

# Hartlepool Town Deal Board

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Terms of Reference



**July 2020**

**V. 3**

## Revisions Log

Version	Date	Revision
V.2	April 2020	<p>Additional detail and sections added to align with further draft guidance from the Government and comments from the January Board meeting.</p> <p>Revisions include: Updated Town Deal Boundary map, Purpose and functions of the board, updated quorum, decision making and quorum, chair and deputy chair term and responsibilities, accountable body arrangements, sub group procedures, participants of the Town Deal Board, substitutes, meeting procedures, declarations of interest, risk management, complaints procedure.</p>
V.3		<p>Updates relating to the Further Guidance issued from the Government in June 2020.</p> <p>Revisions include: Updated role of the board, Updated role of the Chair, updated accountable body arrangements, updated meeting procedures, updated declarations of interest</p>

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## 1.0 Purpose and Functions of the Town Deal Board

The Hartlepool Town Deal Board is a strategic body created in response to Hartlepool being identified as a Town that may benefit from the Towns Fund. The Hartlepool Town Deal Board brings together the private, public and community sectors to provide strategic leadership to develop and deliver an Investment Plan and schedule of interventions to secure government funding, and which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges.

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:

The Town Deal Board will sign off each stage of a Town Investment Plan and Town Deal. The Board is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing and agreeing an evidence-based Town Investment Plan
- Establishing a clear programme of interventions
- Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty.
- Coordinating resources and engaging stakeholders

- Ensuring communities' voices are involved in shaping design and decision making at each phase of development
- Ensuring diversity in its engagement with local communities and businesses
- Helping develop detailed business cases
- Overseeing each step of agreeing a Town Deal, and overseeing compliance with the Heads of Terms Agreement with government

The Board shall undertake its duties and responsibilities in line with the requirements of the Towns Fund Prospectus (November 2019) and any subsequent guidance that may be issued.

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 Town Deal Board will serve as an advisory function to Hartlepool Borough Council ("the Council").

In addition the business of the Board will be dealt with in accordance with Hartlepool Borough Councils policies, procedures and codes, where relevant.

## 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.

Members will bring their own perspectives and also represent their organisation, interest group or area. They will be recognised for their valuable contribution bringing ideas, knowledge and expertise to the process.

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.

## 3.0 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:

Each Board Member is under an obligation to act in accordance with the Council's governing documents. This includes each Board Member signing up to abide by the Nolan Principles of

public life. Board Members shall duly sign and return the Code of Conduct on an annual basis.

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 act with honesty, objectivity and integrity.
- 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.

## 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 and take important decisions regarding the strategic development of the Town Deal. 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.

**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 Membership

Participation is by invitation only from Hartlepool Borough Council in consultation with the Chair.

The Hartlepool Town Deal Board shall comprise representatives of;

- All Tiers of Local Government
- The Member of Parliament for Hartlepool
- Local Businesses and Investors
- Prominent members of civic, faith organisations and voluntary organisations

The Hartlepool Town Deal Board may comprise representatives of;

- Business Improvement Districts (BIDs)
- Jobcentre Plus
- Anchor institutions including:
  - The wider business community
  - Universities and Further Education Colleges
  - Academies and Schools
  - Hospitals
  - Development corporations
  - Local sports teams
  - Cultural and creative institutions
  - Housing sector including housing developers and housing associations
- Arms-length bodies and other non-departmental government agencies
- Other private investors and developers:

The Town Deal Board may call on professional advice and support if 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.

The Membership of the Hartlepool Town Deal Board can be found in **Appendix 1**.

## 6.0 Chair and Deputy Chair Term and Responsibilities

The role of the Town Deal Board Chair is to:



- Upholding the Seven Principles of Public Life (the Nolan Principles).
- Leading 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.
- Signing the Head of Terms Agreement with government.

The Board shall appoint a Chair and Deputy Chair who will serve for a period of 24 months before re-election.

Two Members of the Town Deal Board will be will be nominated as Chair and Deputy Chair.

In the absence of the Chair, the Deputy Chair will assume the responsibilities of the Chair.

The Economic Regeneration Team will consult the Chair from time to time on progress of works required to be undertaken on individual interventions and the developing Investment Plan.

The Chair may convene an informal meeting of all or some of the Board Members to inform progress of a particular matter arising under the development of individual interventions.

