the organisation of Member appointed Groups within the organisation, there are no impacts on those with protected characteristics stemming from the recommendations.

Consultation Planned or Undertaken

6. All relevant Portfolio Holders, Members and Heads of Service have been consulted on the Terms of Reference.

Next Steps in Process

7. Once formally agreed the changes to Terms of Reference will be incorporated in to the Council's Constitution.

Conclusion

8. The Cabinet is recommended to:-

Agree the Terms of Reference of the new Advisory Committees and Task Group and the changes to existing Groups as set out within the report,

Portfolio Holder's Views

9. To be given at the Meeting.

Contact and Email

Contact: Danny Sheppard: 01233 330349

Email: danny.sheppard@ashford.gov.uk

TERMS OF REFERENCE

BOCKHANGER, BYBROOK & ASHFORD SOUTH ADVISORY COMMITTEE:

Background, Chairmanship & Reporting:

This Advisory Committee has an important role to play in an area of our Borough that would benefit from a much sharper focus. Given that parts of this area are in the older part of our developing Borough, there is clearly room to improve the facilities and to consider just how we might improve the area.

The elected members being appointed to this Advisory Committee are those who have a good understanding about the areas in question. It will be Chaired by the Ward Member for Bybrook, Cllr Andrew Buchanan and his Vice Chairman will be Cllr Bill Barrett.

This Advisory Committee will report to Cabinet on progress and on matters for decision beyond that delegated to the Advisory Committee.

Terms of Reference:

1. To develop a profile of these areas in order to identify the shortcomings, needs and the aspirations for improvements.
2. To liaise and engage with the accredited local groups in order to gain an understanding of the viability of what is possible by way of improvement.
3. To liaise with all other Service Heads and Portfolio Holders to ensure unity of purpose in just how we might make some more immediate improvements that can be actioned within current budget provision.
4. To examine the longer term options for improving the community facilities in Bockhanger and make recommendations accordingly.
5. To develop a short term, medium term and long term plans for achieving sustainable improvements that are in keeping with our wish to have the entire Borough functioning in a meaningful way in order to restore Civic Pride.
6. To consider all aspects of how these areas function in terms of residential tenure, nature and condition of property and the general public realm environment.
7. To undertake any reasonable survey and or examinations to provide evidence to support recommendations being made.
8. To ensure that all options for change are fully costed and that the necessary approvals and consents are obtained before creating expectations that are not subsequently deliverable.
9. To review, examine and consider any other valid aspect of reasonable improvements that can be achieved and make recommendations accordingly.

TERMS OF REFERENCE

BOROUGH HISTORY, HERITAGE & COMMEMORATION TASK GROUP:

Background, Chairmanship & Reporting:

This Task Group is extremely important, because over the years, we have not had sufficient regard to our history and rich heritage. There has been a lack of pride in our Borough and we have failed to nurture and properly mark what we actually have.

We now need to quite markedly and swiftly change that situation because our history and heritage are important parts of the Borough's heartbeat. We need to reference and commemorate the borough's rich history and heritage in a number of differing and fitting ways. This is an area that falls squarely on the shoulders of this Council.

This new Task Group will be chaired by Cllr Mike Bennett. This Group will report to Cabinet on progress and on matters for decision beyond that delegated to the Task Group.

Terms of Reference:

1. To research, record and establish the most comprehensive factual history of the Borough.
2. To liaise and engage with all knowledgeable sources to ensure that we have the fullest understanding of our history.
3. To marshal all historic information in whatever form and consider the differing ways that it can be disseminated in the most meaningful way to differing audiences.
4. To liaise with all other Service Heads and Portfolio Holders to ensure unity of purpose in just how we might disseminate this valuable knowledge about our proud past.
5. To review, examine and promote tangible ways in which we can restore Civic Pride to our Borough, starting with the Council itself.
6. To liaise with officers and members to ensure that our history, heritage and the way in which we honour and commemorate, is considered an important part of an integrated and co-ordinated civic pride.
7. To work with others to develop fitting ways to commemorate the history, heritage and the achievements of the people of Ashford over the years.
8. To work with those responsible for Ashford museum to consider the nature size and content and to establish just how we might be able to assist in developing it further and making it appealing to a larger audience.
9. To liaise with Cllr Stephen Dehnel, who is the Military Covenant & Ceremonial Liaison Champion, on all forms of memorial services and or commemorative events proposed by this Group or indeed others, to ensure that the continuity of style, order and dignity is wholly in keeping with our

highest standards of civic pride.

10. To consider just how we might make information about our history, heritage and commemoration available to a wider audience, including the tourism industry, our businesses, our residents, our schools to name but a few.
11. To review, examine and consider any other valid aspect of our history, heritage and commemoration and make recommendations accordingly.

