

Hartlepool Town Deal Board

Terms of Reference



January 2020

Contents

- 1.0 Purpose and Functions of the Town Deal Board
- 2.0 Role and Responsibility of Participants
 - 2.1 Standards of Behaviour
- 3.0 Participants of the Town Deal Board
- 4.0 Principles
- 5.0 Performance Management
 - 5.1 Information, Advice and Support
- 6.0 Operation of the Town Deal Board
 - 6.1 Attendance at Briefings / Meetings
 - 6.2 Declaration of Interests
 - 6.3 Meeting Procedures
 - 6.4 Freedom of Information Act
 - 6.5 Public Access to Briefings
 - 6.6 Secretarial Support Arrangements
 - 6.7 PR and Media Protocol
 - 6.8 Reporting
 - 6.9 Updating Terms of Reference
- 7.0 Stakeholder Engagement Strategy
- 8.0 Geography

1.0 Purpose and Functions of the Town Deal Board

The Town Deal Board will be the vehicle through which the vision and strategy for the town is defined. It will produce a Town Investment Plan and inform the Town Deal, including the amount of investment secured through the Towns Fund.

The objective of the Towns Fund 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.

The role of the board is to:

1. Develop and agree an evidenced based Town Investment Plan
2. Develop and agree a clear programme of interventions
3. Coordinate resources and influence stakeholders

The Town Deal Board will also be required to oversee the development of the Hartlepool Town Centre Masterplan.

The Town Deal Board will serve as an advisory function to Hartlepool Borough Council, the Lead Authority.

2.0 Roles & Responsibility of Participants

The main role of all the participants of the Town Deal Board is to play an active part in the development of the Town Investment Plan and Hartlepool Town Centre Masterplan.

Participants need to take a Borough wide perspective and develop consensus in the best interests of Hartlepool.

Participants are required to adhere to these Terms of Reference.

2.1 Standards of Behaviour

As a participant of the Town Deal Board, whether in meetings / briefings or working on behalf of the group the following guidelines outline what is expected of them:

Code of Conduct and Conflicts of Interest

Each Board Member is under an obligation to act in accordance with the Lead Authority governing documents. This includes each Board Member signing up to abide by the Nolan Principles of public life.

Conflicts of interest may arise where an individual's personal, family, business or organisations interests and/or loyalties conflict with those of the group or meeting that Board members are attending. All Members will declare interests as set out in the Lead authority's code of Conduct and Conflict of Interest Policy.

All Members must adhere to the Nolan Principles:

1. Selflessness

Board Members should act solely in terms of the public interest.

2. Integrity

Board Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Board Members must act and take decisions impartially, fairly and on merit, using the best evidence and without any form of discrimination or bias.

4. Accountability

Board Members are accountable to the best interests of Hartlepool and the principle objectives of the Board.

5. Openness

The Board must act and take decisions in an open and transparent manner.

6. Honesty

Board Members should be truthful.

7. Leadership

Board Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Complaints Policy

Complaints received from stakeholders and members of the public will be considered and responded to in line with the Lead Council's complaints procedure.

Whistle Blowing Policy

Where it is alleged that the Board is acting in breach of the law or failing to safeguard public funds the whistleblowing procedure of the Lead Council will be applied.

Gifts and Hospitality

The Lead Authority has a policy setting out its position on the receipt of gifts and hospitality. All Board members are required to abide by the terms of that policy.

3.0 Participants of the Town Deal Board

Hartlepool Town Deal Board Members:

- Hartlepool MP- Mike Hill
- Leader- Hartlepool Borough Council
- Chief Executive- Hartlepool Borough Council
- Deputy Leader- Hartlepool Borough Council
- Chair of Regeneration- Hartlepool Borough Council
- Director of Regeneration and Neighbourhoods- Hartlepool Borough Council
- Tees Valley Combined Authority- Alison Fellows
- North East Chamber of Commerce (Hartlepool)- Gill Danby
- Federation of Small Businesses (Hartlepool) Colin Griffiths
- Hartlepool United Football Club- Mark Maguire
- Middleton Grange Shopping Centre- Ross Burns
- National Museum of the Royal Navy- Ros Adamson
- Hartlepool College of Further Education- Darron Hankey

- Northern School of Art- Martin Raby
- Love Hartlepool- Maxine Craig
- One Public Estate- Catherine Conroy
- Homes England- Marie Kiddell
- Network Rail- Stephen Hind

The Town Deal Board will call on professional advice and support when deemed necessary. This will include external consultants to support the development of the Town Deal Investment Plan and Town Centre Masterplan.

