

VISION FOR CHIPPENHAM SPECIAL PURPOSE VEHICLE ROLE AND RESPONSIBILITIES - TERMS OF REFERENCE

Role

The principal role of the Vision for Chippenham Special Purpose Vehicle (SPV) is to deliver the Chippenham Vision on behalf of the project's partners.

Membership

The Executive Board will have up to 10 members (of which a maximum of 40% should be from the local authority) plus a private sector Chairman. The initial Board will comprise:

- Wiltshire Council: Cabinet Member for Economy and Enterprise (until elections in June this post to be taken by the WCC Cabinet Member for Environment, Transport and Economic Development)
- Wiltshire Council: Director of Economy and Enterprise
- Wiltshire Council: Director of Sustainable Transport

Plus a nominated senior representative from each of the following:

- Chippenham Civic Society
- Chippenham Town Council
- Chippenham and District Chamber of Commerce and Industry
- North Wiltshire Economic Partnership
- Chippenham Area Partnership
- Wiltshire College
- Learning and Skills Council
- Wiltshire Strategic Economic Partnership

Responsibilities

Project Management

- Preparation, maintenance and monitoring of the Vision Delivery Plan.
- Provide direction for, agree and oversee the work programme of the Vision Direction and partners' staff supporting the delivery of the Vision (The Vision Director is responsible to Chair of the Partnership and is employed by Wiltshire Council reporting to the Director of Economy and Enterprise).
 - Oversight of all individual projects that make up the Vision. The specific responsibilities for each project will be agreed through negotiation with the partners.
- Ensure that projects achieve high design standards and where appropriate that they are considered by the South West Design Review Panel.

- Ensure that projects achieve high environmental standards and where possible that they do not contribute to climate change.
- Ensure that projects contribute to the sustainable community strategy's objectives.
- Prepare project appraisals.

Communications

- Media relations including the preparation and issuing of press releases.
- Marketing and public relations.
- Website development and maintenance.

Community Involvement

- Community engagement and public consultation for Vision projects and associated activity.
- Analysis, interpretation and reporting of the results from community engagement and public consultation activities and ensuring that they inform decision-making.

Strategy development and implementation

- Public realm
- Heritage interpretation
- Transportation and movement
- Public art
- Pedestrian information and signage
- Others as required

General

- Preparation of an annual Business Plan
- Appointment and management of consultants and other external specialists
- Applying for grants and other funding
- Risk assessment of each Vision project
- Equalities and diversity impact assessment of each Vision project
- Consultee for all planning applications in Chippenham
- Manage the budget and report to the partners

Commitment of Partners

In undertaking to participate in the Vision for Chippenham SPV, individuals and organisations will be expected to take part and contribute to the work of the SPV in the spirit of partnership and, in particular, each of these partners will:

- Work together with other partners in developing and implementing the Vision for Chippenham and Business Plan.

- Report back regularly and formally to their organisations on the work of the Vision for Chippenham SPV and identify their organisation's level of contribution to the Vision for Chippenham and Business Plan.
- Assist each other in the achievement of their organisation's priorities insofar as they are consistent with the Vision for Chippenham and Business Plan including the sharing of information for development and monitoring purposes of the agreed action plans.
- Include, wherever possible, the objectives of the Strategy in their own Plans and Strategies.
- Work in a style that:
 - Continues to build trust and openness within the partnership
 - Recognises the value and contribution which each partner brings
 - Enables all partners to share their views and have an equal say in decisions
 - Enables different partners to lead where they have expertise
- Ensure that representatives appointed to the Vision for Chippenham SPV are best placed to fulfil these roles and commitments and are empowered to speak for and make decisions on behalf of their organisation.
- Consider suggestions for membership which will be decided and agreed by the Board.
- Members may nominate a representative to attend on their behalf when necessary but will be expected to attend in person on the required number of occasions.
- Organisations are able to withdraw from membership of the Vision for Chippenham SPV.

Accountability and Liability

Wiltshire Council will act as the accountable body for the partnership, holding funds on behalf of the partnership and distributing them in accordance with the partnership's wishes and appointing staff/contractors. Other bodies can act in this capacity as required.

Liability for actions undertaken on behalf of the partnership will be that of Wiltshire Council, but only if these actions are consented to and formally agreed by Wiltshire Council. All partners will accept liability for their actions.

Administration

- The Vision Executive Board will meet at least six times a year.
- All meetings will be formally recorded by minutes and subject to a properly circulated agenda with clearly delineated action points and responsibilities.
- Failure to attend at least 3 meetings a year will, unless in exceptional circumstances agreed by the Chair, result in loss of position on the Executive.
- Decisions will be made by consensus; however, where consensus cannot be achieved, votes will be taken by simple majority and the Chair will not vote unless a casting vote is required. Eight members need to be present for the vote to be valid, of which the Chair can be one.

- Executive members, other than those employed by the Local Authorities, will require re-election at least every 3 years.
- Members may not stand for more than 2 consecutive terms.
- The preferred method of communication with the Executive will be email and then paper and post.
- Communications will be co-ordinated through the North Wiltshire Economic Development Team on behalf of the Vision Director.
- The Executive has the opportunity to co-opt members either to the Board or its sub-committees, as appropriate.
- There is an opportunity to claim reasonable out of pocket expenses up to local authority rates.
- The Terms of Reference will be reviewed regularly by the Executive.
- The composition of the Executive will be reviewed when and as required.
- The accounts will be open to scrutiny, with regular reports made to the Executive by the Vision Director.