



TERMS OF REFERENCE

1 Vision

The DCLG guidelines for Coastal Community Teams are to:

- Encourage greater local partnership working in coastal areas
- Support the development of local solutions to economic issues facing coastal communities
- To work together and with Government to tackle issues facing coastal communities,
- Encourage the sustainable use of heritage/cultural assets to provide both a focus for community activities and enhanced economic opportunities.

2 Objectives

The Dover Coastal Community Team is a delivery group designed to drive forward positive change reflecting these guidelines.

We will do this by:

- Establishing a shared set of principles, policies and operating standards Working together to make our Coastal Community a better place to live and work in, and to visit
- Developing and delivering a strong Dover Coastal Community Economic Plan
- Establishing links with Further Education and Higher Education establishments to improve relevant skills within the area
- Being inclusive of and transparent to stakeholders

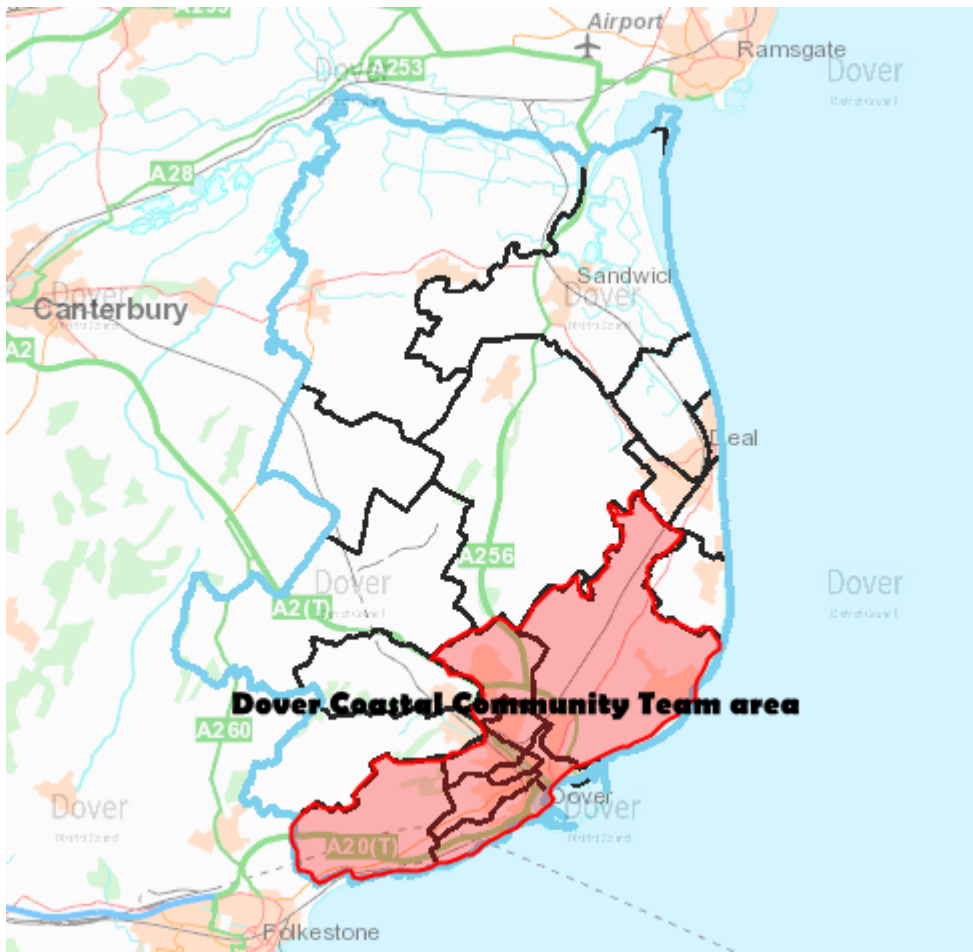
DCLG priorities for the Coastal Community Teams are to focus on, but not be limited to:

- Enhancing the attractiveness and accessibility of public areas
- Providing increased community facilities
- Promoting the visitor economy
- Encouraging sustainable uses of heritage/cultural assets
- Creating links to support the growth and performance of the retail sector
- Supporting the development of relevant skills in the district

3 Area

The Dover Coastal Community Team area has been selected in line with DCLG requirements. It is formed of coastal wards, plus other adjacent wards with a clear economic connection to the coast. There are strong economic connections between the town and port, and economic similarities across many of the wards.

- Buckland
- Capel-Le-Ferne
- Castle
- Guston
- Maxton, Elms Vale & Priory
- St Margaret's-at-Cliffe
- St Radigund's
- Tower Hamlets
- Town and Pier
- Whitfield



4 Membership

The DCLG guidance states that a Coastal Community Team is a local partnership consisting of the local authority and a range of people and business interests from a coastal community who have an understanding of the issues facing that area and can develop and drive forward an effective strategy for that place. Members of the team can be drawn from any part of the community who have an interest in their area being successful, but especially existing groups such as local voluntary and community organisations, major local employers, representatives of important local assets, such as a major local tourist attraction, and Destination Management Organisations.

Membership of the Dover Coastal Community Team is limited to groups covered by DCLG guidance.

- Members must operate within the geographical boundaries of the Dover Coastal Community Team. They must have a clear link to the coastal economy
- Membership is flexible, and involvement directly linked to project activity
- Attendance at meetings will be restricted to members who are actively involved in the development or delivery of projects through the economic plan
- Membership will be reviewed on an annual basis, although members can join or resign at any point during the year
- Members must have the authority to represent their organisation. Conflicts of interest should be declared promptly. Any potential financial or pecuniary benefit to themselves, or their company/organisation arising from the recommendations of the Dover Coastal Community Team, should be declared immediately

The Dover Coastal Community Team will welcome and invite membership from any community or business organisation that wishes to help deliver its vision and objectives. Where possible membership from any single organisation will be restricted to one as additional representation may affect the balance of interests in the group. All relevant businesses and community groups will be given the opportunity to join. The membership of the Dover Coastal Community Team will be kept under review and representatives from other businesses and organisations will be invited to the meetings, as necessary and appropriate, to assist with the work of the Dover Coastal Community Team. An Officer from Dover District Council will attend Dover Coastal Community Team meetings in their capacity as Project Manager for the production of the Economic Plan, and as the Accountable Body.

6 Decision Making

Dover Coastal Community Team members will nominate and elect a Chair. The Chair should not be someone who is attending the meeting in their capacity as an Elected Member with political affiliation, or a DDC Officer.

- Decisions can be made at CCT meetings or, at the discretion of the Chair, by email from the CCT members
- CCT members attending meetings or responding to emails requiring a decision must have the authority to make that decision on behalf of their organisation
- For decisions required at a meeting, documentation will be distributed no fewer than five working days prior to the meeting
- For decisions required by email, a period of no fewer than three working days will be allowed for responses
- Quorum is five members present at meetings, or five responses received by email
- All decisions will be made by consensus where possible, although a decision can be carried if 60% of CCT Team members present at the meeting or voting in response to email agree
- Sub groups and project teams must provide regular update reports to the Chair of the CCT
- The Chair may at their own discretion, and at the request of the CCT, request interim reports
- Frequency of meetings will be at least every two months, with annual elections for Chair. Interim meetings will be called when required

7 Working Groups and Project Teams

The Dover Coastal Community Team will establish Working Groups and Project Teams to focus on key projects. These will be Delivery Groups and membership will be restricted to those with a

Project Team delivery role.

8 Relationship with Elected Bodies

In accordance with DCLG requirements, the 'Accountable Body' for administering grant funding will be Dover District Council who will ensure funding is managed in a way that is appropriate for public funding.

The Dover Coastal Community Team may include elected Members within its membership, but is non-political.

9 Team Meetings

The Dover Coastal Community Team will meet at least once every two months in accordance with a meeting calendar approved by the Dover Coastal Community Team. Meetings will be minuted and these will be made available for viewing in a public location (i.e. Dover Coastal Community Team website, or Member websites) within two weeks of the meeting taking place. Copies will be circulated to Dover Coastal Community Team members. Minutes may be edited to remove commercially sensitive information. With regards to conduct of discussions and business, the Chairperson's ruling is final.

Chairperson responsibilities will include:

- Setting the agenda for each meeting
- Opening Dover Coastal Community Team meetings and clearly explaining the agenda
- Clarifying, summarising and where necessary assigning people to key roles throughout the meeting
- Keeping the meeting to time and wrapping it up within 90 minutes or less
- Encouraging broad participation from members in discussions
- Closing the meeting with a summary of decisions and actions

In the absence of the Chairperson, the Deputy Chair will preside at meetings and assume the same responsibilities.

10 Communication and transparency

Dover Coastal Community Team will be open and transparent about their activities. Details of the Team's membership will be publically available on Dover District Council's website, member organisation's websites and our own website. The Economic Plan, any amendments to the plan and updates will also be made publically available. This information will also be accessible via the Coastal Communities Alliance.

The Dover Coastal Community Team recognises the importance of communicating with the wider network of local businesses, residents, community groups and local authority interests within the area. The Team undertakes to provide this wider network with written updates (either in a newsletter, email etc.) of activity following each meeting.

All press and external enquiries will be handled by a nominated person on the Dover Coastal Community Team.

11 Finance

The finances of the Dover Coastal Community Team will be managed by Dover District Council as the 'Accountable Body'.

The Dover Coastal Community Team will seek to gain funding from organisations wishing to support its aspirations. These could include financial contributions from statutory bodies, donations or grant funding.

All funds raised will be deposited in the Dover District Council account. A specified member of the Dover Coastal Community Team will be asked to monitor the account and provide updates when required.

A summary of all Dover Coastal Community Team financial transactions and funds will be made available to all Dover Coastal Community Team members and the general public on a basis to be determined by the Chairperson, although this will be at least annually.

11 Amendments to the Terms of Reference

All general members of the Dover Coastal Community Team will be asked to vote on any proposals to change these Terms of Reference. All members will be invited to an extraordinary meeting where the changes will be presented for approval by the Dover Coastal Community Team.

All members will be notified at least two working weeks in advance of any proposals to change the Terms of Reference. General members will be provided with a copy of the amended draft Terms of Reference at least two working weeks in advance of the extraordinary meeting. The draft Terms of Reference will include a clear indication of where the proposed amendments are.

The approved Terms of Reference will be made available to all Dover Coastal Community Team members and the general public. All Dover Coastal Community Team approved documentation will be securely stored by a specified member of the Dover Coastal Community Team.