The participants identified may change over time at the discretion of the Chair and Chief Executive of the Council. Participants can be removed from the Town Deal Board if they do not adhere to the Terms of Reference.

4.0 Principles

All participants of the Town Deal Board will strive to apply the following principles:

Commitment: to attend every meeting where possible. To be properly prepared for briefings by reading any paperwork beforehand.

High Quality Debate: to remain focussed and strategic and to contribute positively to discussions and work with other participants to achieve consensus. The Town Deal Board is not to be used to air individual grievances or complaints unless they affect the performance of the Town Deal Board.

Honesty and Integrity: to act with honesty, objectivity and integrity in achieving consensus through debate. To respect the confidentiality of the information provided.

Objectivity: to consider what is in the best interests for the common good of Hartlepool when making decisions.

Representative: to raise areas of strategic concern and contribute their experience and expertise to discussions and decisions to achieve good workable solutions.

Respect for others: to respect, listen and to take into account the views of other participants regardless of their gender, race, age, ethnicity, disability, religion, sexual orientation or any other status.

5.0 Performance Management

The Town Deal Board is responsible for bringing together key public and private sector representatives within the Borough in order to develop a Town Deal Investment Plan and Town Centre Masterplan for Hartlepool.

Participants are requested to provide regular feedback so that the Chair can ensure the meetings are relevant and provide the correct type of information.

5.1 Information, Advice and Support

All information, advice and support will be fit for purpose and tailored to the functions of the Town Deal Board. The Town Deal Board will ensure that all information is directly relevant to the decisions being taken and is

- relevant
- accurate
- timely
- objective
- clear and concise
- reliable

6.0 Operation of the Town Deal Board

6.1 Attendance at briefings / meetings

Participation is by invitation only from Hartlepool Borough Council, the Lead Authority.

Substitutes are not permitted without prior consent of the Chair and the Chief Executive of the Council.

6.2 Declaration of Interests

Each participant is required to declare any personal or pecuniary interest (direct or indirect) in any agenda items and shall take no part in the discussion or decision making about that item.

6.3 Meeting Procedures

The Town Deal Board will meet as and when required.

Any papers for the board meetings will be made available before or during the meeting.

Voting

Any question arising at a meeting of the Town Deal Board shall be decided by a simple majority of those members present and voting. Voting shall be undertaken through a show of hands, with the exception of votes to approve amendments to the Terms of Reference.

Each representative of the Board shall have one vote in any given ballot. The chair will have the casting vote in the event of a tie.

A resolution in writing, sent electronically to all Board Members entitled to receive notice of a meeting of the Board and signed by a majority of the members shall be valid and effectual as if it had been passed at a meeting of the Board duly convened and held and may consist of several documents in materially the same form each signed by one or more Board Member in the event a Board Meeting may not be convened in a timely manner.

Quorum

Any five members of the Town Deal Board shall constitute a quorum for the meeting of the Town Deal Board.

Minutes

Minutes shall be kept of the Town Deal Board meetings. Accuracy of the minutes shall be the responsibility of the meeting Chair. Minutes shall remain draft until formally approved by the relevant meeting Chair. Any queries arising from minutes shall be raised at the subsequent meeting. The Council has responsibility for ensuring that accurate minutes are kept for all meetings.

6.4 Freedom of Information Act

The Freedom of Information Act gives everyone the right to access information that is held by public authorities. Hartlepool Borough Council has developed guidance to help staff comply with the act. The Town Deal Board works within this policy when giving out information to partners and the public.

6.5 Public Access to Briefings

The Town Deal Board will be closed to the public and press unless invited. Specially designated seating may be provided for observers. Observers will not be allowed to comment or address the Town Deal Board unless asked to do so by the Chair.

6.6 Secretarial and Technical Support Arrangements

Secretarial support will be provided by the Economic Regeneration Team of Hartlepool Borough Council.

Other Departments of the Council and external organisations will attend as required.

6.7 PR and Media Protocol

Press and media enquiries shall be referred to the Chair and the Council before any official statement is made by individual members of the Executive.

