

Long Eaton Town Deal Board - Governance and Terms of Reference

The Long Eaton Town Deal Board has been established in response to the Ministry of Housing, Communities & Local Government Towns Fund 2019 prospectus.

1. The role of the board is:

1. To develop and agree an evidence based Town Investment Plan.
2. To develop a clear programme of interventions.
3. To coordinate resources and influencing stakeholders.

2. The Board's relationship with Erewash Borough Council

The board is the decision making body for developing the Long Eaton Town Investment Plan and for the implementation of the programme of interventions and projects.

Erewash Borough Council will be the accountable body for the Capacity Funding and any future funding received in relation to further Capacity Funding, grants or contribution to feasibility studies that the board may wish to commission.

The Chief Executive will provide officer resources from the council as necessary to enable the board to carry out its duties.

3. Membership

The membership of the Long Eaton Town Deal Board is agreed annually at the start of each municipal year. New members may be added to the membership at the invitation of the board. Membership will comprise ONE voting member from the following organisations:

MP for Erewash
Derbyshire County Council
D2N2 – LEP
Erewash Borough Council
Erewash Partnership Ltd
Erewash CVS
Friends of West Park
Heritage Society
Long Eaton Civic Society
Long Eaton Chamber of Trade
Long Eaton Guild of Furniture Manufacturers
Long Eaton 50+ Forum
Millitec
Sawley Parish Council
St Laurence Church
Trent College
U3A

4. Code of Conduct

Board members are expected to comply with the Nolan Principles of Public Life and Erewash Borough Council's Members' Code of Conduct.

Board members are obliged to declare any pecuniary interests which could give rise to a conflict of interest at the start of each meeting. Guidance will be provided by the Monitoring Officer at Erewash Borough Council and the board member may be required to abstain from participating in the discussion and voting on the decision itself. When a declaration of pecuniary interest is made this will be included in the minutes of the meeting.

5. Appointments - Chair and Vice-Chair

The board will appoint a Chair from the private Sector and a Vice-Chair on an annual basis.

6. Substitutes

If a member of the board is unable to attend a meeting the member may nominate a substitute and inform Democratic Services of the name of the substitute at least 24 hours in advance of the meeting. Apologies for absence will be recorded in the minutes.

7. Voting

Decisions are expected to be reached by consensus but in the event that a vote is needed a matter will be decided by a simple majority of those board members present and voting at that time.

The following conditions apply for votes to be taken:

1. Only one vote per organisation being represented.
2. Votes have to be cast in person and proxy votes will not be accepted.
3. If there are equal numbers of votes for and against, the Chair will have a second or casting vote.

8. Quorum

The quorum for board meetings is one quarter of the whole voting membership with a minimum of 5. Decisions cannot be taken if the meeting is not quorate.

5. Whistleblowing

The board will comply with the Whistleblowing policy of Erewash Borough Council.

6. Complaints

The Board will comply with the complaints procedure of Erewash Borough Council.

7. Publication Statement

Details of the following will be available on Erewash Borough Council's website once published or in hard copy on request from Democratic Services:

- The structure of the board and its members
- The Stakeholder Engagement Statement
- Board meeting agendas and minutes
- The Long Eaton Town Investment Plan and relevant accompanying documents

Please note that this is only a sample of the data to be published and not an exhaustive list and that some of the information may be subject to being exempt or restricted from publication.

8. Meetings

Board meetings will be convened on a three to four week basis or as required.

The administration for the board and its meetings will be carried out by Democratic Services at Erewash Borough Council.

9. Public meetings

Members of the public can observe board meetings but not speak or participate in the meeting itself.

As this is not a committee meeting of the council filming and recording will not normally be allowed.

Meetings will generally be open to the public to observe only unless the agenda includes confidential or exempt items for example relating to commercial sensitivity when the public can be excluded.

10. Agendas

Agendas will be published on the council's website and circulated by email no later than 3 working days prior to the meeting.

11. Review of Terms of Reference

Further Government guidance is expected to be published in due course and it is recommended that the Terms of Reference are reviewed at that point to take account of new or changed guidance.