



# **Hunstanton Advisory Group**

## **Terms of Reference**

## Table of Contents

<b>1. Introduction</b>	<b>3</b>
<b>2. Purpose of the Hunstanton Advisory Group</b>	<b>3</b>
<b>3. The Role and Key Tasks for the Group</b>	<b>3</b>
<b>4. Membership</b>	<b>3</b>
Member representation	3
Appointment of Chair and Vice Chair	4
Process of adding new members	4
Ceasing to be a Group member	5
<b>5. Roles and Responsibilities</b>	<b>5</b>
<b>6. Conflicts of Interest</b>	<b>6</b>
<b>7. Group Member Conduct</b>	<b>7</b>
<b>8. Quorum and Decision Making</b>	<b>8</b>
<b>9. Meetings</b>	<b>8</b>
<b>10. Communication and Reporting Arrangements</b>	<b>9</b>
<b>11. Confidentiality</b>	<b>9</b>
<b>12. Sub-Groups</b>	<b>10</b>
<b>13. Freedom of Information and Data Protection</b>	<i>Error! Bookmark not defined.</i>

## **1. Introduction**

These Terms of Reference describe the purpose and structure of the Hunstanton Advisory Group (HAG) who have agreed to work together to accomplish a shared goal.

They set out the parameters within which the HAG will operate, roles and responsibilities, membership, conflicts of interest, Group member conduct, quorum and decision making, meetings, confidentiality, sub-groups and communication.

These Terms of Reference should be reviewed and revisited by the HAG on an annual basis to ensure they are relevant and current.

## **2. Purpose of the Hunstanton Advisory Group**

The HAG will represent all sectors within Hunstanton, providing a focussed forum to develop and deliver projects within the area to enhance and improve facilities and the environment for both residents and visitors.

The HAG is to be a Group that is proactive and not a 'talking shop', it will be apolitical and follow the maxim of 'Talk less – Do more'.

## **3. The Role and Key Tasks for the Group**

The key tasks for the Group will be to:

- Review proposed projects brought for consideration by members of the HAG
- Prioritise agreed projects into an annual programme for development and delivery
- Appoint the most appropriate and experienced 'Champion' to lead individual projects
- Identify funding opportunities and apply for such funding to deliver projects
- Co-ordinate, monitor and manage the overall programme to identify and rectify any areas that are not progressing and to ensure there is no duplication of effort
- Ensure frequent and transparent communication is made with all stakeholders and the wider community
- Regularly review the membership of the HAG to ensure fair representation for all sectors of business and residents

## **4. Membership**

### **Member representation**

Membership of the HAG will be drawn from all sectors within Hunstanton. The overall structure of the Group will comprise of a maximum of 12-16 members, with representatives from:

	<b>Organisation/Sector</b>	<b>Name</b>	<b>Organisational /Sector Role</b>
<b>Local Government</b>	King's Lynn & West Norfolk Borough Council	Cllr Graham Middleton Cllr Paul Beal Cllr Carol Bower	Deputy Leader Ward Member Ward Member
	Norfolk County Council	Cllr Andrew Jamieson	
<b>Central Government</b>	Member of Parliament	James Wild MP	MP for North West Norfolk
<b>Town Council</b>	Hunstanton Town Council	Cllr Howard Johnston Mayor Maureen Howard (appointed Nov 2022)	
<b>Civic</b>	Civic/Public	Amanda Bosworth	Hunstanton Civic Society
<b>Local Business</b>	Accommodation	Paul Searle	Searles
	Town Centre Retail	Mark Kacary	The Norfolk Deli
	Education	To be identified	
	Seafront	Colleen Roper Joel Large	Rainbow Amusements East Coast Gelato
	Hospitality	Derrick Lloyd	The Lodge Hotel
	Care sector	To be identified	
	Land stakeholder	Charles le Strange Meakin	le Strange Estate
	Joe Bates	Round Table	

### **Appointment of Chair and Vice Chair**

The Group shall appoint a Chair and Vice Chair who must come from the business or voluntary sectors, and who will serve for a period of 24 months before re-election.

The Vice Chair will assume the responsibilities of the Chair in the event that the Chair is unable to be present at the meeting.

### **Process of adding new members**

New members may be required either for their specialist knowledge or to fill a vacancy that has arisen (vacancies arising from the civic and public sector shall be appointed to by their respective organisation/office confirming in writing the replacement.)

