

Town Deal for Worcester

Town Deal Board

Terms of Reference

Purpose

The Town Deal Board provides overall strategic oversight and direction in the delivery of the Town Investment Plan. It provides assurance to government and to the governing bodies of Board Member organisations that the Town Investment Plan programme is being delivered according to the requirements of government and is within the scope of the organisational approvals established by the Board Members.

The Board shall act as an advisory body, steering the direction of the work of Worcester City Council and considering issues which require referral for further approval by Member organisations' governing bodies and/or which have a material impact on the delivery against government requirements.

The Board will also act as an advisory body for the Lead Council with regard to bids under the government's Levelling Up Programme.

Town Deal Boards will be involved in any refresh of engagement and communication plans.

In addition to its roles and responsibilities relating to the Town Investment Plan and Town Deal, the Town Deal Board will also fulfil a similar remit with relation to projects and programmes funded through UK Shared Prosperity Fund, Future High Streets Fund and other Levelling Up Fund allocations, in accordance with government guidance.

Responsibilities

- Providing advice and guidance regarding the Town Deal programme
- Coordinating resources and engaging stakeholders
- Ensuring communities' voices are involved in shaping design and decision making at each phase of development
- Representing and advocating as part of an agreed communications strategy for the Town Investment Plan
- Helping promote the Town Investment Plan and any Levelling Up projects in the city
- Helping ensure timely and effective governance from within members' own organisations

- Undertaking periodic and high-level reviews of progress against milestones set by government.

Membership and attendance

The Town Deal Board members represent a range of key stakeholders across the city, reflecting a Board composition required by government.

The membership largely comprises representatives of organisations; the member organisations are entitled to appoint or substitute their representatives at any time.

Additional members may be invited to join at any time, by vote of the Board on a simple majority.

Members shall serve until they choose to retire or are no longer able to fulfil the remit to which they were appointed to the Board.

A board member may be asked to retire in the event of breach of the Code of Conduct or a member failing to participate in the Board as required by these terms of reference.

Member	Representing
Craig Moule*	Sanctuary
Cllr Lynn Denham	Worcester City Council
Cllr Marjory Bisset	Worcester City Council
Cllr Simon Geraghty	Worcestershire County Council
Cllr Roger Knight	St Peters Parish Council
Cllr Lucy Hodgson	Warndon Parish Council
Rt Hon Robin Walker MP	HM Government
Gary Woodman	Worcestershire LEP
Professor David Green CBE	University of Worcester
Nicki Williams	Worcester BID
Michelle Dowse	Heart of Worcestershire College
Stephen Edwards	Interim Vice Dean of Worcester Cathedral
Mohammed Iqbal	Community
Sally Ellison MBE	Worcester Community Action
Jan Scrine	Worcester Civic Society

**Chairperson, appointed at the first meeting of the Board.*

Other persons may be invited to attend and speak at meetings of the Board.

The Chairing of the Board shall be the responsibility of the individual identified above. The Board may elect a new Chair at any time by vote on a simple majority.

Governance, meetings and secretariat

The Town Deal Board will comply with any governance requirements set by government, including in relation to transparency and the management of potential conflicts of interest. Whilst the Town Deal Board serves an advisory function to Worcester City Council, all members are expected to adhere to the Nolan Principles and agree to a Code of Conduct, attached at Annex 1.

The Board shall meet at such intervals as it may agree.

The quorum for a meeting of the Board shall be three members, one being the City Council's representative, in view of its role as Lead Council.

Members may participate in a meeting by any virtual or electronic means provided their contribution can be understood by those others participating in the meeting. The Board will aim to achieve unanimous decision-making wherever practicable; if a matter is referred to a vote, then it will be carried on a simple majority of those voting.

Decisions may be recorded by exchange of correspondence where a physical meeting cannot reasonably be convened.

The secretariat for the Board shall be provided by Worcester City Council, which will include servicing meetings, producing minutes and holding records.

