

Appendix 1: Aylesbury Garden Town

Strategic Oversight Board – Proposed Terms of Reference (ToR)

Purpose of the AGT Strategic Oversight Board

The Aylesbury Garden Town Strategic Oversight Board will have overall responsibility for ensuring the vision and projects set out in the AGT Masterplan are delivered effectively and will have an active role in co-ordinating and influencing the activities of delivery partners. The Board will engage with and support AGT decision-makers within the parameters of existing regulatory functions and structures in order to ensure the delivery of AGT objectives. The Board will promote and enable AGT by directing its own funds and resources towards the delivery of AGT projects.

Core Functions of the Board

1. To oversee the delivery the AGT Vision and Key Projects through collaborative/partnership working with corporate management teams and elected members. This includes providing leadership in communication across partner organisations to influence strategic priorities and decisions.
2. To monitor and influence the delivery of AGT projects by partners to ensure co-ordinated and comprehensive development.
3. To set delivery priorities and SMART outputs for AGT and to regularly monitor progress against objectives. Where blockages or slippages are identified, to use influence to overcome issues where appropriate.
4. To ensure effective engagement and co-ordination with local organisations and community representatives, including Community Boards in accordance with the AGT stakeholder engagement and communication strategy.
5. To ensure the Programme Delivery Team is sufficiently funded and resourced to support project delivery through the preparation of supplementary planning documents, design codes, strategies and studies as set out in the Masterplan.
6. To identify, secure, co-ordinate, and allocate public sector funding (e.g. capacity funding, capital funds) to the delivery of key AGT projects.
7. To regularly review the options available for greater public sector intervention in AGT delivery to achieve GT principles and positive outcomes for communities and service delivery
8. To influence and encourage the introduction of GT principles into the existing town including seeking to deliver state of the art technology and connectivity to the area (such as 5G, wireless for the town centre etc).
9. To actively engage and influence strategic decisions and policy announcements that impact on the delivery of AGT and to co-ordinate and ensure the exchange of high-level input into existing and/or emerging sub-regional/regional forums including the Buckinghamshire Growth Board.

Membership of the Board

Membership will initially extend to the following:

- Unitary Authority Cabinet Member(s) with appropriate responsibility
- A representative from Buckinghamshire Growth Board
- Representatives from Community Board(s) related to AGT
- Unitary Authority Senior Officers with responsibility for Environment, Transport, Property, Regeneration & Growth
- Representative Officer and Elected Member from Aylesbury Town Council
- Representatives (2) from the AGT area Parish Councils (recommended to be one from the northern group of parishes and one from the southern)
- Board member or nominated representative from Bucks LEP
- Representative from Homes England
- Representative from NHS Health
- Representative from NEP
- Open invitation to Local MPs

The Board will retain the ability to refine its membership to reflect the project progress and needs, as required.

Roles and Responsibilities of Members

Board members should be able to:

- Implement the Core Functions of the Board;
- Have the responsibility to represent their organisation and to feedback information to other relevant individuals and parties within that organisation;
- Declare any interests in the items on the Board meeting agenda and withdraw from any decision making or discussion related to that item where a potential conflict may exist;
- Make recommendations on the prioritisation of activities, projects and resources to deliver AGT; and
- Make every effort to prioritise attendance at scheduled meetings but to ensure that a suitably senior substitute is nominated from the same organisation.

Chairmanship

The Chair will be elected by the Board at its first meeting following establishment of the new Buckinghamshire Council in April 2020, and annually following this. In the case of an equality of votes/a tie, decisions will be made by consensus.

Meetings

A minimum of 1 meeting per quarter will be held throughout the year, with additional meetings able to be scheduled if required.

Decision Making and Reporting Lines

Whilst the Board has oversight and will direct the delivery of the AGT programme and vision, it has no statutory decision making powers. Formal decision making (for example on planning applications; statutory plan making; funding allocations) will continue to take place through the existing decision making routes and structures of the organisations represented on the Board but with the added benefit of clear reporting and recommendations (when relevant) from the Board.

Board Members will be empowered to make AGT related activity and operational decisions on behalf of their respective organisations, subject to each representative organisation's scheme of delegation and management arrangements. The Board will seek to make decisions and agree actions on a consensus basis.

The Board will receive reports and progress updates from the AGT Programme Delivery Team which will be focussing on the day to day management and needs of the project and will manage and implement the project plan and decisions of the Board.

If the situation calls for a Board meeting to be convened virtually, the terms of the meeting and the voting rights of its members will remain unchanged.

Review Dates

These Terms of Reference will be reviewed annually from the point of their first approval, or as required.