The Chair may meet third parties and attend events on any matter pertaining to the Investment Plan and individual interventions to progress activity and outcomes.

## 7.0 Attendance at Meetings

Members will endeavour to attend all meetings of the Town Deal Board, however if they are unable to attend any meeting then they should submit their apologies in advance of the meeting. As flexibility and continuity is essential to partnership working, each Member may identify a named substitute who may attend on their behalf when necessary.

## 8.0 Appointment of Substitutes

All Board members should appoint named substitutes to the Board. The named substitute will be the only person to attend in the absence of the Board member.

## 9.0 Meeting Procedures

Meetings of the Town Deal Board will be called by the Chair of the Town Deal Board.

- Items for the agenda should be communicated to the Economic Regeneration Team the Friday two weeks before the meeting.

- Reports and any appendices should be received electronically by the Economic Regeneration Team by 12:00 noon on the Friday 2 weeks prior to the meeting – **reports received after this deadline are not guaranteed to be included on the agenda.**
- The agenda and papers for meetings shall be approved by the Chair.
- Reports are presented on the agenda in four categories:
  - Presentation
  - Items for Approval
  - Item for Discussion
  - Items for Information
- Presentation material (e.g. PowerPoint presentations) should be received by the Economic Regeneration Team 48 hours before the meeting.
- The Economic Regeneration Team should be informed of any additional persons attending the meeting to present a report or take part in a presentation.
- Papers for the Town Deal Board meetings will be made available by the Economic Regeneration Team at least a week before the meeting. Copies of papers for meetings will also be placed on the Hartlepool Borough Council website unless they contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information))
- **All Board papers to be published on the Lead Council’s website in advance of the meeting (within 5 clear working days)**
- Draft minutes shall be published promptly within **10 clear working days** of the Board meeting.
- **Final minutes shall be published on the Lead Council’s website, once approved by the Board (within 10 clear working days).**

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.

## 10.0 Quorum

Any six members of the Town Deal Board including the Chair (or Deputy Chair), Leader of Hartlepool Borough Council and Chief Executive of the Council or their nominated substitutes shall constitute a quorum for the meeting of the Town Deal Board.

## 11.0 Sub Groups

Occasionally a Sub Group of the Hartlepool Town Deal Board may need to be established to expedite a particular matter, which requires focussed activity or where a more specialist membership is required.

These would normally have a specific remit and period of operation to oversee or undertake a specific task, reporting directly to the Town Deal Board. The Town Deal Board will set out the terms and remit of any Sub Group.

Membership of the sub group would be decided by the Board.

## 12.0 Declaration of Interest

Each member of the Town Deal Board is required to declare any personal, prejudicial or disclosable pecuniary interest (direct or indirect) in any agenda items. Where an interest is prejudicial or is otherwise a disclosable pecuniary interest the member shall take no part in the discussion or decision making about that item. All such declarations must be included in the minutes of the meeting.

Board Members shall duly sign and return the Hartlepool Town Deal Boards Declaration of Interests on an annual basis. A register of interest will be maintained by the Council.

The Council will provide guidance on the pecuniary and non-pecuniary interests individuals must declare, outline the process that Board members must follow for declaring interests and explain the process for requesting an exemption.

## 13.0 Decision Making and Voting

Each member of the Board shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board.

The general rule about decision making by the Board is that any decision of the Board must be a majority decision at a meeting. In the event of a tied vote the Chair will have a casting vote.

If an urgent decision is required which cannot be deferred until a subsequent meeting then a special meeting can be arranged. If this is not practicable then the Chair in discussion with the Deputy Chair, Chief Executive and Leader of Hartlepool Council may take a decision jointly. The decision must be reported to the next scheduled meeting.

## **14.0 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

## **15.0 Risk Management**

The Town Deal Board will take a planned and systematic approach to identifying, evaluating and responding to risks. It will consider the full range of activities and responsibilities and continuously check that various good management disciplines are in place.

## **16.0 Performance Management**

The Town Deal Board is responsible for bringing together key public, private and community 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.

