

WEST RHYL HOUSING IMPROVEMENT PROJECT BOARD

- TERMS OF REFERENCE -

Introduction

The North Wales Coast Regeneration Area was established by the Deputy Minister for Regeneration on October 17th 2008. One of the key projects that has been pursued by the Regeneration Area Team over the past 3 years is the West Rhyl Housing Improvement Project (WRHIP) which aims to reduce the number of houses in multiple occupation in West Rhyl, increase the range of tenures, improve tenant choice and introduce green space into this highly urban environment. These Terms of Reference refer to the work of the Board that is being established to co-ordinate and manage the project.

Overall Aim

The WRHIP Board will have the overall responsibility for the delivery of the project – both in overseeing operational delivery and in its fiscal management. The Board's role will be to provide the strategic guidance and direction for the action-focused delivery of the overall project and brings together the key stakeholders who can enable change. The Board's Chair, who will be the Welsh Government's Senior Responsible Officer for the project, will monitor progress and report to the Wales Infrastructure Investment Plan Delivery Group.

The Board aims to achieve the successful delivery of the West Rhyl Housing Improvement Project within the 3 year timetable set out in the WRHIP (Phase 1- Gronant Street/Aquarium Street) Business Justification Case that was approved by Finance Minister in November 2011 and further confirmed in the May 2012 West Rhyl Housing Improvement Project Business Plan.

Phase 1 of the housing improvement scheme will focus on the redevelopment of Gronant Street, parts of Aquarium Street, John Street and Abbey Street, Rhyl enabling the remodelling of unfit housing and the creation of attractive

green space that supports the new demographic that West Rhyl is aiming to attract. The park will be surrounded by quality housing of appropriate type tenure through a programme of acquisition and conversion/ refurbishment

Funding of the order of £17m is required to complete the delivery of Phase 1 of the WRHIP over the period 2012-2015. The WRHIP Programme Board is being established to manage this expenditure which includes a £10m contribution from the Welsh Government's Centrally Retained Capital Fund.

The following will be established:-

- i) A dedicated WRHIP Board, supported by;
- ii) the WRHIP Co-Ordination Team; and
- iii) five work team sub-groups of the Co-Ordination Team that will work on:-
 - a) Property Acquisition
 - b) Resettlement and Supporting People
 - c) Neighbourhood Management
 - d) Planning, Design and Delivery; and
 - e) Communication and Community Liaison.

The aim will be to ensure that all partners work closely together to ensure that activity at all levels is co-ordinated and directed in accordance with the overall aims and objectives of the WRHIP Business Plan.

The Project Board

The Project Board is the strategic partnership for the WRHIP project and it is envisaged that the Board will meet every 3 months. The Board brings together senior representatives of the main organisations involved in the planning and delivery of the project.

The Board's role is to:-

- i) provide the strategic guidance and direction for the action-focused delivery of the overall project;
- ii) oversee the running and monitoring of the project to ensure that it is delivered to time and to budget;
- iii) allocate funding as necessary for each of the work teams within the parameters of the budget delegated on an annual basis from the Minister for Housing, Regeneration and Heritage;
- iv) monitor the project risk register.

It is proposed that the WRHIP Board should include representatives from all the main organisation who have the mandate to take decisions on behalf of their organisations on issues affecting the WRHIP project. These include:-

- Project Senior Responsible Officer (WG);
- North Wales Coast Regeneration Area Programme Director (WG);
- Senior Finance Officer (WG);
- Corporate Director - Economic and Community Ambition (DCC);
- Leader of Denbighshire County Council (DCC),
- Lead Member for Regeneration (DCC),
- Rhyl West Ward Members (2 x DCC)
- Chief Executive, Pennaf

The Board will be chaired by the Welsh Government's Senior Responsible Officer or his nominee.

In addition, supporting officers whose role is to advise the Board and prepare policy and project design options may attend from time to time

Decision Making Arrangements

The principles of adding value and mutuality underpin the work of the Board as it faces the challenges of improving the housing offer and amenity of West

Rhyl. In taking its decisions, the Board will, at all times, conduct its business openly and transparently. It will make rational decisions, based upon the principles of consultation, consensus and sustainability. Equally, the Board will acknowledge the principle of subsidiarity where the need for more locally based decisions is appropriate.

Functions of the Board

- To receive reports relating to its role as the Strategic Partnership for the West Rhyl Housing Improvement Project and make strategic choices for the area;
- To approve the Project's work programme;
- To approve any amendments to its present constitution or membership;
- To authorise budget .

An agenda indicating the order of business will be circulated to members and other stake holders, no less than five working days prior to the meetings of the Board.

Roles and Responsibilities of Board Partners

The Board's main partners are the Welsh Government, Denbighshire County Council and Pennaf Housing Group. Pennaf is the preferred RSL partner on the basis that it has a substantial local presence in West Rhyl and owns 11 properties within the target intervention area. A summary of the roles and responsibilities of each of the partner organisations within the WRHIP partnership are ascribed below :-

Organisation	Role(s)	Responsibilities
Welsh Government	Strategic Leadership Strategic Project Management Primary Project Funder	Project Monitoring Audit against grant conditions
Pennaf Housing Group (<i>including Clwyd Alyn Housing</i>)	Acquisition/ Land Assembly Acquisition by Agreement	Property Management Affordable Housing Provision.

<i>Association)</i>	Development Planning Property Refurbishment Marketing	
Denbighshire County Council	Acquisition/ Land Assembly Community Engagement Development of Green Space Development Planning Marketing	Neighbourhood Management, Development of Supplementary Planning Guidance and Site Development Briefs, Compulsory Purchase Orders

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