



## **CONNECTED COAST TECHNICAL SUB GROUPS**

### **TERMS OF REFERENCE**

#### **1 The purpose of Connected Coast Technical Sub Groups (CCTSG)**

The purpose of Connected Coast Technical Sub Groups are to support and advise the Connected Coast Board (CCB) in the development of the business case stage of the Towns Fund, which meet the conditions and requirements of the Heads of Terms agreed with MHCLG/DLUHC.

#### **2 Role of the CCTSG**

To provide recommendations to the CCB at each stage of the development and building of the detail of the business cases for each of the projects and ensure that the content and structure comply with guidance and best practice.

To assist in the development and assurance of business cases so that projects are ready for implementation in the required timeframe.

To ensure projects are developed in line with the “Green Book” five case model.

To help enhance the knowledge of the CCB by sharing locally based intelligence, views, and opinions.

To engage with decision makers.

To engage with key groups of residents and businesses and provide practical support and assistance for any planned community-based consultation and communication to enable the CCB to benefit from local knowledge and experience.

The work of the group may also include:

- Technical studies and assessments
- Detailed project design
- Planning actions, documents, and processes
- Discussions with potential private investors, work on funding agreements, etc.
- Public Sector Equalities Duties and Environmental Impact Assessments
- Negotiation with other bodies
- Advising on delivery arrangements and plans with clear roles and adequate local capacity
- Developing monitoring and evaluation frameworks, KPIs etc.



### **3 Membership**

Chair            The Vice Chair will be a member of the CCB for the following Sub Groups

Transport and Connectivity

Regeneration and Enterprise

Skills

Tourism, Art, Culture and Heritage

Secretary      Connected Coast delivery team

Members        Membership is not prescriptive but should be made up of no more than 6 members of the CCB and additional representatives when needed to provide skills and expertise from local groups, businesses or organisations and are able to positively contribute to the work of the CCBTSG. CCB to decide on membership.

### **4 Support to the CCBSG**

The delivery team, on behalf of the Chair, ensure that the CCBSG is properly equipped to carry out its role by ensuring:

- the provision of advice on the scope and role of the Group
- that the Group receives the information it needs to provide informed feedback to the CCB
- facilitating effective feedback to the CCB
- to provide assurance to the BDTB that the CCBSG is operating within the given framework

### **5 Duties of the CCBSG**

Provide a forum to facilitate full engagement and activate debate amongst local stakeholders, with the aim of reaching, and presenting, wherever possible, a cohesive and balanced local stakeholder perspective back to the CCBSG.

The CCBSG will aim to represent local thought and opinion in order to support and enhance the work of the CCB.

To respect confidentiality of information where circumstances require this

The CCBSG is not a decision-making body and will not require voting mechanisms.



## **6 Authority**

The CCBSG may offer feedback and advice to the CCB through the following mechanisms:

- At Board meetings through the Chairs participation in the CCB, either through membership or invite
- In writing
- In other forms specified by the CCB

## **7 Meetings**

Quorum – at least 50% of members in attendance, and Chair or Vice Chair to be in attendance

Frequency of meeting – bi-monthly

## **8 Reporting and Assurance**

The CCBSG Chairs are responsible for the effective operation of the CCBSG by:

- Chairing the CCBSG meetings
- Ensure that all Group business is in accordance with the Terms of Reference
- Develop positive relationships amongst the Group members and between the Group and the CCB Chair
- Work in harmony with the Chair of the other CCBSG to ensure that areas of commonality are taken into consideration
- As Chair, they will be a member of the CCB or invited to attend the CCB as appropriate
- Ensuring that minutes are recorded by the delivery team of the CCB for all meetings, which will form part of the agenda papers together with appropriate reports for the Town Deal Board meetings