

# **TORBAY COUNCIL**

## **Terms of Reference**

### **Capital and Growth Board**

#### **Purpose of the Board**

Officer Group to monitor the capital investment plan and review regeneration and investment proposals, providing recommendations to Cabinet and/or Council where business cases have been presented to, and endorsed by the board.

#### **Responsibilities of the Board**

1. Oversee the delivery and performance of the Council's capital programme.
2. Assess initial business cases and development budgets for inclusion in the Council's Capital Plan and make recommendations to Directors Overview Meeting for ultimate approval by full Council (including those being delivered through external grant funding).
3. Review and recommend updated business cases to allow projects to progress through governance gateways, including allocation of the approved budget to support the project phase (within the scope and budget set by full Council via the Capital Investment Plan).
4. Approve close down and lessons learned for completed Capital Projects.
5. Assess the strategic risks and issues relating to the overall Capital Programme and to review any risks and issues escalated by the relevant Project Board/Lead Officer. Escalate risks to Directors Overview Meeting when required.
6. Provide strategic management and oversight of all Capital Projects: receiving highlight reports and acting as the Project Board for any Capital Project without its own Board.
7. Provide strategic oversight and make recommendations for the disposal or development of any investment assets, land or property owned by Torbay Council.
8. Provide strategic policy direction/challenge for spending from unallocated Capital funds e.g. Schools, Transport and Highways to ensure that we are prioritising spend in the correct areas e.g. town centres.
9. Manage the Council's capital resources to maximise economic growth, to maximise income generation but also recognising the pockets of deprivation that exist within Torbay.
10. Review and recommend to the Director of Finance the commissioning and the preparation of any new Capital Bids for internal or external funding.
11. Review new Capital projects to determine if they should be pursued within the overall Capital Investment Plan priorities.
12. Review the Capital Strategy and the Capital Investment Plan to assist the Director of Finance's presentation of budget proposals to the Cabinet and Council.
13. Review the S106 allocations and unallocated 106 funding and make recommendations to relevant decision-maker.

14. Provide input into the Quarterly Capital Monitoring Report.

## **Working Methods**

1. Meetings will be held on the first Wednesday of each month, with agendas set by the Chair. More frequent meetings can be held if circumstances dictate the need.
2. Agendas should be issued at least 2 working days before the meeting.
3. Actions assigned during meetings, and decisions, will be monitored and updated at the following meeting(s).
4. Board decisions will be made by consensus whenever it is possible to do so. If a decision is not reached by this means, the Chair in consultation and agreement with the S151 officer, will make the final decision on behalf of the Board having weighed different perspectives. The reason for the Chair's decision will be noted.
5. The Board may delegate tasks by agreement in furtherance of the programmes' strategic aims to other individuals or groups as it sees fit.
6. Individual Board members will be responsible for feeding back information to their respective colleagues.
7. One-third of members of the Board need to be present for the meeting to be quorate, which must include the Chair or Deputy Chair of the Board.
8. For the management of sensitive information, members of the Board are expected to protect and maintain as confidential any privileged or sensitive information divulged during the work of the Board.

## **Board Membership** [09/10/2024]

### **Standing Members:**

- Director of Pride in Place (Chair)
- Director of Finance (S151) (Deputy Chair)
- Divisional Director of Strategic Development
- Divisional Director Education, Learning and Skills
- Divisional Director of Planning, Housing and Climate Emergency
- Managing Director TEDC
- Divisional Director of Adult Social Care
- Capital Programme Manager

### **Optional Members / observers (as required):**

- Cabinet Member for Housing and Finance
- Cabinet Member for Place Development and Economic Growth
- Other relevant Cabinet Members to be invited where required
- Head of property services and project management

- Deputy head of commercial services
- Project SROs and officers to present as required.
- Supported by a Governance Support Officer

## **Amendment**

This Terms of Reference may be amended, varied or modified, with consultation and agreement by the Board.

Version: 2.0

Date: 09/10/2024