

NUNEATON AND BEDWORTH SIMPLIFICATION PATHFINDER PROGRAMME BOARD

Terms of Reference

1. INTRODUCTION

Nuneaton is one of a small group of local authorities invited by Department of Levelling up Housing and Communities (DLUHC) to pilot a simplified approach to funding delivery, which includes funding from Future High Streets Fund, Towns Deal and Levelling up (round one only). Each of the local authorities involved in the simplification pathfinder pilot each received funding from all three funding streams.

It was agreed at Full Council that Nuneaton and Bedworth Borough Council will join DLUHCs Simplification Pathfinder Pilot at its meeting held on 6 September 2023, minute number CB39.

The objective of the Fund(s) 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

2. THE ROLE OF THE LEAD COUNCIL- (Nuneaton and Bedworth Borough Council)

The Lead Council will:

- I. define the area the Project Board will represent on a map. As a default, this should use the boundaries defined by the Office for National Statistics in their recent article¹;
- II. convene the Project 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 Project Board's governance structure and ways of working, such as a statement for how the board will engage with stakeholders and agree decisions over time; and 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:

⁽¹⁾ - [Understanding towns in England and Wales - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk/articles/understanding-towns-in-england-and-wales)

- Convening Project Board
- Running business and wider community engagement events
- Developing Town Investment Plans
- Providing technical expertise for business case development

3. THE ROLE OF THE SIMPLIFICATION PATHFINDER PROGRAMME BOARD

The Simplification Pathfinder Programme Board (“the Board”) will be the vehicle that supports the vision and strategy for levelling up Nuneaton and Bedworth. The area the Board will represent is the Borough as a whole shown on the map at Appendix A.

The Board will identify opportunities to align or rationalise public investment around key local priorities.

The Board will have no decision-making power, however, the Board will exercise strategic oversight over the portfolio of projects which include:

Regeneration Project	Funding Stream
Grayson Place (Abbey Street)	Future High Street Fund
Digital Skills and Innovation Centre	Towns Fund
E Mobility Hub	Towns Fund
Bridge to Living	Future High Steet Fund
The Saints	Towns Fund
Museum and Parks Revival	Towns Fund
George Eliot Visitors Centre	Towns Fund
Bedworth Physical Activity Hub	LUF

The Board will monitor the progress of projects related to the above, including:

- Receive updates on projects
- Review financial, risk and reputational position
- Develop a clear programme of interventions
- 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.

4. BOARD MEMBERSHIP

The Board is made up of 16 members as follows:

Independent Chair - Sean Farnell (CWLEP)	
Members: Alison Thompson (WCAVA) Amanda Bourne (Local Business) Craig Tracey (MP) Jenni Northcote (NHS) Jet Jones (Community)	Les Ratcliffe (CWC) Lindsey Randle (Mira) Marcus Jones (MP) Marion Plant (Education) Stuart Noss (KEGS) Leo Pollak (WMCA)
NBBC Councillors: Councillor Nicola King Councillor Steve Hey	WCC Councillors: x1 Elected member - TBC
NBBC Officers: Maria Bailey- Strategic Director Place and Economy Jonathan White – Assistant Director Economy Sandy Johal – Regeneration Programme Manager Jo Pierson – Regeneration M&E Officer Ian Andrew – Corporate Communications and Marketing Manager	
WCC Officers: Catherine Marks – Service Manager- Regeneration & Place Shaping	

5. BOARD MEETINGS

The Board will meet on a quarterly basis, as per the agreed schedule of meetings, with an expectation that frequency may increase or decrease, if agreed.

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 DLUHC 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.

The role of an observer and protocol is as per Nuneaton and Bedworth Borough Council's Constitution.

6. BOARD MEMBERS' CONDUCT

Whilst the Programme Board serves as an advisory function to the Lead Council, we expect all members to adhere to the Nolan Principles², 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

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
- lead the efforts of the Board to deliver a Town Investment Plan for Nuneaton and Bedworth

⁽²⁾ - *The Seven Principles of Public Life - GOV.UK (www.gov.uk)*

- 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 and Bedworth 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 and Bedworth, 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

Senior Responsible Officer(s) (SRO)

Delivery of the Simplification Pathfinder Pilot
 Signing off monitoring and evaluation returns
 Submitting change requests
 Securing value for money from the agreed aggregate location

S151 Officer

Ensure compliance with all financial, statutory and constitutional requirements Sign off all monitoring and evaluation returns prior to submission.

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.

Board members will have no decision-making power but will exercise strategic oversight over the Simplification Pathfinder Pilot.

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

