

## Appendix B

### Strategic Delivery Board

#### Purpose of the Bicester Strategic Delivery Board

The overarching purpose of the Strategic Delivery Board (SDB) 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 2 Project Steering Group's 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 Director (Bicester) 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, Lead Member for Planning, Lead Member for Estates and Economy (a member for Bicester)
- Oxfordshire County Council (3 members): Leader, Cabinet Member for Environment, Cabinet Member for Children, Education and Families
- 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.