

Development, Investment and Sustainability Committee Terms of Reference

Status: Advising the Board on matters within its terms of reference. Part VA of the Local Government Act 1972, which deals with access to meetings and documents, applies to this Committee.

Membership: The Committee shall be appointed by the Board and shall comprise at least three Board Members; at least two shall have recent Regeneration, Property Development, Financial, Investment and/or Commercial experience relevant to the investment and delivery of development, regeneration and infrastructure programmes.

Chair: The Committee Chair shall be appointed from time to time by the Board. In the absence of the Committee Chair at a meeting of the Committee, the remaining Members present shall elect one of themselves to chair the meeting.

In attendance:

GLA observer

Chief Executive Officer or their representative

Chief Finance Officer or their representative

Invited members of the executive

Any Board Member may attend as an observer (NB – Borough Leaders can nominate a specified Senior Borough Officer to attend in their place)

Subject to the rights of the public to attend meetings, attendance of other officers, advisers or other persons shall be at the invitation of the Chair for all or part of the meeting. The Chair may authorise the Chief Executive Officer to issue invitations generally or in specific cases.

Secretary: To be appointed by the Chief Executive Officer.

Quorum: Two members of the Committee or, if greater, one third of the number of members of the Committee in office.

Frequency of meetings

1. The Committee will meet at least four times a year or at such greater frequency as determined by the Committee Chair. Meetings of the Committee shall be convened by the secretary at the request of its Chair.

Purpose of the Committee

2. Authorise and approve specific investment decisions as delegated to it by the Board, including expenditure and entering into agreements related to land, infrastructure, development and construction needs.
3. Monitor the performance and progress of OPDC's development, investment and sustainability programmes within its remit, providing assurance and expertise.

4. Review and provide advice to the Board on OPDC's development, infrastructure, investment and sustainability programmes and make recommendations on key decisions and strategic direction.

Terms of Reference

5. The Committee will take decisions on development, investment and sustainability activities and decisions delegated to it by the Board and taken in line with the Corporation's Scheme of Delegation and the Committee's Terms of Reference.
6. The Committee is authorised by the Board to ask officers to obtain, at the Corporation's expense, external legal and other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary for the discharge of its functions.
7. The Committee will report on any meeting(s) to the Board at its next meeting.
8. The Committee shall periodically review its own performance, constitution and Terms of Reference to ensure it is operating effectively.

Membership Exclusions

9. The Chair of the Planning Committee cannot be a Member of the Development, Investment and Sustainability Committee due to the conflict of interests that will arise.

Procedural arrangements

10. Unless otherwise agreed, notice to each Committee member confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each Committee member, any other person required to attend and all other Board Members no later than five (5) working days before the date of the meeting. Supporting papers shall be sent to Committee Members and to other attendees as appropriate at the same time.
11. The Secretary or a nominated deputy shall minute the proceedings and resolutions of all Committee meetings, including recording the names of those present and in attendance.
12. The secretary shall promptly circulate the minutes of the meetings to all Committee Members.

Amendments

13. Any of these procedures and terms of reference may be altered or amended from time to time by resolution of the Board. Notice shall be given of the proposed alteration(s) in a paper for the meeting of the Board at which they are to be discussed.

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