

<h1>Agenda Item 3.</h1>	
Report to:	Blackpool Town Deal Board
Subject:	Terms of Reference
Relevant Officer:	Nick Gerrard, Growth and Prosperity Programme Director
Date of Meeting:	27/03/2020

## Terms of Reference

### 1. Purpose of the report:

To set out the proposed Terms of Reference

### 2. Recommendation:

The Board is asked to agree the Terms of Reference and for them to be published on the Council's website

### 3. Background

Blackpool is one of the 100 towns included in the Ministry of Housing, Communities & Local Government (MHCLG)'s Towns Fund Prospectus set up to address growth constraints and to deliver long term economic and productivity growth through:

- Urban regeneration, planning and land use
- Skills and enterprise infrastructure
- Connectivity

The Towns Fund provides an opportunity for Blackpool to agree a Town Deal with MHCLG and thereby benefit from significant investment for growth. It is a requirement of the Towns Fund that Blackpool Council (BBC) develops and convenes a Town Deal Board.

### 4. The Role of the Blackpool Town Deal Board

The Towns Fund Prospectus was specific on both the role and membership of the Board. Its **role** is to :

- Develop and agree an evidenced based Town Investment Plan
- 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 BBC, to which it is accountable as the Lead Council, to produce a well-evidenced Town Investment

Plan which sets out a clear understanding of Blackpool focusing on its assets, opportunities and challenges. It will subsequently assist in the production of business cases to access Town Deal funding.

## 5. Board Membership

In terms of Membership, Town Deal Boards must include:

- The Council
- Our two Members of Parliament
- Local businesses and investors
- Lancashire Local Enterprise Partnership (LEP)
- Communities: Boards should draw on the local knowledge and insight that communities can provide on the barriers to driving local growth and productivity. It is expected this would be achieved by including community representatives from prominent local civic and faith organisations

Town Deal Boards are also strongly encouraged to include other key bodies (either in their governance structure or in their engagement activity).

In 2018, the Blackpool Pride of Place Board had already been established as a key partnership between Blackpool Council, BITC and Lancashire LEP and produced the Blackpool Town Prospectus. Blackpool's original response to MHCLG in December 2019 thus stated in relation to the Town Deal Board:

**“The work of the Pride of Place (PoP) Board and the establishment of the Town Prospectus has been instrumental in putting Blackpool in a very strong position for securing a Town Deal – indeed, after Grimsby, Blackpool had made great strides towards becoming the second Town Deal in what has now become an expanded programme.**

**Whilst the constitution of the current PoP Board is close to what is required by Government it does not fully represent the engagement which is required although most of the organisations are already involved in Blackpool's partnership arrangements. It also includes some whose remit is beyond the Blackpool Town Deal area.**

**It was therefore agreed at the Pride of Place Board on 14<sup>th</sup> November 2019 that the Town Board would be a sub-group of the PoP Board which would act as an advisory group to the Council.”**

Thus, the Blackpool Town Board membership is as set out below with Paul Smith appointed as the independent private sector Chair.

<b>Name</b>	<b>Organisation</b>
Paul Smith (Chair)	BITC Pride of Place
Neil Jack	Blackpool Council
Alan Cavill	Blackpool Council
Anna Blackburn	Beaverbrooks
Bev Robinson	Blackpool & The Fylde College
Dick Cartmell	Together Lancashire
Jane Cole	Blackpool Transport

<b>Name</b>	<b>Organisation</b>
Kate Shane	Merlin
Linton Brown	Blackpool Football Club
Nick Payne	Nikal
Paul Maynard	MP, Blackpool North
Peter Swann	Coolsilk
Richard Greathead	Nutrition Group
Scott Benton	MP, Blackpool South
Steve Fogg	Lancashire LEP
Steve Williams	Force Technology
Tina Redford	Left Coast
Tracy Hopkins	Blackpool Fylde & Wyre VCFS
Alison Knight	DWP
Kevin McGee	Blackpool Teaching Hospitals NHS Trust
<b>IN ATTENDANCE</b>	
Katherine O'Connor	BEIS
Nick Gerrard	Blackpool Council
Andy Charles	BITC Pride of Place

The Board will have the power at any time to co-opt further members if and when an appropriate candidate becomes available.

A Board member shall cease to be a member in the event of:

- such member giving written notice to the Board of their resignation, to take effect on receipt by the Board of the notice of resignation or, if later, the date stated in the notice;
- such member's bankruptcy, making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution or administration or anything analogous to any of the foregoing occurring in relation to a member;
- such member ceasing to have an office or other base within Blackpool or ceasing to be employed by such organisation as entitles them to be a member.

All Board members must retire every three years but can be reappointed at the end of each three year period.

## 6. Board Meetings

- The Board will usually meet monthly in the first year of operation, with an expectation of meeting 4 times per year thereafter.
- No business shall be transacted at any Board meeting unless a quorum is present.
- The quorum shall be eight and shall include BBC, BITC and a Business/SME member
- Members of the public may attend all board meetings, unless information relating to the financial or business affairs of any person or organisation is likely to be disclosed.
- BBC will give at least 5 clear working days' notice of all Board meetings, by publishing details on its website.

- BBC will publish on its website copies of agendas and reports that are open to public inspection at least 5 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.
- 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.
- Blackpool Council will provide administrative support to the Board

## 7. Board Members' Conduct

Board members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example

## 8. Conflicts of Interest

- BBC 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.

## 9. Roles and Responsibilities

### The Chair

The role of the Chair 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 agree a Town Investment Plan for Blackpool and 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 Blackpool at local, regional and national levels working with appropriate partner organisations and individuals
- Be an effective advocate on behalf of the Board, BBC and the businesses and people of Blackpool, 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

### Board Members

- Board members have a responsibility to uphold high standards of integrity and probity. They should support the Chair 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
  - 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 of the Town Investment Plan and business cases for funding

- Formally represent the Board in meetings with other bodies and partner organisations as required

## 10. Area covered by the Blackpool Town Deal

The area the Board will represent is the Blackpool Council geographic area and the whole of the Blackpool Airport Enterprise Zone for which Blackpool Council is the accountable body (part of which lies in Fylde) as shown on the map overleaf.