TERMS OF REFERENCE

INFORMATION TECHNOLOGY & DIGITAL TRANSFORMATION ADVISORY COMMITTEE:

Background, Chairmanship & Reporting:

Modern communications technology is always evolving and is crucial to the effectiveness of organisations. This Advisory Committee will make recommendations to Cabinet in order to support digital transition and technical advances and in doing so will highlight the benefits and efficiencies to be derived in our service delivery. The shift to digital thinking and working is led from the top. Executive sponsorship dissolves cultural barriers and inspires action.

This Advisory Committee will need to focus on transforming Council services and operations to make Ashford Borough Council a leader in digital Local government. The Committee must seek to deliver a vision and roadmap for a digital government that is agile and innovative, in supporting the new business and entrepreneurial approach being taken by this Council. They must optimise the value of information assets and digital technologies to deliver the best public services.

This important Advisory Committee will be chaired by Cllr Callum Knowles. This Group will report to Cabinet on progress and on matters for decision beyond that delegated to the Task Group.

Terms of Reference:

1. To embrace the vision for digital government in ABC, and examine the characteristics of high performing digital private sector organisations and local authorities.
2. To identify priority actions to accelerate the transformation of ABC and embed digital thinking to drive change, and to sustain it. Change also by widespread introduction of High Speed Broadband to our businesses and citizens across the entire Borough.
3. To prioritise actions with a holistic focus, that addresses systemic barriers to change; and prioritise actions that resolve or help in addressing a specific need that may involve the preparation of a proof of concept to establish how the action can be implemented.
4. To Identify the critical milestones in current work programmes and any additional actions required to drive the transformation. In doing so be aware of the need for privacy & security.
5. To Identify methods to drive cultural change within departments so that staff are aware that 'born digital, stay digital' is preferred as the default, Encourage staff confidence in adopting digital ways of working and develop increased awareness of opportunities.
6. To determine methods for promoting and adopting digital change both in-house and across all other sectors, taking into account sectors of the community that are not yet fully digitally-engaged.

7. To define the means required to measure progress and demonstrate the ongoing progress and successes.
8. To liaise with Service Heads and Portfolio Holders to ensure information sharing and the use of 'big data' analytics in support of public service planning and policy development. To drive a holistic focus on service delivery within ABC ensuring that all department's needs are identified and the most cost effective holistic solution of service delivery is introduced.
9. To explore how shared service with other authorities could drive efficiencies or better improve service delivery.
10. To ensure that Cabinet is kept informed of progress on all aspects of this important work.

DESIGN & DEVELOPMENT OF PARKS & OPEN SPACES TASK GROUP.

Background, Chairmanship & Reporting:

The existing Conningbrook Lakes Country Park Steering Group was formally set up under the new Administration's arrangements in May 2015. However, with the current changes to the organisational structure and thus the introduction of the in-house Environmental and Land Management Services, changes are now necessary.

This new remodelled Steering Group, called Design & Development of Parks & Open Spaces, will be chaired by Cllr Mrs J. Blanford until she becomes the Mayor in May 2018.

This Task Group will report to the Head of Culture and the Portfolio Holder. They in turn will report to Cabinet as appropriate.

Terms of Reference:

1. To deliver a range of co-ordinated improvements and to develop the two parks to provide an open-air environment to be enjoyed by all in the Borough and beyond.
2. This Steering Group's deliberations and recommendations will inform decision-making. The Group will also work with partners to maximise opportunities afforded by the two parks, including appropriate sports and leisure, but always remembering that they are country parks.
3. The Steering Group will have an input into and will consider any plans being advanced for commercial leisure or catering facilities associated with either of these two parks.
4. To liaise with the Portfolio Holder and Head of Service for Environmental and Land Management Services to ensure that these parks can be effectively managed for the future. In addition, they must be user friendly for all, including those with disabilities.
5. To monitor progress and be responsible for ensuring all appropriate steps are in place to deliver the approved proposals for the design and development of these two parks.
6. To consider, in conjunction with others, any other longer-term use of parts of the two parks that the Council may put forward over time, unrelated directly to the leisure offer. In this context to consider, in conjunction with the Economic Regeneration & Investment Committee, any proposals being made.
7. To take all actions to improve the two parks, including recommending the acquisition of additional land to expand the parks, where appropriate, and where funding permits.
8. Monitor the progress of the delivery of the final plans for the two parks, including the sporting & leisure offer to the public. In doing so, take all positive actions to promote and market, with others, the whole range of facilities on offer.
9. To monitor the use and views of the local people using the facilities to ensure we respond thoughtfully by providing appropriate enhancements or modifications wholly in keeping with the environmental setting.

10. Discuss and agree practical and pragmatic solutions to problems of delivery that fall within the scope of the delegated authority of this group.

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