

**Asset Delivery Programme Partnership Panel
DRAFT TERMS OF REFERENCE**

Community Centre Workstream

Purpose

The purpose of the Partnership Panel Community Centre Workstream is to:

- Articulate the core objectives of the Community Centre Workstream in order to build consensus amongst all relevant stakeholders.
- Identify and agree a set of key principles that will shape the direction of the new proposals for the site.
- Set out with clarity any 'red lines' and/or essential prerequisites likely to have a direct impact on the delivery of any new proposals for the site.
- Provide a forum for communication and engagement between the Partnership Board and elected members in relation to the delivery of the Programme.

Responsibilities

- To receive reports from the Partnership Board and any Stakeholder Focus Group(s).
- To provide constructive challenge and feedback to the Partnership Board.
- To help maintain strong relationships with elected members of the Council.
- To advise on communication with external stakeholders including any Stakeholder Focus Group(s).
- To advise the Partnership Board of any issues that require consideration.

Chair, Secretariat and Meeting Frequency

- Meetings will be chaired by the Council's SRO.
- Minutes of the meetings will be taken by the Council's SRO and circulated within ten (10) working days after the meeting.
- An agenda will be produced by the Council's SRO (in consultation with the Programme Director) and circulated to all members of the Partnership Panel no later than five (5) working days before the scheduled date of the meeting.
- Meetings will take place at least once every Quarter.
- Meetings may take place by video conference.

Reporting

The Partnership Panel shall receive reports from the Council's SRO (prepared in consultation with the Programme Director) together with any other reports identified by the Council's SRO or the Programme Director as being appropriate to bring to the Partnership Panel.

Membership & Expectations of Members

The membership of the Partnership Panel shall comprise:

- The Council's SRO.
- The Programme Director.
- Elected members nominated by the Council (maximum of seven).

Guests may be invited to meetings of the Partnership Panel where relevant on an ad hoc basis and with the prior consent of the Council's SRO.

Review of the Terms of Reference

The Terms of Reference for the Partnership Panel shall be reviewed at least annually by the Partnership Board.