



ESSENTIAL REFERENCE PAPER D

Old River Lane Delivery Board

TERMS OF REFERENCE

Purpose

The primary purpose of this group is to be responsible for the delivery of the development programme for the Old River Lane Site. The group will regularly review process, ensure that all parts of projects that impact on the delivery of the overall programme are co-ordinated and any deviation from the overall plan is mitigated. The Board will also help determine the allocation of any resources to the programme.

Remit and Accountability

The group will consider the following within its remit:

1. Lead on the promotion and facilitation of the Old River Lane Development.
2. Monitor progress as well as receive and review updates on all projects within the programme
3. Review the overall resources available to the programme and determine the allocation of these to ensure successful delivery of all projects
4. To procure and steer the work of suitably qualified consultants who will work alongside relevant officers to provide evidence and ideas to put into effect a property strategy, planning policy, master planning initiatives and planning applications that will achieve the Council's objectives for the site.
5. To ensure that stakeholders with a close interest or relationship with the site and the wider community are engaged in the process, through setting up appropriate forums and providing information as the project progresses.
6. To monitor a risk register prepared by officers.
7. To monitor the budget set aside by the Executive for these tasks. To consider the use of the Council's statutory powers to bring forward necessary change in accordance with the Development Plans.
8. Ensure that effective communication is in place to wider staff group, customers and Councillors on the progress of the projects.
9. That any risks that may impact on delivery of outcomes of the programme are identified at as early a stage as possible and suitable mitigations are identified to ensure that the programme remains on track



Procedure & reporting

- 1 To meet every calendar month or otherwise as required.
- 2 To minute the meetings and publish those that are not commercially sensitive.
- 3 To instruct and receive reports from the Officers Working Group and Work stream Leads Group as required and to receive and review the minutes
- 4 To seek instructions, report on progress and make recommendations to the Executive.

Membership and Constitution

The authority for Board membership allocation is delegated to the Leader of the Council and Lead Director