



DORSET

Local Enterprise Partnership

**BIG Programme
Operational Group**

Terms of Reference

November 2016

1. Purpose

- 1.1 The mandate for the creation of the BIG Programme Operations Group came from the 9th September 2015 meeting of the Programme Steering Group who provided the clear instruction that the Programme Operations Group should be established to:
- Deliver the various elements of the Programme on time and to budget
 - Carry out sufficient options testing in the preliminary works to guarantee best value for money

2. Status

- 2.1 The BIG Programme Operational Group is established as a voluntary working group without formal legal status. It reports directly to the Programme Steering Group and conducts its activities in the interests of the programme of work it serves and securing its long-term objectives without giving undue favour to any organisation or Group member.

3. Role

- 3.1 The BIG Programme Operational Group shall be responsible for:
- 3.1.1 Delivery arrangements for the Bournemouth International Growth Programme projects and associated Wallisdown projects
- 3.1.2 Ensuring best quality and value for money from the financial investment made by HM Government, the LEP, and partners
- 3.1.3 Ensuring there is the following for each project, as applicable per the Grant Agreements (GA) or Preliminary Funding Agreement (PFA):
- An ongoing business case setting out how anticipated outputs and impacts will be delivered;
 - A baseline budget including all sources of funding;
 - A preferred option identified through a robust Options Appraisal process;
 - A project delivery programme;
 - A procurement strategy;
 - Monitoring arrangements to check progress on the delivery of anticipated outputs and impacts;
 - A communications plan;
 - A reporting plan (and associated claim and payment arrangements);
 - A Value for Money Statement.
- 3.1.4 Producing highlight reports on progress to the BIG Programme Steering Group
- 3.2 All business of the BIG Programme Operational Group will be conducted in accordance with the Nolan Principles of Public Life (see Appendix 1)

4. Membership

- 4.1 The BIG Programme Operational Group will consist of the officers from the delivery partners of the BIG Programme projects
- 4.2 Relevant Dorset LEP officers will attend the meetings and provide the Programme Management and Secretariat function
- 4.3 Group members serve in a personal capacity (with the exception of local authority members and LEP members) and will act in the interests of the BIG Programme Operational Group.
- 4.4 Rigby Group as the landowner of the Aviation Park

5. Chair

- 5.1 The BIG Programme Operational Group will be chaired by the BIG Programme Manager or Transport Lead.
- 5.2 Duties of the Chair will include:
 - o Leading the smooth and effective operation of the Group;
 - o To ensure the officer support is operating effectively and within its mandate, that budgets are appropriately applied, that sufficient resources are being deployed and that proper policies and processes are in place and observed;
 - o To ensure timely advice and reporting to the BIG Programme Steering Group;
 - o To ensure effective liaison with all constituents of the Dorset LEP and government, and to undertake activity as required according to the business plan or emerging strategies and needs.

6. Representation and attendance

- 6.1 Group members (or approved deputies) are expected to attend not less than 75% of meetings over a twelve month period. If a member cannot attend a meeting, apologies are to be given to Dorset LEP.

7. Decisions

- 7.1 The BIG Programme Operational Group is a non-constituted group that has no contractual authority over the projects that are included within the overall BIG Programme. All recommendations for decision making are put before the Programme Steering Group for decision and recommendation to the LEP Board for final approval.

8. Meetings and papers

- 8.1 Operational Group meetings shall be held on a monthly basis with a minimum of four meetings per annum. A calendar of future meetings will be set for a year at a time although the minimum notice required for a meeting is two weeks, to ensure that all members are afforded the opportunity to attend.
- 8.2 Formal Operational Group meetings will take place bi-monthly for which highlight reports must be prepared.

- 8.3 Update Operational Group meetings will take place bi-monthly or as required to cover other elements of delivery.
- 8.4 The agenda and papers for meetings shall be approved by the Chair and issued at least 5 working days in advance of the meeting by the Secretariat.
- 8.5 Meeting minutes shall be approved in draft form by the Chair and disseminated to members no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Group at the next meeting.
- 8.6 Minutes shall be made publicly available via email, except for minutes which are not suitable for release into the public domain, for example due to them containing personal information about individuals or commercially sensitive data. Any minutes which are not released into the public domain will be stored confidentially by the Secretariat.

9. Conflicts of interest

- 9.1 The Group shall ensure that all conflicts of interest are fully disclosed.
- 9.2 The Secretariat shall maintain a Register of Members' Interests. This shall include all company directorships, trusteeships, elected offices, remunerated posts and other relevant interests. The Register of Members' Interests shall be made available to any interested party at any time. Members shall supply information to the Secretariat for inclusion in the register, or a nil return, on joining the Group, in response to any request for an update and on becoming aware of any new interest. The Secretariat will circulate a request for information about interests annually.
- 9.3 Should a member's interests change, s/he shall inform the Secretariat at the earliest opportunity.
- 9.4 Should an issue be discussed by the Group which presents a conflict of interest to a member, the member shall declare the conflict of interest, regardless of whether s/he has previously declared the interest in the Register of Members' Interests. Such declarations shall be minuted.
- 9.5 Members shall not vote or participate in discussions on any issues on which they have registered an interest.

10. Reporting to the Dorset LEP Board

- 10.1 The Group shall be fully accountable to the Programme Steering Group and the Dorset LEP Board.
- 10.2 The Group will provide highlight reports to the Programme Steering Group on a bi-monthly basis, as agreed with the Programme Steering Group.
- 10.3 The Group will provide timely advice to the Programme Steering Group and Dorset LEP Board, bringing to its attention matters of importance or responding to its requests. This may require the attendance at these meetings by Operational Group Members as appropriate.
- 10.4 All papers to be considered by the Programme Steering Group or Dorset LEP Board must be provided at least 7 days in advance of the Programme Steering Group or Dorset LEP Board meeting.

11. Press and Media

- 11.1 Group members are not permitted to discuss commercially confidential information about the BIG Programme activities with the press or media without prior approval from the Chair.
- 11.2 In the event that members are approached by the press or media for comment on any matters relating to the BIG Programme, the matter must be referred immediately to the Operational Group Chair.

12. Review of this Document

- 12.1 These Terms of Reference will be reviewed annually.

Appendix 1

Nolan Principles of Public Life

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.