

## **Appendix B**

### **Sub-committee of Cabinet - Priory Road Community Hub Project Terms of Reference - February 2017**

#### **1. Membership**

- 1.1 Membership of the sub-committee of Cabinet shall consist of three Cabinet Members.
- 1.2 The sub-committee will be chaired by the Deputy Leader, Portfolio Holder for Strategy, Governance and Transformation. In their absence the sub-committee will be chaired by the Deputy Leader, Portfolio Holder for Growth and Commercialisation. The third member will be the Portfolio Holder for Communities and Facilities. In addition, the Cabinet Support Member for Strategy, Governance and Transformation will provide advisory member support to the sub-committee.
- 1.3 Substitutes for Cabinet Members may be used by substituting other Cabinet Members, as long as there is a minimum of three Cabinet Members in attendance.
- 1.4 Other Elected Members and Officers may be invited to attend the sub-committee in an advisory capacity.
- 1.5 The Chief Executive Officer, Executive Directors and other key Officers will support the sub-committee.
- 1.6 Internal and external delivery teams will be established to deliver the procurement, design and delivery stages. Specialist knowledge and skillsets within these project delivery teams will be utilised in an advisory capacity by the sub-committee and invited to attend sub-committee meetings as required.

#### **2. Purpose**

- 2.1 The sub-committee's role will be to provide strategic steer and monitoring for the Priory Road Community Hub project, to ensure that the Council achieves delivery both in terms of envisaged timeframes as well as approved Budgets.
- 2.2 The focus will centre on design, procurement, delivery resources, financial management and actual delivery through an agreed framework.

#### **3. Meetings**

- 3.1 The sub-committee will meet regularly, as required, and will follow the same rules as the Cabinet Committee process, in terms of publishing the agenda at least 5 clear days before the meeting with minutes being produced.

#### **4. Reporting and Governance.**

- 4.1 The ongoing delivery of the project will still be reported through existing committee process as required.
- 4.2 Decisions that are outside of the authority of the sub-committee and project board will be referred to the relevant committee for decision as per the council's constitution.
- 4.3 Progress of the project will be reported to the sub-committee through regular highlight reports.