Any Group member may add to the agenda of a meeting a recommendation to recruit one or more new members. If the decision of the Group is to agree the recommendation, an advert will be prepared with a deadline for receiving applications of no less than 3 weeks after first advertising. The advert will state any identified

specialist knowledge required and/or requirements regarding locality. The advert shall be published locally and publicly in the manner determined by the Group.

All applications received shall be sent to the Group members and an item placed on the agenda of the next meeting to vote by simple majority who should be appointed as a new member. There is no obligation on the Group to appoint to the advertised vacancy if they do not consider that any applicant meets the requirements of the advert.

The decision of the Group to appoint a new member shall be communicated to the successful applicant(s) and on their acceptance of the role, they shall be deemed a Group member.

Decisions shall be taken in accordance with the Nolan principles.

### **Ceasing to be a Group member**

A member may cease to be on the HAG under the following circumstances:

- The Group member gives written notice to the Chair of their resignation
- They cease to be the representative of their organisation
- They are subject to bankruptcy or liquidation, or in the case of an organisation, winding up, liquidation, administration or dissolution.
- The Group member is removed following a resolution of the Group that it is in the best interests of the Group that the member is removed.

## **5. Roles and Responsibilities**

The role of the Chair is to lead the HAG in shaping the vision for Hunstanton as well as defining the strategy and steps that need to be taken to achieve that vision. Key responsibilities are:

- Provide a consistent and dynamic lead for the Group
- Support the Group in developing and implementing the annual project programme
- Ensure all Group members are actively engaged
- Conduct meetings effectively and fairly, adhering to high standards of ethics and governance
- Undertake all media contact, with the ability to delegate to other HAG members if required
- Use a casting vote in Group decisions when required
- Uphold the Seven Principles of Public Life (The Nolan Principles)
- Oversee the formation of any required sub-groups

The role of Group members is to support the Chair and ensure that the correct steps are taken to achieve the aspirations of the HAG. Key responsibilities are:

- Regularly attending Group meetings
- Understanding and reflecting the agreed views of the Group in discussions with other partners or stakeholders

- Being mindful of different views and opinions and working with others to reach agreement
- Contributing to the development and implementation of the annual project programme
- Identifying and pursuing funding opportunities that may arise for agreed projects
- To be an ambassador for the HAG and for Hunstanton

The role of the borough council will be to provide:

- administrative support as required
- a postal address/contact telephone number c/o Chief Executive's PA
- an area set up on the Borough's website for the group minutes/agendas etc to be published

The role of the Borough Council will need to be reviewed as the HAG develops and evolves.

## **6. Conflicts of Interest**

Any conflicts of interest must be declared to the Chair at the beginning of each meeting or as soon as any matter is raised which has a potential conflict of interest for any member.

Should a Group member have a conflict of interest they must immediately declare the nature of the conflict or potential conflict and may be asked to withdraw from any agenda item where the conflict would be relevant.

If a Group member has an interest in a matter to be discussed, they may not be:

- Entitled to remain present at the meeting during discussions on the matter
- Counted in the quorum in relation to the matter
- Entitled to vote on the matter

However, the Group may, at any time, authorise a Group member to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the member is not able to vote on the matter.

Interests fall into the following categories:

- **Financial interests**
  - Where an individual may get direct financial benefits, or avoid a loss, from the consequences of decisions they are involved in making
- **Non-financial professional interests:**
  - Where an individual may obtain a non-financial professional benefit from the consequences decisions, they are involved in making, such as increasing their professional reputation or promoting their professional career

- **Non-financial personal interests:**
  - Where an individual may benefit personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit. This could include, for example, where the individual is:
    - a voluntary sector champion for a business/individual
    - a volunteer for a business/individual
    - a member of a lobby or pressure group
- **Indirect interests:**
  - Where an individual has a close association with another individual who has a financial interest, a non-financial professional interest or a non-financial personal interest and could stand to benefit from a decision they are involved in making

## 7. Group Member Conduct

All members of the HAG shall observe the ‘Seven Principles of Public Life’, conflict of interest obligations and also any other code of conduct within their own organisation. HAG members will strive to adopt positivity and a forward-looking approach.

