

**Rochford District Council  
Asset Delivery Programme – Member Working Group Terms of  
Reference**

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**Group**

The Terms of Reference for the Asset Development Programme Member Working Group are set out in this document. These Terms of Reference will be reviewed by the Senior Responsible Owner (SRO) quarterly.

**Purpose**

The Member Working Group will support the SRO in making decisions and provide both challenge and endorsement on issues affecting the progress of the Asset Delivery Programme (the “Programme”).

The purpose of the Member Working Group is to provide stakeholder input and feedback to support the development of the Programme through the procurement process.

**Membership**

The Member Working Group comprises the following Members of the Council: Councillors Daniel Efde, Mike Lucas-Gill, David Sperring and Arthur Williams.

The Member Working Group is supported by the Portfolio Holder for Enterprise Cllr George Ioannou.

Other Members of the Council may attend meetings of the Member Working Group with the permission of the Chair of the Investment Board, Cllr Mike Steptoe.

The Member Working Group is chaired by the Programme Senior Responsible Officer (Matt Harwood-White) and supported by senior officers and external advisers.

As the Programme will be subject to a live procurement process, the Member Working Group will be privy to information which is commercially sensitive to bidders and/or the Council. Each Member of the Member Working Group therefore acknowledges that the work of the Group is confidential and may not be shared outside of meetings of the Group unless officers have explicitly given permission to do so.

Any leak of confidential information is a breach under the code of conduct and would be reported to the Monitoring Officer.

**Rochford District Council  
Asset Delivery Programme – Member Working Group Terms of  
Reference**

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**Meeting frequency**

Meetings will be held at least every two months or more frequently if necessary. The SRO is responsible for scheduling and calling meetings.

**Remit**

Specifically, the Member Working Group will assist the delivery of the asset development programme by:

- acting as a sounding board for new ideas and suggestions
- providing constructive challenge to officers and the Programme team
- helping maintain strong Member/Officer relationships
- advising on communication with external stakeholders
- acting as Member ambassadors for the programme
- advise the Programme Board of any issue that require consideration

**Relationship to Investment Board**

For the avoidance of doubt the Member Working Group is an advisory body and has no formal decision-making status under the Council's Constitution. It is not a delegation of Investment Board and therefore remains subordinate to the Investment Board where all key decisions will be taken.

**Agenda Setting and Recording**

The Asset Development Programme project manager will set agendas and take action notes/minutes in liaison with the Programme SRO.

**Rochford District Council  
Asset Delivery Programme – Programme Board Terms of Reference**

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The Terms of Reference for the Asset Development Programme Board are set out in this document. These Terms of Reference will be reviewed by the Senior Responsible Owner (SRO) quarterly.

**Purpose**

The Programme Board will support the SRO in making decisions and provide both challenge and endorsement on issues affecting the progress of the Asset Delivery Programme (the “Programme”).

The purpose of the Programme Board is to set the direction for the Programme, support the SRO in decision-making and oversee the overall progress of the Programme.

**Membership**

The Programme Board is an advisory board comprising Member and Officer representatives together with its professional external advisers. Its Membership will be kept under review and additions/substitutions can be made as necessary by the Programme Board.

Depending on the subject matter of a particular agenda, expert opinion (e.g. legal or architectural) may be sought to provide additional input.

The Programme Board will be chaired by the Council’s Managing Director or, in his absence, his nominee.

As the Programme will be subject to a live procurement process, the Programme Board will be privy to information which is commercially sensitive to bidders and/or the Council. Each Member of the Programme Board therefore acknowledges that the work of the Board is confidential and may not be shared outside of meetings of the Board unless officers have explicitly given permission to do so. Any leak of confidential information is a breach under the code of conduct and would be reported to the Monitoring Officer.

**Meeting frequency**

Meetings will be held at least every three months or more frequently if necessary. The SRO is responsible for scheduling and calling meetings.

**Remit**

Specifically, the Programme Board will assist the delivery of the Programme by:

- providing overall strategic direction for the Programme

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- confirming and communicating the Programme's vision
- providing the SRO with stakeholder input to decisions affecting the Programme including but not limited to:
  - acting as a sounding board for new ideas and suggestions;
  - keeping a watching brief of political developments and concerns;
  - reviewing and exploring any significant issues as they arise;
  - considering strategic and programme issues as they arise; and
  - providing a conduit and point of escalation for major issues
- signing off relevant documentation e.g. procurement documentation prior to formal sign off at Investment Board.
- approving the Programme timetable and the means of achieving it
- authorising any major deviations from the agreed timetable (including recommendations to Investment Board and/or Full Council as the necessary governance route requires in accordance with the Council's Constitution
- signing off the completion of each phase of the procurement and making recommendations to Investment Board and/or Full Council as the necessary governance route requires in accordance with the Council's Constitution
- helping maintain focus and understanding across the organisation and externally with stakeholders
- helping maintain strong Member/Officer relationships
- ensuring the Council is making best use of external resources and advice
- reviewing Programme progress, risks and performance
- providing quality assurance for the Programme
- approving Programme reports
- approving plans for assurance reviews and overseeing these reviews within the Programme and reporting and recommending to the Investment Board any matters deemed to need their attention or decision.

**Relationship to Investment Board**

For the avoidance of doubt the Programme Board is an advisory body only and has no formal decision-making status under the Council's Constitution. It is not a delegation of Investment Board and therefore remains subordinate to the Investment Board where all key decisions will be taken.

**Agenda Setting and Recording**

The Asset Development Programme Project Manager will set agendas and take action notes/minutes in liaison with the Programme SRO.