

Exmouth Beach Management Scheme – Advisory Group

Terms of Reference

1. **The role of the Advisory Group**

- 1.1. The role of the Advisory Group is to advise East Devon District Council on the development and delivery of the Exmouth Beach Management Scheme and update the Beach Management Plan project (*the Project*) by East Devon District Council (*the Client*) and yet to be appointed consultants (*the Consultants*). The Group is to act as a ‘critical friend’ throughout the project.

2. **Responsibilities**

The Advisory Group will be responsible for :-

- 2.1. Commenting on the aims and the objectives of the Project.
- 2.2. Providing advice and guidance as appropriate to the Client (specifically the officers assigned to deliver the Scheme) on developing, delivering and monitoring the Project to assist facilitating that it is delivered in accordance with the contract, the project plan and budget. Officers will take into account that advice in the progression of the Project, and the preparation of reports to Cabinet as and when such reports are required by the Project.
- 2.3. Provide community input to the Project, including the identification of opportunities and constraints.
- 2.4. Provide advice on regulatory issues as appropriate.
- 2.5. Provide appropriate documents and information to support the development and delivery of the Project.
- 2.6. Providing a forum for discussion of issues and progress at high level including the different Project stakeholders.
- 2.7. Provide advice on key decisions of the Project. Advise on Project papers at different stages, as provided by the consultant.
- 2.8. Provide advice on communications and public relations support as appropriate.
- 2.9. Recommending any further work required as part of the Project.

3. **Ways of working**

- 3.1. The Advisory Group will meet a minimum of three times during the Project
- 3.2. The Advisory Group will meet in public session, to permit members of the public to view proceedings
- 3.3. Public speaking will be permitted, with speakers required to register at least 24 hours in advance of the meeting start time (subject to any COVID restrictions in place at the time of the meeting)
- 3.4. Officers request that any technical questions (from the Group or the public) are submitted seven days in advance, to allow time to prepare a full response.
- 3.5. Members of the Advisory Group will receive the agenda by email at least one week before each meeting. Members may ask for additional agenda items for future meetings, but the final decision will be with the Chair of the group to include such additional items.
- 3.6. Minutes of the Advisory Group meeting will be taken and agreed by members of the Group at the following meeting.
- 3.7. Action points will be clearly identified in the minutes. Minutes are not verbatim.
- 3.8. The Advisory Group will be chaired by a District Councillor as elected by the Group at their first meeting; the Chair will be agreed at Annual Council each year for subsequent years subject to the lifetime of the Project

- 3.9. Meetings will keep to the pre-agreed agenda and allocated timings as far as possible.
- 3.10. Appropriate time will be allocated to agenda items to allow debate by all relevant Advisory Group Members.
- 3.11. Members may be contacted between meetings for advice should the need arise.
- 3.12. From time to time sub-groups may be formed to work on specific time-limited issues as appropriate, as agreed by the Chair
- 3.13. From time to time individuals may be co-opted to provide specific advice and expertise as required.
- 3.14. No substitutes are required for non-attendance.

4. Membership

- 4.1. The Advisory Group will have members drawn from each Project partner plus members from the community and affected groups.
- 4.2. Membership of the Advisory Group will last for the length of the Project where possible, subject to changes agreed at Annual Council by East Devon District Council in regard to its own members .
- 4.3. Members of the Advisory Group are expected to be actively involved in meetings and giving advice.

4.4. Membership will consist of voting members:

- 4.4.1. Chair (EDDC Exmouth Ward member)
- 4.4.2. Two EDDC Members who represent an Exmouth Ward
- 4.4.3. Two Exmouth Town Councillors
- 4.4.4. Devon County Council Councillor
- 4.4.5. Environment Agency representative
- 4.4.6. Devon County Council Flood and Coastal Risk Officer
- 4.4.7. Clerk to Exmouth Town Council
- 4.4.8. RNLI representatives(2; local and national)
- 4.4.9. Edge Watersports representative
- 4.4.10. Exmouth Watersports representative
- 4.4.11. Exmouth Beach Rescue Club representative
- 4.4.12. Exmouth Chamber of Commerce representative

4.5. Non-voting members

- 4.5.1. Remaining EDDC Members who represent an Exmouth Ward
- 4.5.2. Portfolio Holder Coast, Country and Environment
- 4.5.3. Portfolio Holder Tourism, Sport, Leisure and Culture
- 4.5.4. EDDC Officers

5. Advisors

- 5.1. Advisors exist to support the work of the Advisory Group. Advisors can be drawn from organisations represented on the Advisory Group or from external experts with relevant knowledge of the issues surrounding the Project. Advisors can be called on by the Advisory group as and when required.

Agreed by Senior Officer Decision dated 20 Jan 2022.