

# **Terms of Reference for the Cranbrook Strategic Delivery Board (hereafter referred to as the 'Board')**

## **Purpose**

- Provide a forum within which the three tiers of local government can promote coordinated and cohesive delivery of assets and services;
- Support the development of Cranbrook as a sustainable community by ensuring that there is a clear plan for the delivery of key community infrastructure, assets and services in the town in step with the growing population;
- Ensure that there is a strategic business case to support the delivery of assets and cost effective services on an ongoing basis.

The Board has been established to support the coordinated development of Cranbrook as a new community through focusing on the delivery of key assets and services. It will act in an advisory capacity and will provide advice to each tier of local government. It is expected that the Board will develop an Implementation Plan for the delivery of assets and services in the town and provide oversight for its delivery. This will include ensuring that each asset is supported by a strategic business case. Executive decision making and financial decisions will remain the remit of each individual Authority but any views expressed by the Board will carry weight as a material consideration in any decisions taken by the respective authority.

## **Administrative Support**

The Secretariat for the Board will be provided by the organisation that is chairing the Board and will revolve on an annual basis. The Secretariat will minute all meetings and record any actions arising therefrom.

Agendas will include a standard item requiring declarations of interests to be made. Members with a disclosable financial or personal interest in respect of a particular matter being considered by the Board should act in accordance with the Councillor's Code of Conduct of the relevant organisation that they represent.

The Board will be supported by Officers from East Devon District Council, Devon County Council and Cranbrook Town Council as well as external partners as required.

## **Objectives**

The Board is responsible for overseeing the strategic detail and delivery of assets and services in Cranbrook. It provides a coordinating vehicle to help develop a corporate position between all three tiers of local government.

Specific objectives are:

1. To develop an Implementation Plan for the delivery of key assets and services in the town and ensure that the Implementation Plan includes a clear understanding of the following in relation to individual assets;
  - the strategic business case;
  - who the client is;
  - the business plan;
  - the brief and specification;
  - the budget and funding package, including sources of funding;
  - procurement strategy;
  - project management and delivery;
  - ownership and management of facilities;
  - the ongoing service delivery model and associated costs.
2. Engage with public and private sector partners and secure the cooperation and buy-in of key stakeholders.
3. Monitor risks, progress and effectiveness of delivery
4. Identify and secure funds including coordinating applications for funding
5. Ensure consistency of approach between all three tiers of local government so as to be able to speak with one voice
6. Develop a communications plan to ensure clarity around key messages and to manage expectations with the community

## **Membership**

The membership will comprise:

- The elected District Council ward members;
- The elected County Council divisional members;
- Two elected Town Council members;
- The relevant Portfolio Holder from both the District and County Council.

## **External Partners**

Attendance will normally be limited to members of the Board from the three authorities with relevant officer support representing each of the three authorities. Other parties may be invited to join the meeting as appropriate where the Board agrees that their involvement is beneficial. Agendas will be timetabled to facilitate this process.

Reports and other information shared with members of the Board may be shared with other parties only with the agreement of the Board acting on advice of the relevant Officer(s).

**Chair:** Shall revolve between Cranbrook Town Council, Devon County Council and East Devon District Council. The Chair will be elected annually by the Board.

**Quorum:** Shall be a minimum of 3 members which must include at least one from each of Cranbrook Town Council, Devon County Council and East Devon District Council.

**Meetings:** A minimum of 2 meetings per year, although meetings may be called more frequently on an "as and when required" basis to deal with operational matters.

**Decision making:** Decision making will, as far as it possible, be by consensus. In the event that this is not possible areas of disagreement and the position of individual organisations will be recorded and recognised in the subsequent advice/recommendations.

**Review:** The group's terms of reference as well as its outcomes and successes will be reviewed annually.