

CITY DEAL – STRATEGIC AND OPERATIONAL GOVERNANCE

Body	Function	Terms of Reference	Role of officers attending	Core Membership	Frequency
City Deal Executive	Acts as the overarching authority for the Programme	<p>The City Deal Executive's primary responsibility is to seek to ensure the delivery of the City Deal, and to take key strategic decisions in this regard.</p> <p>The City Deal Executive shall:</p> <ul style="list-style-type: none"> <li>I) In each year, approve an annual City Deal Infrastructure Delivery Plan, for submission to the Stewardship Board, in order to inform the development of an annual 'City Deal Business and Disposal Plan'.</li> <li>II) Receive, in each year, from the City Deal Stewardship Board, an Annual Business and Disposal Plan, and if thought fit, approve the same.</li> <li>III) In each year, approve an annual City Deal Communications and Marketing Plan, and receive regular progress reports on the implementation of the same.</li> <li>IV) Receive, on a regular basis all appropriate monitoring and financial information in relation to the City Deal.</li> </ul> <p>The City Deal Executive will employ no staff, hold no assets, nor enter into any contractual arrangements. All delivery and operational matters will continue to rest with the City Deal partners.</p>	<p>Represents and takes decision on behalf the individual partner authority with regard to City Deal.</p> <p>Ensures that resources are made available from within their own authority to support the management and delivery of the programme.</p> <p>Empowers the Senior Responsible Owner/City Deal Programme Director to oversee the delivery of the programme.</p>	<p>Jim Carter -Chair nominee of Lancashire Enterprise Partnership (LEP)</p> <p>County Councillor Geoff Driver CBE Lancashire County Council (LCC)</p> <p><u>Observers</u></p> <p>Angie Ridgwell (Chief Executive Officer (CEO) - LCC)</p> <p>Adrian Phillips (CEO – Preston City Council (PCC))</p> <p>Gary Hall (CEO – South Ribble Borough Council (SRBC))</p>	Quarterly

Body	Function	Terms of Reference	Role of officers attending	Core Membership	Frequency
City Deal Stewardship Board	Acts as the overarching authority for the Programme	<p>The Stewardship Board has the responsibility for guiding the disposal of the assets listed in the City Deal document, in accordance with wider City Deal economic and housing growth objectives. The Stewardship Board shall:</p> <p>I) In each year, receive an annual 'City Deal Infrastructure Delivery Plan' from the City Deal Executive and utilise its content to inform the development of an annual 'City Deal Business and Disposal Plan'.</p> <p>II) In each year, approve an annual 'City Deal Business and Disposal Plan' for submission to the HCA's National Board. As soon as the Plan is approved by the HCA it shall be submitted to the City Deal Executive for their consideration and, if thought fit, approval.</p> <p>III) At any time, recommend to Homes England and City Deal Executive, in turn, any amendments or additions to the annual City Deal Business and Disposal Plan.</p> <p>IV) Approve a 'Monitoring Schedule' for submission to MHCLG/BEIS.</p> <p>V) At any time, recommend to MHCLG/BEIS, any amendments or additions to the Monitoring Schedule.</p> <p>VI) Receive Monitoring Schedule progress updates on an annual basis</p> <p>VII) Receive regular reports on the Infrastructure Delivery Plan.</p> <p>IX) Make recommendations as it sees fit, on any matter within its remit, to the City Deal Executive, Homes England, City Deal Partners, and/or MHCLG</p> <p>X) Provide MHCLG with an annual delivery report</p>	<p>Receive regular financial updates in relation</p>	<p>Danielle Gillespie - Chair (NW General Manager Homes England)</p> <p>Jim Carter -Chair (nominee of LEP)</p> <p>Angie Ridgwell (CEO - LCC)</p> <p>Adrian Phillips (CEO - PCC)</p> <p>Heather McManus (CEO - SRBC)</p>	Quarterly

Body	Function	Terms of Reference	Role of officers attending	Core Membership	Frequency
<p>Programme Board</p>	<p>Has strategic overview of the partner organisations and decides on the strategic direction of the programme.</p> <p>Provides Executive level commitment to the programme</p> <p>Has responsibility for the investment made in the programme.</p> <p>Establishes and demonstrates the values and behaviours of the Partnership and vision for the programme.</p> <p>Engages and briefs political Leaders, providing final clearance of reports for the Executive Board and advises on programme level risks and issues identified by the project team.</p>	<p>The City Deal Programme Board is responsible for:-</p> <ul style="list-style-type: none"> <li>• Directing, advising and supporting the Senior Responsible Owner/Programme Director.</li> <li>• Authorising reports for submission to the City Deal Executive.</li> <li>• Engaging and briefing the political Leaders on the Executive</li> <li>• Engaging with senior Government officials to ensure the programme remains relevant nationally and is informed by, but can also influence, future Government policy making.</li> <li>• Resolving strategic issues that require input or agreement from very senior stakeholders to ensure the progress of the Programme.</li> <li>• Articulating any future direction of the Programme, its vision and objectives, for authorisation by the Executive and Stewardship Board.</li> </ul>	<p>To represent individual partner organisations and advise on any issues that might affect the successful delivery of the programme.</p> <p>To provide leadership and direction in relation to the programme, to managers within their own authorities.</p> <p>To provide continued commitment and endorsement in support of the programme for eg in reiterating the programme vision and objectives at executive or senior communications events.</p>	<p>Angie Ridgwell – Chair (CEO – LCC)</p> <p>Adrian Phillips (CEO – PCC)</p> <p>Heather McManus (CEO - SRBC)</p> <p>Stephen Young (Executive Director (LCC)) TBC</p> <p>Jo Ainsworth – Finance Advisor (LCC)</p> <p>Sarah Parry – CD Programme Manager</p>	<p>Quarterly</p>

