

South Downs National Park Authority

Star Chamber



Terms of Reference

The role of the Star Chamber is to:

- Assess and determine all proposed capital and revenue projects from across the authority with a value of between £20,000 and £50,000;
- Projects below £20,000 fall within the delegation of Directors but they may chose to bring such projects to the Star Chamber if they are particularly contentious or have a significant risk. This is at the discretion of the Director responsible.
- Ensure that project proposals support the Corporate Plan, the National Park Management Plan and contribute to the Purposes and Duty of the National Park;
- Review progress of approved projects, evaluate completed projects and ensure best practice is disseminated;
- Provide quarterly reports to the Major Partnerships Panel or Resources and Performance Committee as appropriate.

Membership

- The membership of the Star Chamber will be the Chief Executive Officer, the Director of Operations, the director of Strategy and Partnerships, The Director of Planning, the Director of Corporate Services, the Finance and Procurement Manager and the External Funding Manager
- The meeting requires the Chief Executive and 2 Directors to be quorate
- The Director of Operations will be required to send a deputy if he is unavailable
- Performance and Business Planning Manager and the appropriate Area Manager/Parkwide Manager will attend when projects are relevant to their expertise and/or responsibilities
- The Chief Executive Officer of the Authority will Chair the panel
- Meetings will be held once per month (or as necessary)
- The Deputy Chief Finance Officer will receive all meeting papers and minutes and will be able to attend any meeting they see fit

Operation

- No project should be put forward for consideration by the Star Chamber without support from the relevant Director(s)
- Project Initiation Documents must be submitted a week before the meeting
- Project proposals will be scored by each member of the panel prior to the meeting
- Projects will be deferred from a meeting if the completed PID is not ready for circulation 5 working days before the meeting

Relationship to other processes and bodies:

