



Housing Infrastructure Fund (HIF) Oversight Panel: Terms of Reference

1.0 Introduction

1.1 The Housing Infrastructure Fund (HIF) Oversight Panel was established by Council at its meeting on 30 July 2020. The Terms of Reference agreed by Council were amended by the Members of the Oversight Panel at their first meeting on 3 September 2020. These recommendations were agreed at a meeting of Council on 15 October 2020.

2.0 Terms of Reference (Adopted 30 July 2020 and amended 3 September 2020)

2.1 The Housing Infrastructure Fund (HIF) Oversight Panel was established by Council at its meeting on 30 July 2020.

Membership

2.2 Membership of the Oversight Panel (which need not be politically proportionate) shall be as follows:

- Leader of the Council.
- Portfolio Holder for Financial Services.
- Lead Member for Transport.
- All Ward Members for Mount Hermon (if not otherwise members of the Oversight Panel).
- All Ward Members for Canalside (if a Canalside Ward Member is not otherwise a member of the Oversight Panel).
- One Member of the Independent Group
- County Councillor for South Woking

2.3 Members shall be appointed, by Council, annually in May.

Chairman and Vice-Chairman

- 2.4 The election of the Chairman and Vice-Chairman shall take place annually at the first meeting of the Oversight Panel.

Role

- 2.5 To oversee the governance and implementation of the Housing Infrastructure Fund (HIF) Island Site project ("Project"). The Project comprises three key elements:
- (i) Acquisition and demolition of the Island site;
 - (ii) Widening and improvements to the A320 highway, and
 - (iii) Replacement of the Victoria Arch bridge.
- 2.6 To oversee project communications.
- 2.7 To receive updates on the Project.
- 2.8 To note and monitor progress of the Project, through the receipt of programme reports, against key milestone dates, budget and key risks.

Meetings of the Oversight Panel

- 2.9 The Oversight Panel will be serviced by Democratic Services.
- 2.10 The Oversight Panel will have scheduled meetings, which will be held in private.
- 2.11 The Oversight Panel will have Agendas for, and Minutes of, its meetings. These will be made available to all Members of the Council on a confidential basis. Draft Minutes will be issued within five working days of a meeting, to be approved, or amended and approved, at the next meeting of the Oversight Panel.