

## **Appendix I**

### **Northstowe Delivery Board**

#### ***DRAFT* Terms of Reference**

This paper outlines a proposal to establish a Governance Board for the Northstowe Programme.

#### **Purpose:**

To deliver on South Cambridgeshire District Council's commitment to Northstowe, to build a number of Community and Sporting facilities; which will play a key role in ensuring Northstowe is an excellent place to live.

The role of the Board is to oversee and assist in the delivery of this programme of activity, supporting and working closely with the Senior Responsible Officer.

#### **General Principles:**

- To support
- To challenge
- To remove barriers/blockages
- To be accountable for delivery
- To utilise the Board Members expertise and knowledge for the benefit of delivery
- To keep the wider community and stakeholders engaged and involved in the programme as it develops. To strengthen these relationships and maintain a high level of communication.

#### **Duties:**

- To oversee and approve the workplan for the delivery of the buildings the Council is responsible for at Northstowe; this will include receiving regular updates on progress; performance; milestones; timescales; risks and issues.

- To help remove any identified blockages or barriers to delivery, in conjunction with the SRO
- To support the SCDC Senior Responsible Officer for Northstowe to ensure that projects are delivered on time and to budget; and to consider recommendations for resources (both skill-sets; capacity; and funding) as required
- To oversee the creation of, and ongoing development of a Communications Plan for the Programme, to ensure that local residents are kept closely informed of progress, and continue to improve and maintain community and stakeholder relationships
- To work alongside Officers to engage and/or influence partners/stakeholders who have an interest in the development and design of the buildings; and to align activities across organisations to ensure the buildings help to deliver the required services
- Agree and approve reports to Cabinet on the Northstowe Programme; and provide updates/reports to Members as appropriate
- Be visible champions for Northstowe, in the community and with wider stakeholders

The Board will not be engaged in the day-to-day activities of the delivery of the programme. This will be undertaken by the SCDC internal Officer Delivery Group, overseen by the SRO, in partnership with officers from other organisations.

### **Board Membership**

The Chair will be the Cabinet Member with responsibility for New Towns. Consensus will always be sought but where it cannot be reached on a matter, then the Chair will take the final decision.

### **Members:**

- 2 Ward Councillors for Northstowe
- 1 Cabinet Member for New Towns (Chair)
- 1 Town Councillor

1 County Councillor

**Representatives from (as required, depending on agenda items):**

1 x Health/NHS

1 x Schools/Education

1 x Business

1 x Homes England

**Officer Attendees:**

- South Cambridgeshire Senior Responsible Officer for Northstowe
- County Council senior officer
- As required, the Northstowe Team of Officers from South Cambridgeshire (Can include as appropriate Officers from: Planning; Economic Development & Business; Housing; Communities; Communications; Finance)
- Any additional organisations/agencies delivering work on Northstowe (ie. Design agencies; delivery partners)
- Colleagues from any of the partner organisations listed above

**Frequency of Meetings**

The Board will meet monthly until December 2022. At that point the frequency of meetings will be reviewed, in line with the progress of the various Build projects at that point.

The group will be reviewed annually, including membership; purpose; and frequency of meetings.

**Meeting Schedule**

The first meeting will take place in August (holidays permitting).

The Board will be resourced by South Cambs including the scheduling of meetings; and minute-taking.

Minutes of meetings, once agreed at the following board, will be published and available on the South Cambs website.