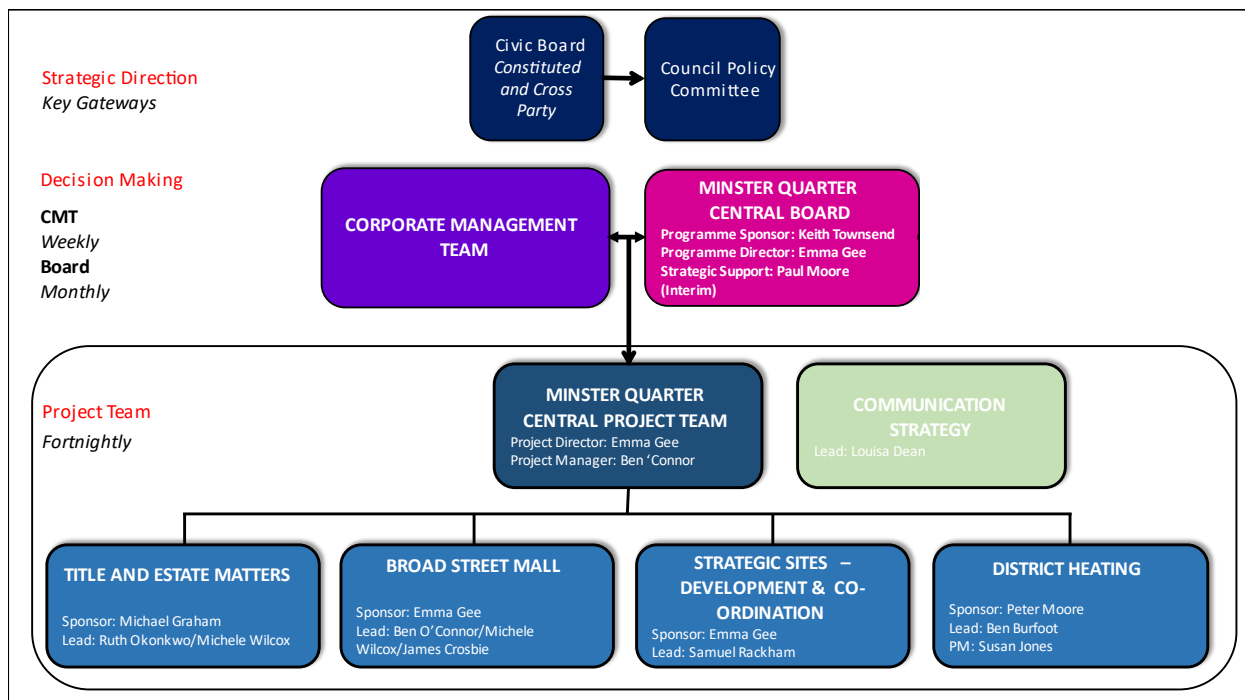


Appendix 4

Minster Quarter Board and Governance Framework

Minster Quarter Central Board



Board Purpose

To provide strategic direction to the Minster Quarter Central Bidder procurement in line with the delegations afforded by relevant Policy Committee decisions. To advise and report to Policy Committee at key gateways and upon contract award monitor progress of the scheme in line with the Development Agreement. Meetings held monthly.

Terms of Reference

1. To oversee the implementation of the Minster Quarter Central Regeneration Project and to ensure that it meets the objectives established by Policy Committee, and in particular:
 - to exercise those financial management and procurement powers of Policy Committee set out below in respect of the Project
 - to agree the Project Plan and monitor progress of the project against that Plan including key milestones and decision gateways
 - to agree progression to the next stages of design as set out in the Project Plan
 - to ensure effective actions are in place to address key risks
 - to consider and agree methods of consultation and engagement
 - to consider and agree a communication strategy
 - to identify and monitor dependencies with other council and third-party projects and programmes

2. To exercise the following powers of Policy Committee under the Constitutions/Financial Procedure Rules in respect of the Project:
 - authority to release expenditure for approved capital schemes
 - approval of capital or revenue virement or supplementary capital or revenue estimate
 - approval of final cost for capital schemes in relation to the Project, including the meeting of Brownfield Land Release Fund grant conditions
3. To exercise the following powers of Policy Committee under the Contract Procedure Rules in relation to the procurement of contracts for works, goods, software or services in connection with the Project:
 - approval of price/quality evaluation criteria
 - approval of short-listing procedures, short-list selection and approved lists of contractors, including the authorisation of any departures from Contract Procedure Rules
 - to make recommendations to Policy Committee in respect of contract award
4. To consider and approve the submission of planning applications to the Local Planning Authority to take forward the Project in a landowner capacity.
5. To agree resolution of any title matters, including necessary lease variations, assignments or granting of easements and instructing of surveys or preparatory work to ready the site for market and subsequent disposal within the budget allowed for the Project and to make appropriate recommendations to Policy Committee in respect of appropriation or CPO necessary to take forward the Project.
6. To agree the necessary legal structures and under delegation from Policy Committee implement transfer of land in line with the exchanged Development Agreement.

Membership

- Executive Director Economic Growth and Neighbourhood Services (**Chair**)
- Deputy Director Infrastructure, Economy and Capital Projects (**Deputy Chair**)
- Director of Finance
- Director of Law and Governance
- Assistant Director Property and Asset Management
- Growth and Regeneration Manager
- Principal Valuer Property and Assets
- Principal Regeneration Lawyer
- Strategic Business Partner (Finance)
- Commercial Procurement Manager
- Commercial and Legal advisors to attend as required/by invitation
- AD or Project Managers to attend when relevant projects are being discussed