

APPENDIX 3 – TERMS OF REFERENCE FOR INFRASTRUCTURE ADVISORY GROUP

Infrastructure Advisory Group

Terms of Reference

Purpose

The Infrastructure Advisory Group will:

Provide leadership and manage the delivery of Infrastructure necessary to support the regeneration and economic development agenda within Dacorum.

Co-ordinate the use of the Councils CIL and Section 106 contributions and other available finances, working in partnership with other organisations to facilitate the delivery of the infrastructure including the delivery of cross boundary infrastructure necessary to support the growth of Dacorum and South West Hertfordshire.

Provide a co-ordinated approach to infrastructure planning between tiers of government within Dacorum.

Governance

- 1 The Group shall be known as the Infrastructure Advisory Group.
- 2 The Lead Councillor shall be the Portfolio Holder for Planning and Regeneration.
- 3 The Chair shall be the Assistant Director of Planning, Development and Regeneration who, for the avoidance of doubt, shall have the casting vote in any decisions made by the IAG.
- 4 The Lead Officer should be the Strategic Planning and Regeneration Officer (Infrastructure and Project Delivery).
- 5 The relationship of the Group to the wider decision making and operational governance structure is shown on the attached diagram.
- 6 A quorum of four shall be required to hold a meeting of the IAG including at least 1 representative from Hertfordshire County Council

The Strategic Planning and Regeneration Overview & Scrutiny Committee shall monitor the work of the Group.

Membership

The Group will comprise the following persons or their substitute:

DBC Portfolio Holder for Planning and Regeneration (lead Councillor)
DBC Chair of the Strategic Planning and Environment Overview and Scrutiny Committee
DBC Assistant Director Planning, Development and Regeneration
DBC Solicitor to the Council



DBC Assistant Director for Finance and Resources
DBC Assistant Director for Neighbourhood Delivery
DBC Infrastructure Officer – Infrastructure and Project Delivery
HCC Assistant Director (for example Property, Highways or Planning)
HCC Officer (for example, Principal Infrastructure Officer)
Representative of the Herts LEP

The Group may invite other officers or organisations to attend meetings where they have a specialist knowledge that may assist in the delivery of the work programme.

Town and Parish Council's will be invited on an ad hoc basis if they are applying for funding or if they have a particular interest in a submission being discussed.

Role of the Group and Activities

1. Management of the delivery and implementation of all key projects in the Council's Infrastructure Delivery Plan.
2. To review and prioritise bids for CIL and Section 106 funding
3. Development and review of the Dacorum Infrastructure Business Plan.
4. Development and review of the CIL Regulation 123 list
5. Preparation of External Funding Bids for onward submission
6. Design work programmes to support the Council's infrastructure priorities (IBP)
7. To ensure effective budget monitoring through all sources of finance and that appropriate actions and works receive all necessary approvals, including the progression of capital works through the Capital Programme
8. To maintain an overview of the progress of infrastructure projects and assist in the timely delivery of key projects as appropriate
9. To recommend to the Chair the authorisation of spending of CIL receipts on projects not identified in the Infrastructure Business Plan as the need and budget arises and up to a value of £50,000.
10. The Strategic Planning and Regeneration (Infrastructure and Project Delivery) service will be the main operational arm of the Group but as the nature of the work is corporate will involve a range of other services as appropriate
11. To review these terms of reference on an annual basis.

Frequency of meetings

The Group shall meet on a quarterly basis or as the need arises. The frequency of meetings shall be kept under review.

Monitoring

The Group shall present recommendations to Council as part of the budget setting process and shall report on CIL spending on a bi-annual basis to the Strategic Planning and Regeneration Overview and Scrutiny committee. The Council should publish information on CIL within its Annual Monitoring Report.

Robert Freeman
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