

Swansea Bay City Deal Construction and Community Benefits Sub-Group

**DRAFT Terms of Reference
November 2022
rev January 2023**

Governance Type	Officer Governance
Purpose	<p>The Construction and Community Benefits Sub-group exists as a platform for SBCD Programmes and Projects to discuss matters pertaining to construction, community benefits.</p> <p>To include sharing best practice and lessons learned on:</p> <ul style="list-style-type: none"> • Procurement • Construction sector issues • Community benefits and social value • Skills • Other relevant topics <p>Members may on occasion invite external organisations/businesses to inform discussion topics.</p>
Accountable to	Programme Board
Reporting	Minutes/meeting notes will be shared with the group for agreement and subsequently submitted 'as draft' to the Portfolio Management Office (PoMO) and Project Leads meetings and then to Programme Board via the PoMO
Membership	Membership of the Construction (and Community Benefits) Sub-group is open to all SBCD Programme and Project Leads, SRO's and the PoMO.
Chair	The Chair will (by agreement with the group) be a member of the PoMO, usually the Business Engagement Manager or Portfolio Manager
Voting/Agreement	<p>The Construction and Community Benefits) Sub-group shall not have any formal decision-making Powers and therefore will not require voting arrangements, with agreement being reached by consensus.</p> <p>Where alternative views and opinions are expressed these will be recorded and included in any reporting process.</p>

Conflict of interest	<p>The Construction and Community Benefits Sub-group is formed as an information sharing group and does not have any formal decision-making powers. As such conflicts of interest are unlikely.</p> <p>Should occasions arise where conflicts of interest exist, members have an obligation to declare any such interests which will then be recorded.</p>
Proceedings of meetings	<p>Meetings will be recorded via Minutes/meeting notes indicating any actions arising.</p>
Quorum	<p>The Construction (and Community Benefits) Sub-group shall not have any formal decision-making powers and therefore will not require quoracy.</p>
Frequency	<p>The Construction (and Community Benefits) Sub-group shall meet on a Quarterly basis.</p> <p>Dates of meeting will be issued in advance</p>
Allowances	<p>No allowances will be paid.</p>
Servicing	<p>The Portfolio Management Office will organise appropriate servicing for the meetings.</p>
Review	<p>To be reviewed Jan 2023</p>