

CAMBRIDGESHIRE HORIZONS

Agenda Item No: 13

Protocol for commissioning and governance of new projects

To: **Cambridgeshire Horizons Board**

Date: **23rd March 2010**

From: **Chief Executive**

Purpose: **To outline a draft protocol for commissioning and governance of new projects that Cambridgeshire Horizons leads on, and to seek feedback from Board Members.**

Recommendation: **For Board Members to offer suggestions on the draft protocol. We would then seek to incorporate any comments into a final version and circulate for Board approval.**

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1. Purpose

As the work of Cambridgeshire Horizons has evolved to embrace some broader issues such as the Integrated Development Programme and the Green Infrastructure Strategy, it seems timely to consider putting in place a clear commissioning and governance protocol.

This paper therefore proposes a draft protocol, designed to ensure that Board Members are properly informed about major work streams that Horizons is progressing, can shape and steer at appropriate junctures, and ultimately give approval to the work we produce. It will also help to identify when and how certain pieces of work need to be linked into the partner organisations' decision-making procedures.

The aim is to strengthen our governance arrangements without introducing unnecessary additional bureaucracy.

2. The Proposed Protocol

Cambridgeshire Horizons carries out a broad range of work on behalf of the partnership, not all of which needs to be considered in detail by the Horizons Board. The Business Plan for growth sets out the broad programme of work and an annual plan is reviewed by the Board. The next update for the annual plan will be considered by the Board at the July meeting.

There are pieces of work that must be considered by the Board, particularly where projects have a clear interface with local authority decision making processes.

The Horizons Board will be kept informed of all projects on which Horizons is working. The following draft criteria are suggested as triggers for projects that need to be brought individually to the Horizons Board. Projects in this category are those which satisfy any of these criteria:

- requires public consultation
- are countywide strategies or major strategy refreshes
- could result in a change to any local authority's policy, or would be part of the evidence base to support such policies, and so need to be taken through local authority Member approval processes
- are linked to major funding, or potential funding, streams
- are otherwise requested by the Board as of significant interest.

To ensure that the Board also has a broad overview of the whole work programme, we will also provide for each Board Meeting a Project Overview Plan (based on the existing high level programme).

3. Board Papers

All Board papers will be clearly marked whether they are:

- **For Information Only** - These will be update papers to keep the Board up to speed with the latest developments on major projects when no major decisions are required.
- **For Discussion/Steer** – These papers will include information about a major project, and offer an opportunity to Members to shape the way forward. If only key elements require a steer, they will be clearly marked on the front page of the report.
- **For Approval** – When a project is fully developed, or when an action plan has been formulated, a report will come to Board for Approval.

Reports will usually include an appendix giving details of the project, e.g. report for consultation. However, if these documents are substantial, a summary will be provided, together with a link to the appropriate document.

4. Project Overview Plan

A project overview plan will be brought to each Horizons Board meeting to provide Members with a high level overview of Horizons' work programme, with particular reference to work that needs to come through the Board. This will set out the key dates for the various stages of development of work captured by the list in section 2.

The overview plan will give high level information for major projects, with key parameters filled in through a tabular format.

The report will provide a forward look, and will be updated on a rolling basis for each Board meeting, thereby becoming a standing item on the agenda and available on the Horizons website.

A proposed format for the project overview plan, comprising some draft content, is at Appendix 1 of this report.

The process and number of reports will vary from project to project, depending on a range of factors, e.g. scale / scope of work, whether public consultation is required or if specific external requirements need to be met (e.g. Programme of Development), however a report will be brought to the Board at each key stage. If timetables prevent this (e.g. for work driven by external timetables, such as review of housing targets), papers will be circulated to the Board between meetings for comment.

Appendix 1: Draft Example Project Overview Plan

Please note this is a snapshot of example projects. The final version will include more projects.

Project Title and project lead	Key Aims	Current Status	Horizons Board Milestones	Links to LA processes required?
Green Infrastructure Strategy Sheryl French / David Bethel	To update the current Green Infrastructure Strategy to 2031.	Public consultation complete. Responses now being collated from public and stakeholders.	June 2010 – Report on consultation and 2 nd Draft to Board for comment September 2010 – Final draft to Board for endorsement October 2010 to March 2011 (and onwards) – Final draft for Local Authority adoption	Yes. Environmental Sustainability Partnership for comment. Final strategy to go through LA endorsement process.
Quality Panel Sheryl French / Lianne Parrett	To provide a panel of experts in the 4 C's of the Quality Charter to provide independent advice to planning authorities on major development site proposals.	On Monday 8 th March a member panel selected 12 Quality Panel Members. First meeting due to take place in early April.	Review in December 2010	No.
East Cambs & Fenland Water Cycle Strategy (WCS) Paul Mumford	<u>tbc</u>	<u>tbc</u>	<u>tbc</u>	<u>tbc</u>
Cambridge area WCS Sheryl French	<u>tbc</u>	<u>tbc</u>	<u>tbc</u>	<u>tbc</u>
Carbon Offset Mechanism	<u>tbc</u>	<u>tbc</u>	<u>tbc</u>	<u>tbc</u>