

Whitehill & Bordon Delivery and Implementation Group (DIG) Terms of Reference – March 2021

1 Introduction

- 1.1 Much of the success of the Whitehill & Bordon regeneration programme has been down to the strength of its partnership and the collaborative working arrangements between the various decision-makers, delivery bodies and stakeholders. This approach is supported by a clear and robust working & governance arrangement, which in itself is supported by a shared set of partner behaviours and values.
- 1.2 The broad structure has been in place since 2015 and has served the project well through the early planning and then initial delivery phase of the Whitehill & Bordon regeneration project. Over time, it has been updated to reflect the evolving nature of both the project and the partnership.
- 1.3 In 2020 a review was carried out to ensure that the governance remains effective, continues to provide the right framework to enable the project to move forward and facilitates positive engagement with stakeholders at all levels.
- 1.4 The arrangements comprise 3 strands – Strategy, Delivery & Implementation and Community/Stakeholder engagement. This is set out in figure 1 below. The intention is that those 3 strands work together and complement each other, to enable a comprehensive approach to be taken.
- 1.5 Groups that are established as part of this arrangement will be advisory in nature only. Formal decision-making will rest with the relevant party and will be made in accordance with its normal processes and procedures.
- 1.6 These terms of reference relate to Delivery & Implementation.

2 Purpose

- 2.1 To bring the key delivery partners together to work towards delivery of the successful regeneration of Whitehill & Bordon in accordance with an agreed delivery plan.

- 2.2 To agree, review and monitor the delivery plan (& any associated programme management documents), including key performance indicators as agreed between the parties.
- 2.3 To work positively and collaboratively to pursue the actions set out in the delivery plan.
- 2.4 To secure and coordinate resources as required to implement the delivery plan.
- 2.5 To work collaboratively to overcome barriers to delivery and to build on opportunities to ensure a successful regeneration programme.
- 2.6 To work up, monitor and review a communications plan that promotes activity and celebrates progress in accordance with the delivery plan.
- 2.7 To provide updates to the Strategy Group as and when required.
- 2.8 To engage with partners and groups at the Stakeholder engagement tier as and when appropriate and in a form to be agreed between the parties.
- 2.9 To act in an advisory capacity. The group will not have a formal decision-making role, nor impact on any other organisation's accountability arrangements or statutory responsibilities.

3 Membership and meetings

- 3.1 Membership will comprise the following, with at least 1 senior representative expected to engage and attend meetings;
 - Defence Infrastructure Organisation (DIO)
 - Developers for the major sites - at the time of writing to include Whitehill & Bordon Regeneration Company (WBRC), Abri (formerly Radian) and Barratt Homes
 - East Hampshire District Council (EHDC)
 - Enterprise M3 Local Enterprise Partnership
 - Hampshire County Council (HCC)
 - Homes England (HE)
 - Whitehill Town Council (WTC)



- 3.2 Membership to be reviewed as and when required, to reflect the evolving nature of the project.
- 3.3 The Chair may invite other parties to attend meetings for part or in its entirety, as and when considered beneficial.
- 3.4 The group will be chaired by a Senior Officer at Hampshire County Council.
- 3.5 Secretariat will be provided by East Hampshire District Council until such time as agreed between the parties.
- 3.6 Frequency of meetings – meetings will be held quarterly or as and when required and agreed between the parties.
- 3.7 Notice of Meeting - unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the group, any other person required to attend, no later than five working days before the date of the meeting.
- 3.8 Minutes of the meeting will be taken and circulated to all attendees and published on the a suitable website(s) e.g. Whitehillbordon.com website. Where items are confidential, it must be declared and noted appropriately in the minutes.

4 Behaviours & values

- 4.1 The parties agree to the following;
 - To work collaboratively and collectively within a partnership framework.
 - To champion whole-town thinking, decision-making and delivery in all that we do; ensuring that the needs of the whole of Whitehill & Bordon and its communities drive our actions.
 - To be action-orientated with a sharp focus on delivery and problem solving.
 - To champion creativity, innovation and out of the box thinking.
 - To respect differences of opinion and agree not to undertake any action that will knowingly undermine the work and collaborative ethos of this group.
 - To be honest and truthful with each other regarding our respective organisations' delivery performance; and the challenges and opportunities we face.
 - To share information, insights and intelligence; but also to fully respect confidentiality.

- To respect the skills, experiences, record of delivery and talents each of us brings; rather than by job title and hierarchy.
- To deepen our collective understanding of each others' organisations' strategic priorities and commitments to Whitehill & Bordon and its communities.

5 Review of terms of reference

5.1 The terms of reference will be reviewed every two years, or sooner as the parties decide.

Figure 1: Whitehill & Bordon Regeneration – Governance & Working Arrangements