The Nolan Principles of public life are:

1. **Selflessness** – Group members should act solely in terms of the public interest
2. **Integrity** – Group members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or friends. They must declare and resolve any interests and relationships.
3. **Objectivity** – Group members must act and take decisions impartially, fairly and on merit, using the best evidence available and without any form of discrimination or bias.
4. **Accountability** – Group members are accountable to the best interest of the HAG and the principal objectives of the Group.
5. **Openness** – The Group must act and take decisions in an open and transparent manner.
6. **Honesty** – Group members should act with honesty, objectivity and integrity at all times.
7. **Leadership** – Group members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Specifically, all Group members will:

- Commit to, and actively support, the work of the HAG
- Seek to support the HAG in its aims and priorities
- Acknowledge the HAG as an apolitical organisation
- Act with honesty, integrity and probity at all times

- Treat with respect all fellow Group members, the public and partners in other organisations
- Adhere to good practice in the conduct of meetings and avoid conduct which could be seen as unreasonable or prejudicial to open debate
- Accept and uphold decisions that are properly made by the majority of Group members, even if they do not agree with them or was not present when the decisions were made
- Accept responsibility for their actions
- Be a committed team member, working with their fellow Group members and the wider community
- Seek to ensure there is an inclusive culture, with no discrimination on religion, belief, race, colour, gender, disability, sexual orientation, age, social or economic status or national origin
- Act in the best interests of the HAG, doing nothing that might bring it into disrepute

## **8. Quorum and Decision Making**

A quorum for meetings shall be eight Group members present either in person or remotely.

If the meeting is not quorate it cannot go ahead and should be rescheduled.

In the absence of the Chair at a meeting of the HAG, the Vice Chair will be appointed Chair for that meeting only.

The Chair may convene an informal meeting of all or some of the Group members to inform them of progress of a particular matter.

The Chair may meet with third parties and attend events on any matter relevant to the annual project programme, or may appoint another Group member to attend in their place.

Each Group member shall have one vote which may be cast on matters considered at the meeting.

All decisions made by the Group must be by a majority decision. In the event of a tied vote, the Chair shall have a casting vote.

## **9. Meetings**

The Group will meet monthly. Timings of these meetings will be agreed by the Chair and Group members.

Meetings may be in person, virtual or hybrid as required. Group members retain the right to vote whichever method of attendance they choose.

The Group may meet at other times, as agreed by the Chair and Group members, to facilitate progress of the annual project programme, or to address urgent matters that may arise.



Group meetings will not be open to the public, due to the potential commercial and financial nature of the matters being discussed. This to be reviewed by the HAG as the work of the Group develops

Other people and external advisers may be invited to attend all or part of any meeting when their input is required on specific issues. They will not be entitled to vote.

Wherever possible, notice of each meeting will be forwarded to each Group member, confirming the venue, time and date, together with an agenda and any accompanying reports or other documents.

All meetings will be minuted and draft minutes will be circulated to the Chair promptly after each meeting. Minutes will be approved in draft form by the Chair and sent to all Group members. They will remain in draft until the next meeting where they can be approved.

## **10. Communication and Reporting Arrangements**

All communications will be issued via the Chair on behalf of the HAG.

Group members will not communicate with the press or broadcast media or express opinions about the HAG on the internet or social networking sites without the approval of the Chair.

Group members will report directly to the Chair of the HAG. The Chair is accountable to the HAG Group.

It is expected that the HAG will issue regular communications to its stakeholders, partners and the public on its progress, these communications to be at least quarterly.

Communications should be via email and appropriate social media channels.

The HAG should set up social media pages on sites such as Facebook, Twitter, Instagram and LinkedIn to give it a wide coverage for its communications but for now all communication with the public is via the [Hello@hunstantonadvisorygroup.Co.uk](mailto>Hello@hunstantonadvisorygroup.Co.uk)

## **11. Confidentiality**

Group members will act with discretion and care, at all times, in respect of difficult and/or confidential matters.

The Group is likely to discuss matters where one or some members will wish to retain confidentiality. All Group members are expected to retain confidentiality in the context of the matters being considered.

Occasionally matters may require more stringent levels of confidentiality due to commercial sensitivity and the Group may consider the requirement of using non-disclosure agreements in relation to these matters

## **12. Sub-Groups**

As each annual programme is developed and agreed, sub-groups may be required to be set up to ensure the required expertise is available to take specific areas of the programme forward to completion.

Sub-groups will be agreed by the Group and members of the sub-groups will follow these Terms of Reference and the associated requirements for member conduct.

The sub-groups will act in an advisory capacity to the Group on specific matters and projects.