Terms of Reference for the Town Deal Board

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1. Purpose

The Town Deal Board is responsible for developing and delivering the vision, strategy, and Town Investment Plan, in consultation and collaboration with local communities.

The Town Investment Plan responds to challenges and opportunities in the Town Deal Area to create and enhance a sustainable future for local communities, businesses, and people.

The Town Deal Board operates as an advisory body to the Lead Council, Cumberland Council, helping to progress a clear programme of interventions which align with the objectives of the Towns Fund.

2. Roles and Responsibilities

The Town Investment Plan is overseen by the Town Deal Board ('The Board') and includes representation from the public, private and third sector. The Board was responsible for developing the vision, strategy, and Town Investment Plan, in consultation and collaboration with local communities. The Town Investment Plan responds to challenges and opportunities relevant to the Town Deal area to create and enhance a sustainable future for local communities, businesses, and people.

The Board operates as an advisory body to Cumberland Council, the Lead Council for the Town Deal. It has overseen the delivery of the Vision and endorsed the business cases for the Town Deal, based on independent and compliant scheme reviews and will retain an overview during implementation. It also explores opportunities to align funding opportunities, strategy development and act to promote the local area.

The Board is responsible for:

- Upholding the Nolan principles.
- Ensuring communities' voices are involved in shaping business cases.
- Ensuring equality and diversity in the Town Deal Board's engagement with local communities and businesses.
- Providing strategic oversight of the delivery of the Town Investment Plan.
- Championing the Town Investment Plan and making the case for continued investment in the Town Deal area.

Investment

- Identify planned public sector investments in the area and ensure alignment opportunities are identified and implemented.
- Identify planned private sector investments in the area and ensure alignment opportunities are identified and implemented.
- Support Cumberland Council to ensure that the investment aspects of the Town Investment Plan are effectively delivered and that contingency arrangements

are in place should any wider public or private sector investment not materialise.

Delivery and Co-ordination

- Support Cumberland Council to develop investment guidance and appraisal mechanisms, which are compliant with the highest standards of public accountability.
- Support Cumberland Council to develop effective appraisal and programme management arrangements.
- Support Cumberland Council to effectively deliver the Town Investment Plan.

Advocacy

- Act as ambassadors in championing the area as an excellent location to live, work and invest.
- Ensure that the community's voice is involved in responses to national, regional, and local consultations, Select Committees, All Party Parliamentary Groups etc. on issues that are relevant to the Towns Deal initiative and the opportunities and challenges relevant to the area.

Community Engagement

- Implement the community engagement strategy ensuring that all communities have the opportunity to become involved in the Town Deal.

Risk

- Oversee a risk register that identifies key relevant delivery risks and the necessary actions to mitigate these.

Standards and Compliance

- Ensure that the Board and all its members comply with Cumberland Council's policies on whistleblowing, conflict of interest, complaints, and other policies pertinent to the development and operation of the Town Deal and Board. Board members and co-optees will be expected to complete and sign a declaration of interest form.
- Upholding the Seven Principles of Public Life (the Nolan Principles).

3. Membership

The Town Deal Board's membership should reflect the diversity of the town and surrounding area. The Towns Fund Prospectus stated that membership of Town Deal Boards should comprise:

- a private sector chair
- all tiers of local government for the geography of the town
- the MP(s) representing the town
- the Local Enterprise Partnership
- local businesses and investors
- community/local voluntary community sector representatives
- other relevant local organisations.

The Board membership may be revised, as required, to best support the evolving nature of the programme, provided the core membership remains in line with Government guidance. The decision to appoint or alter the membership of the Board rests with the Chair of the Board in consultation with the Assistant Director of Thriving Places and the Leader of the Lead Council. As appropriate, the Board may set up sub-groups or task and finish groups to focus or manage aspects of the Town Investment Plan and any subsequent Town Deal. All such groups will report to the Board.

The list of Town Deal Board members and profiles of Board Members is published on Cumberland Council's website alongside Town Deal Board information and will be updated regularly as required.

Appointment

The chair of the Board should represent a private sector business or organisation and be reviewed annually. Members of the Town Deal Board will be appointed through the instigation of the chair, with the agreement of the wider membership. MPs and representatives from private sector businesses will be invited in a personal capacity, whereas invitees from other bodies will attend in a representational capacity.

Deputies

Town Board members can appoint a deputy to attend and vote on their behalf should they be unable to attend a Board meeting. Deputies are expected to adhere to the code of conduct and register of interest requirements.

Optional Co-optees

To be determined by the Town Board during its work as it requires specific skills, knowledge, and input to its work. The Town Board will agree the invitee and length of co-option. Co-optees are generally not full Board members and are expected to act

more as advisers whilst adhering to the code of conduct and register of interest requirement. The Board can if required agree to a co-optee being considered as a full Board Member on appointment or at any time through their co-option. Any co-optee invite, term or agreement will be minuted from the Board.

