

<p>Membership</p>	<p>Three members of Cabinet Portfolio Holders for: Economic & Career Development (Chair); Culture & Wellbeing; Finance & Assets</p>
<p>Officer support</p>	<p>The following officers will provide support, reports and information to the Working Party and others (including from external organisations) will be asked to attend meetings where advice on specific matters is required:</p> <ul style="list-style-type: none"> • Democratic Services Manager • Head of Economic & Community Development; • Economic Growth Manager; • Project Enabler • Conservation & Design Officer • Estates and Strategy Manager
<p>Purpose</p>	<p>To inform the substantive content, procedures and governance arrangements of the North Walsham High Street Heritage Action Zone; providing a steer to officers in the programme design for the full application to Historic England <u>and implementation</u>.</p>
<p>Actions</p>	<ul style="list-style-type: none"> • Understand the parameters of the HSHAZ grant scheme • Interpret the Council's successful EoI <u>grant application</u> and agree a direction for the final programme for delivering the NWHSHAZ • Receive advice from officers, following their liaison with Historic England and gain wider Cabinet support for the content of the final grant submission <u>programme of interventions</u> • <u>Determine the process for delivering the NWHSHAZ</u> • <u>Advise on community involvement and stakeholder engagement matters</u> • To determine the governance arrangements for the implementation, monitoring, reporting and review of the NWHSHAZ programme
<p>Reporting Framework</p>	<p>The Working Party will produce a report to be submitted to Cabinet detailing the proposed NWHSHAZ programme, and <u>and the process of its delivery and the progress of its implementation</u></p>
<p>Administration</p>	<p>The group will exist up until the detailed programme has been agreed by Historic England and the implementation arrangements are finalised (expected to be March 31 at the latest) <u>implemented, monitored and the final project report has been agreed</u></p> <p>Timetable of meetings (attached) Agenda preparation: the agenda will be distributed one week in advance of the meetings</p>

North Walsham High Street Heritage Action Zone Working Party: Terms of Reference

	<p>Minutes – the draft minutes will be provided within one week of the meetings taking place and once agreed by the chair, will be referred to Cabinet</p> <p>The Democratic Services Manager will ensure actions noted at the meeting are undertaken and reported</p>
Risk & Mitigation	<p>Sign off risk analysis for the corporate and service risk registers</p>
Governance	<p>Regular reports and updates to the Cabinet via its Business Planning meetings</p> <p>Confidentiality of information will be ensured where necessary</p>
Housekeeping	<p>All work undertaken within the framework of the corporate policies of the Council</p>