

New Housing Partnership Board

Terms of Reference

1. Aim

To set a framework for the review and approval of the procurement exercise to identify a Development Partner for the Cardiff and Vale Housing Partnership, including the agreement of proposed sites for Cardiff's programme.

The Board will be responsible for reviewing and approving the procurement documentation including evaluation criteria, prior to any decisions made by authorised Officers or Cabinet, ensuring that a development partner is secured with sufficient experience and financial stability to deliver the housing partnership at scale and pace.

To agree the proposed list of sites to be included within the partnership to enable a defined development pipeline for the life of the partnership.

2. Chair of the Meeting

The meeting will be chaired by Sarah McGill, Corporate Director for People & Communities. Deputy Chair has been allocated to David Jaques, Assistant Director for Development and Regeneration.

3. Membership

Name	Designation	Role
Sarah McGill (Chair)	Corporate Director, People & Communities	Board Member
Anil Hirani	Operational Manager, Finance (Capital)	Board Member
David Jaques	Assistant Director, Development & Regeneration	Board Member
Donna Jones	Assistant Director, County Estates	Board Member
Joseph Thomas	Development Manager, Development	Advisor
Kate Cutter	Operational Manager, Development	Board Member
Matthew Seymour	Operational Manager, Asset Management	Advisor
Richard Crane	Operational Manager, Legal	Board Member
Samantha Collins	Solicitor, Property & Development	Advisor
Sarah Messruther	Accountant, Finance	Advisor
Steve Robinson	Operational Manager, Commissioning & Procurement	Board Member

4. Role Descriptions

Chair	Ultimate authority and decision maker with responsibility for setting longer term strategy and overseeing progress against key objectives.
Board Member	Permanent member of the Board who receives and presents reports to the Board, and provides advice and guidance to the Chair, assisting with decision making.
Advisor	Temporary attendees of the Board, providing expertise and professional guidance in line with their specialty. Attendance on an ad-hoc basis as appropriate and depending on the agenda.

5. Meetings

Meetings will be held monthly. Relevant speakers or experts may be invited to attend the meetings to inform / advise the Board.

6. Specific Responsibilities

The board will:

- Agree PQQ documentation including the selection criteria and scoring.
- Agree select list of bidders for Invitation to Participate in Competitive Dialogue.
- Agree IPCD documentation including the Award criteria and scoring.
- Agree evaluation and successful bidder prior to cabinet approval.
- Agree Final Contract Negotiations with final Bidder
- To agree the additions/omissions of development sites and agree on any potential opportunities, issues or barriers to development schemes and to the overall programme

7. Review & Project Duration

These terms of reference will be reviewed periodically to ensure they reflect the Board's current position. It is anticipated that the work of the Board will be complete at the point the Contract with the Development Partner is executed by both parties.

8. Reporting/Governance

The Board will report into the Capital Finance and Housing Delivery Board.