

BUXTON TOWN TEAM CIC - TERMS OF REFERENCE IDEAS & VISION GROUP

1. OVERALL PURPOSE

The purpose of the group is:

- (i) to capture ideas, either generated from within the group or from elsewhere, and maintain a Schedule of Ideas as a live working document
- (ii) to evaluate the costs and benefits of the various ideas, assess them against the strategic direction set by the Board of Directors, and select projects for further development
- (iii) to work up detailed project proposals for the implementation of those ideas, and present them to the Board of Directors for approval
- (iv) to appoint a Project Team to manage each project, monitor progress against agreed criteria, and report on progress to the Board of Directors at regular intervals and on completion of the project

The group is responsible to the Board of Directors and will operate under their guidance and direction.

2. MEMBERSHIP

Any member of Buxton Town Team may be part of the Ideas & Vision Group.

3. AREAS OF RESPONSIBILITY

3.1 CAPTURE IDEAS

The Ideas & Vision Group will:

- (i) encourage the generation of ideas that might contribute to the company's objectives, from among the Buxton Town Team membership
- (ii) facilitate discussion on specific topics, and aim to generate a consensus as to the most appropriate course of action to achieve the company's objectives in a particular area
- (iii) monitor activities and proposals generated by other organisations in the town, if appropriate seek to develop collaborative working arrangements with them, and aim to dissuade organisations with similar objectives from working at cross-purposes
- (iv) monitor activity in other places and consider which ideas from elsewhere might be relevant to Buxton
- (v) maintain a Schedule of Ideas as a live working document, that is regularly reviewed, amended, updated and added to

3.2 ASSESS AND PRIORITISE IDEAS

The Ideas & Vision Group will:

- (i) assist the Board of Directors in developing a strategic vision for Buxton
- (ii) develop appropriate criteria against which to assess the various ideas, their likely benefit to the community and contribution towards meeting the company's objectives
- (iii) carry out preliminary cost estimates for the various ideas
- (iv) develop appropriate criteria against which to prioritise ideas, and select those projects most suitable for further development

3.3 WORK UP DETAILED PROJECT PROPOSALS

The Ideas & Vision Group will:

- (i) delegate small teams of people to consider individual ideas in detail
- (ii) develop and maintain a system to generate a clear remit for each project, defining its scope, objectives and resource requirements
- (iii) present selected and fully scoped projects to the Board of Directors for approval
- (iv) ensure that all projects go through the proper approvals process, and no commitments are entered into on behalf of Buxton Town Team before the project has been approved by the Board of Directors

3.4 SET UP AND MANAGE PROJECT TEAMS

The Ideas & Vision Group will:

- (i) appoint a Project team, with a designated Project Leader, to deliver the project in accordance with its agreed scope
- (ii) develop and maintain a system of regular monitoring of all projects as they proceed, and report progress regularly to the Board of Directors
- (iii) work with the Communications Group to keep Buxton Town Team members informed, to inform the outside world of progress, and to advertise the project as appropriate
- (iv) alert the Board of Directors to any potential problems in meeting agreed objectives, or exceeding resource requirements, at the earliest opportunity
- (v) on completion of a project, carry out a full review of its success (or otherwise) against agreed criteria, and report to the Board of Directors
- (vi) ensure that all relevant project documentation is stored at a central location for future reference

Adopted 24April13