

JOINT OFFICER BOARD

TERMS OF REFERENCE/OPERATING CONVENTIONS

(i) **Role of Board**

The Board will provide strategic management to ensure that resources allocated by the Joint Strategic Growth Implementation Committee, including staff resources, are utilised in an integrated and coherent manner consistent with the need to progress the implementation of the growth agenda for the Cambridge sub-region.

(ii) **Key Tasks**

Key tasks will be:

- Ensure that those elements of the 'Growth Business Plan' for the sub-region that relate specifically to Northstowe and the Fringe sites are implemented.
- produce implementation programmes for Northstowe and the Cambridge Fringe sites for approval by the Joint Strategic Growth Implementation Committee
- identify, establish, monitor and resolve the performance of a joint core team of local authority and Cambridgeshire Horizons staff to work on development control and implementation issues
- identify, establish, monitor and resolve the supporting work required by the joint core team from other staffing resources to be provided by the local authorities and Cambridgeshire Horizons
- ensure that the developments will meet the expectations of high standards and sustainable design
- identify, procure, monitor and resolve the performance of specialist consultancy support required
- report on progress achieved to the Joint Strategic Growth Implementation Committee

(iii) **Chair**

The Chair will be Stephen Catchpole the Chief Executive of Cambridgeshire Horizons.

(iv) **Membership**

The Board will comprise of 2 senior officer representatives from each of the three local authorities and Cambridgeshire Horizons.

(v) **Meetings**

Meetings will take place at least once each month