



Leaders Group

Who?

Leaders and Relevant Portfolio Holders for each Council

Role

To provide clear political direction on joint planning matters to assist in strategy development and recommendations to individual Councils.

Key responsibilities

- Provide political leadership, governance and direction for decision making;
- Actively work with nominated Leaders of the other authorities to deliver an agreed approach to joint planning matters;
- Ensure full engagement of elected members for their authority in joint planning matters.

Principals

Who?

LPA Chief Executives/Directors; Homes England; Local Enterprise Partnership

Role

To provide overarching leadership and direction for joint planning and delivery issues

Key responsibilities

- Advise and agree at a strategic level on priorities and risks associated with joint planning matters;
- Have overall accountability for joint planning work;
- Ensure that adequate resources are available and provide direction between conflicting work priorities
- Review status reports.

Project Assurance Group

Who?

1 x Planning or Delivery lead from each LPA

Role

To directly oversee the operational work of the Project Lead and liaise between Principals and Members to progress the strategy.

Key responsibilities

- Ensure work is implemented to agreed timelines and deliverables;
- Anticipate and manage business related issues that may affect work progress;
- Manage budget;
- Manage procurement of evidence as required;
- Manage resources.

Project Lead

Who?

Recruited Project Manager or Consultant

Role

To oversee and coordinate the day to day preparation of the joint strategy and supporting action plan

Key responsibilities

- Project management of the production of the joint strategy;
- Reporting to the Project Assurance Group and other governance groups as required on progress;
- Liaison with external partners where required;
- Reporting to relevant Member Working Groups of the 4 Councils as required on progress achieved;
- Co-ordination of external communications in association with public consultation.

Officer Working Group

Who?

1 x Officer in part time capacity from each LPA

Role

To provide a limited level of assistance to the Project Lead to help progress the joint strategy

Key responsibilities

- Supply Project lead with relevant evidence and information;
- Undertake data collation exercises;
- Assist in consultation arrangements and liaison with communications teams.

Member Working Groups

Who?

Established Planning Working Groups within each LPA

Role

To provide a political 'sounding board' for joint planning and delivery issues

Key responsibilities

- Provide local context, political advice and guidance on planning matters being progressed through joint planning channels;
- Provide views on proposed consultation and engagement arrangements.