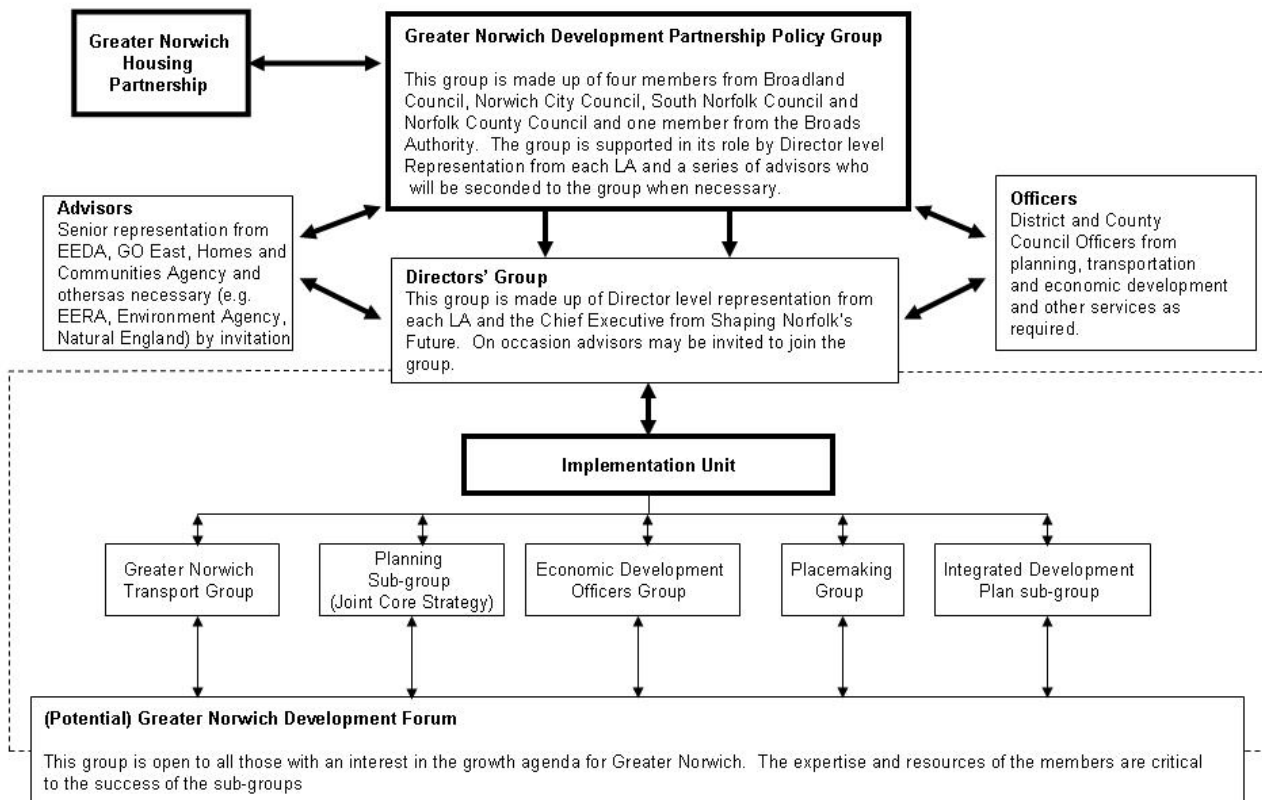


Greater Norwich Development Partnership

Governance and Support Arrangements



19 May 2009

The Greater Norwich Development Partnership Policy Group

The Greater Norwich Development Partnership Policy Group will exercise political Leadership of the Greater Norwich Development Partnership (GNDP). This group is made up of four members from Broadland, Norwich City Council, South Norfolk Council, Norfolk County Council and a member from the Broads Authority. The group is supported in its role by the Director level representation from each Local Authority and a series of advisors who will be seconded into the group when necessary.

Jobs, homes, prosperity for local people



NORWICH
City Council



Norfolk
County Council



Broads Authority
The Broads - a member of the
National Park family

The Greater Norwich Development Partnership Director's Group

The Directors are responsible for directing the GNDP Programme on behalf of the Authorities and ensuring it meets the objectives.

The Greater Norwich Development Partnership Implementation Unit

Delivery of the projects within the Growth Programme will be coordinated through the Implementation Unit with strong links into all four Local Authorities.