6.8 Reporting

The Hartlepool Town Deal Board is not a formally constituted body and shall hold no monies or assets. These Terms of Reference shall constitute the formal Constitution of the Town Deal Board.

The recommendations of the Town Deal Board will be reported to Hartlepool Borough Council in line with the Council's Constitution.

6.9 Updating the Terms of Reference

Any proposals to alter this constitution must be delivered in writing to the Chairperson of the Town Deal Board not less than 14 days before a Town Deal Board meeting at which it is to be considered. Any alterations will require approval by a minimum of two-thirds of the total membership present at the Town Deal Board.

7.0 Stakeholder Engagement Strategy

The Town Deal Board will engage with stakeholders in line with the Hartlepool Community Engagement and Cohesion Strategy 2018-2021.

This Community Engagement and Cohesion Strategy sets out the principles of:

- Engaging with our communities so that they can have an active role in shaping the future of our town by influencing local decisions.

- Support our communities to take part and deliver on local priorities by providing them with opportunities to develop their skills, confidence, and local networks
- Strengthen the bonds between our communities, improve tolerance and understanding and reduce tensions

The Town Deal Board will be committed to working with all local stakeholders in a consistent, collaborative, inclusive and open manner to develop a robust Town Investment Plan for Hartlepool.

How will we achieve this?

- Keep as wide a range of stakeholders informed of the Towns Fund utilising a variety of methods and tools.
- Listen to our stakeholders
- Ensure that we work in partnership with other people, businesses and organisations where this adds value to the engagement process.
- Work with local people, businesses and organisations to understand the range and type of information that they are interested in

To achieve effective engagement the Town Deal Board will:

Inform

The board will provide information about events, opportunities to get involved and decisions made relating to the Town Investment Plan and wider Towns Fund Programme. This will be achieved through the website, newsletters and email updates, social media, press releases and displays.

Consult

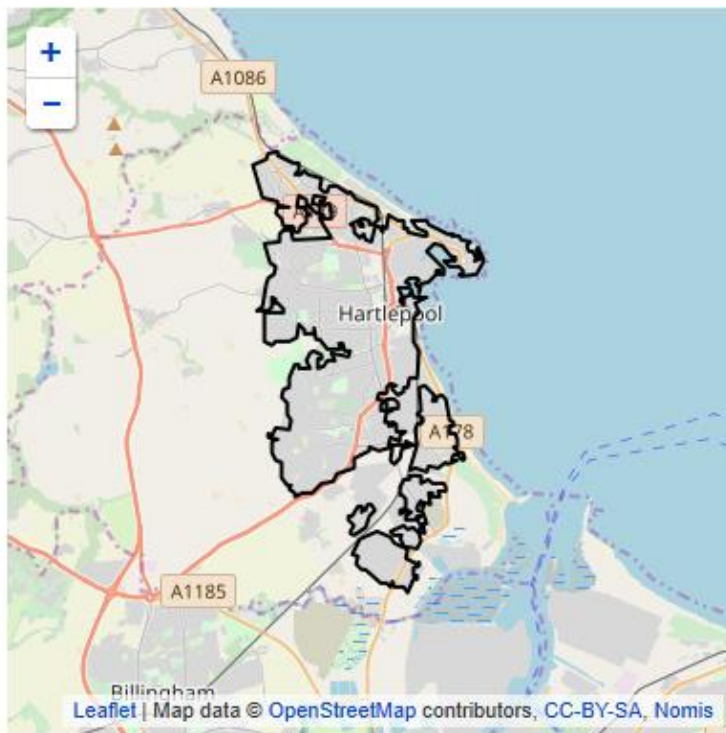
The board will invite community and stakeholder opinion on the issues facing Hartlepool and how these can be addressed through the Town Investment Plan and Towns Fund Programme. This will be achieved through the “My Town Campaign” Hartlepool Online Panel Consultation Groups, social media and the website.

Involve

The Board will work with stakeholders to ensure that issues are understood and debated. This will be achieved through the Consultative Forum and Focus groups and workshops.

8.0 Geography

The Towns Fund Programme will cover the area outlined in the map below and any revisions agreed with the Government.



Economic Regeneration Team
Hartlepool Borough Council
01429 867677