

NELSON TOWN DEAL BOARD

TERMS OF REFERENCE **AND OPERATING PRINCIPLES**

1. AIMS AND OBJECTIVES

- 1.1 The Nelson Town Deal Board will be responsible for developing and implementing a Town Investment Plan to support a Town Deal with the Government. The aim of the Investment Plan is to deliver long term economic and productivity growth for Nelson.
- 1.2 The area covered by the Board is the Nelson Built Up Area, as defined by the Office for National Statistics **or any approved revisions.**

2. FUNCTIONS AND RESPONSIBILITIES

- 2.1 The Board will be responsible for:
 - Overseeing the production of a town wide masterplan for Nelson
 - Developing an evidence based Town Investment Plan
 - Providing recommendations to Pendle Council on strategies and investment proposals
 - Ensuring that the local community, including the business community, has the opportunity to be involved in the development of strategies and proposals for the town
 - Producing an implementation programme to deliver the Investment Plan
 - Influencing stakeholders to ensure investment in the town
 - Developing a business case to support bids to the Towns Fund
 - **Prioritising projects against agreed criteria**
 - Ensure that Towns Fund proposals align with those of the Future High Streets Fund
 - Identifying other sources of funding to deliver the aims of the Investment Plan
 - Monitoring delivery of the Investment Plan, reporting to Government as required

- Other matters deemed to impact on the economic growth of Nelson which may be identified from time to time

3. MEMBERSHIP

3.1 The Partnership will conduct its business through a Board with the membership and representation set out in columns 1 and 2 below:

Board		
	No. of seats	Appointments
Independent Chair	1	Stephen Barnes (appointed 28 th Feb 2020)
Pendle Borough Council	3	Cllr Mohammed Iqbal (appointed Vice-Chair 28 th Feb 2020) Cllr David Whipp Cllr Nadeem Ahmed
Lancashire County Council	1	Steve Burns
Nelson Town Council	1	Cllr Zafar Ali
Member of Parliament	1	Andrew Stephenson MP
Lancashire Local Enterprise Partnership (LEP)	1	Anne-Marie Parkinson
Business representative	3	Denis Mendoras (Chair of Pendle Vision Board) Chris Smith, Pendle Engineering Vacant
Community/voluntary sector representatives	3	Rauf Bashir, Building Bridges Claire Bennett, Positive Action in the Community Paul Hartley, InSite
Lancashire Police	1	Vacant
Pendle Youth Council	2	Kamil Akhtar Elliot French
Advisors		
BEIS – Paul Evans/Katherine O'Connor/Christina Shepherd Homes England – Karl Tupling Health Representative – Tony McDonald DWP – Heather Murray		

3.2 Organisations on the Board will appoint nominated representatives and may send substitutes to individual meetings. Initial appointments are set out in column 3 in the table in paragraph 3.1 above. The period of office of the Board members listed in paragraph 3.1 above shall normally be as set out in Paragraph 3.4 below. However, any of the organisations listed in paragraph 3.1 which has appointed a representative can change that representative at any time and

written notice of any such change must be sent to the Chief Executive of Pendle Borough Council.

- 3.3 Advisors from the organisations listed in 3.1 will be invited to attend all meetings. Other advisors will be invited as required. Advisors do not have a vote.
- 3.4 Membership of the Board will be for an initial two year period from January 2020. All members of the Board, **including the Chair and Vice-Chair**, will be appointed or re-appointed at the next meeting after 1 February 2022 and subsequently every two years.

4.0 SECRETARIAT

- 4.1 Pendle Borough Council, as Lead Council, will provide a secretariat function which will involve organising meetings, preparing and circulating agendas and producing minutes.
- 4.2 Agendas and accompanying reports shall be published at least 5 clear working days in advance of a meeting and sent to all members of the Board.
- 4.3 Agendas and reports will be published on Pendle Council's website unless it is agreed by the Chair that these items are of a confidential nature and need to be dealt with as a 'Part 2 Item' with press and public excluded. **Wherever possible reports will be public unless there are over-riding reasons for them to be kept confidential.**
- 4.4 Minutes of all meetings (including Part 2 Items) will be public documents
- 4.5 **Draft minutes of meetings will be published on the Pendle Council's website within 10 clear working days following the meeting.**
- 4.6 **Final minutes will be published on Pendle Council's website, within 10 clear working days of approval by the Board**
- 4.7 **Any conflicts of interest will be formally noted within the published minutes**

5.0 MEETINGS OF THE BOARD

- 5.1 The Board shall meet at least four times a year on such days and times as agreed by the members. These dates and times may be varied at the discretion of the Chair and the nature of the business to be discussed. Meetings will be advertised and will be held in public. The Board may agree a motion to exclude the public for some Agenda Items on the grounds that it is necessary due to commercial, financial, legal or personal confidentiality.

- 5.2 An Annual General Meeting of the Board will be held in February each year, starting in February 2021, to agree an Annual Delivery Plan.
- 5.3 An extraordinary meeting can be called at no less than 14 days notice if a minimum of five members wish to do so.
- 5.4 Conduct of the meeting shall be by the usual conventions of public authorities. The rulings of the Chairman shall be final.
- 5.5 In the absence of the Chair members present will elect one of their number to be the Chair for that meeting.

6.0 VOTING

- 6.1 Where a decision is required the Board shall try to reach a consensus view. Where this is not possible there will be a vote.
- 6.2 Each Member shall have one vote.
- 6.3 Voting shall be by a show of hands of Board members and shall be by simple majority.
- 6.4 In the case of equality of voting, the Chair shall have a second or casting vote.

7.0 QUORUM

- 7.1 No business shall be undertaken at any meeting unless there are a minimum of **five** members present, including one representative from Pendle Borough Council.

8.0 SUB-COMMITTEES

- 8.1 The Board may decide to set up sub-committees for particular areas of work. The Board will agree the remit of these sub-committees and whether they are time limited.

9.0 CONFIDENTIALITY

- 9.1 All papers marked as confidential and all discussions at meetings in relation to confidential items shall not be disclosed outside the Board.

10.0 DECLARATIONS OF INTEREST

- 10.1 The Members recognise that it is essential that the business of the Board is conducted in an open and transparent manner.
- 10.2 Members must therefore declare a personal interest in any item on the agenda. The following interests must be entered by each Member in the register of personal interests referred to at paragraph 10.6 below and also declared each time an item comes up for discussion at a meeting of the Board:
- Ownership or any other interest in any property within the area referred to in Paragraph 1.1 above.
 - Directorship of, ownership of or employment by any company or partnership owning or occupying any property within the area referred to in Paragraph 1.1 above or carrying out work within that area
- 10.3 Declaration involves stating the interest and also the nature of the interest. Once the interest is declared, then a Member may speak on the item but must not vote on it.
- 10.4 Elected Members of Pendle Borough Council are bound by that Council's Code of Conduct while at meetings of the Board.
- 10.5 Members do not have an interest by virtue of employment by or membership of a body which is represented on the Board.
- 10.6 A Register of Interests shall be established and completed by all members of the Board. This shall be made available to the Chair at all meetings.

11.0 CONDUCT OF BOARD MEMBERS

- 11.1 All members of the Board are expected to adhere to the Nolan Principles¹
- 11.2 The Board will align itself with the governance standards and policies of Pendle Borough Council as Lead Council, including those policies on whistle blowing, complaints, **compliance with the General Data Protection Regulations (GDPR) and declaring gifts and/or hospitality.**
- 11.3 **Profiles of all the Board Members will be published**

12.0 APPOINTMENT OF OFFICERS AND LEAD AUTHORITY FOR ACCOUNTABLE BODY STATUS

¹ <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

- 12.1 The Chief Executive of Pendle Borough Council shall act as Secretary of the Board for the purposes of co-ordinating advice to the Board and arranging for the servicing of meetings. This function may however be delegated to the Housing Health and Engineering Manager, supported by such other officers as may be appropriate.
- 12.2 The Partnership will appoint Pendle Borough Council as lead organisation to carry out the role of Accountable Body for the Towns Fund and to approve funding proposals.

13.0 CHANGES TO THE TERMS OF REFERENCE

- 13.1 The Terms of Reference of the Board may be amended by the Board at any meeting subject to a majority vote. 14 days notice must be given of any proposed changes to the Terms.

These Terms of Reference were formally adopted by the Nelson Town Deal Board on xxx 2020