

**GREATER CAMBRIDGE CITY DEAL
HISTON ROAD & MILTON ROAD LOCAL LIAISON FORUMS (LLF)
TERMS OF REFERENCE**

1. Membership

1.1 All County, District and City Councillors from Divisions/Wards within which project works are to be undertaken are invited to join the LLF.

1.2 The LLF may co-opt additional members from other organisations or interest groups, as considered appropriate, to facilitate its remit.

2. Remit

2.1 The LLF will not have any decision making powers in relation to the development and delivery of the projects but will act as a conduit through which:

- (a) Project developments and decisions will be reported.
- (b) Comments and views will be offered regarding detailed design matters; and
- (c) Local issues, opportunities and concerns relevant to the projects will be discussed and considered, and resolutions may be adopted and presented to the City Deal Assembly and Board.

2.2 The LLF may offer advice to the Project Manager and put forward suggestions, as considered appropriate, to influence and inform the development and delivery of a project. The LLF may also seek information on project development and delivery.

2.3 Upon completion of the construction phase, the Local Liaison Forum will participate in a review of the project's delivery, making recommendations, as considered appropriate, to inform future programme delivery.

3. Term of office

3.1 The LLF will function for the duration of the project which will include its design, delivery and review stages.

4. Appointment of Chairman and Vice-Chairman

4.1 The LLF will appoint a Chairman and Vice-Chairman at its first meeting for the duration of the term of office or as otherwise agreed.

5. Meeting frequency, administration and attendance

5.1 The LLF will set its own timetable for meetings in consultation with the Project Manager. Administration of the LLF will be the responsibility of the Project Manager.

5.2 LLF meetings will be held in public and members of the public will be provided with an opportunity to speak or participate at the discretion of the Chair.

6. Agenda and Minutes

6.1 The agenda for the LLF will be agreed by the Chair and Vice-chair of the LLF in liaison with the Project Manager. The Project Manager may require that items are put on the agenda to facilitate project delivery timescales.

6.2 The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record, with matters arising to be raised.

6.3 The LLF is not able to make decisions. The minutes can however include 'Proposals' or 'Resolutions' which are recorded as such.