

# The programme structure

## Old River Lane Delivery Board

**Purpose:** Responsible for delivery of the development programme

**Membership:** Leader, Deputy Leader, Exec Member for Finance, Exec Member for Wellbeing, Bishop's Stortford Mead Ward Member(s), Chief Executive, Delivery Partners\*

**Supported by:** ORL Programme Manager and workstream leads and officers

Frequency: Monthly as required

Format: Agenda to separate by public exemptions, core site approvals, arts centre approvals

\*Cityheart representative to sit on the ORL DB and have approvals linked to the Core Site only. Cityheart will have an advisory and delivery role in relation to the Arts Centre but approvals will sit with EHDC board members..

**Project sponsor: Chief Executive**



Programme manager



### Officer Working Group

Chair: Programme Manager

Membership: Head of Planning, Head of Strategic Finance and Property, Head of Legal, Head of Housing and Health, Communications Manager, Head of Operations, Head of Communications, Strategy and Policy, Procurement Manager plus other officers as appropriate and on invitation

Frequency: monthly or as required

# Old River Lane Delivery Board

## TERMS OF REFERENCE

### Purpose

The primary purpose of the Old River Lane Delivery Board (“the Board”) is to be responsible for the delivery of the overall design and construction programme for the Old River Lane Site. The Board will regularly review, comment, check and challenge in order to 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 Board will consider the following within its remit:

1. Lead on the promotion and facilitation of the overall 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. Agenda to reflect items that are publically exempt followed by any items for discussion and approval in relation to the Core site and then items for discussion and approval in relation to the Arts Centre.

- 3 To instruct and receive reports from the Officers Working Group as required and to receive and review the minutes.
- 4 Necessary and/or desirable agreements and legal documentation, required to be entered into in order to facilitate the delivery of the project, shall be authorised by the Head of Strategic Property and Finance and reported back to the Board at the next meeting.
- 5 Where necessary, to seek instructions, report on progress and make recommendations to the Executive.

## **Membership and Constitution**

Membership: Leader, Deputy Leader, Exec Member for Finance, Exec Member for Wellbeing, Ward Member(s), Chief Executive, Delivery Partners

- Cityheart representative to sit on the Board when appropriate and on invitation. They will have approvals linked to the Core Site only. Cityheart will have an advisory and delivery role in relation to the Arts Centre but approvals will sit with EHDC board members.