

Eco Bicester Strategic Delivery Board

Protocol for Partnership Working through the Eco Bicester Strategic Delivery Board

This Protocol supplements and details the agreed Terms of Reference set out in the Paper “Delivery and Governance – Notes on Proposed Arrangements”.

Approach

The SDB has a responsibility for:

- providing overall leadership and strategic direction to ensure the successful progress of the NW Bicester eco-town, to the agreed timescales.
- acting as both custodian and promoter of the agreed “vision” for the NW Bicester eco-town.
- providing clear, continuous and strong leadership throughout the life of the project, regardless of political changes.
- working together as partners on a collaborative basis and seeking consensus.
- Guiding, overseeing and supporting the work of the Core Project Team. (this to include operational public sector partnership working within the Core Project team and the Core Project Team’s work as part of the Project Steering Group where public sector partners will be working with private sector promoters, developers and their consultants).

Operation

- SDB meetings will be open to the public, unless there are items that need to be discussed which are operationally or commercially sensitive..
- SDB meetings will be formally minuted and the minutes will be publicly available.
- The SDB will meet initially on a quarterly basis, but will have the ability to meet more frequently as necessary, to ensure the timely progress of the project.
- The Senior Administration officer will coordinate and arrange meetings.
- The SDB and its partners will review these working arrangements at regular intervals to ensure their continued effectiveness and relevance, and no later than 12 months from the date of the first SDB meeting.

Details of Membership

- Cherwell District Council (3 members): Leader, Portfolio Holder for Planning and Housing, Portfolio Holder for Economy and Estates (a member for Bicester)

- Oxfordshire County Council (3 members): Leader, Portfolio Holder for Strategic Infrastructure, Portfolio Holder for School Improvement (currently a member for Bicester)
- Bicester Town Council (3 members): Chairman of Policy Committee, Chairman of Planning Committee, one other to be agreed
- Bicester Vision (1 – member (s)): Chairman
- Homes and Communities Agency (1 member): Head of Area
- South East Development Agency (1 member): Corporate Director
- Government Office for the South East (1 member): Locality Manager
- Environment Agency (1 member): Regional Director
- Oxfordshire Primary Care Trust (1 member): Chief Executive
- Membership of the SDB will be regularly reviewed to ensure the membership remains relevant and active.
- Guests will be invited by the SDB to attend meetings to present papers and give updates as necessary. Guests will not have the right to participate in the work of the Board and its discussions on matters other than those specifically agreed.

Responsibilities of Individual Board Members

- To maintain a consistent attendance at meetings. If a substitution is necessary, this should be agreed in advance with the Chair. The substitute Board member will not be entitled to vote.
- To ensure good communications with other members of the group.
- To operate with openness, honesty and commitment to the shared endeavour of the SDB.
- To act as “project champions” within their respective organisations so that they are able to remove obstacles and marshal resources effectively.
- To ensure that their first duty as members of the Board is towards the successful progress of the eco-town. Potential conflicts of interest between their role on the Board and the interests of their host organisation should be brought to the attention of the Chair at the earliest opportunity.

Key Tasks

Strategic	Operational
<ul style="list-style-type: none"> • To drive forward the early establishment of a shared whole vision for the eco-town and Bicester which has been influenced by consultation with the local community and the private sector promoter and developers • To support the preparation of Planning Performance Agreements for both the 	<ul style="list-style-type: none"> • To be responsible for ensuring up to date programmes of delivery are drawn up for both the demonstration phase and the wider eco town, agreed by all SDB members and reviewed on a quarterly basis. • To be responsible for ensuring that the key critical paths are identified and key

<p>demonstration phase and the wider eco-town, which reflect the ATLAS guidance.</p> <ul style="list-style-type: none"> • To direct the preparation of a costed infrastructure plan which demonstrates the financial viability of the scheme and preparation of a Section 106 and / or other agreements. • To be responsible for ensuring that a consultation, communications and public relations strategy is put in place, monitored and reviewed to ensure appropriate stakeholder and community engagement with the project and effective communications with the media. 	<p>actions and dates are met by the appropriate organisation.</p> <ul style="list-style-type: none"> • To be responsible for ensuring that a comprehensive assessment of the risks associated with the delivery of the project are undertaken and are updated on a quarterly basis. • Based on the risk assessment, to be responsible for ensuring that mechanisms are put in place to address and overcome issues which would delay or prevent the programme progressing in accordance with the agreed timescales, including the establishment of time limited task groups to address issues. • To ensure the management of risks by empowering the Project Manager to work across organisational boundaries to address issues. • To be responsible for ensuring progress is reviewed, best practice identified and lessons learnt are reviewed and recorded so they can be applied to the timely delivery of this and future projects. • To promote effective dialogue amongst and between the local authorities, developers and other infrastructure providers to allow innovative ways of service delivery to be explored and promoted. • To direct the monitoring and review of budgets for work undertaken to support and implement the project, including consultancy services. • To be responsible for ensuring that the necessary provision is made for staff
--	---

	<p>resources in local authorities and partnering organisations to allow the timely and efficient progress of the project.</p> <ul style="list-style-type: none">• To oversee bids and other responses for funding related to the development.
--	---