4. Responsibility of Board Members

Members are expected to represent the views of their organisation/sector, whilst ensuring that any potential conflict of interest is effectively managed, and that the code of conduct and conflict of interest policies are adhered to at all times. During the meetings, all members will be expected to operate in the best interests of the Town Deal Area, its economy, its businesses, and people.

Chair

The chair role will be appointed with the agreement of the Board. The chair will deal with any matters between meetings and be given delegated authority as appropriate through the formal meetings.

5. Meetings

Frequency

Formal Board meetings take place on a quarterly basis. The chair of the Town Board will determine whether these need to occur more or less frequently as business determines. It is anticipated that during the development and delivery of the projects there will be both additional working Board meetings alongside focussed workshops and task and finish groups. For the latter, the chair and/or Board will agree the arrangements, membership, scope and reporting as part of the decision to set them up.

Meeting Papers

The secretariat function for the meeting will be undertaken by Cumberland Council as Lead Council or as agreed with the chair. Meeting papers will be published on the Council's website and circulated at least five working days in advance of the meeting.

A note of the meeting will be produced by the secretariat and circulated publicly by Cumberland Council and through local communication routes as agreed with the chair and/or Board. This will record the key points of discussion, decisions made, and actions agreed. The draft minutes of the meeting will be published on the Council's website and circulated within ten working days. There will then be a seven-day

response period for members to raise any issues with accuracy or content. The final minutes of the meeting will be published on the Council's website and circulated within ten working days, following agreement by the Board. The Board will be able to move a meeting into a confidential discussion with notes taken which will not be publicly available but circulated to Board Members and Cumberland Council as lead authority. This confidentiality will need to be a unanimous decision by the Board members present.

Written Procedures

Occasionally, it may be necessary to seek the views of the Town Deal Board on an urgent basis, outside of the ordinary meeting cycle. In these circumstances a paper will be issued, which provides a minimum of five working days for a response.

Attendance Policy

All members are expected to attend meetings, other than in exceptional circumstances. Those members acting in a representative capacity may be able to nominate a Deputy to attend, subject to the agreement of the chair. Any member failing to attend or nominate a deputy for three consecutive meetings will be invited to consider their ongoing membership of the Town Board.

Quorate

The Town Deal Board will enforce a minimal quorate to ensure all sectors of the community are represented. This quorate will be one representative from each of Community, Public, and Private Representatives and the chair or vice chair.

6. Conduct

All members are expected to operate in line with section 5 of the Town Deal Board Assurance Framework on the Code of Conduct. Board members are expected to act in a professional, courteous, and productive manner and in a way that is consistent with building consensus and fostering productive partnership working. Members who do not adhere to these standards will be invited, by the chair, to consider their ongoing membership of the Town Deal Board.

Conflict of Interest

Although the Town Deal board does not have final decision-making responsibilities, it does have significant responsibility in that it is an advisory body to Cumberland Council

as Lead Council. It also has access to privileged information about future investment opportunities. It is therefore essential that any member who may have pecuniary or non-pecuniary benefit from any discussions in the Town Deal Board declare these in line with section 5 of the Town Deal Board Assurance Framework on Conflict of Interest and the Declaration of Interest protocol.

Delegated Authority

The Town Deal Board does not have any delegated financial authority, as project investment decisions are the responsibility of Cumberland Council. It may request and if approved by the lead Authority be given delegated authority. The Town Deal Board will however have responsibility for supporting the delivery of the Town Investment Plan, projects, and work programmes to achieve the agreed objectives, outputs, and outcomes.

7. Establishment of Sub-Groups / Working Groups

The Town Deal Board may establish Sub-Groups to undertake specific tasks. These groups would meet as the agenda required and include representation from nominated Town Deal Board members. A Sub-Group would maintain oversight of the work to deliver the allocated task and as required escalate any issues to the Town Deal Board. At the conclusion of the work, the sub-group would make recommendations to the Town Deal Board.

Examples of these task and finish groups include:

- Communication Planning
- Project Adjustment Requests
- Options Review
- Stakeholder Engagement

8. Collaborative Working

The Town Deal Board will work collaboratively with all local bodies and organisations and with other Town Deal Boards across Cumbria to ensure that commonality of challenges and opportunities are identified and joint working takes place on shared issues.

9. Accountability

The Town Deal Board is directly accountable to Cumberland Council as the Lead Council.

10. Complaints

Complaints received from stakeholders and members of the public will be considered and responded to in line with Cumberland Council's Complaints and Feedback Policy.

11. Data Protection

The General Data Protection Regulation (GDPR) policy and procedures of Cumberland Council will be applied in all cases.

12. Equality and Diversity

The Board is fully committed to equality, diversity, and inclusion in all aspects of its work and will adhere to Cumberland Council's Equality Policy. Equality Impact Assessments will be carried out, as appropriate, when developing plans, policies, and projects.

13. Freedom of Information (FOI)

All Freedom of Information requests will be dealt with in accordance with Cumberland Council's policy and procedure.

14. Amendments

All these procedures and terms of reference may be altered or amended from time to time by resolution of the Board. Notice shall be given of the proposed alteration(s) in a paper for the meeting of the Board at which they are to be discussed.