

REPORT FROM: DIRECTOR OF PLACE

TO: NELSON TOWN DEAL BOARD

DATE: 13TH SEPTEMBER 2024

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COMPLIANCE AND TRANSPARENCY UPDATE

PURPOSE OF REPORT

This report presents the findings from a recent review of the Nelson Town Deal Board's compliance with governance, accountability, and transparency requirements as outlined by the Ministry of Housing, Communities & Local Government (MHCLG).

RECOMMENDATIONS

That the Board:

- (1) Acknowledges the findings of this compliance and transparency review.
- (2) Approves the outlined actions to ensure continued compliance with MHCLG requirements.
- (3) Notes the need for ongoing monitoring and updates to maintain compliance standards.

REASONS FOR RECOMMENDATIONS

- (1) To keep the Board informed of compliance status and areas requiring attention.

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| (2) | To enable the timely and appropriate return of authorised Town Deal monitoring forms. |
| (3) | To ensure transparency and accountability in line with MHCLG expectations. |

1. REPORT SUMMARY

1.1. Following the compliance checks outlined by the MHCLG in their communication on 6th August 2024, 2024 (Appendix 1), a thorough review of the Nelson Town Deal Board's governance, accountability, and transparency measures has been conducted. This report summarises the current compliance status and actions taken to address any identified gaps.

2. Recommendation

2.1. To ensure full compliance with governance and transparency requirements, it is recommended that all outstanding information required from board members, including updated profiles and details of roles and responsibilities, be provided by the end of September 2024. The PBC Communications team should ensure that these updates are promptly reflected on the website.

3. Governance and Decision-Making Process

3.1. Status: Compliant

3.2. Details: The roles and responsibilities of the Chair, Lead Council, and decision-making processes have been thoroughly reviewed. All relevant information is accurately documented and publicly accessible on the Pendle Borough Council website. Continuous monitoring has been implemented to ensure any changes are promptly reflected.

4. Website Documentation

4.1. Status: Compliant

4.2. Details: In response to the MHCLG's recommendations, the PBC Communications team has actively updated the Town Deal Board's website. The latest Terms of Reference, Code of Conduct, and Conflict of Interest Policy are now easily accessible. Regular reviews have been established to maintain document accuracy and availability, ensuring full compliance with Towns Fund guidance.

5. Meeting Documentation

5.1. Status: Compliant

5.2. Details: Agendas, draft minutes, and certified minutes for recent Town Deal Board meetings are published within the required timeframes. The PBC Communications team has

developed a systematic process to update these records, ensuring ongoing compliance with transparency standards as emphasised by the MHCLG.

6. Board Membership Compliance

6.1. Status: Partially Compliant

6.2. Details: While the membership list is published on the website, detailed profiles outlining the roles and responsibilities of each member are either incomplete or missing. The PBC Communications team has initiated updates to provide complete and accurate profiles. This effort is ongoing, and regular reviews will ensure all information remains current to achieve full compliance.

7. Summary of Actions Taken

7.1. Governance Documentation: Regular monitoring has been established to ensure all governance-related documentation is accurate and up to date.

7.2. Website Documentation: The PBC Communications team has completed updates to the website, ensuring the availability of all required documents, with regular reviews planned to maintain compliance.

7.3. Meeting Records: A process has been implemented to publish all meeting agendas and minutes within the stipulated timeframes, ensuring transparency.

7.4. Board Membership: The team is actively working on updating board member profiles to reflect accurate roles and responsibilities, with ongoing monitoring to ensure compliance.

These actions demonstrate our commitment to maintaining the standards of governance, accountability, and transparency required by the MHCLG. Continuous monitoring and updates will be conducted to ensure ongoing compliance with all MHCLG guidelines.

APPENDICES

Appendix 1 - MHCLG Letter from August 24.