

NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP AND ASSOCIATED PROJECT GROUPS

Terms of Reference

The Neighbourhood Plan will be delivered and implemented over a long period of time by the Parish Council in partnership with a variety of different stakeholders and public and commercial bodies. As the Neighbourhood Plan is not a rigid “blue-print” but provides instead a “direction for change” through its vision, objectives and strategy, it will be necessary for options to be considered and brought to full Council for consideration.

In order to do this, a Delivery and Monitoring Groups is proposed with the following terms of reference.

1. Purpose

The main purpose of the Delivery and Monitoring Group (D&MG) is to ensure that the objectives of the policies of the Neighbourhood Plan for Broughton Astley are delivered in a co-ordinated and cohesive manner, working with a variety of partners.

Working in conjunction with the Planning Policy Team at Harborough District Council, the Delivery and Monitoring Group will also provide a detailed report ‘Updates to the Neighbourhood Plan’ at each Annual Parish Council meeting. This report will monitor the progress of the Plan in the previous year and the likely implication and impact of the Plan for the forthcoming year (BANP Section 3.16)

2. Role and activities

- a) To undertake an initial analysis of the objectives and initiatives of the Neighbourhood Plan (using SMART or similar) in order to:
- b) Prioritise the delivery of the objectives and initiatives of the Neighbourhood Plan. (low, medium and high)
- c) To identify the appropriate legal entity who will take responsibility for delivery of a specific initiative, the point of contact and method of contact.
- d) Identify the resources required to deliver the objectives and initiatives of the Neighbourhood Plan, relative to c) above, including the long term liability which might arise from such delivery.
- e) Agree the timescales for the delivery of the objectives and initiatives of the Neighbourhood Plan with the appropriate legal entity.
- f) Identify dependencies on other objectives and initiatives of the Neighbourhood Plan.
- g) Identify risks to initiatives and propose mitigations to alleviate such risks where possible. A master risk register for the delivery will be maintained and constitute part of the quarterly report to full Council.
- h) To produce briefing documents for various project groups, external agencies and independent consultants in relation to specific projects or tasks.

- i) Individual project groups will create their own action plan with timings and provide these to the Delivery & Monitoring group (D&MG).
- j) To commission external agencies or independent consultants in order to deliver specific projects or tasks, in light of b) above, up to a value of £15,000.
- k) To commission specific areas of evidence gathering and analysis as required (including residents and business surveys). Such activities may be up to a value of £15,000
- l) To produce materials, both printed and electronic, used to communicate progress of the delivery of the Plan to residents, businesses and the wider community.
- m) With reference to b) above, to ensure that sufficient funds are available for the delivery of the Neighbourhood Plan; by investigating alternative sources of funding and completing funding applications.
- n) To monitor expenditure and produce a report on funding requirements for Parish Council prior to annual budget and Precept setting.
- o) To produce a detailed report 'Updates to the Neighbourhood Plan' at each Annual Parish Council meeting.

3. Membership

The Delivery and Monitoring Group will consist of the Chairman, Vice-Chairman, Chair of Planning and 5 Members, with the desire to have each Ward representation by at least one Member.

The Chairman / Deputy Chairman will chair the monitoring group as ex-officio officers.

Representatives from statutory bodies, community representatives (residents) may also be invited to attend as non-voting members of the group.

Where necessary to deliver specific objectives, individual project groups will be set up. The membership of these project groups also be extended to representatives of statutory bodies, public and community organisations, by invitation.

4. Reporting & Approval of Recommendations

The D&MG shall report in a timely manner to full Council but no less than quarterly. In addition an annual summary of progress shall be provided to the Annual Parish Meeting.

Where recommendations are being made to the full Council these will be brought forward to the next scheduled meeting of the Parish Council for resolution.

A member of the Parish Council staff will act as a non-participatory minute-taker for the Delivery Group meetings.

Project group meetings will be required to maintain their own minutes to a similar standard as the Delivery Group. A template will be provided.

Project groups will pass their recommendations to the D&MG for review prior to being put to full Council.

