

## **Bailrigg Garden Village**

### **Cabinet Liaison Group**

#### **Composition**

Composition of the group is proposed as follows:

- Up to 20 Members
- Open invitation to all Councillors from all political groups and such other persons that the cabinet member sees fit
- No substitute members attending
- Any member missing three meetings without a reasonable excuse will be deemed to have resigned
- Agreement to the non-disclosure agreement in relation to any commercially sensitive information.
- The meetings will be minuted.

#### **Purpose**

The Bailrigg Garden Village Cabinet Liaison Group is a cross-party, informal group that will provide input to the master planning and delivery of the Garden Village. Its role is as follows:

- To input and provide challenge to the vision for the Bailrigg Garden Village
- To receive good practice examples from developments across the country, to inform the potential content, quality and function of the Garden Village
- To advise the cabinet member, inform the evolution of a concept plan and masterplan for Bailrigg Garden Village
- To consider options for the delivery of the project and consider appropriate delivery mechanisms as required
- To be advised of progress on the project in accordance with the agreed project plan and its key milestones
- To champion the work being undertaken towards the delivery of the Garden Village to the wider member forum.

## **Terms of Reference**

- To advise the Cabinet member and Cabinet on the setting of objectives for Bailrigg Garden Village.
- To assist the Cabinet member and Cabinet to ensure the development is of the highest standard and uses best practice in the development and inform the potential content, quality and function of the Garden Village.
- To advise the Cabinet member and Cabinet on the evolution of a concept plan and masterplan for Bailrigg Garden Village
- To provide a public written report each quarter summarising the discussions and recommendations made to the Cabinet member.
- To invite and consider reports from the Councils Officers and agents on the development.
- To invite and consider third party presentations and proposals, and if required to summarise the information in a recommendation to the Cabinet member.
- To monitor and advise the Cabinet Member on the progress of the development of options for the delivery of the project, to consider appropriate delivery mechanisms as required and to advise of progress on the project in accordance with the agreed project plan and its key milestones.
- To advise, facilitate and assist in the expeditious progress of the development.
- To advise, facilitate and assist in the progress of consultations, contribute to the community engagement and to champion the work being undertaken towards the delivery of the Garden Village to the public and wider member forum.

## Membership

Membership will comprise elected Members of the City Council and will be cross party and such other persons the Cabinet member sees fit. The core members and roles are as follows:-

Councillor/Name	Organisation	Role

The BVCLG may consider it appropriate to extend the membership as required and from time to time invite representatives from other partner organisations or external bodies to present or contribute to relevant topics and issues.

## Governance and Reporting

The Group will need to meet in response to progress and key issues on the project. The group will receive project reports from Senior Officers relating to (amongst other items), project progress, concept and masterplan content and delivery implications and options of the project.

The Group will operate on the following principles:

- The. Group is not a decision making body, but will act in an advisory capacity to the project, in the interests of informing its progression towards delivery. Recommendations can however be made to the relevant decision making body/ies of the Council
- The Group will seek to agree actions on a consensus basis.
- The Group will keep minutes of its key discussions and actions
- Members of the Group will commit to the project and ensure an appropriate level of engagement.