Membership of the GNDP Policy Group – see annex one

Broadland District Council	}	up to four members from each Council
Norwich City Council		
South Norfolk Council		
Norfolk County Council		
Broads Authority		one member

Substitutes: Members may submit substitutes when unable to attend themselves in agreement with the chair

Frequency: Meetings are held quarterly or more frequently as required. Joint meetings will be held with Great Norwich Housing Partnership (GNHP) Policy Group when required.

Responsibilities

- To oversee the work of the Greater Norwich Development Partnership and associate bodies and ensure all bodies work effectively
- To prepare and monitor a joint Local Development Framework (LDF) Core Strategy for the three district local planning authority areas of Broadland, City of Norwich and South Norfolk, to include integrated land-use and transport policies.
- To make recommendations to the Councils and Broads Authority on any regional planning matter affecting the Broadland, City of Norwich and South Norfolk administrative areas.
- To make recommendations to Norfolk County Council (in its role as a Section 4.4 advisor to EERA) on the development of regional planning policies affecting the Broadland, City of Norwich and South Norfolk administrative areas.
- To advise on the development of the Local Transport Plan (LTP) implementation strategies and on future reviews of the LTP relevant to the area, including the Norwich Area Transportation strategy (NATS).
- To facilitate joint working between the local planning and authorities and the local transportation authority on matters of common interest and benefit
- To prepare and monitor a joint Economic Development Strategy for the three local authority areas of Broadland, Norwich and South Norfolk, including the Broads Authority area within those Districts, in partnership with Shaping Norfolk's Future.
- To prepare an Integrated Development Plan for the Partnership.

Membership of the GNDP Director's Group

Broadland District Council	Phil Kirby
Norwich City Council	Jerry Massey
South Norfolk Council	Andrew Gregory
Norfolk County Council	Mike Jackson
Broads Authority	Andrea Long
Shaping Norfolk's Future	Chris Starkie

Substitutes: Director's may submit substitutes when unable to attend themselves

In attendance at Board meetings

Mark Allison	EEDA
Michael Hargreaves	Go-East
Mike Goulding	Homes and Communities Agency
Sandra Eastaugh	Partnership Manager
Amy Baxter	Interim Partnership Assistant

By invitation representatives from the sub-groups:

Greater Norwich Transport Group
Planning Sub-Group
Economic Development Officer Group
Placemaking Group
Integrated Development Programme Group

Responsibilities

The GNDP Director's Group has a critical role in the co-ordination and delivery of the Programme. This is the key forum where issues will be discussed and proposals assessed, ensuring that informed recommendations are escalated to the GNDP Policy Group.

The Group's responsibilities are as follows:

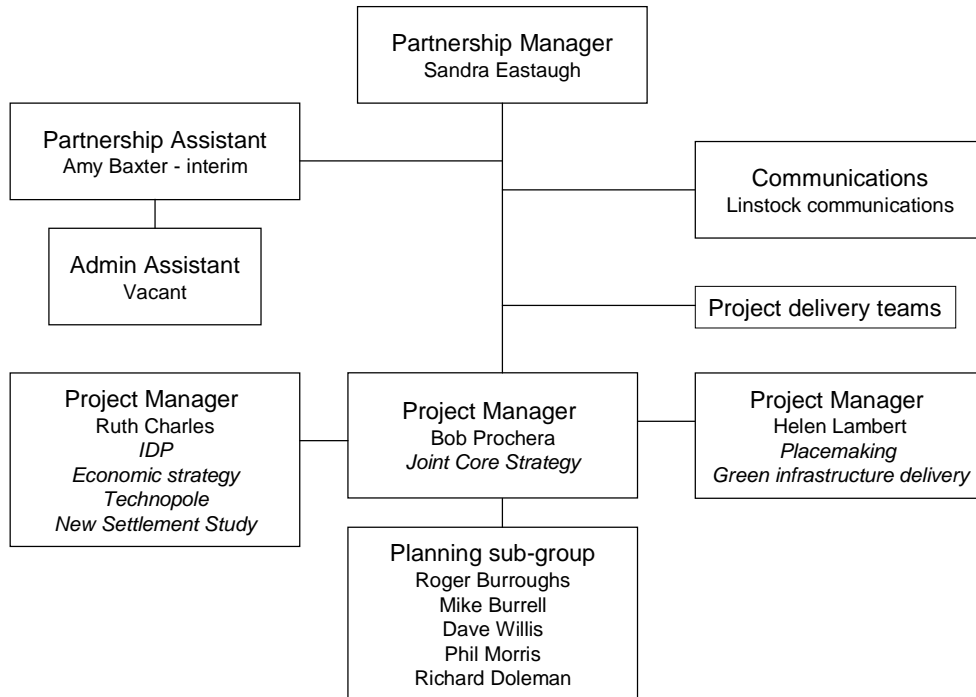
- To manage the GNDP Programme reporting to and taking direction from the GNDP Policy Group
- To provide advice and support to the GNDP Policy Group looking ahead to identify future opportunities for the Programme.
- To identify and approve all bids/funding requests prior to going through to GNDP Policy Group
- To own and champion the vision for the GNDP and provide the leadership to make it happen, supporting the GND Partnership Manager and the Project leads as required
- Ensure advisors/representatives from external bodies are fully involved in the GNDP Programme e.g. Go-East, EEDA
- Ensure the links are maintained between the GNDP Programme and the joint strategic direction of the Regional Spatial Strategy and the joint core strategy
- Define key programme activities to achieve targets and ensure achievable plans are in place for their delivery
- To agree the scope of the projects within the GNDP Programme and sign-off projects for implementation
- To ensure links are made between the GNDP Programme and the sub-groups i.e. Greater Norwich Housing Partnership, GNDP Transport Group, GNDP Norfolk Planning Officers Group, Economic Development Officer Group, Natural and Built Environment Group
- Monitor the achievement of the Programme's objectives
- Ensure that sufficient resources are secured to deliver the Programme
- Communicate with all stakeholders as required within the framework of the Programme Communication Plan
- Identify and advise on the handling of Programme risks and issues and take responsibility for managing these where required
- Receive and make reports regarding progress of the GNDP Programme

