

## Loughborough Town Deal Board

### Terms of Reference

#### Membership

Co-Chair - Cllr Jonathan Morgan, Leader of the Council  
Co-Chair – Nik Kotecha, Business Community

#### Executive Board Members

Jane Hunt MP  
Cllr Deborah Taylor LCC  
Lex Cope Newman, Loughborough BID (or other Loughborough BID representative)  
Andy Reed LLEP representative  
Martin Traynor, Chair, Economy and Skills Group, Charnwood Together  
Chris Rielly, Loughborough University  
Jo Maher, Loughborough College

#### Non-Executive Board Members

Chair - Member Reference Group  
Chair – Community Engagement and Consultation Group

#### Officer attendees

Rob Mitchell - CBC  
Eileen Mallon - CBC  
Tom Purnell - LCC  
Mandip Rai – LLEP  
Others as invited for specific agenda items

#### Co-Chairs

Having Co-Chairs shows the strength of partnership between the public and private sector representatives. Their role is to combine their individual strengths and experience to maximise the support to the Board. The Co-Chairs will also lead the Board in achieving its objectives, maintaining an overview of activity, and championing and supporting partnership working ensuring that decisions are made by the Board in accordance with good governance principles.

The Co-Chairs will remain in office for two years from election unless re-elected by majority vote of the Board. Should either step down during their tenure a new representative will be elected at the next available Board meeting.

The Co-chairs will have delegated authority to amend the Town Investment Plan prior to its submission to the Government.

#### Board Responsibilities

- To provide support and advice to the accountable body (Charnwood Borough Council) in developing a Town Deal bid in line with the Government prospectus.
- To maintain strategic oversight of the Town Deal Bid and set the direction of the investment plan.

- To approve the annual delivery plan and monitor the delivery of targets in the plan.
- To oversee the establishment of the programme team.
- To ensure that the programme team has sufficient resources, knowledge and capacity available to deliver the objectives.
- To make representation to government departments for advice and assistance as necessary.
- To ensure the necessary liaison arrangements are in place to maximise resources across the range of partners, and to work collaboratively to deliver the shared objectives.
- To receive representation from the Member Reference group, and consider the views of Members, ensuring adequate liaison with the group.
- To ensure the views of the community are represented and considered through the Community Engagement and Consultation group, and the communications strategy
- To ensure all the necessary governance matters within the remit of Charnwood Borough Council are identified and progressed effectively.

### **Professional and Administrative Support**

Charnwood Borough Council shall act as the accountable body for the Board in respect of financial matters, and its financial procedure rules will apply in this context.

Committee management and administrative support to the Board will be provided by Charnwood Borough Council.

### **Quorum**

The quorum for meetings of the Board will be five voting members, including the Chair or person presiding the meeting. If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chair's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.

If there is no quorum at any stage during a meeting, the Chair will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed, and the remaining items will be declared null and void.

### **Frequency of Meetings**

Meetings will be held every two months in the first instance. The frequency of meetings can be varied following a discussion and vote of the Board, at the discretion of the Co-chairs.

### **Conduct**

The Loughborough Town Deal Board will be based on collaboration and business will be conducted in the spirit of partnership working and abide by the Nolan principles. All Board Members are required to sign up to the Code of Conduct set out at Annex 1 and to declare any personal or pecuniary interests. These records will be maintained by the Lead Council and published on the Loughborough Town Deal website. All decisions will be made in accordance with the following principles:

- Due consultation will be carried out where appropriate (including taking relevant professional advice from officers);
- There will be a presumption in favour of open and transparent decision making;

- There will be a clarity of aims and desired outcomes;
- All decisions will be taken as members of the Loughborough Town Deal Board and not on behalf of specific organisations or areas;
- If a board member persistently disregards the ruling of the Chair, or person presiding the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chair, or person presiding the meeting, may move that the board member be not heard further. If seconded, a vote will be taken without discussion.
- If a board member continues to behave improperly after such a motion is carried, the Chair, or person presiding the meeting, may move that either the board member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

### **Notice of and invitations to meetings**

A copy of the agenda and associated papers will be sent to every member of the Board and published on the Town Deal website five clear working days before the meeting. The agenda will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such details as are available.

### **Voting**

Board members commit to seek, where possible, to operate on the basis of consensus. Should it not be possible in a specific instance to find a consensus, the decision will be made on the basis of a simple majority. Only Executive board members are able to vote. The Chair will have the casting vote.

Matters which are the responsibility of the Accountable Body, will be reserved to Charnwood Borough Council.

### **Minutes**

The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

The minutes will be published as draft minutes on the Town Deal website 10 working days after the meeting. Once the minutes have been confirmed by the Board they will be published on the Town Deal website within 10 working days of confirmation.

The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

Minutes will be made available to the public.

## Annex 1

### Loughborough Town Deal Board - Code of Conduct

As per the Towns Fund Prospectus, the Government expect that Town Deal Boards align with governance and policies of the Lead Council (Charnwood Borough Council). This includes the Members' Code of Conduct (incorporating conflicts of interest), Officers Code of Conduct, Whistle Blowing policy, and Protocol on Member/Officer relations (incorporating complaints).

Charnwood Borough Council expects employees and its members to adhere to the Nolan Principles of public life. Therefore, members of the Loughborough Town Deal Board, the Community Engagement Consultation Group, the Town Deal Member Reference Group and Town Deal Programme team are expected to adhere to those same principles of:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Although the Government expects that The Boards' Code of Conduct must align with that of the Lead Council, there may be elements of the Lead Council's Code of Conduct and associated protocols that are not applicable to board members, in relation to the Loughborough Town Deal Board and its function.

Members of the Loughborough Town Deal Board are required to declare any interests, gifts or hospitality which they have or receive which could influence any decisions they may make as Board members.

If a complaint is received by The Board, the matter will be referred to the Lead Council and dealt with under the Lead Council's complaints policy.

Copies of the Lead Council's applicable policies, within its own Code of Conduct can be obtained via the website:

[https://www.charnwood.gov.uk/files/documents/part\\_5\\_codes\\_and\\_protocols/Part%205%20Codes%20and%20protocols.pdf](https://www.charnwood.gov.uk/files/documents/part_5_codes_and_protocols/Part%205%20Codes%20and%20protocols.pdf)

Failure to adhere to the Loughborough Town Deal Board Code of Conduct could result in removal from the Board.

I agree to abide by the principles as detailed above

Signed:

Date:

Name:

Organisation: