

Terms of Reference

Purpose and role

The purpose of the committee is to provide strategic direction for the development of the Council House Complex beyond operational matters e.g. current refurbishment, and to challenge the status quo, inject ambition and drive into the future of the Council House Complex while remaining sensitive to its listed building status and its wider setting. It operates on behalf of the Council Business Management Committee (CBM) and will report to it. It covers the strategic oversight to the project, shaping and acting as a key advisor on the strategic direction of the Project.

The Steering committee will allow open and action-focused discussions between the attendees to drive forward the project at pace, with the Project Team and relevant Director or Assistant Director.

The Steering Committee is responsible for:

- To provide strategic guidance on the development of the project including the roadmap for change
- To facilitate constructive discussions and agree decisions and actions to progress the development of the Council House Complex
- To communicate and promote awareness of the project across the Council and with external stakeholders
- To review strategic level risks and issues relating to the implementation of the project
- To provide assurance to CBM, EMT, Cabinet and Council for any significant investment ensuring that the appropriate rigour has been applied to the case for change, specification, procurement, implementation and mobilisation of such investment plans.

Membership

Attendee	Role and responsibility
<i>Required</i>	
Deputy Leader (Chair)	To chair meeting the meeting and act as the overall accountable member for the project
Leader of The Conservative Group or nominee	To attend meeting and contribute to the shaping and delivery of the project
Leader of the Liberal Democrat Group or nominee	
Cabinet Member for Education, Skills and Culture	
Chief Executive/s Birmingham Museums Trust or nominee	
Assistant Director Communities, Culture	
Director, Inclusive Growth/Assistant Director	To be confirmed via an expression of interest.
Other key representatives of external organisations as required	
Cabinet Support Officer	To note and circulate key discussion points and actions

Approach

- It is proposed that Steering Committee meetings will be held bi-monthly
- Key inputs to the meeting will be the Project Highlight report
- Actions will be agreed during the meeting by all parties
- Off-line progress checks will be carried out in-between meetings as required

Expectations

All attendees should ensure:

- Meetings are action-focussed and demonstrate willingness to find solutions
- Meetings are built around collaborative working and two-way conversations
- They provide and enable open and transparent information and discussions
- They demonstrate commitment to this agenda

Management of Meetings

Supporting materials and activities to be produced and undertaken by the Project Team.

Links to other committee/boards

Outcomes and outputs from the Steering Committee meetings may feed into the following forums:

- Cabinet
- Council Business management Committee
- Resources Overview and Scrutiny Committee
- Co-ordinating Overview & Scrutiny Committee
- Council Leadership Team