Annex 1

Town Deal Board Code of Conduct

All Board Members must sign up to the Town Deal Code of Conduct on commencing their role with the Town Deal Board.

1.0 Purpose of the Code of Conduct

1.1 The purpose of this Code of Conduct is to assist you in the discharge of your obligations as a Member of the Town Deal Board to the town, its local communities and businesses, and the public at large by:

- a. setting out the standards of conduct that are expected of you when you are acting in that capacity, and in so doing
- b. providing the openness and accountability necessary to reinforce public confidence in the way in which you perform those activities.

1.2 The Code also applies to co-opted members of the Town Deal Board who are entitled to vote on any issues coming before the Board.

2.0 Scope of the Code of Conduct

The Code applies to you in all aspects of your activities as a Member of the Town Board, including (but not limited to): -

- a. at formal Town Deal Board meetings
- b. when acting as a representative of the Town Deal
- c. in taking any decision as a Board Member
- d. in discharging your functions as a Board Member
- e. at briefing meetings with local stakeholders
- f. at site visits
- g. when purporting to act as a Board Member

3.0 Board Member Code of Conduct

You are a Board Member of the Worcester City Town Deal Board. Accordingly, when acting in your capacity as a Board Member of

Worcester City Town Deal Board, you shall have regard to the following Nolan Principles:

Selflessness

You should take decisions solely in terms of the public interest. You should not seek to gain financial or other material benefits for yourself, your family, friends, employer or organisation that you represent.

Integrity

You should not place yourself under any financial or other obligation to outside individuals or organisations that might influence you in the performance of your official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit. You must, when using or authorising the use by others of the resources of your Town Deal Board, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).

Accountability

You are accountable for your decisions and actions to the public and you must co-operate fully with whatever scrutiny is appropriate to your position. You must be as open as possible about both your recommendations, decisions and actions and the recommendations, decisions and actions of the Town Deal Board. In addition, you should be prepared to give reasons for those recommendations, decisions and actions.

Openness

You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

Honesty

You must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union, political party or Local Authority that relates to your duties. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest. This includes registering and declaring interests in a manner conforming with the procedures set out in the Lead Council's conflict of interest policy.

Respect for Others

You must act in a manner consistent with the Lead Council's equality and diversity strategy and treat your fellow Board Members, members of staff and others you come into contact with when working in their role with respect and courtesy at all times. You should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.

Leadership

You must promote and support high standards of conduct when serving in your post, in particular as characterised by the above requirements, by leadership and example.

4.0 Expectations of Conduct

You shall base your conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, immediately in favour of the public interest.

You shall at all times ensure that your use of expenses, allowances, facilities and services provided from the public purse is strictly in accordance with the rules laid down on these matters and that you observe any limits placed by the Town Deal Board or government on the use of such expenses, allowances, facilities and services.

You shall complete any mandatory training required for your role as a Member of the Town Deal Board which you are appointed.

You shall at all times conduct yourself in a manner which will maintain and strengthen the public's trust and confidence in the integrity of the Board and never undertake any action which would bring the Board, you, other Board Members or stakeholders generally, into dispute.

You shall adhere to any requirements or guidance issued by government on matters of governance relating to the Town Deal Board.

You shall adhere to the protocols for declaring and managing conflicts of interests set out below.

5.0 Protocols for Conflicts of Interest

You shall complete a declaration of potential and actual conflicts of interests using the pro-forma attached. You consent to a version of this declaration being available for public inspection and/or regulatory audit in accordance with the transparency requirements of the Town Deal as set out by

government, subject always to the right to request that personal information which may cause distress, damage or harm may be suitably redacted before publication.

You accept and acknowledge that conflicts of interest shall be managed in accordance with the law and guidance applicable to local government standards and ethics, in particular the Localism Act 2011.

