

## **SUDBURY STEERING GROUP**

### **TERMS OF REFERENCE**

#### Overview of Role

The role of the Group will be to bring co-ordination, leadership and greater consensus to the many opportunities and issues that will contribute to the growth development and sustainability of Sudbury as a vibrant and important local centre. This Group will provide a focal point for public bodies, the Town Council, business and others to be able to develop plans, take soundings, receive recommendations to ensure progress is more expedient in the future.

#### Membership

Proposed Membership of the Group (initial membership as identified in pilot paper agreed)\*

- BDC ward councillors – 2
  - Sudbury Town Council - 1
  - Sudbury Market Town Partnership - 1
  - Chamber of Commerce - 1
  - Charity/Voluntary Sector representative – 1\*
  - Suffolk County Council Councillor – 1
  - Heritage Representative - 1\*
- 
- Director (Place) – advisory role

*\*see revision below.*

#### Purpose

- To provide leadership and co-ordination on key issues and opportunities affecting Sudbury
- To be clear about the local vision for the future of Sudbury and how this fits with the bigger picture both at a geographical and community level but also within the broader economic context
- To consider proposals received from a range of partners and sources to give a clear steer on how they may progress in the local context bringing local understanding and clarity over priorities.
- To seek options and solutions through consensus in the Group. This will require members of the Group bringing the wider views of the organisations they represent as well as interpreting these and providing feedback and communication to these organisations
- To consider the impact on Sudbury of surrounding development to seek greatest advantage for it as a key local centre and recommend mitigation of potential impacts.

## Scope

It is proposed the remit of Steering Group covers the Ward of Sudbury but will have regard to issues and opportunities in the wider area having an impact on Sudbury.

## Meetings

It is proposed the Steering Group should meet monthly\* in public in a community location to make sure the work of the Group is open and transparent. While a regular time and day is preferable it may also be important to have regard to sequencing of decision making in some of the partner organisations.

## Evaluation

As this approach is initially proposed as a pilot\*, the Steering Group will need to be part of any evaluation of the effectiveness of the Group to enable it to develop, be as effective as possible or disband if it is not adding significant value.

The attached diagram (Appendix 1) seeks to clarify the relationship of the Steering Group to the various key partners and bodies and their governance mechanisms.

It is not envisaged the Steering Group will have decision making powers but will become a key part of decision making process by adding value through its co-ordination and leadership role. As opportunities come forward (through a variety of mechanisms and organisations) they will be channelled through the Steering Group for a focussed approach to gathering and shaping views. This will require the Group to have an eye to the 'bigger' picture to make sure recommendations also work strategically with the development of the 'Place'.

### **Revisions:**

*July 2012: Terms of reference agreed.*

*Current membership agreed with scope to bring in other specialist/stakeholders if and when appropriate.*

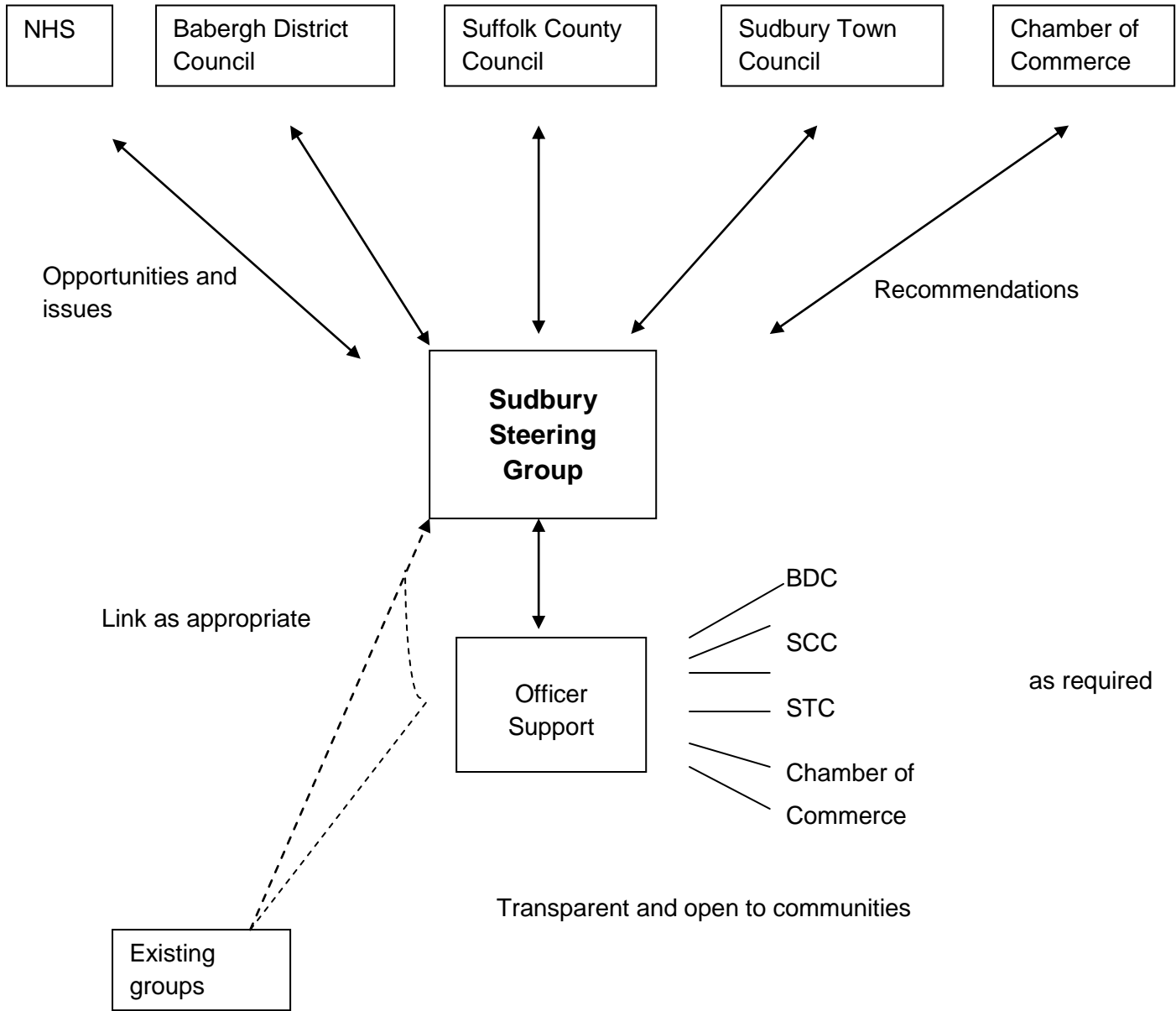
*July 2013: Rebranded Sudbury Steering Group, role unchanged. Frequency of meetings and venue remain with the caveat to shrink and stretch meetings should the need arise. Agreed the roles of Chair and Vice Chair will be the BDC Ward members with roles rotating each year.*

*April 2014: Agreed membership change from Voluntary Sector representative to Charity/Voluntary Organisation Representative.*

*January 2015: Agreed, membership change to include Heritage Representative.*

**Appendix 1**

**Sudbury Steering Group**



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Mid Suffolk District Council and Babergh District Council