

# NUNEATON TOWN DEAL BOARD

## Terms of Reference

### 1. INTRODUCTION

Nuneaton is one of the 101 towns included in the Ministry of Housing, Communities and Local Government (MHCLG)'s Town Fund.

The Towns Fund will provide the core public investment in Town Deals – additional funding may come from other sources or parts of government. The objective of the Fund is to drive the economic regeneration of towns to deliver long term economic and productivity growth through:

- **Urban regeneration, planning and land use:** ensuring towns are thriving places for people to live and work, including by: increasing density in town centres; strengthening local economic assets including local cultural assets; site acquisition, remediation, preparation, regeneration; and making full use of planning tools to bring strategic direction and change.
- **Skills and enterprise infrastructure:** driving private sector investment and ensuring towns have the space to support skills and small business development.
- **Connectivity:** developing local transport schemes that complement regional and national networks, as well as supporting the delivery of improved digital connectivity

The Towns Fund provides an opportunity for Nuneaton to agree a Town Deal with MHCLG and thereby benefit from significant investment for growth.

It is a requirement of the Towns Fund that Nuneaton and Bedworth Borough Council (NBBC) as lead Council develops and convenes a Town Deal Board.

### 2. THE ROLE OF THE LEAD COUNCIL

The Lead Council will:

- I. define the area the Town Deal Board will represent on a map. As a default, this should use the boundaries defined by the Office for National Statistics in their recent article<sup>1</sup>;

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<sup>1</sup>

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/articles/understandingtownsinenglandandwales/anintroduction>

- II. convene the Town Deal Board which will align with the governance standards and policies of the Lead Council including around whistle blowing, conflicts of interest, and complaints;
- III. publish the Town Deal Board's governance structure and ways of working, such as a statement for how the board will engage stakeholders and agree decisions over time; and
- IV. set out how capacity funding will be spent, and how that will support the process of developing a good Town Investment Plan. This funding will be used for:
  - Convening Town Deal Board
  - Running business and wider community engagement events
  - Developing Town Investment Plans
  - Providing technical expertise for business case development

### **3. THE ROLE OF THE NUNEATON TOWN DEAL BOARD**

The Nuneaton Town Deal Board ("the Board") will be the vehicle through which the vision and strategy for the town is defined. The area the Board will represent is the Nuneaton geographic area as shown on the map at Appendix A.

The Nuneaton Town Deal Board will identify opportunities to align or rationalise public investment around key local priorities, as part of agreeing a Town Deal.

The Board will:

- I. develop and agree an evidenced based Town Investment Plan that includes:
  - background, context and evidence of need for suggested interventions
  - a vision for Nuneaton, complementing agreed or emerging local economic strategies
  - a high level description of priority areas for the short, medium and long term including:
    - activity that can be locally funded
    - projects that could be supported by public investment (including through the Towns Fund), with high level costs estimates
    - ambitions for private sector investment and community involvement
- II. Develop a clear programme of interventions
- III. Coordinate resources and influence stakeholders

The Board is not a legal entity, and its role is advisory. Its purpose is to work with NBBC, to which it is accountable as the Lead Council, to produce a well – evidenced Town Investment Plan by the end of summer 2020, which sets out a clear understanding of Nuneaton focusing on its assets, opportunities and challenges. It will subsequently assist in the production of business cases to access Town Deal funding.

#### **4. BOARD MEMBERSHIP**

The Board is made up of 17 members as follows:

Independent Chair:	Sean Farnell (CWLEP)
Members:	Amanda Bourne (Local Business) Councillor Peter Butlin (WCC) Councillor Jeff Clarke (WCC) Councillor Julie Jackson (NBBC) Jet Jones (Community) Marcus Jones (MP) Uly Lyons (Education) Julie Nugent (WMCA) Councillor Bill Oler (WCC) Marion Plant (Education) Councillor Neil Phillips (NBBC) Les Ratcliffe (CWLEP) Adrian Stokes (WNCCG) Alison Thompson (WCAVA) Councillor Kris Wilson (NBBC)

#### **5. BOARD MEETINGS**

The Board will meet monthly for the first six months of operation, as per the agreed schedule of meetings, with an expectation that frequency may decrease, if agreed, thereafter.

No business shall be transacted at any Board meeting unless a quorum is present. The quorum shall be 9 and shall include NBBC and at least two business/education representatives.

NBBC will give at least five clear working days' notice of all Board meetings, by publishing details on its website.

NBBC will publish on its website copies of agendas and reports that are open to public inspection at least five clear working days before each board meeting, and copies of minutes of board meetings that are open to public inspection as soon as practicable once they have been approved by the Board.

NBBC will invite MHCLG to send a representative to attend Board meetings as an observer.

Each Board member shall have one vote and decisions will be made on a show of hands. In the event of an equality of votes the Chair shall have a casting vote.

## **6. BOARD MEMBERS' CONDUCT**

Whilst the Town Deal Board serves an advisory function to the Lead Council, we expect all members to adhere to the Nolan Principles<sup>2</sup>, set out clear Terms of Reference, and agree to a Code of Conduct.

NBBC will maintain and publish on its website a Register of Board Member interests. The following provisions shall apply to all Board members:

- In the event that there is a conflict of interest the person so conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from any business where the conflict would be relevant.
- Whenever a person has an interest in a matter to be discussed at a meeting the person concerned will not be:
  - entitled to remain present at the meeting during discussion of that matter
  - counted in the quorum for that part of the meeting
  - entitled to vote on the matter

The Board may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

## **7. ROLES AND RESPONSIBILITIES**

### **I. The Chair**

The role of the Chairman is to lead the Board in defining vision and direction, and in delivering the desired outputs, whilst ensuring that appropriate procedures for governance and management of resources are in place.

The key responsibilities of the post are to:

- provide strategic leadership and direction to ensure that the Board achieves its goals

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<sup>2</sup> <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

- lead the efforts of the Board to agree and deliver a Town Investment Plan for Nuneaton and any associated business cases funding
- effectively chair meetings of the Board, leading it towards decisions that ensure the strategic vision and key objectives of the Board are delivered.
- be an effective influencer and “ambassador” for Nuneaton at local, regional and national levels working with appropriate partner organisations and individuals
- be an effective advocate on behalf of the Board, NBBC and the businesses and people of Nuneaton, in particular at conferences and events/meetings with Ministers, MPs and key civil servants
- reflect the agreed policies of the Board and its members in all discussions with partners, stakeholders, government and its agencies.
- ensure that the Board adheres at all times to high standards of ethics and governance in public life and is an exemplar to other organisations
- ensure that all Board members participate actively in the work of the Board, encouraging their attendance and engagement and keeping regular contact with all members
- exert a casting vote in Board decisions if circumstances so require

## **II. Board Members**

Board members have a responsibility to uphold high standards of integrity and probity. They should support the Chairman in instilling the appropriate culture, values and behaviours in the boardroom and beyond.

Board members should take into account the views of other stakeholders, because these views may provide different perspectives on the Board and its performance.

The duties and responsibilities of a Board member are to:

- attend meetings of the Board and to nominate an appropriate named alternative where attendance is not possible, subject to the prior agreement of the Chair and Lead Council
- reflect the agreed view of the Board and its members in all discussions with partners, stakeholders, government and its’ agencies
- support the Chair by leading on activities relevant to their knowledge and experience by representing the interests of the Board in meetings with partners, stakeholders, government and its’ agencies
- actively develop an effective partnership
- contribute knowledge and expertise to the development and delivery of a Town Investment Plan and associated business cases for funding
- formally represent the Board in meetings with other bodies and partner organisations as required

