

West of England Partnership
Planning, Housing & Communities Board
13 July 2010

Delivery and Infrastructure Investment Plan: Officer Programme Board

Recommendation

1. That the Board considers the functions of the Officer Programme Board, gives its views and approves the Constitution.

Proposal

2. The draft Constitution for the Officer Programme Board is attached at the Appendix.
3. Council Officers and the Partnership Office have separated the functions of the Board into:
 - Ensuring delivery
 - Enabling development and strengthening delivery
 - Principles by which Council are authorised to deal with slippage or over-runs without reference to the Programme Board.
4. Members are especially asked to note the following provisions:
 - A4. This provision seeks to ensure that officers exercise the discretion available to individual authorities at section C, with the appropriate Member authority.
 - B9-B12. Action is planned on these specific requirements designed to aid medium term planning, build capacity, work effectively with the development industry and seek other sources of cash flow and investment support.
 - C14-16. These provisions allow some discretion on phasing and finance to minimise the checks and controls to enable a prompt response to slippage and over-runs.
5. The remainder of the Constitution sets out proposed Membership and the disciplines to be followed in convening the Officer Programme Board meetings.
6. As Members will be aware at this stage new investment by the Homes & Communities Agency and Regional Development Agency is frozen. It is anticipated that there will be no further decisions until the announcement of the Government's Comprehensive Spending Review (CSR) on 20th October 2010.

Author: Terry Wagstaff, West of England Partnership
Tel: 0117 922639; Email; terry.wagstaff@westofengland.org.uk

West of England Infrastructure Investment Plan
OFFICER PROGRAMME BOARD: CONSTITUTION

A. Ensuring Delivery

1. Ensure the successful delivery of the Joint Infrastructure Investment Plan with the Homes & Communities Agency, Regional Development Agency and other agencies; and its agreed outputs to implement the council's emerging and final Core Strategies.
2. Review progress against the Plan and determine action to deal with slippage, discontinuation or over-run in project delivery and/or expenditure, including slippage in the achievement of regional HCA targets, or any future public expenditure cuts.
3. Report quarterly to the Planning, Housing and Communities Board progress and variations within the Plan: seek in advance the Board's endorsement of variations outside the Plan. (Councils have authority to modify the programme to deal with slippage or over-run within the principles set out at C below).
4. Comply with the Councils', the Homes & Community Agency's, Regional Development Agency's and other agencies arrangements for Capital Programme Prioritisation, Monitoring and Authorisation.
5. Plan, prioritise and seek authority for further investment during and beyond the current plan period.

B. Enabling Development & Strengthening Delivery

6. Develop arrangements to enable joint commissioning of individual project consultancy by the Councils, the Homes & Communities Agency and potentially other public agencies, to ensure value for money.
7. Individual Councils will ensure joint project commissioning arrangements where the Homes & Communities Agency and potentially other public agencies are full partners in the project.
8. Work collaboratively with Government Agencies, Infrastructure Providers and the Development Industry, as appropriate, to secure the delivery of the Plan and Council Core Strategies.
9. Monitor market conditions to inform the need for public investment in infrastructure and the conduct of Section 106 negotiations.
10. Build capacity within the authorities and sub-regionally to strengthen the prioritisation, delivery and value for money of infrastructure investment.
11. In partnership with developers and infrastructure providers, identify the issues and develop best practice for unblocking development opportunities identified in the plan.
12. Examine and recommend other sources of investment and cash flow support for infrastructure to deliver growth in homes, jobs and communities, in conjunction with

the Homes & Communities Agency, Regional Development Agency and other Government Agencies and Infrastructure Providers.

C. Principles by which Councils are authorised to deal with slippage or over-runs without reference to the Programme Board.

13. All authorities are responsible for keeping abreast of slippage or over-runs and reporting to the Programme Board.
14. Project phasing. Authorities may re-schedule phasing of projects within the approved West of England Infrastructure Investment Plan, provided the changes are within the Plan and the funding envelope allocated to the authority concerned.
15. Financial adjustments. Authorities, as necessary by agreement internally and with the funding agencies, may make financial adjustments of projects within the West of England Infrastructure Investment Plan, within the current and subsequent year to deal with any slippage or over-run. Such changes must remain within the Plan and the funding envelope allocated to the authority concerned.
16. No authority may introduce new projects to deal with slippage or over-run with the exception of 'thematic' affordable or supported housing being delivered as part of the 'thematic' National Affordable Housing Programme (NAHP). All other types of project including 'Place-based' investment should be reported to the Board for decision.
17. Adjustments made locally by a Council in accordance with these provisions should be notified formally to the Partnership Office.

D. Membership

- West of England Partnership (3)
- Councils:
 - Programme Manager (4)
 - 2 Senior Managers, relevant to Board agenda (8)
- Homes & Communities Agency (2)
- Regional Development Agency (1)
- Government Office for the South West (1)

According to the Board Agenda:

- Environment Agency (1)
- Highways Agency (1)

E. Meetings

- Every 2 months in Year 1, thereafter quarterly
- Convened, clerked and minuted by West of England Partnership Office.
- Papers and reports despatched five clear working days prior to meeting.
- Not public meetings.
- Supported by the Programme Managers Group.
- Agreed Forward Plan of agenda; reviewed at each meeting.