

## SHEERWATER REGENERATION DELIVERY BOARD

### TERMS OF REFERENCE AND PROTOCOL FOR MEETING MANAGEMENT AND PUBLICATION OF DOCUMENTS



*Adopted 19 June 2019*

### TERMS OF REFERENCE

The Sheerwater Regeneration Delivery Board was established by Council at its meeting on 4 April 2019.

#### **Membership**

The Delivery Board shall comprise seven Members of the Council representing all Groups on the Council based on proportionality. The Elected Members to be appointed annually by Council in May. The Members of the Delivery Board are to be supported by Officers of the Council and key stakeholders in the delivery of the Regeneration Project.

All Canalside Councillors will be allowed to attend and contribute to the Board. Remaining Councillors not appointed to the Delivery Board will be allowed to attend the meetings as Observers, subject to advance notice being given to the Chairman and Democratic Services Team.

Group Leaders who are not members of the Delivery Board may attend Delivery Board meetings as observers. The Chairman of the Delivery Board shall have the discretion to allow such persons to speak at meetings of the Delivery Board.

#### **Chairman and Vice-Chairman**

The election of Chairman and appointment of Vice-Chairman will take place annually at the first meeting of the Delivery Board following the appointment of Members at the first business meeting of Council in May each year.

#### **Remit**

The Delivery Board is responsible for the governance of the detailed implementation of the Sheerwater Regeneration project by Thameswey Developments Limited.

#### **Meetings of the Delivery Board**

The Delivery Board will be serviced by Member Services.

The Delivery Board will have scheduled meetings which will be held in private. Full arrangements for the meetings of the Delivery Board are set out in the Protocol for Meeting Management and Distribution of Documents.

The Delivery Board will have Agendas for, and Minutes of, its meetings. These will be made available to all Members of the Council on a confidential basis. Draft Minutes will be issued within five working days of a meeting of the Delivery Board, which will be approved, or amended and approved, at the next meeting of the Delivery Board.

### PROTOCOL FOR MEETING MANAGEMENT AND PUBLICATION OF DOCUMENTS

#### **1. Agenda Preparation**

Standard items on each agenda to include:

- Apologies for Absence
- Minutes of the Last Meeting
- Matters Arising from the Minutes of the Last Meeting
- Future Work Programme
- Date of Next Meeting.

Additional items for the agenda will be identified by the Chairman, the Members of the Delivery Board and Officers. The deadline for items for inclusion on the agenda is eight days before the date of the meeting.

The agendas, reports and minutes will not be made available to the press or public and are to be treated as Confidential under the Local Government (Access to Information) Act 1985, unless otherwise agreed by the Members of the Delivery Board.

#### **2. Agenda Distribution**

The agenda sheet and reports will be distributed by email to the Members and Officers of the Delivery Board seven days before the date of each meeting. Where such meetings are cancelled, notification will be sent out and published online as soon as practically possible. All documents are to be made available through the Councillors' iPads and laptops. Paper copies will be made available on request; spare paper copies will be brought to the meetings.

#### **3. Meetings of the Sheerwater Regeneration Delivery Board**

The meetings of the Sheerwater Regeneration Delivery Board will be held at the Civic Offices at 7pm unless otherwise directed. Meetings to be held only with prior notification and the distribution of an agenda. The meetings to be open to the following:

- Members appointed by Council to serve on the Delivery Board;
- Officers reporting to the Delivery Board;
- Democratic Services Officers;
- Portfolio Holder for Strategic Development Projects (if not a Member of the Board);
- Members acting as Observers, subject to prior notice to the Chairman of the Delivery Board and the Democratic Services Manager;
- Group Leaders who are not members of the Delivery Board may attend Delivery Board meetings as observers. The Chairman of the Delivery Board shall have the discretion to allow such persons to speak at meetings of the Delivery Board.
- Agencies involved in the delivery of the Sheerwater Regeneration Project able to provide an outline of the work undertaken for the information of the Members of the Delivery Board.

Meetings will not be held in public and will not be webcast.

**4. Minutes of the Sheerwater Regeneration Delivery Board**

The minutes of the Sheerwater Regeneration Delivery Board will be drafted within five working days of the meeting in accordance with the Terms of Reference. The Members of the Delivery Board will have a further five working days within which to propose additions or amendments to the draft minutes. Following this period, the draft minutes will be circulated to the Members of the Delivery Board and relevant Officers. The draft minutes will be received at the subsequent meeting of the Sheerwater Regeneration Delivery Board for approval.

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