

Harborough District Council
Executive Advisory Panel
Redevelopment of Council Headquarters
Draft Terms of Reference— January 2013

1. Membership

The Executive Advisory Panel to comprise of 7 members (to be politically balanced) nominated by the Council Groups to support the Executive in carrying out its duties and functions regarding the Redevelopment of the Council headquarters the Group. Whips being asked to submit nominations for membership of this Executive Advisory Panel to the Chief Executive.

Leicestershire County Council will also be invited to contribute to the work of the Panel where the Panel sees this as being helpful on a particular issue.eg development of Museum and library spaces

2. Role

The Advisory Panel will provide guidance, challenge and support to the Officer Project Board, led by the Chief Executive. The Panel will be informed of the key stages of the development, budgets profiles within the parameters of the approved budget, risk and mitigation, and have oversight of the agreed performance framework for the project.

3. Frequency of Meetings

The Task Panel will meet quarterly but may be convened at other times to consider issues as they arise. The meetings will be public and will be subject to the Access to Information regulations. Minutes of the meetings will be published on the Council's website

4. Chair

The Portfolio holder for Finance and Assets will chair the Task Panel.

5. Reporting process

The minutes of the Panel will be presented to the Executive in order to keep the Executive informed of its progress