

IBP Joint Member Liaison Group.

DRAFT TERMS OF REFERENCE

Purpose

The IBP Joint Member Liaison Group will be established on 2 June 2015 by CDC Cabinet. Its purpose is to consider and endorse the draft Chichester Infrastructure Business Plan (IBP) on an annual basis.

The IBP identifies what infrastructure is needed, prioritises its provision and phasing, and identifies funding sources and responsible delivery agencies, in order to support the development growth identified in the Local Plan to 2029. The IBP is drafted by a joint officer working group. The Joint Member Liaison Group considers the draft for stakeholder consultation and then recommends the final version in the light of that consultation.

Membership

Membership is open to elected members of WSCC and CDC. It is not necessary that the two councils should have equality of numbers. It would be for each Council to determine its mix of executive and non-executive members. The Liaison Group needs to enable each Council to appoint its key players, but without being so large as to be unwieldy. WSCC may look to appoint one member of the Cabinet and the Chairmen of the two County Local Committees, but this is yet to be confirmed. CDC will be represented by the Cabinet Members for Finance and Governance and Housing and Planning and a member of the Development Plan and Infrastructure Panel.

Accountability

The Group will report to CDC Cabinet.

Review

The recommended governance arrangements are suggested as a trial, which can be adapted as necessary in the light of experience.

Meetings

Joint meetings will be held to consider the joint draft IBP in light of the methodology for prioritising infrastructure set out in the document.

- Two meetings will be held each year in September and December. The meetings will be held in the offices of either CDC or WSCC in Chichester depending on room availability.
- A special meeting may be held if major in-year changes are needed.
- The meetings will be arranged by CDC officers, and the Chairman will be nominated by the group at its first meeting in September 2015.
- The draft agenda will be prepared by CDC officers, and circulated by CDC member services.
- CDC will provide the secretariat.