

Strategic Place Partnership Board

Draft Terms of Reference

Purpose

1. The Purpose of the Strategic Place Partnership Board is to set the strategic direction of the Partnership, providing a forum for liaison between the Parties for the delivery of the Partnership Business Plan, including overseeing the development of business cases for priority projects and assessing performance against the Strategic and Place Based Objectives.

Composition

2. The Partnership Board shall comprise the following Members:
 - a. Homes England –
 - Homes England Chair/Chief Executive/Board Member, Executive
 - Director of Markets, Partners and Places;
 - Director of Cities and Major Conurbations
 - b. West Yorkshire Combined Authority –
 - Mayor of West Yorkshire,
 - Chair of Combined Authority Place, Regeneration and Housing Committee,
 - WYCA Chief Executive,
 - Director of Policing, Environment and Place,
 - Chair of West Yorkshire Directors of Development,
 - Chair of the West Yorkshire Housing Partnership.
 - c. Local Authority
 - The relevant Local Authority elected representative of the Place Regeneration and Housing Committee will be invited to attend where specific agenda items relate to their Local Authority area.
 - d. The Board will be supported by the following officers on an advisory basis attending where there are relevant items
 - WYCA Head of Place and Environment
 - WYCA Head of Housing
 - WYCA Housing Programme Development Lead
 - WY Chief Executive Planning and Housing Lead
 - WYCA representative from Economic Implementation where specific sites are discussed
 - Homes England Head of Cities and Major Conurbations
 - District representatives to be invited where specific sites discussed
 - Representatives from DLUHC and BEIS Cities and Local Growth Unit

Chair

3. The Mayor shall initially serve as Chair of the Partnership Board ("the **Chair**"). The Members will by prior agreement have the ability to rotate the Chair.

Quorum

4. The quorum for the Partnership Board meetings shall be 4. No meeting shall be quorate unless at least one representative from each Party, set out in **paragraphs 2 a and b** above, is present.

Administrator for the Partnership Board

5. The Chair shall appoint the Administrator to the Partnership Board on an annual basis. The Administrator's role has no voting powers or delegations at the Partnership Board and the function is purely administrative and to assist the Chair in the arranging of the meetings, recording minutes and collating all the papers for each meeting.
6. Homes England will provide one of its officers to take on the role of Administrator for the first year.

Meetings

7. The Partnership Board shall meet biannually for a closed meeting on dates which are to be agreed by the Members in the previous year.
8. Meetings shall preferably take place in person at venues provided by each of the Members, on a rotational basis where possible. By exception, meetings may take place virtually.
9. As may be required and on the prior written request of the Members, consultants and/or representatives from either Party will be invited to attend the Meetings. For the avoidance of any doubt any third party not being a Member shall not be involved in the decision making taken by the Partnership Board.
10. The Partnership Board shall take decisions on based on a majority vote.
11. An Agenda and all necessary accompanying papers shall, wherever possible, be despatched by the Administrator 7 days prior to each meeting.
12. The Administrator shall produce minutes of all meetings of the Partnership Board within two weeks.

Duties, Responsibilities, and the Partnership Business Plan

13. The Partnership Board shall:
 - a. Collectively determine a Chair;
 - b. Agree the West Yorkshire SPP Partnership Business Plan, including the annual Delivery Plan;
 - c. At any time, recommend to Homes England, and West Yorkshire Combined Authority, in turn, any amendments or additions to the Partnership Business Plan;
 - d. Update the Delivery Plan on, at least, an annual basis;
 - e. Progress the delivery of the Strategic and Place Based Outcomes through:
 - Overseeing the development of a shared WY strategic housing pipeline, business cases and investible propositions for priority projects;
 - Receiving regular reports on the progress from the operational groups on achieving the Strategic and Place Based Outcomes and hold the operational group (SPOG) to account on this;
 - Make recommendations as it sees fit, on any matter within its remit, to Homes England and/or West Yorkshire Combined Authority;
 - Engaging key partners both locally and nationally in the effective delivery of the SPP Strategic and Place Based Outcomes;
 - Ensure and commit resource and capacity to deliver the West Yorkshire SPP Partnership Business Plan, including the annual Delivery Plan;
14. The purpose of the Partnership Business Plan and Delivery Plan is to establish which matters over the next 12 to 36 months are priorities for the Parties in order to achieve the shared aspiration for the effective delivery of the Strategic Place Partnership Strategic and Place Based Objectives.

Governance Relationships

15. The Members, acting unanimously, shall be responsible for agreeing and, if necessary, amending the Terms of Reference of the Partnership Board.

16. The Partnership Board shall review its Terms of Reference from time to time as and when necessary.
17. These Terms of Reference shall be read in conjunction with the Memorandum of Understanding "Memorandum". If any provisions of the Memorandum conflict with any provisions of these Terms of Reference, these Terms of Reference shall prevail.
18. The Administrator shall maintain an official record of all Partnership Board proceedings and a library of Partnership Board documents.

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