
Greater Thetford Development Partnership

Officer Group

TERMS OF REFERENCE

The Officer Group is part of the Greater Thetford Development Partnership (GTDP) and will be governed by the GTDP's Terms of Reference.

Aims/Objectives:

Through consultation with key stakeholder support the aims and objectives of the GTDP board.

Purpose:

The purpose of the GTDP Officer Group is: -

1. To assist and support the GTDP to meet its aims and objectives.
2. To collate information on projects for promotion and delivery in the Greater Thetford area and support the board to make recommendations on projects as a priority for funding and delivery.
3. To identify planning and infrastructure barriers to growth and develop solutions to overcome process and delivery barriers as identified by the Officer Group or as directed by the GTDP Board; and,
4. To work with key planning and infrastructure delivery agencies across the greater Thetford area to ensure that there is coordinated and effective and engagement.

Roles and Responsibilities:

The primary roles and responsibilities of the GTDP Officer Group are: -

- To act as an advisory body to the GTDP Board to ensure effective engagement of the key stakeholders in the planning process and infrastructure relating to the growth and development of Thetford and surrounding parishes.
- To develop a forward plan of activity to support GTDP ambitions for development of the area and prepare reports for the board to consider.
- To oversee and report to the GTDP on the progress of the board's agreed priorities.
- To actively engage with the planning process to identify issues and consider solutions to secure necessary consents and approvals.
- To identify wider delivery agencies and service providers and engage them as necessary for the identification and delivery and funding of projects to meet the board objectives.
- To work closely with the Community Sub Group to assist in the development of community led projects.
- To support the planned work of the GTDP Board.

Membership:

The membership of the GTDP Officer group will be made up of a standing group of officers from the Town Council, District Council and County Council. Other officers will be invited from other bodies to join the work of the group on an as-needed basis. Such bodies may include, but not limited to, Highways England, the local CCG and Network Rail.

The Chair of the Sub Group will be responsible for ensuring reports are prepared for consideration by the board, but is not a member of the board. The Chair will be agreed by the Officer Group and reviewed annually.

Membership will be reviewed annually or more often as necessary.

Meetings:

Scheduled meetings to tie in with the programme of GTDP Board meetings; however extraordinary meetings can be called at any time if deemed appropriate.

The meetings to be held in private, with the meeting generating reports for the board and helping set the agenda and forward plan for the Board.

The group will not make any formal decisions on behalf of the board or any partner organisation.

Decision Making:

As it is not formally constituted the Officer Group will not have delegated powers and will not make any formal decisions on behalf of the board or any partner organisation. All recommendations from the Officer Group will require endorsement by the GTDP Board and the individual authorities that are represented on the Board.