

Approved on : 28/08/2014

Signed:  (Chair)



SOWERBY BRIDGE COPLEY VALLEY DEVELOPMENT BOARD

TERMS OF REFERENCE (v. 1.0)

- **AIM:** To co-ordinate and drive plans forward focused on the Sowerby Bridge Copley Valley Development Scheme ("**the Development Scheme**").
- **SCOPE:** The area included in the Development Scheme is to the south-west of Wakefield Road, and is bounded (approximately) by Fall Lane/Holmes Road to the east and Hollas Lane to the west.
- **OBJECTIVES:**
 - To oversee the successful delivery of the Development Scheme;
 - To maximise the investment opportunities provided by the Development Scheme;
 - To positively involve, communicate and engage local stakeholders, community groups and local people with the Development Scheme.
- **METHODS OF WORKING:** The Board is expected to meet every 2 months with a scheduled timetable agreed for each year.

At each meeting the board will receive a report on progress against key project milestones and other priority targets as set by the board. The board will receive written monthly update reports between meetings.

The board may establish Working Groups with delegated responsibility for individual projects or activities. Board meetings are not open to the public but minutes will be published on the Council's website. There may be some items that will be exempt, for example those which are commercially sensitive.

- **MEMBERSHIP:** Membership of the Project Board is as follows

Cllr P Caffrey (Cabinet Member - Economy)
Cllr J Hardy (Ward Member, Skircoat)
Cllr A Tagg (Ward Member, Skircoat)
Cllr M Thompson (Ward Member, Skircoat)
Cllr D Draycott (Ward Member, Sowerby Bridge)
Cllr D Foster (Ward Member, Sowerby Bridge)
Cllr A Wilkinson (Ward Member, Sowerby Bridge)

The Board will be serviced and supported by Calderdale Council Officers.

The remit of the Development Board members is:

- To sponsor and provide direction and guidance for the overall development scheme.
- To review regular project reports from the project team.
- To approve key project milestones and project deliverables.
- To arbitrate on any conflicts within the Project which are escalated to the Board by the project team.
- To ensure that local people, businesses and community groups are engaged and involved in the work of the Board.

Individual responsibilities:

- To be champions of the Development Scheme within their own organisations and publicly.
- To channel and facilitate two-way communication between the Project Board, project team and all stakeholders and community in their organisation.
- **CHAIR:**
 - Chair of the Group – Cllr John Hardy
 - Deputy Chair – Cllr Dave Draycott
- **SUBSTITUTES:** Substitutes for both Members and Officers will be subject to the approval of the Chair of the Development Board prior to the meeting.