

## **Eco Bicester Strategic Delivery Board**

### **Protocol for Partnership Working through the Eco Bicester Strategic Delivery Board**

#### **Purpose of the Eco Bicester Strategic Delivery Board**

The overarching purpose of the Strategic Delivery Board is to oversee and promote consistency of approach in the development of proposals for all strategic developments in and immediately adjacent to the town, so that they progress in a logical and coherent manner to the ultimate benefit of the town.

#### **Approach**

The SDB has a responsibility for:

- acting as both custodian and promoter of the adopted Shared Vision for Bicester Bicester '*to create a vibrant Bicester where people choose to live, work and to spend their leisure time in sustainable ways*'.
- encouraging policy development and decision making of partner organisations to ensure consistency with the Shared Vision for the 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).
- providing overall leadership and strategic direction to ensure the successful progress of the NW Bicester development and ensuring the successful progress of the NW Bicester development as a national exemplar of sustainable development, to the agreed timescales.

#### **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 annually to ensure their continued effectiveness and relevance, but this will not preclude other interim revisions if circumstances require

### **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
- Department of Communities and Local Government (1 member)
- Bicester Vision (1 – or possibly 2 member (s)): Chairman
- Homes and Communities Agency (1 member): Head of Area
- Environment Agency (1 member): Regional Director
- Oxfordshire Primary Care Trust (1 member): Chief Executive
- Bicester Chamber of Commerce (1 member)
- 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 growth of Bicester. 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.

### **2012/13 Demonstration Project Criteria**

The Shared Vision seeks to move Bicester to a low carbon community to ensure that it is well placed to meet the challenges ahead. There is much that

it would be desirable to do to progress the aims of the Shared Vision, inevitably there is a need to prioritise not just for the Project Team but partner organisations that are also important for delivery. The following therefore seeks to define the priorities for 2012/13.

1. That demonstration projects must reflect the aims of the Shared Vision
2. That projects should cover the range of priorities; community, economic development, transport and environmental sustainability and infrastructure.
3. That projects will show they have been developed with community engagement and support
4. Priority will be given to projects that are innovative
5. That all projects will be founded on realistic objectives and be deliverable within achievable timescales and resources.

### Key Tasks

<b>Strategic</b>	<b>Operational</b>
<ul style="list-style-type: none"> <li>• To drive forward the delivery of the shared vision for Bicester (which has been influenced by consultation with the local community and the private sector promoter and developers)</li> <li>• 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.</li> <li>• 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.</li> <li>• To be responsible for ensuring that the necessary provision is made for staff resources in local authorities and partnering organisations to allow the timely and efficient progress of</li> </ul>	<ul style="list-style-type: none"> <li>• To be responsible for ensuring a programme of demonstration projects are delivered within the town to meet the ambitions of the Shared Vision and deliver a low carbon development.</li> <li>• To be responsible for ensuring up to date programmes of delivery are drawn up for strategic schemes in or immediately adjacent to Bicester and reviewed on a quarterly basis</li> <li>• 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.</li> <li>• 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.</li> <li>• To support the preparation of Planning Performance</li> </ul>

<p>the project.</p> <ul style="list-style-type: none"><li>• To be responsible for ensuring that the key critical paths are identified and key actions and dates are met by the appropriate organisation.</li><li>• To be responsible for ensuring that the engagement and consultation strategy is implemented, monitored and reviewed to ensure appropriate stakeholder and community engagement with the project and effective communications with the media.</li><li>• To direct the monitoring and review of budgets for work undertaken to support and implement the project, including consultancy services.</li></ul>	<p>Agreements which reflect the ATLAS guidance, for all strategic developments in the town, to include relevant partners, and promote opportunities to engage the Board.</p> <ul style="list-style-type: none"><li>• To promote the objective of infrastructure planning for the town and strategic sites which delivers the necessary provision to support the delivery of the Shared Vision.</li><li>• To oversee bids and other responses for funding related to the development.</li></ul>
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