5. Meetings

The Delivery and Monitoring Group will meet on a suitably frequent basis to progress matters in a timely manner. This is expected to be monthly or six weekly but no less than quarterly.

Any project groups will meet in a timely manner, as required by the individual project. It is expected these may occur more frequently than D&MG meetings by the nature of the detail which they will be handling.

Definitions Used in the Document

Neighbourhood Plan

This is the highest level of activity, defining the policies and strategies which the projects satisfy with their deliverables.

The Neighbourhood Plan will be subject to regular review and the Delivery and Monitoring Group will report progress of it as a whole and on individual projects in a timely manner but not less than quarterly plus an annual summary.

Projects

An individual project will deliver a specific set of outcomes aligned to a NP policy or strategy. A project is a continuous overarching activity until it has met its deliverables or been formally close with agreement by full Council.

Each project will have a project charter which specifies the objective and the expected timescale for completion.

Tasks

Task are those pieces of work which together make up a project. Individual tasks may be of varying or interrupted duration.

Risk Register

This is a document which notes what risks exist which may alter or jeopardise the desired outcomes.

It will be grouped by project and show which project group is responsible for it and what if any mitigating action may be taken to reduce / eliminate the risk. Each project group will be responsible for maintaining their own risks within the master document.

D&MG- Delivery and Monitoring Group.

SMART – the acronym used to describe objectives as being **s**pecific, **m**easurable, **r**ealistic, and **t**ime bound.

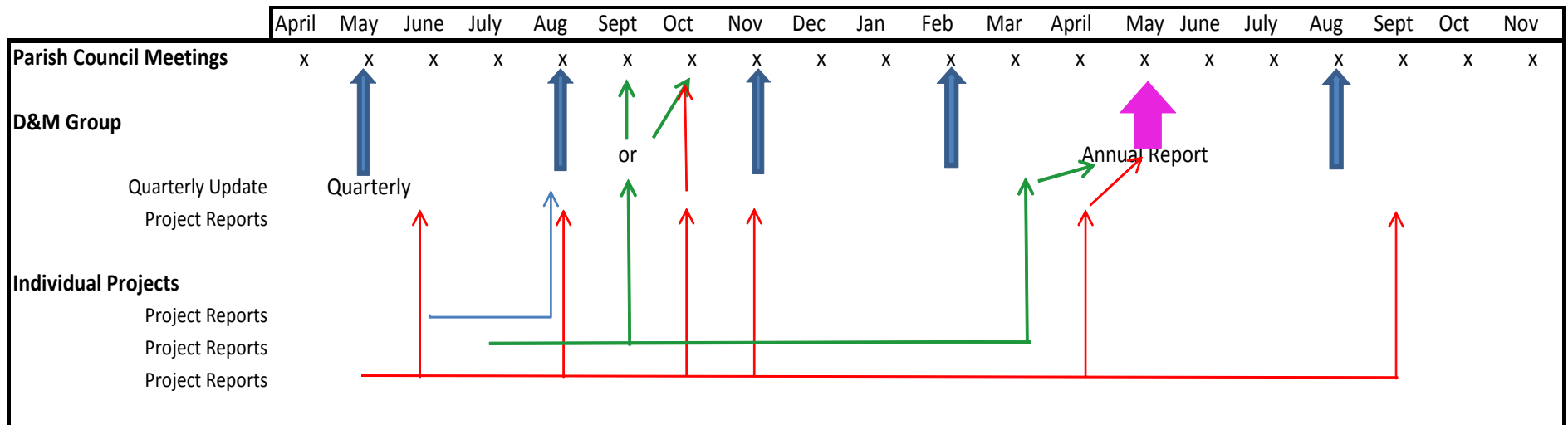
Overall Structure

Neighbourhood Plan Level

Project Level: Improved medical facilities

Task Level: 1) set up meeting with NHS reps to establish timescale for any move and required input.
2) layout all options for potential relocation
etc

Reporting Flow



Reports on particular project would occur as the individual project occurs. Items requiring full Council decisions would be brought forward by D&M group as required