

## Harlow and Gilston Garden Town Board

### Terms of Reference

23<sup>rd</sup> July 2018

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**This paper sets out the final Terms of Reference for formal Board approval. The changes suggested at the June Board meeting have been taken on board.**

1. The Board is called the **Harlow and Gilston Garden Town Board**.
2. Its purpose is to:
  - to provide strategic leadership and oversight to the Garden Town project
  - to set and steer the project's direction and to monitor progress
  - to review the project's direction and objectives on an annual basis
  - to have responsibility and authority for the overall delivery of the project through the workstreams
  - to ensure there is effective community and stakeholder engagement in accordance with the consultation framework
  - to resolve issues and enable progress to be made
  - to agree proposals and make the decisions needed to progress the project
  - to make recommendations through the formal decision-making process of the various organisations represented on the Board
  - to ensure that appropriate resources are in place to deliver against the plan, programme and priorities and to co-ordinate the public-sector contribution to the delivery of key elements of the programme including the use of available GT capacity, or other relevant funding.
  - to provide a co-ordinated position/response to consultations and policy announcements that impact on the effective delivery of the GT vision and principles and to co-ordinate and ensure 'upwards' high level GT input into existing and/or emerging sub-regional/regional forums.
  - to champion the Harlow and Gilston Garden Town proposals and lobby for the required funding (both capacity funding and infrastructure funding) to deliver the project.
3. The Board will have an independent Chair for a 3-year tenure.
4. Board membership will be comprised as follows:
  - One Councillor from each authority (East Herts, Epping Forest, Harlow District Councils, Essex and Herts Counties) – (with voting and decision-making capacity)
  - One Chief Exec or senior manager from each authority (advisory capacity)

- One health workstream representative (with voting and decision-making capacity)
- One representative from the business community - identified through the economic development workstream (with voting and decision-making capacity)
- One skills and education representative - identified through the economic development workstream (with voting and decision-making capacity)
- One representative from Homes England (advisory capacity)

5 The meeting will also be attended by the following people, but they will not be formal members of the Board:

- One Councillor from Uttlesford Council with officer support (advisory status)
- One Councillor from Broxbourne Council with office support (advisory status)
- Deputy Councillor representatives from East Herts, Epping and Harlow District Councils and Essex and Hertfordshire County Councils (observer status)
- The Garden Town Director, Project Planner and Project assistant (advisory capacity)

6 Other people may attend the meetings where appropriate:

- Up to two technical advisors from each authority (advisory capacity)
- Consultants may also be invited to attend meetings to present reports/studies to the Board and to provide technical advice
- Community representatives may be invited to attend meetings when relevant items are being considered
- Ward Councillors will be invited to attend meetings when specific masterplans are being considered
- Developer representatives may be invited to attend the meetings to present their masterplans to the Board as necessary
- Representatives from the Herts and SE LEPs and the LSCC will be invited to attend as observers/advisors
- There will be an open invitation to the local MPs

- 7 The Board will have no formal decision-making powers but will make recommendations back to the members' parent organisations. A schedule of Board decisions required will be developed, along with an indication of when formal Council or partner organisation decisions are needed.
- 8 Voting rights at meetings – Board members with voting rights will be the three District Cllrs and two County Cllrs as well as the health, business and skills and education representatives. Officers will not have voting rights.  
  
Cllr deputies will have voting rights if they are substituting for their lead Cllr in his/her absence.  
  
If no Cllrs are present from an Authority at any meeting, that Authority will not have voting rights at the meeting.
- 9 Board agendas, minutes and papers will be published on the Garden Town website. Confidential papers will be exempt from publication.
- 10 The Board will meet bi-monthly and that meetings commence at 6.30pm and finish at 8.30pm.
- 11 Informal seminars and workshops may be arranged in between the formal bi-monthly meetings.
- 12 Should urgent issues arise; the Chair can call an urgent Board meeting and the Board can also meet virtually.
- 13 The meetings will be held at venues within the Garden Town area.
- 14 The Board will be supported by the Garden Town team.

## **Training and development and Team building**

A programme of informal training seminars/workshops will be put together to help members to understand the technical details of the project and to support them to make decisions. These seminars will be aligned to the decisions set out in the forward plan and members can also suggest subjects for training seminars or workshops.

An independently facilitated team building away day session will be held on an annual basis to help the Board members to develop their team working skills and to facilitate collaborative work on key project issues.

## **Recommendations**

- 1 That the Harlow and Gilston Garden Town Board approves its new Terms of Reference.

