

# **Workington Town Deal Board**

## **Terms of reference**

### **Purpose**

The Workington Town Deal Board is the vehicle through which a vision and strategy for Workington will be defined, in particular it will:

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

### **Status**

The Town Deal Board will act in an advisory capacity to the Lead Council (Allerdale Borough Council)

### **Roles and responsibilities**

A) In carrying out its responsibilities Board members will have due regard to the following principles:

- Acting solely in the public interest in line with the Nolan principles; making decisions purely on merit, in accordance with agreed processes and acting with regularity and propriety when managing public money;
- Keeping records which demonstrate that the Board meets all legal obligations and compliance requirements placed on it ensuring these are published on the Lead Council's website
- Actively cooperating with stakeholders. This involves engaging deliberately and constructively with the private sector and public sector including national and local partners such as: Government Departments, third sector representatives, community interest groups, education institutions in order to develop a Town Investment Plan.

B) This document will be reviewed, refreshed and sign off annually by the Board or more frequently to respond to government guidance or changing direction in the Towns Fund Programme. The Terms of Reference will be updated within one calendar month of a change being required or following the next meeting of the Board.

c) The Board will oversee the publication, on the Lead Authority's website, of key documentation and communication source making sure that it is:

Prominent, accessible and easy to navigate

Updated regularly to ensure that information remains current;

Repository of information on the Town Deal Board meetings (including agendas, papers and minutes) policies, projects and decisions and

An interface that caters to the public, interested parties

- D) The Board will be responsible for making recommendations to the Lead Authority with respect to the Town Investment Plan, projects, programmes and allocation of funding.
- E) Procure support and delivery services in line with the Lead Council's procurement procedures.

### **Engagement Strategy**

The Board will set up and manage a consultative forum to develop the Town Investment Plan. The membership of the forum will be flexible and reflect the scope of work and skills as appropriate. The forum will seek representatives from all sections of the community, business, third sector and government bodies to ensure a collaborative and inclusive approach.

The Board's Engagement Strategy is set out in appendix one

### **Geography**

The Towns Fund Programme will cover the area within the Parish of Workington and in addition the Lillyhall strategic employment site.

### **Membership**

The chair of the Board should represent a private sector business or organisation and be reviewed annually

The Board membership may be revised, as required, to best support the evolving nature of the Towns Fund programme, provided the core membership remains in line with government guidance. The decision to appoint or alter the membership of the Board rests with the Chief Executive of the Lead Council, in consultation with the Leader of the Lead Council.

As appropriate, the Board may set up sub-groups or task and finish groups to focus or manage particular aspects of the Town Investment Plan and Towns Fund Programme. All such groups will report to the Board.

## **Meetings**

The Board shall meet at least once a month

A forward programme of scheduled meetings will be established which will be supplemented, as necessary, with meetings convened with the agreement of the Chair of the Board. The Board may take decisions off line as appropriate, as agreed by the chair of the Board.

In consultation with the chair, members of the Board may nominate substitutes if they are not able to attend a meeting

Board members may invite colleagues to Board meetings to observe and provide technical support, as required.

All agendas, minutes, and supporting documentation will be circulated, electronically, to Board members 5 days before a meeting.

The quorum for any meeting of the Board shall 25% of its membership, including the Chair.

## **Support and admin arrangements**

Support will be provided by the Lead Authority.

## **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.

## **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.

## **Complaints Policy**

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

## **Whistleblowing**

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.

## **Data Protection**

To ensure the highest standards when collecting and using personal information the General Data Protection Regulation (GDPR) policy and procedure of the Lead Council will be applied in all cases.

## **Equality, Diversity and Inclusion**

The Board is fully committed to equality, diversity and inclusion in all aspects of its work. Equality Impact Assessments will be carried out, as appropriate, when developing plans, policies and projects.

## **Freedom of Information (FOI)**

All Freedom of Information request will be dealt with in accordance with the Lead Council's policy and procedure.

# **Appendix One**

## **Towns Fund Engagement Strategy**

### **Introduction**

The Town Deal Board is committed to working with the local community, businesses and voluntary groups in a consistent, collaborative, inclusive and open manner to develop a robust Town Investment Plan for Workington. We recognise that effective engagement is essential to ensure the Investment Plan reflects the priorities of the local community and business and is converted into effective action.

### **What do we mean by engagement?**

Good community and stakeholder engagement results in:

Innovative solutions

Making the best use of the resources available

Gives everyone the opportunity to influence and be part of the solution

Is bottom up and local, developed in response to community issues that exist in each place

Recognises people as assets with knowledge and skills as well as needs, connects people to their communities

Creates healthy places that build social capital

### **What are our community engagement standards?**

**Inclusion-** we will identify and involve the people and organisations that are affected by the focus of the engagement

**Support-** We will identify and overcome any barriers to participation

**Planning-** There is a clear purpose for engagement which is based on a shared understanding of community needs and ambitions

**Working Together-** We will work together to achieve the aims of the engagement

**Methods-** We will use methods of engagement that are fit for purpose

**Communication-** We will communicate clearly and regularly with the people and organisations.

### **How will we achieve this?**

- Keep as wide a range of stakeholders informed of the Towns Fund Programme as possible utilising a variety of methods and tools.
- “ Listen to our stakeholders.
- “ Seek out the most cost effective and appropriate tools and methods and not be afraid to innovate in developing new approaches to engagement.
- “ 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 they are interested in.

### How will we engage?

To achieve effective engagement we need to provide opportunities at all levels.

<b>Inform</b>	<b>Examples</b>
We will provide information about events, opportunities to get involved and decisions made relating to the Town Investment Plan and wider Towns Fund Programme	Our website Newsletters and email updates Our social media pages News in local media Information stands
<b>Consult</b>	My Town Campaign
We will invite community and stakeholder opinion on the issues facing Workington and how these can be addressed through the Town Investment Plan and Towns Fund Programme	Our website Social media Focus groups and workshops
<b>Involve</b>	Consultative Forum
Work with stakeholders to ensure that issues are understood and debated	Focus groups and workshops

### Who will we engage?

- Businesses
- Voluntary and community groups
- Skills, further education and schools
- Public sector such as police and health
- Press and Media
- Key Agencies such as Transport for the North, Historic England, Homes England
- Local Government- Ward and Town Councillors
- Government