

### GROWTH AREA DELIVERY BOARDS

#### TERMS OF REFERENCE

##### **(i) Operation of the Delivery Boards**

There will be two Delivery Boards, one for Northstowe and one for Cambridge Fringes. Note, given the scope of work and number of developers involved, it may be appropriate to sub-divide the Cambridge Fringe Sites Delivery Board for operational purposes.

Meetings will normally be held in two parts, part one for public sector members only and part two for all members including developers. As these are officer meetings involving negotiations, meetings will be held in private.

##### **(ii) Role of Delivery Boards**

The Delivery Board will oversee the management of and ensure the delivery of Northstowe New Town / Cambridge Urban Fringe developments, ensuring the development meets expectations set out in policy documents for high standards and sustainable design.

##### **(iii) Key Tasks**

- Ensure an up-to-date programme for delivery is drawn up, agreed amongst all members of the Delivery Board and reviewed at least once a month.
- Ensure a critical path is identified and that key dates are met by the appropriate organisation.
- Ensure a comprehensive assessment of the risks associated with implementation of the development is undertaken and updated at least once a month.
- Based on the assessment of risks above, ensure that mechanisms are put in place to address and overcome issues which would delay or prevent implementation of the development within the agreed programme, including establishing time-limited task groups to address issues.
- Manage risks by empowering the Delivery Manager to work across organisational boundaries to address issues.
- Ensure progress is reviewed, best practice identified and lessons learnt are applied to improve the timely delivery and quality of the development.
- Oversee the preparation of section 106 and / or other agreements, including prioritisation of community needs.
- Ensure effective dialogue amongst local authorities, developers and other infrastructure providers and maintain a collaborative approach to implementation, including effective communications with the joint development control function and member reference groups.
- Put in place, monitor and review a communication and public relations strategy to ensure appropriate stakeholder and community engagement with the project, and ensure effective communications with the media.
- Oversee, monitor and review budgets for work undertaken to support implementation of the development, including consultancy studies.
- Ensure provision is made for resources to support implementation of the development.
- Oversee bids and other responses for funding related to the development.

- Provide regular updates to the Joint Officer Board and Strategic Implementation Committee on progress with delivery, including information to assist resolution of cross-cutting strategic issues.

**(iv) Chair**

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

**(v) Membership**

The Northstowe Delivery Boards will comprise senior officer representatives from South Cambridgeshire District Council, the County Council, Cambridgeshire Horizons, the Delivery Manager, senior advisor to the Joint Development Control Committee, the Cambridgeshire PCT, Highways Agency, Housing Corporation, Environment Agency and the developers.

The Cambridge Fringe Sites Delivery Board will comprise senior officer representatives from Cambridge City Council, South Cambridgeshire District Council, the County Council, Cambridgeshire Horizons, the Delivery Manager, senior advisor to the Joint Development Control Committee, the Cambridgeshire PCT, Highways Agency, Housing Corporation, Environment Agency and the developers.

**(vi) Meetings**

Meetings will take place at least once a month. The Delivery Manager will coordinate the meetings.