## **16.0 Accountable Body Arrangements**

Hartlepool Borough Council (acting as Lead Council and Accountable Body) is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles)

- Developing a delivery team, delivery arrangements and agreements
- Ensuring that decisions are made by the board in accordance with good governance principles
- Ensuring transparency requirements are met – through publication of information on their website or a Town Deal specific website (where further reference is made in this guidance to publication on a Lead Council’s website this includes Town Deal specific websites)
- Developing agreed projects in detail and undertaking any necessary feasibility studies
- Undertaking any required Environmental Impact Assessments or Public Sector Equalities Duties
- Helping develop detailed business cases
- Liaising with potential private investors in identified local projects and schemes
- Signing the Head of Terms Agreement with government
- Monitoring and evaluating the delivery of individual Towns Fund projects
- Submitting regular monitoring reports to Towns Hub
- Receiving and accounting for the Town’s funding allocation

Hartlepool Borough Council remains the accountable body for all monies received through capacity funding and any other funding that will be allocated from the Towns Fund and will set out how this money is spent.

Hartlepool Borough Council will be represented on the Board by the Leader and Chief Executive of the Council and will be the link between the two bodies in the development of outcomes under those functions set out in section 2.0.

Hartlepool Borough Council’s Finance and Policy Committee will receive reports on the progress of activities in line with the Council’s Constitution.

The Board may make recommendations to the Finance and Policy Committee prior to the submission of the Town Investment Plan.

## **18.0 Procurement**

The procurement policies of the Council will apply. Any delivery partners will be identified using the procurement policies of the Council and contracts published in accordance with the Council’s policies and procedures.

## **19.0 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.

## **20.0 Legal Status**

The Town Deal Board is not a legal entity. It is not the accountable body for any grant or funding regime.

This Terms of Reference does not change, replace, substitute or amend in any way the Statutory duties or other responsibilities of partners.

It does not change, replace, substitute or amend in any way partner's own management or accountability frameworks.

## **21.0 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.

## **22.0 Transparency**

The Town Deal Board will be "open by default" about the Town Deal Board, Town Investment Plan and Outline business cases.

## **23.0 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 Town Deal Board.

## **24.0 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 Council will be applied.

## 25.0 Gifts and Hospitality

The Council 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.

## 26.0 Complaints Procedure

Hartlepool Borough Council is keen to ensure that all board members, partners and residents are happy with the procedures and arrangement in place for the board.

If however an individual is dissatisfied they should first of all verbally raise their concern with a member of the Town Deal Board Secretariat team who will endeavour to resolve the problem quickly and amicably.

In the event of the issue not being resolved the individual should then make a formal complaint, in writing, to the Chair detailing the nature of the complaint. The Chair will then ask the Chief Executive of Hartlepool Borough Council to investigate in line with the Council's Corporate Complaints Procedure which can be found on the website below:

[https://www.hartlepool.gov.uk/info/20004/council\\_and\\_democracy/429/complaints\\_comments\\_and\\_compliments](https://www.hartlepool.gov.uk/info/20004/council_and_democracy/429/complaints_comments_and_compliments).

## 27.0 Removal of a Member from the Board

In the event that a Board Member's conduct falls short of that expected and a breach of the Code of Conduct has taken place, the Board may agree resolution remove that Board Member from the Town Deal Board.

This may only occur when;

- i. The Board Member has been given at least 14 clear days notice in writing of the meeting of the Board at which the resolution will be proposed and the reasons why it will be proposed; and
- ii. The Board Member has been given a reasonable opportunity to make representations to the meeting in person and/or in writing. The other Board Members must consider any representations made by the Board Member and inform them of their decision following such consideration.

There shall be no right of appeal from a decision of the Board's decision to terminate the membership of a Board Member

A Board Member shall cease to be a member of the Hartlepool Town Deal Board in the following if the Board Member gives written notice to the Chair of their notice of Resignation.

## **28.0 Public Access to Board Meetings**

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.

The Town Deal Board Secretariat Team should be informed of any persons attending the meeting to observe in advance.

Members of the public may wish to contact the Town Deal Board. Any such contact will be managed by the Economic Regeneration Team and contact details will be published on the Hartlepool Borough Council website. The Economic Regeneration Team may where appropriate, engage with the Chair and/or wider Board.

## **29.0 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.

The Town Deal Board will develop and adopt a Stakeholder Engagement Strategy.

