

DOCUMENT HISTORY

Version	Date	Purpose	Author
Draft a	10 April 2014	Draft ToR for discussion	Ruth Charles
Draft b	10 April 2014	Review and changes	Sandra Eastaugh
Draft c	16 April 2014	Minor changes and corrections	Ruth Charles
Draft d	25 June 2014	Changes incorporating Director comments	Amy Broadhead
v1	10 July 2014	Addition of Green Infrastructure Programme Group to structure following approval	Ruth Charles
v1.1	29 Feb 2016	Revised to include Local Plan preparation	Amy Broadhead

Approvals

Name	Organisation	Date
Greater Norwich Infrastructure Delivery Board		4 July 2014
Greater Norwich Infrastructure Delivery Board		4 March 2016

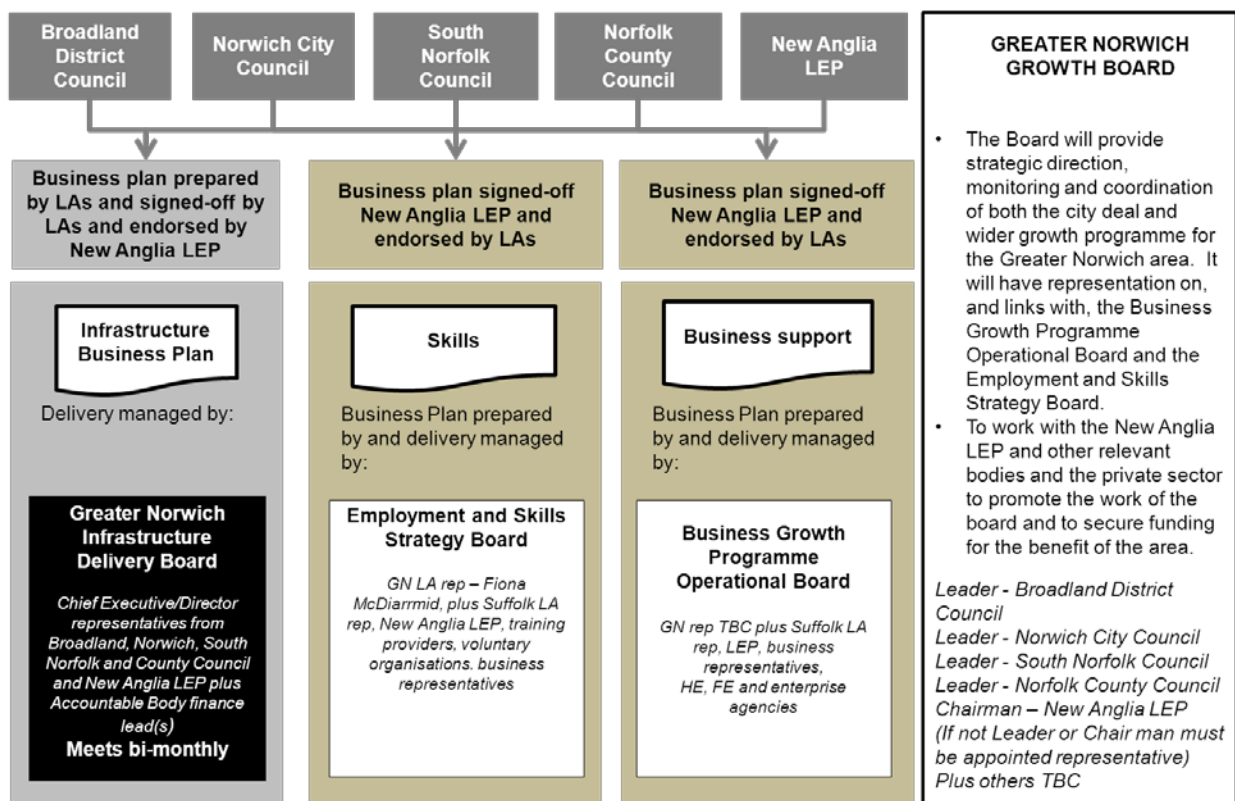


Greater Norwich Growth Board

Greater Norwich Infrastructure Delivery Board Terms of Reference

A structure diagram for the Governance and support arrangements for the Greater Norwich Growth Board is set out below:

Greater Norwich Growth Partnership Governance



The Greater Norwich Growth Board will be supported by a Greater Norwich Infrastructure Delivery Board.

Membership

The Greater Norwich Infrastructure Delivery Board will include one Chief Executive or nominated representative from each authority, the Chief Executive of New Anglia



Local Enterprise Partnership and the Infrastructure and Economic Growth Manager from Norfolk County Council. It will be supported by the Greater Norwich Projects Team. Officers will be invited to attend the meetings as and when necessary to advise the Board.

