Terms of Reference

The River Crouch Coastal Community Team

September 2015

Background

The River Crouch Coastal Community Team is being set up and operated as the result of a successful bid by Maldon District Council, in partnership with Rochford District Council in June 2015 to DCLG Coastal Community Team Fund. The Coastal Team will facilitate the production of an Economic Plan for the area and work towards tangible deliverables which improve the local economy of the River Crouch area.

Responsibilities

The River Crouch Coastal Community Team is the partnership (not legally constituted) responsible for developing and delivering the Strategy on behalf of the Accountable Body. It has responsibility for the leadership, implementation, monitoring and review of the Strategy, and is responsible for taking all major decisions affecting its successful delivery.

The Accountable Body (MDC) is responsible for delivery of the programme on behalf of the River Crouch Coastal Community Team, holds itself responsible for successful conclusion of the programme, and undertakes to ensure that financial propriety and compliance is observed in its management and administration of the programme. The Accountable Body is also responsible for personnel, accountancy and administrative services of the programme. It must carry out its responsibilities in accordance with the National Operations Manual.

The Managing Authority is the Department for Communities and Local Government (DCLG).

Duties

The Accountable Body will:

• Enter into Funding Agreement with DCLG.
• Prepare and submit Economic Plans Plan.
• Ensure that as many sectors of the community as possible can contribute to the Economic Plan.
• Provide advice and technical support to CCT on policies and processes, and in particular advise the CCT on issues of eligibility and compliance, including conflicts of interest.

The Coastal Community Team will:

• Develop and agree the Economic Plan (EP).
• Approve the Economic Plan.
• Recruit a wide range of CCT members, reflecting the makeup of the area and the priorities of the EP.
• Conduct its business in a compliant manner, acting on the advice of the Accountable Body on legal and technical issues as necessary.
• Promote the Maldon & Blackwater Estuary Coastal Community Team, its plans and objectives throughout the local area.
• Monitor the implementation of the EP, and review as necessary.
• Make effective links with other key organisations within and outside the CCT area.

CCT Membership

1. The CT will comprise members of the public, private, community and voluntary sectors, ensuring that it represents a broad range of interests across the area. Membership should reflect both the area’s geographical extent and its sectoral composition.

2. Suggested Membership will be made up of (but not limited to) representatives from the following organisations:

3. Members must identify whether they represent themselves, as individuals, or are representing an organisation. If representing an organisation, they may nominate one named substitute who may vote on their behalf.

4. The CCT shall elect a Chairperson and Vice Chair at the first appropriate meeting after the Accountable Body has entered into contractual arrangement with the Managing Authority. The Chairperson must preferably be from the private/community sector but not exclusively.

5. Members engaged in activity related to their position on the CCT must comport themselves appropriately and respectfully in relation to other CCT members, staff, and members of the public. Inappropriate behaviour may result in exclusion from the CCT at the discretion of the Chairperson. All members will be required to sign the Code of Conduct at the beginning of their term.

6. Relevant background information related to responsibilities associated with CCT membership will be made available to any members requiring this.

7. Regular attendance at meetings is required. Non-attendance for more than 3 consecutive meetings may result in loss of a place on the CCT, at the discretion of the Chairperson.

Meetings

1. Will be held every four to twelve weeks, unless cancelled by giving 7 days prior notice.
2. A calendar of meetings will be agreed each year for the next twelve months.

3. Meetings will be rotated round the Coastal Team area.

4. Decisions will be by a majority of those present. The Chairperson or Vice- has a casting vote.

5. The quorum for meetings will be one third of voting members.

**Working Arrangements**

1. The administrative arrangements for CCT meetings will be undertaken by the staff from the Accountable Body.

2. The staff will circulate the agenda and papers seven days (where practicable) before each meeting, and will record decisions and issue minutes for approval at the next CCT meeting.

3. The AB staff team will attend CCT Meetings to provide information. Information for meetings should be sufficiently detailed to allow informed decisions to be made. Information should include:
   - Details of projects future and present
   - Quarterly financial statement on overall spend
   - Quarterly statement on achievement of outputs, outcomes, targets, milestones as detailed in EP
   - Notification of significant gaps in achievement of objectives, spend or outputs as detailed in EP
   - Notification of significant problems

4. Late business may be introduced by tabling papers with the approval of AB staff in conjunction with the Chair or Vice-Chair of the CCT.

5. CCT members who are directly involved or have a direct interest in any project discussed will declare an interest and take no part in the consideration of the project unless invited by the Chairperson to respond to questions. If CCT members represent an organisation which has an involvement in a project, but that organisation will not receive any financial benefit, representatives should declare an interest but can participate fully in the consideration (See also the Code of Conduct).

**Decisions and Reporting**

1. Views and decisions of the CCT will be recorded by the AB staff and signed by the Chair at the beginning of the following meeting.

2. The CCT’s recommendation as to whether a project should be proceed, be declined or deferred will be delivered through a show of hands to identify the majority view.

3. Decisions on projects will be made by the AB, which will, where appropriate, have the ability to refer a matter, or elements thereof, back to the CCT for further consideration.
4. Information on successful Grant Awards will be reported through the AB’s and CCT Member organisation’s websites.

**Variance to Terms of Reference**

The Terms of Reference for the Coastal Community Team will be reviewed annually, and they may vary or add to these Terms of Reference by agreement with the accountable body (MDC).

Signed

Name

Date

Position
Terms of Reference

The Maldon & Blackwater Estuary Coastal Community Team

April 2016

Background

The Maldon & Blackwater Estuary Community Team has been established as the result of a successful bid by Maldon District Council in June 2015 to the Department for Communities and Local Government (DCLG) Coastal Community Team Fund.

The Coastal Community Team facilitated the production of an Economic Plan for the area and is now working towards tangible deliverables which improve the local economy of the Maldon & Blackwater Estuary area.

Responsibilities

The Maldon & Blackwater Estuary Coastal Community Team is the partnership (not legally constituted) responsible for developing the Economic Plan on behalf of the Accountable Body. It has responsibility for the leadership, implementation, monitoring and review of the Plan, and is responsible for taking all major decisions affecting its successful delivery.

The Accountable Body (Maldon District Council) is responsible for delivery of the programme on behalf of the Maldon & Blackwater Estuary Coastal Community Team, and holds itself responsible for successful conclusion of the programme, and undertakes to ensure that financial propriety and compliance is observed in its management and administration of the programme. The Accountable Body is also responsible for personnel, accountancy and administrative services. It must carry out its responsibilities in accordance with the National Operations Manual.

The Managing Authority is the Department for Communities and Local Government (DCLG).

Duties

The Accountable Body will:

- Enter into a Funding Agreement with DCLG as and when deemed appropriate.
- Prepare and submit Economic Plans on behalf of the CCT.
- Ensure that as many sectors of the community as possible can contribute to the Economic Plan and the work of the CCT.
- Provide advice and technical support to CCT on policies and processes, and in particular advise the CCT on issues of eligibility and compliance, including any potential conflicts of interest.

The Coastal Community Team will:

- Approve and develop the Economic Plan (EP).
- Engage with and recruit a wide range of CCT members, reflecting the makeup of the area and the priorities of the EP.
- Conduct its business in a compliant manner, acting on the advice of the Accountable Body on legal and technical issues as necessary.
- Promote the Maldon & Blackwater Estuary Coastal Community Team, its plans and objectives throughout the local area and beyond.
• Monitor the implementation of the EP, and review as necessary.
• Make effective links with other key organisations and stakeholders within and outside the CCT area.
• **Lead the implementation of the Economic Plan and initiate projects to help achieve this.**

**CCT Membership**

1. The CCT will comprise members of the public, private, community and voluntary sectors, ensuring that it represents a broad range of interests across the area. Membership should reflect both the area’s geographical extent and its sectorial composition.

2. Membership will be made up of (but not limited to) representatives from the following organisations:


3. Members must identify whether they represent themselves, as individuals, or are representing an organisation. If representing an organisation, they may nominate one named substitute who may vote on their behalf.

4. The CCT shall elect a Chairperson and Vice Chairperson. The Chairperson must preferably be from the private/community sector but not exclusively.