You undertake to keep your declaration of potential interests under review and actively raise any new or emerging issues around potential conflicts, as the Town Investment Plan develops and proposals are considered. You acknowledge that you may be required by the Board to withdraw from deliberation of decisions of the Town Deal Board in the event that you have a pecuniary (ie financial) interest (as defined by the Localism Act 2011) and on the understanding that:

- The Board will take legal advice on your conflict of interest and, where appropriate, will seek guidance from government;
- The Board will consider whether the matter can be progressed and managed in such a way as to not give rise to a conflict of interest;
- You have a right to send a substitute to the meeting where your Membership of the Board is as a representative of an organisation.

MEMBER'S DECLARATION AND SIGNATURE (not for publication: for TDB records only)

I confirm that I have read and understood the Code of Conduct and will adhere to it in my appointment to the Town Deal Board.

Date	
Member's Name <i>(Capitals - in full)</i>	
Signature	

Town Deal Board for Worcester: Register of Members' Interests

January 2020

As a Board Member of the Town Deal Board for Worcester (TDB), I declare that I have the following disclosable pecuniary and/or non-pecuniary interests. ***Please state 'None' where appropriate, do not leave any boxes blank.***

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Each Board Member shall review their individual register of interests before each board meeting and decision making committee meeting, submitting any necessary revisions to the TDB Chair and Lead Council secretariat at the start of the meeting. Any recorded interests relevant to the meeting should also be declared at this point.

Even if a meeting has not taken place a Member must, as soon as reasonably practicable after becoming aware of any change to the interests specified below, provide written notification of that change to the TDB and Lead Council secretariat.

Guidance notes:

1. **SPOUSE/PARTNER** - *In the notice below my spouse or partner means anyone who meets the definition in the Localism Act, i.e. my spouse or civil partner, or a person with whom I am living as a spouse or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest having carried out a reasonable level of investigation.*

Section 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	MEMBER (and/or spouse/partner where applicable)
1.1	Name of: <ul style="list-style-type: none"> • your employer(s) • any business carried on by you • any other role in which you receive remuneration (this includes remunerated roles such as councillors) 	
1.2	Description of employment or business activity	
1.3	The name of any firm in which you are a partner	
1.4	The name of any company for which you are a <u>remunerated</u> director	
SECTION 2	SPONSORSHIP	MYSELF (and/or spouse/partner where applicable)
2.1	Any payment or financial benefit conferred on you by another organisation which is likely to be affected by a Town Deal. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a).	
SECTION 3	CONTRACTS	MYSELF (and/or spouse/partner where applicable)
	Any contract for goods, works or services entered into by any organisation named at 1.1 where either party is likely to have a commercial interest in the outcome of decision being made by the TDB	

SECTION 4	LAND OR PROPERTY	MYSELF (and/or spouse/partner where applicable)
	Any interest you or any organisation listed at 1.1 may have in land or property which is likely to be affected by a Town Deal.	
SECTION 5	SECURITIES (Shares)	MYSELF (and/or spouse/partner where applicable)
5.1	<p>Any interest in securities of an organisation under 1.1 where:-</p> <ul style="list-style-type: none"> (a) that body (to my knowledge) has a place of business or land likely to be affected by a Town Deal; and (b) either - <ul style="list-style-type: none"> (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which has an interest exceeds one hundredth of the total issued share capital of that class 	
SECTION 6	GIFTS AND HOSPITALITY	MYSELF (and/or spouse/partner where applicable)
	Any gifts and hospitality received as a result of membership of the TDB (above the value of £50)	

OTHER INTERESTS NOT DECLARED ABOVE

Membership of Other Organisations

In addition to the organisations declared above, I am also a member of, or I am in a position of general control, a director of, a trustee of, or participate in the management of the following organisations:

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MEMBER'S DECLARATION AND SIGNATURE (not for publication: for TDB records only)

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge:

Date	
Member's Name <i>(Capitals - in full)</i>	
Signature	