Meeting frequency

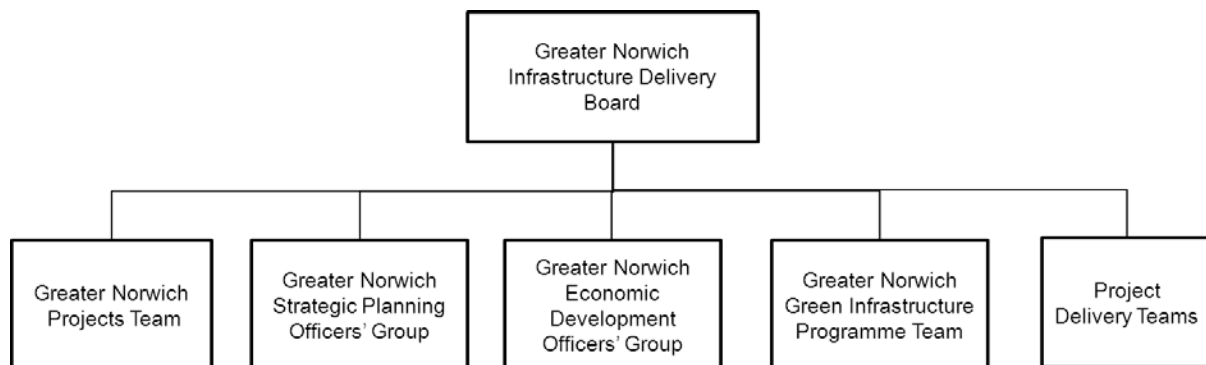
Meetings will be held monthly, or more frequently as required.

Chairman

The Chairman of the Infrastructure Delivery Board will come from the same authority as the Vice Chairman of the Greater Norwich Growth Board. The Chairman will change annually following the appointment of the Greater Norwich Growth Board Chairman and Vice Chairman.

Responsibilities

The Greater Norwich Infrastructure Delivery Board has a critical role in the co-ordination and delivery of the Programme. This is the key forum where issues will be discussed and proposals assessed, ensuring that informed recommendations are escalated to the Greater Norwich Growth Board.



The Greater Norwich Infrastructure Delivery Board's responsibilities are as follows:

- To manage the delivery of the City Deal and the wider growth programme reporting to and taking direction from the Greater Norwich Growth Board
- To provide advice and support to the Greater Norwich Growth Board looking ahead to identify future opportunities for the growth programme.
- To own and champion the growth programme, provide the leadership to make it happen and support the Infrastructure and Economic Growth Manager and Project leads as required.
- Ensure advisors/representatives from external bodies are fully involved in the Greater Norwich programme

- Define key programme activities to achieve targets and ensure achievable plans are in place for their delivery
- To agree the scope of the projects within the Programme and sign-off projects for implementation
- To receive reports from the Greater Norwich Strategic Planning Officers Group regarding the preparation of the Greater Norwich Local Plan
- To receive reports from the Greater Norwich Strategic Planning Officer's Group, Greater Norwich Economic Development Officer's Group and the Greater Norwich Green Infrastructure Programme Group, The Board may also refer issues to these Groups for discussion and or action and for feeding back to the local authorities.
- Monitor the achievement of the Programme's objectives
- Ensure that sufficient resources are secured to deliver the Programme
- Communicate with all stakeholders as required within the framework of the Programme Communication Plan
- Identify and advise on the handling of Programme risks and issues and take responsibility for managing these where required
- Receive and make reports regarding progress of the Programme
- Other activities as directed by the Greater Norwich Growth Board

Greater Norwich Projects Team

The Projects Team will work closely with the Greater Norwich Infrastructure Delivery Board and the project leads for each of the projects in the Programme. The project leads will have a critical role in the co-ordination, implementation and delivery of the project elements of the Programme.

Responsibilities

- Support for the Greater Norwich Growth Board, the Greater Norwich Infrastructure Delivery Board and the Greater Norwich Strategic Planning Officers Group - Preparation of Agendas, papers, notes of meetings and supporting documents including analysis, research and development activities with Members on behalf of the Greater Norwich Growth Board, Greater Norwich Infrastructure Delivery Board and the Greater Norwich Strategic Planning Officers Group
- Continue to explore funding options to meet the anticipated growth funding gaps – by understanding other funding streams and agency support, working closely with the LEP
- Project management of the implementation plan for the City Deal including reporting on each element of the Deal
- Preparation of a 5-year Business Plan, including pro-formas for schemes, sources of funding, payback profiles and financial risks, reviewed annually
- Management of the process for financial reporting, recording project costs, project spend, project progress, project tracking and project risk management for the schemes included in the Infrastructure Investment Fund and the Local Infrastructure Fund

- Continue to develop and review the Greater Norwich Infrastructure Plan (at least annually)
- Provide project management support for specific projects requested to support the Growth Programme
- Set up web site for Greater Norwich Growth Board, manage, update and monitor the site content
- Take an overview of strategic delivery with critical suppliers, Anglian Water, UK Power and others
- Supervise and co-ordinate the activities of the Greater Norwich Local Plan and prepare the joint annual monitoring report
- Other activities as directed by the Greater Norwich Infrastructure Delivery Board