

1	NAME	HCA BOARD ADVISORY GROUP on DESIGN AND SUSTAINABLE DEVELOPMENT
2	PURPOSE	To provide strategic guidance to the HCA Senior Executives and Board regarding how the HCA meets its statutory duty “to contribute to the achievement of sustainable development and good design in England”
3	TERMS OF REFERENCE	<ul style="list-style-type: none"> • To input strategic guidance into the development and refinement of the Design and Sustainable Development Workstream, initiated during the Set-Up phase of the HCA which relates to design and sustainable development standards, policies and procedures and capacity issues. • To provide an impartial annual review to the HCA Board of how the HCA performs against its statutory duty and how it can continue to improve its policies and procedures relating to the delivery of design quality and sustainable development. • To review and provide input into key issues / papers for consideration by the HCA Executive and Board relating to design quality and sustainable development.
4	CHAIR AND MEMBERSHIP	<p>The Chairman shall be appointed by the HCA Board. The Chairman need not be a Member of the HCA Board but if not then one Board Member will also be appointed as a member of the advisory group.</p> <p>The remaining members of the Advisory Group shall be appointed through open recruitment. The membership should provide a balance of skills and experience that is best equipped to advise and support the HCA in meeting its statutory duty on sustainable development and good design, covering the following disciplines:</p> <ul style="list-style-type: none"> • Architect • Masterplanner / planner • Landscape architect • Local authority / local delivery vehicle • Heritage expert • Environmental designer / engineer • Transport planner / engineer • Quantity / property surveyor • Developer
5	TERM OF APPOINTMENT	New members will be appointed for a term of three years. Reappointed members will be appointed for a term of up to three years, as agreed with the chairman of the group.
6	GOVERNANCE	a) Authority - The Panel is advisory only and therefore has no authority over the activities of the staff or Board of the HCA, or its resources. It will not form part of the approval process for

		<p>individual projects or programmes.</p> <p>b) Status of Panel members - The members are appointed to give independent and impartial guidance, expertise and advice and do not in any context represent the HCA.</p> <p>c) Relationship to Other Advisory Panels – the Panel has no authority over the other advisory Panels, although it may jointly consider issues as and when requested to do so.</p> <p>d) Relationship to Executive Management Board – the Panel has no authority over the Executive team of the HCA, but by mutual agreement can be requested to undertake certain tasks by the Executive team related to the aims of the Panel.</p> <p>e) Reporting Structure – the Panel is not a Committee of the Main Board but its activities and recommendations will be reported to the Board at regular intervals, including the submission of an annual report on activities.</p>
7	SECRETARIAT	Secretariat to the Group will be provided by the HCA who will manage the agenda and arrangements for meetings, in consultation with the Chair.
8	REMUNERATION	Panel Members' reasonable costs will be met by the HCA.