

## **Appendix B: Draft Terms of Reference for the Policy Advisory Group for Castle Quay 1 and 2**

### **Purpose:**

The policy advisory group will provide advice and guidance to the Castle Quay Delivery Group on all aspects of the project. They will provide feedback on options and recommendations presented to the group and will provide challenge to ensure the project remains focussed on the intended strategic vision and outcomes. The group will also determine appropriate opportunities to engage with a wider stakeholder group as appropriate to ensure that Castle Quay 1 and 2 delivers broader benefits for the local community, businesses and visitors.

### **Functions:**

The advisory group will:

- Review on a monthly basis the progress of the project and consider any revisions that may be necessary
- Provide a sounding board and advice to support the delivery of the project
- Consider feedback from wider stakeholders on aspects of the project as appropriate
- Ensure that the interrelationships between this project and other projects within the Council and its partners are considered

### **Membership:**

The advisory group will be made up of Councillors from across the political spectrum. It does not need to follow the same political make-up of the Council in recognition of the fact that delivery of this scheme is both a financial investment as well as have broader benefits for the town of Banbury. In total there will be 5 members and these will be split as follows:

- 3 Conservative Councillors (with the Lead Member Finance to be chair of the group)
- 2 Labour Councillors

Appointments to this group will be made by the relevant Group leader with a recommendation that the split of Councillors should reflect the nature of the group (so by portfolio and by location)

### **Meetings:**

The meetings will be held monthly and will be attended by the Project Manager for Castle Quay 1 and 2 with representatives from finance, legal and planning attending each meeting. In addition, external advisors and other services will be represented depending on the agenda items and upcoming key milestones that are being considered.