5. Members engaged in activity related to their position on the CCT must comport themselves appropriately and respectfully in relation to other CCT members, staff, and members of the public. Inappropriate behaviour may result in exclusion from the CCT at the discretion of the Chairperson.

6. **All members of the Management Team will be required to sign a Code of Conduct at the beginning of their term.**

7. Relevant background information related to responsibilities, including these Terms of reference and other documents associated with CCT membership will be made available to any members on request.

8. Regular attendance at meetings is required. Non-attendance for more than 3 consecutive meetings may result in loss of a place on the CCT and/or the Management Team, solely at the discretion of the Chairperson.

9. There will be no limit on the number of organisations engaging with and participating in the work of the CCT. The Chairperson must preferably be from the private/community sector but not exclusively. The CCT Management Team (MT),
including the Chairperson and Vice Chairperson, will be elected annually and representation will be as follows:

- 4 x Local Authority (Maldon District Council Members):
  - Chairman & Vice Chairman of the Community Services Committee (2)
  - Chairman & Vice Chairman of the Planning & Licensing Committee (2)
- 2 x Parish Councils (elected Councillors)
- 3 x Business Representatives
- 1 x Essex County Council – Coastal Officer
- 1 x Voluntary Sector
- 1 x Environment
- 1 x Sailing Club
- 1 x Heritage Group

10. A CCT meeting will be quorate when 5 five Management Team members are in attendance. A quorate meeting will consist of at least one representative from the District Council, one from a parish council, one from a private sector business, and at least 2 others from the Management Team.

11. Specialist advice will be sought from other agencies, which have not been identified as members of the Management Team. Appointments can be made to task and finish groups to tackle particular issues or progress projects.

**Meetings**

1. A list of meeting dates will be agreed by the CCT each year.

2. Meetings of the CCT will be held at least every 4 months, unless cancelled by giving 7 days prior notice.

3. Meetings of the CCT Management Team will be held every 2 months, or earlier at the request of the Chairperson.

4. At the discretion of the Chairperson, meetings may be cancelled if there is no business to transact.

5. Meetings will be held in various locations in the Coastal Team area.

6. Decisions at meetings will be by a simple majority of those present. The Chairperson or Vice Chairperson will have a casting vote.

7. The quorum for meetings will be the attendance of at least 5 Management Team (MT) voting members (as 8 above).

**Working Arrangements**

1. The administrative arrangements for CCT meetings will be undertaken by staff from the Accountable Body (AB).

2. The staff will circulate the agenda and papers seven days (where practicable) before each meeting, and will record decisions and issue meeting action notes for approval at the next CCT meeting.
3. The AB staff team will attend CCT meetings to provide information. Information for meetings should be sufficiently detailed to allow informed decisions to be made. Information should include:

- Details of projects future and present;
- Financial statement on overall spend;
- Statement on achievement of outputs, outcomes, targets, milestones as detailed in EP;
- Notification of significant gaps in achievement of objectives, spend or outputs as detailed in EP;
- Notification of significant problems or challenges.

4. Late business may be introduced by tabling papers with the approval of the AB staff in conjunction with the Chairperson or Vice Chairperson of the CCT.

5. CCT members who are directly involved or have a direct interest in any project discussed will declare an interest and take no part in the consideration of the project unless invited by the Chairperson to respond to questions.

6. If CCT members represent an organisation which has an involvement in a project, but that organisation will not receive any financial benefit, representatives should declare an interest but can participate fully in the consideration.

Decisions and Reporting

1. Views and decisions of the CCT will be recorded by the AB staff and approved at the beginning of each following meeting.

2. The CCT’s recommendation as to whether a project should proceed, be declined or deferred will be delivered through a show of hands to identify the majority view.

3. Decisions on projects will be made by the AB, which will, where appropriate, have the ability to refer a matter, or elements thereof, back to the CCT for further consideration.

4. Information on successful Grant Awards will be reported through the AB’s and CCT Member organisation’s websites.

Variance to Terms of Reference

The Terms of Reference for the Coastal Community Team will be reviewed annually, and they may vary or add to these Terms of Reference by agreement with the Accountable Body (MDC).

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Date

Position