

TCPA Eco Towns Project

PROTOCOL OF ROLES AND RESPONSIBILITIES

This protocol is drawn up to guide the TCPA's involvement in and work on CLG's Eco Towns initiative.

TCPA Role

1. The TCPA (and through the TCPA Prof David Lock) is commissioned to give advice to CLG on the criteria to be used for the selection, design, implementation and monitoring of Eco Towns.
2. The TCPA will provide work including research, policy advice, training and educational activity to CLG and on behalf of CLG to other bodies but only at CLG's specific request.
3. To set standards for the proper management of any potential or perceived conflicts of interest the TCPA will ensure that in providing the above work and advice that:
 - i. all its written work on Eco Towns is submitted first to CLG and once finalised any advice etc on Eco Towns will be placed for public access on the TCPA website and elsewhere as may be requested by CLG.
 - ii. all official CLG-endorsed advice provided to potential bidders for Eco Towns status will be provided in open forums to which all potential bidders will be given the opportunity to attend. One to one advice to individual bidders on behalf of the CLG will not be provided by the TCPA, its staff or trustees.
 - iii. for the avoidance of doubt, this includes all Prof David Lock's advice funded by CLG through the TCPA Eco Towns project which will also all be provided openly to all potential bidders in open conference sessions.
 - iv. all Prof David Lock's work for the project and all his work provided for the TCPA has been and is provided to the TCPA pro bono on a voluntary basis as part of his role as Trustee of the charity. (The TCPA is a registered charity and a registered company).

4. The TCPA as an independent charity will not play a role in the actual selection of criteria for Eco Towns or in the selection of the projects for progression by the Government. The TCPA's role is in providing advice and research only.

5. Any commercially sensitive information clearly made available by CLG to TCPA as privileged will not be made available to commercial or outside bodies.

6. Trustees of the TCPA, including Prof David Lock CBE, serve the charity in a voluntary capacity. A policy concerning conflicts of interest (set out according to guidelines provided by the Charity Commission) and a register of interests of Trustees is maintained by the TCPA and is available for inspection by members of the Association and by any body including CLG concerned with the TCPA's work.

7. The Eco-Towns briefing events provided will be held on a not-for-profit basis. Every effort will be made to ensure the information provided at any Eco Towns event is published on the TCPA website and elsewhere as may be required by CLG.

7. The TCPA and Prof David Lock will make every effort to inform any public event with advice and support on Eco Towns when invited to do so but cannot be expected for logistical reasons to accept every invitation received. The programme of TCPA briefings provided jointly with CLG will always be available for potential bidders.

8. The TCPA will expect events which it is invited to address to be accessible to the public and to any potential bidders and for a record of the event promptly to be made available for the TCPA to put on the website and elsewhere as may be required by CLG.

CLG Role

9. CLG will ensure that the necessary briefing is provided to the TCPA to enable it to deliver quality work in relation to the Eco Towns project.

10. CLG follows Government laid down procedures on freedom of information which support the spirit of this project protocol.

Prof David Lock's Role

11. David Lock is a planning consultant, major shareholder and Managing Director of an international planning and urban design consultancy David Lock Associates. He is also Chair of DLA Architects Practice Ltd and a Director of Integrated Transport Planning System. This employment is recorded in the above Register of Interests.

12. It is possible that projects with which David Lock and the companies with which he is associated will be put forward by the clients as prospective Eco-Towns. Their submission will, like all submissions, be made direct to CLG and neither David Lock nor TCPA Trustees or staff will be involved in any way in decisions leading to the acceptance or rejection of any submissions. No privileged information will be made available by David Lock to his companies or clients, David Lock remains a signatory to the Official Secrets Act since his period of service as Chief Planning Advisor to the Department of the Environment in the 1990's.

Gideon Amos, Chief Executive – TCPA.

12th October 2007