



## **Loughborough Town Deal Board**

### **Terms of Reference**

#### **Membership**

Chair – Martin Traynor, Economy and Skills Group, Charnwood Together

#### **Executive Board Members**

Jane Hunt MP  
Cllr Deborah Taylor, LCC  
Cllr Jewel Miah, Leader of CBC  
Lez Cope Newman, Loughborough BID  
Andy Reed, LLEP representative (Vice Chair)  
Prof Chris Rielly Loughborough University  
Heather Clarke, Loughborough College  
Charles Bentley, Business Community

#### **Non-Executive Board Members**

Chair – Cllr Jenni Tillotson, Member Reference group  
Chair – David Pagett-Wright, Community Engagement and Consultation group

#### **Officer attendees**

Rob Mitchell - CBC  
Justin Henry- CBC  
Chris Grace - CBC  
TD Programme Manager - CBC  
Tom Purnell - LCC  
Phoebe Dawson – LLEP  
Finance Officer - CBC  
Others as invited for specific agenda items

#### **Chair's Role**

The Chair will lead the Board in achieving its objectives and obligations in maintaining its strategic oversight of the Loughborough Town Deal; ensuring proper and effective monitoring of Town Deal activity; and championing and supporting partnership working ensuring that decisions are made by the Board in accordance with its good governance principles.

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

The Chair will have delegated authority to:

- Amend the Town Investment Plan prior to its submission to the government.
- Take decisions in urgent circumstances to ensure programme delivery subject to a delegated authority report being made to the Board to confirm the decision.

## **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 (officer) team and other Sub-Groups as the Board sees fit.
- To ensure that the programme team and the Sub-Group have 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 Consultation and Engagement Group, and the communications strategy
- To ensure all the necessary governance matters within the remit of Charnwood Borough Council are identified and progressed effectively.
- To delegate decisions to the Delivery Sub-Group, as set out in the Scheme of Delegations except the reallocation of up to 30% of Town Deal project funding to another project within the Loughborough Town Deal, which meets the PAR criteria from DLUHC but is above £500k. In such cases, the reallocation is to be decided by the Loughborough Town Deal Board unless an urgent decision is required, in which case the proposal is to be circulated to all Board Members for their views and, on receiving all responses, the Chair makes the final decision if a Board meeting is not convened.

## **Scheme of Delegation**

On behalf of the Board the Delivery Sub-Group may:

- Approve projects for contracting and delivery, subject to final approval by the Accountable Body's S151 Officer.
- To approve amendments to projects, in conjunction with Charnwood Borough Council as the Accountable Body, as set out in the Project Assurance Framework and in accordance with delegated decision-making flexibilities as set out in the Project Adjustment Request (PAR) guidance (July 2023) from DLUHC including any reallocation of project funding up to a maximum of £500K from an individual Town Deal Project to another project within the Loughborough Town Deal.
- That any proposed project amendments where the reallocation of project funding is above £500k is to be decided by the Board unless an urgent decision is required, in which case the proposal to be circulated to all Board members for their views and that on receiving all responses the Chair to make the final decision if a Board meeting is not convened.

- To approve on behalf of the Loughborough Town Deal Board the submission to DLUHC of all other Project Adjustment Requests that exceed the current (30%) delegated thresholds.
- Approve allocation of DLUHC Programme support funding.
- Approve the submission of Performance Monitoring reports to DLUHC.
- Suspend projects where there are Red rated issues such as potential for significant overspend and or project delay leading to late completion.
- Where a project is suspended, to report to the Board for it to consider halting the project unless urgent action is required, in which case to circulate to all Board Members for their views and that on receiving all responses the Chair makes the final decision if the Board is not convened.

### **Professional and Administrative Support**

Charnwood Borough Council shall act as the accountable body for the Town Deal 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 the 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. Once the Town Deal investment plan is in the delivery stage, the frequency will change to once every quarter, at the agreement of the Chair. The frequency of meetings can be varied following a discussion and vote of the Board, at the discretion of the Chair.

### **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. Board members representing public authorities shall be bound by the Code of Conduct of their nominating body.

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

At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Board. 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: