



Agenda

Meeting: **Corporate Plan Working Group**
Date: **6 November 2019**
Time: **3.00 pm**
Place: **Folkestone Room - Civic Centre Folkestone**

To: Councillors Mrs Jennifer Hollingsbee, Connor McConville, Ian Meyers, David Monk, Tim Prater and Lesley Whybrow

The Working Group will consider matters listed below on the date and at the time and place shown. **This meeting will not be open to the press and public.**

1. **Chair's Welcome (including purpose of group and Terms of Reference)**
2. **Apologies for Absence**
3. **Declarations of Interest**

Members of the Council should declare any interests which fall under the following categories:

- a) Disclosable pecuniary interests (DPI);
- b) Other Significant Interests (OSI);
- c) Voluntary announcements of other interests.

4. **Discussion on Proposed Corporate Plan Objectives**
5. **Options for format**
6. **Next Steps**

Queries about the agenda? Need a different format?

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Email: committee@folkestone-hythe.gov.uk or download from our
website:
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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.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

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