

# **CURRENT BOARD SUB GROUPS TERMS OF REFERENCE**

## **Advisory Group**

### **Background**

The BNG Advisory Group is a sub group to the BNG Board. It considers and helps to develop strategy and forward planning and advising on high-status operational issues.

The establishment of the Advisory Group ensures that BNG officers have a formal group of Board Members and other experienced people from various backgrounds, from whom to seek views and advice on key developing issues and plans that will help to deliver the BNG renewal and growth programme.

### **Role and responsibilities**

The Advisory Group is responsible for advising BNG officers on strategic planning and development and high-status operational issues. This is likely to include the following:

1. Commenting on the development of plans for BNG's renewal and growth mandate, the overarching vision for intervention areas and updates to the Corporate Strategy and Business Plan. This will include identifying and reviewing priority intervention and other areas and ensuring greater strategic alignment between partners' interventions and those supported by BNG.
2. Review draft master plans or major housing-related development proposals which arise from intervention areas.
3. Feeding into the discussion on Multi Area and Local Area Agreements.
4. Helping to identify any strategic changes needed in response to:
  - a. Evaluations of the programme, procedures or themed areas of activity.
  - b. Audit Commission scrutiny recommendations.
  - c. Housing Market Intelligence reports and other relevant factors.
5. Providing views and giving advice on specific detailed issues being taken forward by the BNG work groups and Residents' Panel to improve performance and delivery. This will change as the programme develops but will include:
  - a. Advising on the development of BNG policies and strategy.
  - b. Commenting on appropriate research (and findings) and communications/community engagement programmes.

- c. Specific analyses to ensure interventions provide better value for money, consistency across the area and involvement of partners and residents.
- d. Recommendations to the Board on revisions to targets and trajectories given changes in the market and the delivery of the relevant outputs.

6. Other matters which the BNG Board may determine.

### **Powers and status**

The Advisory Group has no decision making/spending powers, it exists to advise and help the BNG Core Team to form views and make recommendations to the BNG Board.

### **Membership**

Membership of the Group will include:

- Bridging NewcastleGateshead Board members and observers:
  - Donald Urquhart (Homes and Communities Agency) Chair
  - Jim Coulter (BNG Board Chair)
  - David Slater (Newcastle City Council) (nominated Deputy)
  - Sheila Johnston (Gateshead Council) (nominated Deputy)
  - Jim Darlington or Tom Warburton (ONE NorthEast)
  - Charlie Hughes (Newcastle Strategic Partnership)
  - Diana Pearce or Tom Smyth (Government Office)
  - Relevant independent member(s) reflecting agenda theme:
    - Andrew Dixon (NewcastleGateshead Initiative), Jim McIntyre (NewcastleGateshead City Development Company), Simon Underwood (NCC Social Inclusion), Cyril Winskell (BNG Design Champion)

If members can not attend a meeting they will advise BNG's Office Manager in advance.

If an Advisory Group member has been absent for more than three consecutive meetings, the Chair of the Group will write to the individual advising them that the Group will consider an appropriate replacement.

Additional individuals will be called upon reflecting their expertise in specific topics/agenda items; this may include attendance at specific meetings or at workshops to discuss the strategic approach for major advisory exercises. The 'pool' of experts will include representatives from:

- BNG's Residents' Panel
- Housing providers – Registered Social Landlords, house builders, Arms Length Management Organisations, Private Landlords' Forum
- CABE, Groundwork Trust

## Appendix 3

- Private investment sector
- Other pathfinders and organisations recognised as providing good practice in the area under discussion
- Research/Policy shapers and influencers
- Consultants

### **In attendance**

BNG's Head of Research and Strategy is the Lead Officer for the Advisory Group. The Director and other relevant Heads of Service will also attend, reflecting the agenda.

Officers from the local authorities and other organisations, relevant to agenda items, will also be invited.

### **Meetings**

Meetings will be chaired by Donald Urquhart (a member of the BNG Board).

Meetings will be held at BNG offices and arranged to reflect the timing of, and feed into, Board meetings as appropriate. A schedule of meetings will be agreed by December each year, for the following year.

Minutes will be taken by the BNG Office Manager and sent to all members within a week of the meeting.

Agendas and papers, reflecting any specific requests by the Board, as well as the items identified under 'roles and responsibilities' above, will be prepared by the Head of Research and Strategy and/or other members of the Core Team and circulated to members at least one week before each meeting.

At the end of each meeting, members will identify and agree any items that need to be referred to the BNG Board or specific workstreams to take forward.

An initial Forward Plan for matters already identified for discussion by the Group will be developed by the Head of Research and Strategy. This will be updated as necessary to reflect emerging issues.

### **Feedback to partners**

The BNG Head of Research and Strategy will feedback relevant issues discussed/agreed by the Advisory Group to the BNG Core Team.

The Local Authority members will feedback to relevant officer groups.

Other members will feedback to their officers when appropriate eg. to Government Office North East, ONE North East etc.

### Review

The role, operation and core membership of the Group will be reviewed annually, in February/March of each year, although this may happen earlier if required.

### **Project Appraisal Panel**

#### **Background**

The project appraisal panel is a formal sub group reporting to, and acting on behalf of, the Bridging NewcastleGateshead (BNG) Board, that has been established specifically to consider the appraisal of projects seeking funding from BNG, in line with delegated powers, as previously laid out by the Board. It will consider both Housing Market Renewal and Growth Funded projects.

#### **Role and responsibilities**

The project appraisal panel is responsible for advising, or acting on behalf of the Board on:

- 1) Agreeing a project appraisal format and process to be adopted;
- 2) Agreeing a Programme and Risk Management Framework with delivery partners to be used in the management of the BNG programme;
- 3) To determine whether a project should be included in a BNG funded programme based on an agreed risk assessment and appraisal process
- 4) Working with the Advisory Group to ensure that future investment programmes have a clear link back to BNG strategic objectives;
- 5) Periodically review with partners the progress of the BNG programme to ensure delivery of targets against an agreed cashflow and implementation of the Programme Management Framework where necessary;
- 6) Periodically review with partners the management of risks at both strategic and project level;
- 7) Reporting to the Board on progress of its work in fulfilling these responsibilities.

- 8) To constructively challenge project submissions and influence other funding streams as appropriate.

### **Powers and status**

The project appraisal panel has delegated decision making powers for:

- The approval of all projects, in line with the Operations Manual, as follows:
  - Projects up to a level of £250,000 HMRP requirement are delegated to BNG Officers, and reported to the appraisal panel;
  - Projects of a level between £250,001 and £500,000 HMRP requirement are delegated to the Chair of the BNG Board on the recommendation of the BNG Director, and reported to the appraisal panel;
  - Projects of a level over £500,001 HMRP requirement are considered by the project appraisal panel;
  - Projects of exceptional strategic significance may be referred by the appraisal panel to a meeting of the full Board with a recommendation for decision.

### **Membership**

Standing membership of the group will include:

***Jim Coulter - Chair***

***Colin Garbutt***

***Douglas Taylor***

***Homes and Communities Agency Representative***

***Andrea Proudlock***

***Newcastle City Council Representative***

***Gateshead Council Representative***

The group will have the right to add to its membership for consideration of any particular item other members with appropriate expertise, while that item is under consideration.

The group will be supported by:

- Head of Programme Management, Bridging NewcastleGateshead (programme management issues)
- Other members of BNG Core Team depending on the nature of the business being considered
- Delivery partners depending on the nature of business being considered

### **Conflicts of Interest**

The normal Rules of Governance will apply where panel members have a conflict of interest.

### **Meetings**

Meetings will be held at BNG offices. A draft schedule of meetings will be prepared and agreed in line with the project appraisal timetable set out above, and amended as appropriate.

Minutes will be taken by the BNG Office Manager and sent to all members within a week of the meeting.

Agendas and papers will be prepared by the Head of Programme Management and/or other members of the Core Team and circulated to members at least three working days before each meeting.

All members can contribute to the agenda. They should advise the Head of Programme Management at least ten working days before the relevant meeting and provide copies of papers/presentations to BNG's Office Manager no later than seven working days before the meeting.

Projects can be considered via e-mail where appropriate.

### **Feedback to partners**

The BNG Head of Programme Management will feedback relevant issues discussed/agreed by the Strategy Group to the BNG Core Team.

The BNG Head of Programme Management will feedback relevant issues to members of the Programme Management Workstream.

Other members will feedback to their officers when appropriate.

Minutes will be circulated to subsequent BNG Board meetings.

### Review

The role, operation and membership of the panel will be reviewed annually, in February/March of each year. To ensure the effective operation of the panel, a review may be necessary before this time should there be a significant change in Board members or regular non-attendance by certain members.