Frequency: Meetings are held monthly, on the first Friday of the month

Implementation Unit

The Implementation Unit will work closely with the GNDP Director's group and the project leads for each of the projects in the GNDP Programme. The project leads will have a critical role in the co-ordination, implementation and delivery of the project elements of the Programme.

Implementation Unit



17 November 2009

Responsibilities

The Implementation Unit's responsibilities are as follows:

- To take direction from and report to the GNDP Director's Group
- To manage the GNDP structure ensuring the projects are delivered within the constraints of time and cost
- To manage bids/funding requests on behalf of GNDP Director's Group
- Co-ordinate the activities of the GNDP including the adoption of a joint core strategy
- To ensure links are maintained with the advisors/representatives from external bodies e.g. Go-East, EEDA,
- To produce a GNDP Programme of projects/activities ensuring achievable plans are in place for each of the project leads setting out the timetable of delivery for each one
- Identify resources required for each project in order to deliver the Programme
- Report progress on the projects to the Director's Group, ensuring project leads prepare Highlight Reports for each of the projects
- Report on the overall Programme Budget, identifying any areas that require action and/or change ensuring these are discussed fully with Go-East, DCLG and EEDA as appropriate
- Identify and manage project risks and issues escalating areas of concern to the Director's group where required
- To manage the preparation of agendas and papers for the GNDP Director's Group
- To deliver the Communications Plan as required within the framework of the Programme Communication Plan

GNDP Project Leads

Work with the Partnership Manager to co-ordinate the projects under the direction of the GNDP Director's Group

The Project Lead's Responsibilities are as follows:

- Plan and manage the individual projects within the GNDP Programme – in accordance with individual project governance arrangements e.g. Client Commissioning Group who oversee the deliver of the Green Infrastructure Strategy for Greater Norwich
- Prepare funding papers for the Director's Group prior to going through to the GNDP Policy Group as required by external agencies e.g. EEDA, Go-East
- Prepare project plans
- Identify resources required for the project
- Manage project risks and issues
- Report on progress by preparing Highlight Reports for each of the projects for project Boards and the Partnership Manager identifying items to be referred to the GNDP Directors for action.

Annex one

Members of the GNDP Policy Group at 11 November 2009

Broadland District Council	Cllr Stuart Clancy Cllr Roger Foulger Cllr Andrew Proctor Cllr Simon Woodbridge
Norwich City Council	Cllr Brenda Arthur Cllr Steve Morphew Cllr Brian Morrey Cllr Alan Waters
South Norfolk Council	Cllr Derek Blake Cllr John Fuller (Chair) Cllr Colin Gould Cllr Martin Wynne
Norfolk County Council	Cllr Daniel Cox Cllr Adrian Gunson Cllr Brian Iles Cllr Ann Steward
Broads Authority	Mr Alan Mallett