



Terms of Reference

Brownfield Regeneration Steering Group

Purpose and Role

1. The Brownfield Regeneration Steering Group (the BRSG) has been established to ensure the appropriate political oversight and governance of the Manx Development Corporation (the MDC) and ensure its activities remain aligned with:
 - **Programme for Government Strategic Objective:** An Island of Enterprise and Opportunity
 - **Programme for Government Theme:** Enterprise and Opportunity Island
2. The BRSG is further purposed with supporting the Shareholder in the production of the Shareholder Agreement and the provision of the required Strategic Direction for the MDC. This includes making the MDC accountable for translating the Strategic Direction into a tangible and actionable Strategic Implementation Plan and Annual Work Programme and budget.
3. Relating to the purpose described above, the BRSG will ensure that the commitment to transparency and accountability is upheld by the MDC Board through an appropriate performance framework and reporting system, with the BRSG, the Council of Ministers (CoMin) and Tynwald as the key recipients.
4. The overarching role of the Brownfield Regeneration Steering Group is to provide the Manx Development Corporation, a Government owned arms-length commercial company, with the appropriate Governance and Strategic Direction based on the terms in the Shareholder Agreement. To do this effectively, it will need to
5. Support and monitor the development of government owned brownfield sites.
6. Coordinate the Government's cross-departmental approach to strategic regeneration on the Island, in order to provide the Manx Development Corporation with Strategic Direction aligned with the Island Development Plan, masterplans, Area Plans and local authority plans and further informed by the Government's prioritised list of regeneration sites targeted for development.
7. Proactively facilitate the conditions under which regeneration of unoccupied, unused or previously developed sites can flourish by addressing the Government-managed

levers and barriers significantly impacting on the level of brownfield site regeneration.

8. Be both cognisant and supportive of Government sponsored environment/climate change activities, the Economic Recovery Group programmes, the Programme for Government activities and Housing/Parking strategies when developing the Manx Development Corporation's Strategic Direction.
9. Approve, review and revise the Shareholder Agreement in consultation with the Manx Corporation Development Board, ensuring that the Agreement enables the Company to be adequately funded and resourced to deliver on its 3-year Strategy Implementation Plan and Annual Work Programme and Budget.
10. Agree with the Manx Development Corporation Board a 3-year Strategy Implementation Plan, Annual Work Programme and Budget and Financial Governance Internal Controls, integrating a set of results-driven Key Performance Indicators and targets.
11. Receive, review and respond to quarterly performance reports from the Manx Development Corporation Board illustrating the level of progress, delivery and achievement referenced against the agreed KPIs and targets.
12. Receive, review and approve the Manx Development Corporation Board's proposals for partnerships, joint ventures and undertakings in property development, investment, borrowings, lending and lease agreements.
13. Receive, review and approve the Manx Development Corporation Board's business cases (including site masterplans and design briefs) relating to capital projects, ensuring risk and viability assessments and 3rd party expert analysis, where appropriate.
14. Oversee the Manx Development Corporation Board's compliance with the Government's Code, protecting intellectual property and patents, ensuring cyber security, data protection legislation and the compliance with the Equality Act (2017) and Health and Safety at Work Act (1974).
15. Receive, review and approve the Manx Development Corporation Board's proposed changes to the Manx Development Corporation's name and logo/branding and the use of the name or branding for any application by a third party.
16. Provide the relevant verbal and written reports and updates to the appropriate entities, in line with the arrangements and schedules agreed with CoMin and Tynwald.

Governance and Constitution

1. The Brownfield Regeneration Steering Group was established by the Chief Minister and its constitution was formalised as a Sub Committee of the Council of Ministers, minute Ref: 263 / 2021

2. Meetings of the Brownfield Regeneration Steering Group will be scheduled and agreed with the Chair but shall take place at least quarterly.
3. Minutes will be prepared in accordance with Minute Taking Guidance prepared by the Chief Secretary's Office and will be issued to the Committee no later than ten days following each meeting.
4. Agendas are compiled with the approval of the Treasury Minister.
5. A request for an item to be included on the agenda should always be accompanied by supporting documentation. The agenda and papers will, wherever possible, be distributed to members at least one week before each meeting by the Secretariat. In normal circumstances late papers will not be accepted, in exceptional circumstances approval for late papers to be circulated must be obtained from the Chair otherwise papers should be brought to the meeting under AOB and considered at the discretion of the Chair.
6. All documentation issued in relation to the Brownfield Regeneration Steering Group including the terms of reference, proceedings and papers are subject to the same statutory confidentiality as applies to the meetings and proceedings of the Council of Ministers, and should be therefore treated accordingly, unless agreement is given.
7. Documents should not be circulated for wider distribution other than to nominated officers without the necessary permission which will be agreed by the relevant document owner (which may be at political level).
8. In order for there to be a quorum at a meeting, a majority of political members must be present. Ministers may assign a Departmental Member to deputise for them as required.
9. In the absence of the Chair, an attending Minister will be nominated as Chair for the purposes of the specific meeting, although decisions pertaining to financial approvals must be taken with the Treasury Minister present.
10. The Brownfield Regeneration Steering Group will provide quarterly updates to the Council of Ministers and will issue an Annual Report to Tynwald addressing its performance and its adherence to the Shareholder Agreement. This Report is separate to the submission of the Company's Annual Report and Accounts produced by the Manx Development Corporation, also delivered to Tynwald.
11. Along with other Sub Committees, the BRSR minutes will form part of a routine distribution process to all Ministers. Signed Minutes will be provided to the Assistant Secretary to Council for upload to the Council of Ministers BoardPad.

Membership and Chair

1. The Committee shall comprise:
 - Chair: Treasury Minister
 - Members: Minister for the Cabinet Office (Chief Minister)
 - Minister for Enterprise
2. Officers routinely in attendance –
 - Officers: Chief Financial Officer, Treasury
 - Chief Secretary (or delegated Senior Officer), Cabinet Office
 - Chief Executive Officer; Department for Enterprise,
 - Director for Policy and Reform
 - Secretariat: Cabinet Office (Executive Office)
3. The Executive Office (Cabinet Office) provide administrative and research support to the Sub Committee. Other officers will be co-opted to attend as and when required by the Sub Committee.
4. The Brownfield Regeneration Steering Group may co-opt persons from within Government or the community, in an advisory capacity, to assist with the consideration of issues referred to the Sub Committee.
5. The Brownfield Regeneration Steering Group will be supported by a “Lead Officer Group” (LOG) which comprises the Chief Officers of the designated Departments referred to in clause 4, “Membership.” The LOG will routinely attend the BRSBG meetings to ensure that the directions of the BRSBG communicated and implemented accordingly within the represented Departments and to other Departments and when required to do so.