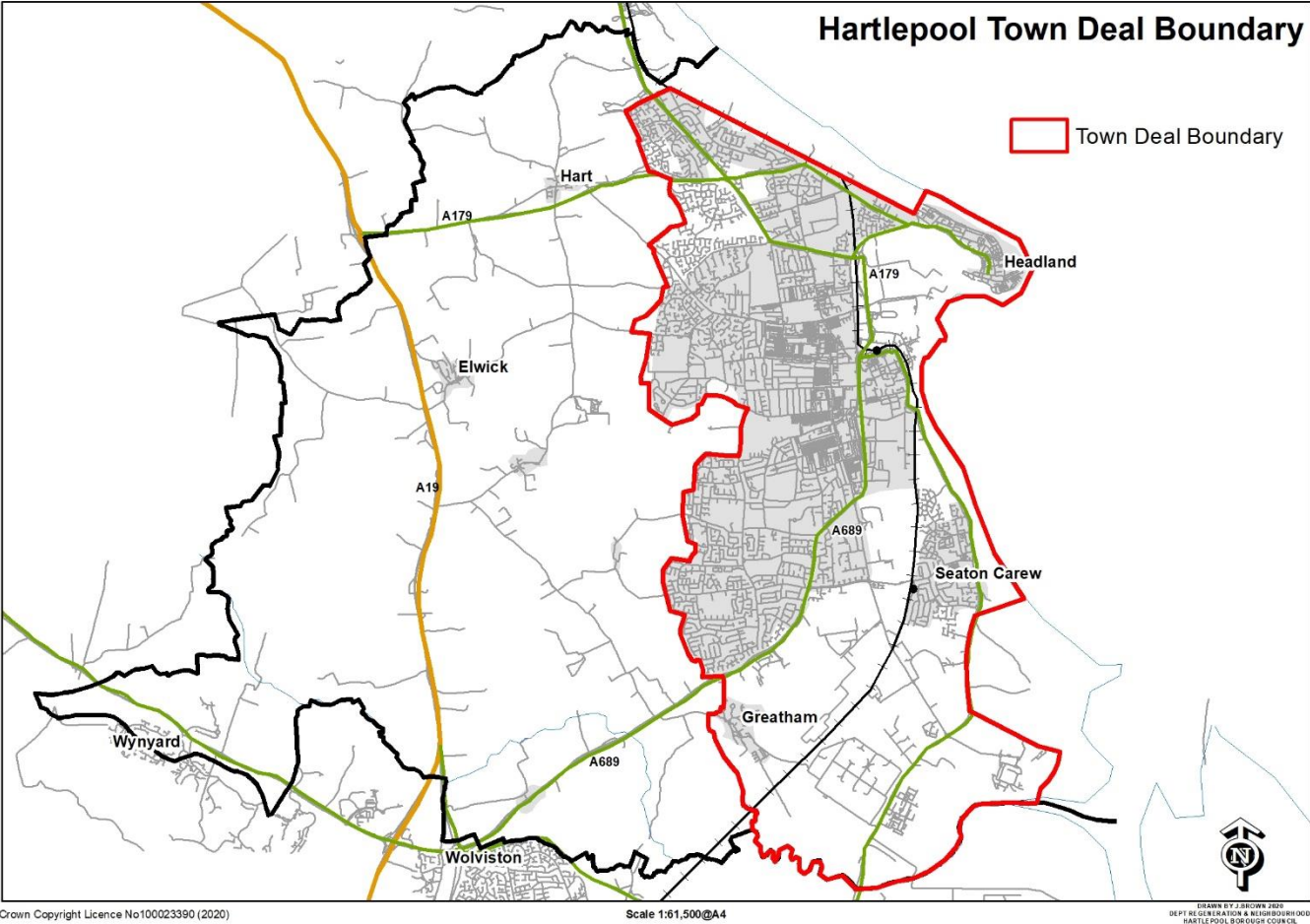
## **30.0 Updating the Terms of Reference**

The Government may publish further guidance on the operation and function of Town Deal Boards and these Terms of Reference must be reviewed in accordance with any such guidance.

The Board may amend these terms of reference at any time and will be reviewed on an annual basis.

# 31.0 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

## APPENDIX 1: Membership of the Hartlepool Town Deal Board

### Hartlepool Town Deal Board Members:

- AP Consultancy Services (North East) Ltd- Alby Pattison **(Chair)**
- 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- Martin Jesper
- 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

APPENDIX 2: Stakeholder Engagement Strategy

**To be inserted**

