

## Housing Growth and Economy Terms of Reference

Full Terms of Reference is included in **Appendix One**.

### **Objectives:**

To ensure that the services within the scope of the Housing, Growth & Economy board:

1. Continue to be delivered from Day One (1<sup>st</sup> April 2020) in a manner that meets legal requirements for transition.
2. Are delivered from Day One with a managed approach to / appropriate level of consistency in service to customers irrespective of their geographical location. This will be defined with due consideration of legislative requirements, political steer, customer experience and risk exposure; There may be differences in policies, delivery models and fees & charges between different areas at Day One where that is determined to be the most viable option.
3. Have a defined implementation plan to achieve appropriately integrated service delivery for transition beyond Day One in line with transition legislative requirements (e.g. to meet transition requirements from multiple local plans to a single council area local plan no later than five years; requirements around charges within one year).
4. Have a defined overarching strategy for the realisation of further longer-term transformation opportunities for Bucks the place (a service manifesto).
5. Whilst minimising risk to business as usual activity, we ensure that we do not undermine the overall solution being developed for the new council.
6. Ensure all key stakeholders are engaged and informed throughout the transition to the Buckinghamshire council, and that they are clear about the arrangements that will be in place for vesting day

### **Stakeholders (order of listing does not indicate any prioritisation):**

- Employees of the current councils within the service areas
- Various Customer types (as service users)
- Residents
- Elected members, Shadow Authority, Shadow Executive, MPs
- CIG members
- Bucks Businesses
- Developers/consultants/agents
- Town & Parish councils
- Partners:

- Bucks and Thames Valley Local Enterprise Partnership (BTVLEP)
- South East Midlands Local Enterprise Partnership (SEMLEP)
- Bucks and MK Natural Environment Partnership
- England's Economic Heartland
- Delivery Vehicles / Companies
  - Bucks Advantage
  - Consilio
  - Aylesbury Vale Estates (AVE)
- Governmental departments/ agencies
  - Environment Agency, DEFRA, Natural England
  - Ministry of Housing, Communities and Local Government (MHCLG); Homes England
  - Highways England, Department for Transport; HS2 Ltd, East West Rail (EWR) Consortium, Heathrow - HSPG, Arc
  - Department for Culture, Media and Sport (DCMS)
  - Neighbouring councils – Slough; MK; Oxfordshire, Northants, Luton Central Beds, London authorities
  - Department for Business, Energy & Industrial Strategy (BEIS)
- Major Contractors and Suppliers
- Tenants
- Health organisations
- Volunteers

## Appendix One - Terms of Reference

Title:	Terms of Reference
<b>Purpose:</b>	<p>Responsible for establishing, managing and monitoring the delivery of workstream activity within an agreed portfolio, creating a collaborative and solution focused approach to the overall unitary transition programme to establish the new Council by April 2020.</p> <p>Key actions will be to:</p> <ul style="list-style-type: none"> <li>• Propose and establish workstreams both standing and task and finish, needed for the successful delivery of the agreed board portfolio of work that supports the overall programme delivery and ensure these are resourced as required.</li> <li>• Ensure workstream outcomes are developed to meet internal and external customer needs.</li> <li>• Consider, advise and sign off all reports produced by the portfolio of workstreams before being presented to the Chief Executives Implementation Group (CIG) and Shadow Executive.</li> <li>• Make decisions based on robust officer reports and/or business cases to enable the delivery of the agreed board portfolio of work for which they have delegated authority.</li> <li>• To manage and identify resourcing requirements to deliver the portfolio of work and agree these within the boards delegated authority or refer to the CIG for agreement.</li> <li>• Receive regular highlight reports on the activity and progress of the workstreams within the board portfolio including the management of dependencies, co-ordination of activity to avoid duplication.</li> <li>• Consider and monitor workstream risks and/or issues and escalate these as appropriate to CIG.</li> <li>• Liaise regularly with the other programme board co-chairs and programme management office to effectively monitor portfolio cross cutting issues and dependencies, escalating where required to the CIG.</li> </ul>
<b>Status:</b>	<p>Decision Making            Non public            Notes and actions to be captured            Confidentiality to be highlighted where relevant for specific items</p>
<b>Chair:</b>	<p>The boards will be jointly chaired by an officer from the County Council and an officer from a District Council.</p>
<b>Membership:</b>	<p>Programme Board Co-Chairs            Programme Manager/PMO Rep            Workstream Co-Leads            Interim Monitoring Officer</p> <p>Where the BCC and District Council co-leads for workstreams are in agreement in the progression of the workstream, it is deemed acceptable for just one workstream co-lead to attend the Programme Board meetings. However, where there is divergence, both workstream co-leads must attend or send a nominated deputy.</p>

<b>Deputisation:</b>	Where a member is unable to attend, a named deputy can stand in on their behalf.
<b>Frequency:</b>	Fortnightly (with additional meetings as required)
<b>Service Standards:</b>	<ul style="list-style-type: none"> <li>• Agenda items will be confirmed a minimum of 5 working days in advance of meeting date unless with the agreement of one of the Chairs.</li> <li>• Agenda will be approved by the Chairs in advance of circulation.</li> <li>• Any other businesses will be reserved for urgent un-foreseen items.</li> <li>• Agenda and papers will be circulated by email, minimum 3 working days in advance of meeting date, unless agreed by the Chairs as exception.</li> <li>• Notes and actions will be agreed by the Chair, and then circulated to all board members within 2 working days of meetings.</li> <li>• Notes and actions are considered as 'draft' until approved at next meeting.</li> <li>• Board chairs will meet weekly with the Leader of the CIG for an informal 'touch down' meeting.</li> </ul>
<b>Standing Agenda Items:</b>	<ul style="list-style-type: none"> <li>• Approval of previous minutes and actions – every meeting.</li> <li>• Review of actions for HGE Board from CIG</li> <li>• Workstreams updates.</li> <li>• Finance &amp; Resource monitoring</li> <li>• Review of workstream risks and issues</li> <li>• Communications – messages requiring dissemination to employees / other stakeholders</li> <li>• Forward Plan</li> <li>• AOB</li> </ul>
<b>Date of last review:</b>	<ul style="list-style-type: none"> <li>• March 2019</li> </ul>

- Charities and the third sector as delivery partners
- Chilterns Conservation Board
- Registered Providers(RPs)/Housing Associations and Private Landlords

**Roles & Responsibilities:**

- Propose and establish Housing, Growth & Economy workstreams both standing and task and finish, needed for the successful delivery of the agreed board portfolio of work that supports the overall programme delivery and ensure these are resourced as required.
- Ensure Housing, Growth & Economy workstream outcomes are developed to meet internal and external customer needs.
- Consider, advise and sign off all reports produced by the portfolio of Housing, Growth & Economy workstreams before being presented to the Chief Executives Implementation Group (CIG) and Shadow Executive.
- Make decisions based on robust officer reports and/or business cases to enable the delivery of the agreed board portfolio of work for which they have delegated authority.
- Receive regular highlight reports on the activity and progress of the Housing, Growth & Economy workstreams within the board portfolio including the management of dependencies, co-ordination of activity to avoid duplication.
- Consider and monitor Housing, Growth & Economy workstream risks and/or issues and escalate these as appropriate to CIG.
- Liaise regularly with the other programme board co-chairs and programme management office to effectively monitor portfolio cross cutting issues and dependencies, escalating where required to the CIG.