

## Royal Leamington Spa Town Centre (RLS TC)

### Transformation - Governance Structure

The purpose of the RLS TC Transformation Governance Structure is to oversee, co-ordinate and facilitate the progression of the various town centre transformational development programmes, projects and funding bids through preparation and maintenance of an overarching **Transformation Framework**. This will set out a plan for the town centre's future as it adapts to its changing role which has recently been accelerated by the challenges of the Covid pandemic.

This governance structure will supersede the current structures overseeing various individual programmes, projects and funding bids such as the Future High Street Fund and RLS Creative Quarter which will cease to operate at the Board decision making level, replaced by this single town centre wide **Transformation Board**.

Individual working/technical groups for each of the programmes and projects will continue to progress the technical work with representatives co-ordinating via the **Transformation Technical Group** under the technical direction of the **Transformation Advisory Group**. The structure consists of 4 levels of groups:

#### 1. Council Cabinet's and Committee's

The three tiers of Local government each has their own Cabinet's and Committee's which will approve decisions on various aspects of the Transformation Framework under their particular statutory responsibilities.

**Warwickshire County Council** for example approve highways aspects, **District Council** approve planning aspects, and **Leamington Town Council** approve local community aspects.

Approvals through these bodies are required to agree those elements put forward by the Transformation Board.

They will approve key operational documents such as the Transformation Framework when it is produced and as it is updated.

#### 2. Transformation Board

The Transformation Board is the key steering and decision preparation body for the Transformation Framework, subject then to approval by the Council Cabinet's and Committee's.

- It will oversee preparation and approval of the Transformation Framework including its regular review and updates.
- It prepares key decisions at a strategic level to co-ordinate actions and delivery across the Transformation Framework.
- It approves reports to be submitted to the Council Cabinet's and Committee's for approval.
- It oversees delivery of the various Transformation Framework programmes, projects and funding bids.
- It influences and directs new and emerging programmes and projects.

Membership will be at the **political level from the three tiers of local government WCC/WDC/LTC.**

Senior/Project Officers will be in attendance as observers to support. A Chair will be selected by the Transformation Board and rotated across the three levels of local authority representation annually.

The Board will meet on a quarterly basis in addition to any meetings required for specific purposes. Meetings will be minuted by the observing WDC Officer.

### 3. Transformation Advisory Group

The Transformation Advisory Group is the advisory body for the Transformation Framework.

- It provides technical direction advice in progressing and co-ordinating the various Transformation Framework programmes, projects and funding bids.
- It receives reports from the Transformation Technical Group for comment and observations and inputs into reports to the Transformation Board to inform decisions for approval.
- This group works collaboratively together to influence the direction and balanced judgements required to best co-ordinate the various Transformation Framework programmes, projects and funding bids.

The Group consists of **Senior Officers from across the County, District and Town Council's and the Chairs/senior members of other non-Council organisations** active in the town centre area. These organisations and their representatives will be verified by the Transformation Board for involvement and may include:

- The Leamington Society
- Leamington Chamber
- BID Leamington
- Leamington Old Town Traders
- University of Warwick & Student Union
- Chiltern Rail / Network Rail
- Bus Companies
- Canal & River Trust

The group will meet quarterly staggered between the Transformation Board meetings. Meetings will be minuted by the observing WDC Officer.

### 4. Transformation Technical Group

The Transformation Technical Group is the working, co-ordinating and delivery body for the Transformation Framework.

- It is responsible for drafting the **Transformation Framework** with advice from the Transformation Advisory Group.
- The Transformation Framework will draw together all the Transformational development projects in the town centre and seek to co-ordinate this to deliver the desired overall aspirations for the future of the town centre as set out by the Transformation Board.

- The Transformation Framework will consist of a **Framework Plan** setting out the various programmes, projects and funding bids supported by a **Framework Document** which explains the various elements, timescales and outputs with a **Delivery Plan**.
- This will be a live Transformation Framework which is able to flex and change as new circumstances and opportunities change.
- It will be reviewed regularly at both the Transformation Advisory Group and Transformation Board meetings.

The Group consists of **Officers from across the County, District and Town Council's multi-disciplinary technical teams, external consultants as required, and the technical members of other non-Council organisations** active in the town centre area. Existing project teams will feed into this group as their individual projects progress. The group will meet monthly, organised by a WDC Officer. Meetings will be minuted by the observing WDC Officer.

