

APPENDIX D - WORK GROUPS TERMS OF REFERENCE

TO CONSIDER

BCC Customer Satisfaction Objectives
Unitary Authorities Objectives
LTP Objectives & BVPI targets
BCC & unitary strategies and policies
Any previous commitments given

OUTCOMES

To compile lists of schemes for each category (one list per category using Template at Appendix E)
To provide the following information for each scheme:

- 1 Scheme name
- 2 Brief description of scheme
- 3 Location
- 4 Parish
- 5 Estimated cost of design
- 6 Estimated cost of construction
- 7 Preferred dates of construction (if any) - e.g. school holidays
- 8 Any previous commitment given
- 9 Who was the source of the information/scheme
- 10 Priority (from priority mechanism)
- 11 Which objective(s) scheme is aligned to
- 12 A weighting out of 100% for each objective that a scheme is aligned to

To compile a list of rejected schemes (if any), including the following information

- 1 Scheme name
- 2 Brief description of scheme
- 3 Location
- 4 Parish
- 5 Reason for rejection
- 6 Who was the source of the information/scheme

To define an agreed priority mechanism for each category based on the objectives

To apply the priority mechanism to each list

To align each scheme to an objective(s)

Notes: Budgetary funding is not to be considered by the Work Groups. The only costs to be discussed are scheme estimates.

RESPONSIBILITIES

Chair	<p>To arrange meeting(s) and invite attendees within dates specified</p> <p>To chair meeting(s) and ensure outcomes are achieved</p> <p>To nominate a minute taker (from their own department) and to ensure minutes are distributed within 3 days - copy to Programme Manager</p> <p>To ensure any actions are undertaken promptly by persons nominated</p> <p>To publish final lists, minutes & priority mechanisms by 10 October 2008 deadline - copy to Programme Manager</p> <p>To sit on Chair Review meetings</p>
BH Design Representative(s)	<p>To represent the views of Amey Design Teams in the scheme selection, with a view to feasibility, timescales, estimated costs and to provide professional technical advice.</p>
BH Network Representative(s)	<p>To represent the views of the Amey Network Teams in the scheme selection, with a view to feasibility, timescales, capabilities and to provide professional technical advice. To input the views of their Town & Parish Councils as appropriate.</p>
BH Service Delivery Team (SDT) Representative	<p>To represent the views of the BH SDT, to ensure that all schemes selected and priority mechanisms reflect the appropriate BH or BCC Strategy or Policy. To ensure that all prior commitments given are noted and included in the lists and prioritised accordingly</p>
BCC Policy Manager	<p>To represent the views of the BCC, to ensure that all schemes selected and priority mechanisms reflect the appropriate BCC Strategy or Policy. To ensure that all prior commitments given are noted and included in the lists and prioritised accordingly</p>
Unitary Authority Representatives	<p>To represent the views of each Unitary Authority, to ensure that all schemes selected and priority mechanisms reflect their appropriate Strategies or Policies.</p>