

## PART A

### Supporting Document

#### Town Hall Cultural Quarter – Member Steering Group

#### Terms of Reference

**Date: 18<sup>th</sup> January 2021**

#### 1.0 SUMMARY

1.1 Watford Borough Council intends to establish a Member Steering Group to provide political oversight of the Town Hall Cultural Quarter project.

1.2 This document sets out the Terms of Reference for the proposed Member Steering Group.

#### 2.0 Terms of Reference

##### 2.1 Membership

The THCQ Member Steering Group will be chaired by the Mayor who will take any formal decisions delegated in accordance with the Council's delegation scheme for executive functions. Where appropriate or specifically requested, the THCQ Member Steering Group will be advised by external investment/technical expertise.

In addition to the Mayor it will comprise xx councillors nominated by the Mayor These will include a combination of Portfolio Holders and other Members.

##### 2.2 Role

The role of the THCQ Member Steering Group is to provide political oversight of the Town Hall Cultural Quarter project. It will receive reports relating to :

- Performance of the project against Council's corporate objectives
- Performance against declared project objectives
- Programme
- Risks and Issues
- Commercial and financial considerations
- Masterplanning and Design
- Procurement matters
- Project Budgets and Expenditure

Where a report is taken that requires a formal decision, in accordance with the executive scheme of delegation this will be taken by the Mayor after consideration of the views of the Steering Group and having had the benefit of officer advice.

##### 2.3 Meetings

The THCQ Member Steering Group will meet at least quarterly although in the early stages more frequent meetings may be required. Ad hoc meetings, teleconferences or virtual meetings are also envisaged to take place when required to enable Member oversight but so as not to delay the project programme or in order to respond quickly to matters arising.

The agenda will be circulated no later than 5 working days in advance with accompanying reports.

The Managing Directors PA will provide administrative support to the Steering Group and will minute the meetings.

Any decisions to be taken under delegated authority that are deemed to be key decisions will need to be notified to Democratic Services no later than 28 days before the date of the decision and will be subject to call in.

The formal decision will be published in accordance with the access to information requirements of the Local Government Act 1972