

Burgess Hill Programme – Roles and Responsibilities

Name	Role/Responsibility
Mid Sussex District Council (MSDC) Leader	<ul style="list-style-type: none"> - Chair the Leaders' Growth Board and the Town & Parish Council Strategic Liaison Group - Provide political leadership - Champion the Programme within MSDC and other authorities/partners - Ensure the commitments in District Deal are delivered
MSDC Portfolio Holder for Resources and Economic Growth	<ul style="list-style-type: none"> - Chair the Members' Steering Group and attend the Leaders' Growth Board - Represent the views of the Members' Steering Group to the Leaders' Growth Board - Provide political insight and advice, particularly in relation to areas of the programme that impact resources and economic growth
MSDC Portfolio Holder for Housing and Planning	<ul style="list-style-type: none"> - Attend the Members' Steering Group - Provide political insight and advice, particularly in relation to areas of the programme that impact housing and planning
MSDC Portfolio Holder for Community	<ul style="list-style-type: none"> - Attend the Members' Steering Group - Provide political insight and advice, particularly in relation to areas of the programme that impact community issues
MSDC Chief Executive	<ul style="list-style-type: none"> - Chair the Growth Programme Board and attend the Leaders' Growth Board - MSDC Programme Sponsor with responsibility for overseeing the Programme, driving it forward and negotiating solutions where there are corporate or partner barriers - Promote the Programme to wider stakeholders and secure support where required
MSDC Assistant Chief Exec	<ul style="list-style-type: none"> - Attend the Growth Programme Board and the Leaders' Growth Board - Support the Programme Sponsor and ensure resources within Services are deployed effectively - Sponsor relevant projects which MSDC are leading and ensure that risks are mitigated appropriately - Escalate any risks which cannot be effectively resolved to the Leaders' Growth Board
Regeneration and Economy Programme Manager	<ul style="list-style-type: none"> - Chair the Project Managers' Group and attend all other governance groups as required - Undertake all Programme Management functions to ensure that the Burgess Hill Growth Programme achieves the outcomes required and delivers on the commitments in the District Deal - As part of this maintain the Programme level Milestone Charts, Risk Registers and Issues Logs
West Sussex County Council (WSCC) Leader	<ul style="list-style-type: none"> - Attend Leaders' Growth Board - Provide political leadership - Champion the Programme within WSCC and with other authorities/partners

Name	Role/Responsibility
	<ul style="list-style-type: none"> - Ensure commitments in the District Deal are delivered
WSSC Local Ward Members for Burgess Hill North and Hurstpierpoint and Bolney	<ul style="list-style-type: none"> - Attend Members' Steering Group - Provide political insight and advice on matters relating to WSSC areas of responsibility, primarily around the highways infrastructure work relating to the A2300 and Sustainable Transport Package - Accurately represent the views and decisions of WSSC - Appropriately communicate to WSSC colleagues information received through and discussions held by the Members' Steering Group
WSSC Executive Director of Economy, Infrastructure and Environment	<ul style="list-style-type: none"> - Attend the Leaders' Growth Board - Support the Leader of WSSC in delivery of WSSC commitments within the Programme - WSSC Programme Sponsor with responsibility for overseeing the Programme, driving it forward and negotiating solutions where there are corporate or partner barriers - Promote the Programme to wider stakeholders and secure support where required
WSSC Director of Economy, Planning and Place	<ul style="list-style-type: none"> - Attend the Leaders' Growth Board and the Growth Programme Board - Support the Leader of WSSC in delivery of WSSC commitments within the Programme - Ensure that resources are effectively deployed in support of Programme objectives - Sponsor those Projects that sit within the programme and for which WSSC is the lead and ensure that associated risks are actively managed - Escalate any risks which cannot be effectively resolved to the Leaders' Growth Board
WSSC Strategic Manager for the Economy AND the Growth Programme Delivery Manager	<ul style="list-style-type: none"> - Attend the Growth Programme Board and Project Managers Group as required - Represent the views of WSSC during discussions and provide progress updates on workstreams that are led by WSSC - Appropriately communicate to WSSC colleagues information received through and discussions held by the Growth Programme Board and Project Managers' Group
Burgess Hill Town Council (BHTC) Leader	<ul style="list-style-type: none"> - Attend the Members' Steering Group - Champion the Programme within the Town Council and to wider audiences - Provide political advice from the viewpoint of the Town Council - Accurately represent the views of the Town Council - Appropriately communicate to BHTC colleagues information received through and discussions held by the Development Board
BHTC Clerk	<ul style="list-style-type: none"> - Attend the Members' Steering Group - Represent the views of BHTC during discussions and provide any relevant updates on work being carried out by BHTC - Appropriately communicate to BHTC colleagues information received through and discussions held by the Senior Officers

Name	Role/Responsibility
	Group
Town/Parish Council nominated members	<ul style="list-style-type: none"> - Attend Town/Parish Council Strategic Liaison Group - Accurately represent the views of their Town/Parish - Appropriately communicate to Town/Parish Council colleagues information received through and discussions held by the Town/Parish Council Strategic Liaison Group

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