

Capital Project Delivery Team - Terms of Reference

Name: Community and Youth Project Building Delivery Team

Authority Reference:	Minutes: FC 20240213.??
Revision	1
Quorum	No less than 3
Reporting to:	Full Council
Frequency	To ensure progress as required.
Start	February 2024
Finish	At completion or cancellation of project

Background

Thame Youth Projects Group (CIO) have proposed, and Thame Town Council (TTC) has supported that a new Youth Centre, be developed in Thame.

A joint Working Group / Steering Committee - The Community Youth Centre Working Group (CYCWG) was set up to oversee the specification, tender, planning application and build process making recommendations to authorised committees and full council for decision making, ensuring a correct legal basis and conformance with all funding and planning conditions.

To comply with Local Government Act 1972 decisions can only be delegated to a Council Committee or Officers. To ensure compliance and that swift decisions can be made in the design, tender and build phase of this project it is recommended that a smaller Delivery Team (WG) be created with responsibilities delegated to Officers supported by the Delivery Team.

Delivery Team Members:

8 Core Members:

- Town Councillors – Cllrs David Bretherton, Paul Cowell*
- Thame Youth Projects (TYP) representatives, Helena Fickling*, Linda Newton
- Mandy Sturdy (Town Clerk)**, Andrea Oughton (Operations Manager) **
- TBC (Grants Officer / Fundraiser)
- A project manager for the redevelopment when appointed (Clews Architects).

**Members are both Cllr's and members of TYP*

***Members with delegated authority for decision making*

Additional Members

Cllr Linda Emery
Cllr Hilary Dolman
TYP John Savell
TYP Paul Smith
TTC Cassie Pinnells

Other members may be invited to attend specific meetings as appropriate.

If any member is unable to attend a meeting, they can nominate a substitute for their area of representation.

Secretarial support (agendas, meeting notes, circulation of information) is provided by TTC Officers. *NB meeting notes can be taken by any nominated member of the Delivery Team.*

Quorum is 3 members of the group, including 1 Councillor, 1 Youth Projects representative and 1 Town Council Officer.

Goals:

To deliver a new community and youth building with changing rooms, public toilets, and catering kiosk on Southern Road Recreational Ground. Working to an initial whole project budget of £4m.

Deliverables:

- A business case and funding plan for the project
- Management of that action plan, to be driven by the delivery team until a dedicated project officer is appointed.
- Swift decisions (including tender decisions), where necessary, by e-mail if necessary
 - Reported regularly to Full Council
- Conformance with all legal requirements
- Conformance with all planning conditions
- Conformance with all funding conditions
- Oversight and direction of project communications and publicity
- Delivery of the building and operations plan

Scope / Jurisdiction

The Council **delegates** to the Town Clerk and Operations Manager with the support of the Capital Projects Delivery Team any decisions within the agreed budget (for each phase and total budget). Regularly reporting all progress to Full Council and seeking authority for any decisions with financial implications to the Council.

As at February 2024 the agreed budgets are shown below:

	Budget Costs	Approved at:
Total estimated Project Cost	£4,000,000.	N/A
RIBA Stage 4	£180,000.	FC 241114.12
Business Case & Funding Strategy	£12,000.	FC 241114.12
Final	£80,000.	FC 220428.16

The Project Manager (Clews Architects) is to manage the delivery of the building and Building Contract.

Resources and Budget

Chairmanship to be nominated/voted at the first Meeting.

Funding, has, and continues to be, secured on an ongoing basis with a funding strategy expected with the business plan.

Uses Town Council video conferencing facilities, administration resources and officer time as required. Town Hall Upper Chamber or Meeting Room will be made available subject to any paid bookings. Any additional Town Council funding authorisation to be sought from Full Council.

Governance

Decisions to be agreed by consensus, but where necessary by referring back to Full Council. i.e. no majority decisions and no casting vote.

Officers have delegated authority with all decisions being logged and reported to Full Council.

Additional Notes

- Methods of work (e.g. consultations, press releases, surveys, progress reports, letters etc) are entirely up to the Delivery Team to decide.
- Delivery Team will communicate and meet through video conferencing, email, phone, and meetings, both formally and informally.
- Relevant documentation to be held in a central and accessible TEAMS location to all. Members will also maintain their own individual e-mail storage.
- Delivery Team will meet at a frequency required to ensure progress as required.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items.
- Reporting back to the Full Council on progress (via the Chairperson or Officers) and whenever it needs additional authority for action.
- Delivery Team work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Delivery Team in the light of additional information, with significant changes requiring authorisation by Full Council.

Document Stored:

WP/Youth Projects/Community Youth Hub - SRRG

Also with access via TEAMS link