

# **Strategic Development Board**

## **Terms of Reference**

### **September 2021**

#### **1. Purpose**

The Strategic Development Board will help shape, oversee and monitor delivery of the Council's development ambitions for the District including: Homes, Infrastructure, Regeneration and Economic Development. It will champion and drive forward the overall programme and provide assurance to the Council that decision making and any financial impacts are within the parameters agreed by Council for the programme.

#### **2. Membership**

This Board will comprise:

- Leader of the Council
- Portfolio Holders covering Finance, Economy, Place
- Chairs of the Chard, Yeovil and Wincanton Regeneration Project Boards
- Chief Executive Officer
- S151 Officer
- Director, Place and Recovery

Optional attendee: Portfolio holder for Environment

Officers attending:

Regeneration Programme Manager  
Regeneration Project Accountant, where appropriate  
Lead Specialist, Economic Development  
Lead Specialist, Accelerated Housing Delivery  
Specialist, Local Plan Review  
Monitoring Officer, where appropriate

#### **3. Quorum**

There must be three Elected Members present for the meeting to be considered quorate.

#### **4. Aims & Objectives**

The key aims of the board are to:

- To help shape and have oversight of strategic development in the district to ensure the relevant ambitions of the Council are being delivered
- Provide continued commitment and endorsement in support of the programme objectives at executive and communications events: championing the programme
- Assure there is appropriate governance and strategic oversight and monitoring of our regeneration programme by senior Elected Members and relevant Council Officers
- Regularly review, both at individual project and at whole programme level, the total costs being incurred, future estimated costs, and project funding plans
- Ensure that any deviations which negatively impact on the Council's financial position are referred to DX/Council for a decision
- Review strategic risks to ensure activity remains within our risk appetite and mitigations are in place
- Authorise individual projects in the Programme to continue at each decision-point if they are within the financial and scope parameters agreed by Council for the project
- Resolve strategic and directional issues between projects, that need the input and agreement of senior stakeholders to ensure progress

- Critically review any Regeneration Project Business Case prior to it being submitted to Council for approval
- Agree criteria for Allocation of CIL funding, review alternative bids for funds, determine allocation of funds on an annual basis

## **5. Roles & Responsibilities**

The Strategic Development Board advises District Executive, which is held to account through Scrutiny and Full Council and will make an annual report on status to each. Financial performance will be monitored and included in the quarterly budget monitoring reports.

The board is responsible for monitoring and shaping the Regeneration Programme and making recommendations to District Executive. As an informal member/officer Board, it has no formal decision making powers; these powers have been delegated by the Council to the Director of Place and Recovery (for expenditure decisions within the agreed budgets) and the S151 Officer (for funding the programme within the agreed MTFP). Delivery of the Regeneration Programme remains with the Programme Manager and relevant Regeneration Project Boards.

The Programme Manager has responsibility for ensuring that funds are spent appropriately, deploys available resources across the projects and ensures that best practice is captured and shared. S/he will report progress to the SDB, highlighting any risks which fall outside of SDC appetite and agreeing appropriate action. S/he will have oversight of delivery against timetable for all projects and risks associated with any delay. Any changes which may require additional capital or revenue funding will be scheduled for discussion and decision at District Executive and Full Council meetings.

The board will ensure consistency amongst the Chard, Wincanton, Yeovil and Octagon Theatre Regeneration Boards and ensure that efficiencies and value for money are gained through shared knowledge and/or procurement processes.

The board has responsibility for overseeing and managing the cumulative impact of the development programmes and identifying any potential conflicts between the ambitions of each programme.

## **6. Meetings**

The Leader of the Council will chair the meetings. The Board will meet quarterly unless decided otherwise. Additional meetings may be called if required to deal with urgent matters.

## **7. Decision-making**

It is intended that the board will operate by consensus. However, if differences occur that cannot be reconciled, then they will be referred to the CEO and Leader for a decision and in exceptional circumstance to District Executive.

Should there be a significant change proposed to the scope, objectives or budget of a development programme or project, this will need to be referred to DX and Full Council for decision.

The board will make recommendations to District Executive annually regarding the allocation of CIL monies.

## **8. Review**

The Terms of Reference will be reviewed annually.