Body	Function	Terms of Reference	Role of officers attending	Core Membership	Frequency
Project Team	<p>Ensures that the programme delivers within the agreed boundaries: including cost, organisational impact and pace.</p> <p>Empowered by the programme board to take decisions regarding the day to day delivery of the programme including the management of risks and issues.</p> <p>Resolves strategic issues between projects or issues of direction that require input and agreement from all partners.</p> <p>Maintains focus on the development, maintenance and achievement of the delivery plan and reporting of project performance and deal outputs.</p> <p>Directs the work of the Programme Manager.</p>	<p>The City Deal Project Team is responsible for:-</p> <ul style="list-style-type: none"> <li>• Providing support to the SRO/Programme Director in ensuring the effective day to day delivery of the programme.</li> <li>• Ensuring that the programme delivers on time and within agreed cost boundaries, and that the funding model remains in balance at all times.</li> <li>• Ensuring the effective identification, management and responses to risks and issues affecting the programme.</li> <li>• Monitor and manage performance of the CD Business and Delivery Plan.</li> <li>• Overseeing marketing and communications activity, directing the workplan and supporting strategic events.</li> <li>• Overseeing the preparation and submission of an annual City Deal Business and Delivery Plan.</li> <li>• Keep abreast and advise Programme Board of changes in national policy that could have implications on the CD.</li> </ul>	<p>Senior officers from each partner authority will :</p> <p>Represent their partner organisation at all meetings of the project team and actively participate in taking decisions that affect the direction of the programme which may or may not impact on their own organisation.</p> <p>Commit resources to support the delivery of the programme as required.</p> <p>Brief their own Chief Executive or Senior officers on all matters relating to the Programme that could affect the partner organisation.</p> <p>Inform the Programme Manager immediately if they identify any risk or issue that could jeopardise achievement of the Programme Plan but which cannot be managed within</p>	<p>Membership to be advised.</p> <p>Programme Director Stephen Young (ED LCC)</p> <p>Chris Heywood Director PCC</p> <p>Tim Povall - Deputy Chief Executive (DCE) SRBC</p> <p>Richard Kenny Director – LCC</p> <p>Nicola Elsworth – Homes England</p> <p>Sarah Parry – CD Programme Manager</p> <p>Jo Alnsworth LCC- Finance Specialist Advisor</p> <p>Julia Johnson LCC Legal Specialist Advisor</p>	fortnightly

Body	Function	Terms of Reference	Role of officers attending	Core Membership	Frequency
		<ul style="list-style-type: none"> <li>• Support the development of processes and procedures that are transparent and effective in order to promote effective communication between partners.</li> <li>• Consider, amend and approve reports for submission to the Programme Board/ E&amp;SB.</li> <li>• Commission research and respond to strategic development opportunities as they emerge.</li> <li>• Oversee the production of and review the following: <ul style="list-style-type: none"> <li>• Quarterly performance dashboards – live infrastructure schemes</li> <li>• Quarterly Programme issues and risk log – oversight and ownership of this</li> <li>• Quarterly finance reports</li> <li>• 6 monthly report on delivery issues and risks from DSDG</li> <li>• 6 monthly monitoring report of outputs</li> <li>• Annual skills and employment performance report</li> </ul> </li> </ul>	<p>their part of the organisation alone.</p> <p>Ensure that key messages and information is effectively communicated within their own partner organisation and that all relevant officers are briefed accordingly on all matters that could affect the successful delivery of the programme.</p>		

Body	Function	Terms of Reference	Role of officers attending	Core Membership	Frequency
<p>City Deal Project Board</p> <p>Preston Western Distributor Road</p>	<p>Provides detailed and technical project direction and scrutiny on every aspect of the project.</p>	<p>To oversee the successful delivery of key City deal projects.</p> <p>To support project managers in the production of project plans, including identifying milestones and approving quarterly monitoring and progress reports</p> <p>To ensure that all significant project risks and issues are identified, responded to and escalated where these might affect the delivery of the project or impact on the wider programme.</p>	<p>Provide scrutiny and challenge to projects ensuring that project plans are robust and costs are managed effectively.</p> <p>Advise and support Project managers to successfully deliver projects.</p>	<p>Members to be advised and relevant to individual projects.</p> <p>Chair of the Board Stephen Young (ED LCC)</p> <p>Senior users/senior suppliers –</p> <p>Chris Heywood PCC</p> <p>Tim Povall SRBC,</p> <p>Marcus Hudson LCC</p> <p>Project Manager Phill Wilson</p> <p>LEP Support at project initiation stage</p>	<p>As required – depending upon the project needs.</p>

