

## **Hartlepool Board Terms of Reference**

The Hartlepool Board will govern the £20m Plan for Neighbourhoods investment and will drive forward Hartlepool. To ensure that the Board functions effectively, all board members will sign up to key principles of operation and will engage with a development programme.

### **1. Purpose**

The Hartlepool Board will enable thriving places, build stronger communities, and empower residents and communities to take back control of their neighbourhoods. It will serve as a platform for collaboration, decision-making, and implementation of initiatives aligned with these strategic themes:

- **Thriving Places:** Focus on economic growth, environmental sustainability, and enhancing public spaces to create vibrant, inclusive neighbourhoods.
- **Stronger Communities:** Promote social cohesion, support community-led initiatives, and strengthen local networks and partnerships.
- **Take Back Control:** Empower residents to influence decisions, manage resources, and address local priorities effectively.

### **2. Membership**

The Hartlepool Board will have cross sector representation with a prominence on community representatives.

Representation includes but is not exclusive to:

- Member of Parliament
- Local Authority
- Higher and Further Education Establishments
- Police
- Fire
- Housing Associations
- Member of Youth Parliament
- Voluntary and Community Representation
- Citizen Representation
- Faith Representation
- Businesses and Industry Representation
- Health
- Other Board Leaders, i.e., Town Deal Board and the Hartlepool Development Corporation

An up to date list of members will be held and reviewed quarterly by the Board including monitoring of attendance. Members are also required to participate in a board development programme.

Each member has provided a named substitute who will attend meetings if the board member is unavailable, which will help to ensure continuity for the Board. This should not be on a sustained basis, unless agreed by the Board that there is to be a change of representative.

To maintain high standards for the operation of the Board, members will adopt the Nolan principles and also use the principles of Civic Leadership. The key expectations of members are detailed within the Code of Conduct.

### **3. Governance Structure**

Members of Hartlepool Board will be expected to share the views of the community in the context of being Civic Leaders and not only representing personal or professional views.

Members will be expected to have a reach into the community and to communicate within their respective organisation to ensure they can be an effective representative.

Representatives of Voluntary and Community Sector, Businesses, Young People and Faith/Multi Cultural communities will be supported by their 'networks' which will enable effective engagement and advice. This may be an existing mechanism, or a network established for contribution to the governance of the Hartlepool Board.

Hartlepool Board				
VCSE Network	Youth Network	Business Network	Diversity Network	Other Relevant Governance Boards / Partnerships

Positions of Chair, Deputy Chair and Vice Chair will be appointed by Hartlepool Borough Council in collaboration with the MP and the Board as detailed in the prospectus and the secretariat role will be fulfilled by Hartlepool Borough Council.

#### **a) Role of the Chair of the Hartlepool Board**

- Lead Meetings ensuring they are conducted efficiently and effectively.
- Collaborate with board members and the secretary to develop and finalise meeting agendas.
- Facilitate the decision-making process, ensuring that all viewpoints are considered, and consensus is reached.
- Act as the primary spokesperson for the Hartlepool Board, representing its views and decisions to the public, media, and other stakeholders.
- Serve as the liaison between the Hartlepool Board and other public bodies, organisations, and community groups.
- Provide leadership and guidance to the Hartlepool Board, ensuring that its activities align with the community's vision and objectives.
- Lead the development and implementation of policies and initiatives that support the Hartlepool Board's goals.

- Foster effective communication among board members, ensuring that everyone is informed and engaged.
- Engage with the community and stakeholders, keeping them informed about the Hartlepool Board's activities and progress.
- Provide mentorship and support to board members, helping them to develop their skills and fulfil their roles effectively.
- Mediate conflicts and disputes that may arise among board members or between the board and other parties.
- Ensure that all conflicts are resolved fairly and transparently, maintaining a positive and collaborative board environment.
- By fulfilling these responsibilities, the Chair of the Hartlepool Board plays a crucial role in guiding the board's activities and ensuring that it operates effectively and in the best interests of the community.

#### **b) Role of the Deputy/Vice-Chair of the Hartlepool Board**

- Supporting the Chair and assisting with their duties and responsibilities.
- Step in to lead meetings or take on the Chair's responsibilities in their absence.
- Help to facilitate board meetings, ensuring they run efficiently and effectively and assisting with agenda setting and preparing for meetings.
- Serve as a liaison between the Chair and other board members.
- Help to mediate and resolve conflicts that may arise within the board or with external parties.
- Ensure there is a fair and transparent process for addressing disputes.
- Participate in strategic planning and decision-making processes.
- Provide input and feedback on key initiatives and projects.
- Represent the board at events, meetings, and other engagements when the Chair is unavailable.
- Act as a spokesperson for the board in various forums.
- Encourage active participation from all board members and stakeholders.
- Foster an inclusive and collaborative environment.
- By fulfilling these responsibilities, the Vice-Chair ensures that the Hartlepool Board operates smoothly and effectively, supporting the Chair and contributing to the overall success of the board's initiatives.

#### **4. Meeting Protocols**

Meetings of the Hartlepool Board will be held monthly for up to two hours and will be held either face to face or virtually.

The agendas and other papers will be circulated in advance of a meeting and will be made publicly accessible through the Council website, once they have been approved for publication by the Chair.

Actions of each meeting will be tracked and the headline discussion points captured which will then be circulated after each meeting, once approved by the Chair.

The details of decisions will be presented to members and agreed on a majority vote, should the vote be split, the Chair will cast the deciding vote.

Members will declare any conflict of interest at the beginning of each meeting and cannot vote on matters of conflict but may present their perspective as a civic representative able to articulate the needs of communities. The dedicated Conflict of Interest Policy sets out the expectations of members on the Hartlepool Board.

## **5. Attendance at Meetings**

Members will endeavour to attend all meetings of the Hartlepool 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, each member will identify a named substitute who can attend on their behalf, when necessary.

## **6. Responsibilities and Duties**

***Members will further develop their responsibilities and duties throughout the development phase and operation of the Hartlepool Board.***

- Develop and oversee the implementation of a Neighbourhood Regeneration Plan and 10-year investment plan.
- Engage with the community to coproduce plans and devolve leadership.
- Allocate resources and monitor progress.
- Report outcomes and maintain transparency.
- Engage with the community and stakeholders, keeping them informed about the Hartlepool Board's activities and progress.
- Monitor the progress of the Hartlepool Board's initiatives and projects, ensuring they are on track and achieving desired outcomes.
- Encourage and facilitate training and development opportunities for board members to enhance their capabilities.
- Lead investment efforts and pursue additional opportunities for investment and resources.
- Mediate conflicts and disputes that may arise among board members or between the board and other parties.
- Ensure that all conflicts are resolved fairly and transparently, maintaining a positive and collaborative board environment.
- By fulfilling these responsibilities, the Board plays a crucial role in guiding the activities and ensuring that it operates effectively and in the best interests of the community.

These principles can serve as a solid foundation for the Hartlepool Board to operate as a dynamic and effective local strategic partnership, driving positive change and development within the community.

## **7. Communication and Reporting**

*Engagement planning will be developed as part of the development of the Hartlepool Board and associated networks.*

Reporting will be required for the governance of Plan for Neighbourhoods in accordance with investment conditions.

## **8. Monitoring and Evaluation**

*KPI's to be defined as part of the Board development (April – July 2025)*

## **9. Review and Revision**

Membership will be reviewed quarterly.

Terms of Reference will be reviewed annually or by exception should circumstances change.