

SPALDING TOWN BOARD

Terms of Reference

1. INTRODUCTION

On 1st April 2024, Department for Levelling Up, Housing & Communities (DLUHC) will release the next £200,000 of Capacity Funding to support the development of town investment plans, including additional community engagement activity.

Town Boards are to be set up (or re-purposed) to produce plans of how future Town funding will be allocated and spent, with local authorities as the body ultimately accountable for funding.

Towns will receive funding and support totalling up to £20 million, delivered through the powers as set out in Section 50 of the United Kingdom Internal Market Act 2020.

Funding is to be released over a 7-year period and local authorities have the flexibility to spend it over 10 years, with light touch assurance from DLUHC – the full funding profile will be provided in early 2024.

2. THE ROLE OF THE TOWN BOARD

The Spalding0020Town Board is responsible for developing a town investment plan (a “Long-Term Plan”), working closely with local people.

This is pursuant to Department for Levelling Up Housing and Communities Guidance for Local Authorities and Towns Boards December 2023: [Long-Term Plan for Towns: guidance for local authorities and Town Boards \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/long-term-plan-for-towns)

The aim of the Long -Term Plan is to deliver long term economic and productivity growth for the local area.

The Long-Term Plan should comprise a 10-year vision, which clearly identifies the longer-term priorities for the town, and a 3-year investment plan as an annex.

The Town Board will represent the geographic area as shown on the map at Appendix A as defined by the office of national statistics.

The Town Board is not a legal entity. It shall hold no money or assets.

Its role is advisory to the Local Authority.

The Town Board must work with the Local Authority, to which it is accountable to produce a well – evidenced Long- Term Plan which sets out a clear understanding of Spalding, focusing on its assets, opportunities and challenges.

3. THE ROLE OF THE LOCAL AUTHORITY

The Local Authority remains the accountable body for funding and executing the Long- Term Plan.

The Local Authority should help empower the Town Board in realising their role and drive forward a community-led vision for change.

The independent chair of the Town Board should be invited by the Local Authority.

The Local Authority should provide advice and support to the Town Board on legal duties to help the Town Board navigate those requirements they may be less familiar with.

4. RESPONSIBILITIES

The Town Board will be responsible for:

- Overseeing the production of an evidenced based Long-Term Plan comprising of a 10 year vision together with 3 year Investment Plan as an Annex to be submitted to DLUHC by the 1st August 2024.
- Providing recommendations to the Local Authority on strategies, investment proposals and policy interventions.
- Ensuring that the local community, including the business community, has the opportunity to be involved in the development of strategies and proposals for the town.
- Producing an implementation programme to deliver the Long -Term Plan.
- Influencing stakeholders to ensure investment in the town.
- Strategic role in the development of the business cases and feasibility studies to support project development and “off the menu” interventions.
- Identifying other sources of funding to deliver the aims of the Long -Term Plan.
- Monitoring delivery of the Long- Term Plan.
- Other matters deemed to impact on the economic growth of Spalding which may be identified from time to time.

Note: Where proposals commit the Local Authority to future expenditure beyond the Long -Term Plan, the Town Board must engage with the Local Authority to ensure that this is agreed formerly through the Local Authority’s section 151 Statutory Officer.

The Local Authority will be responsible for:

- Receiving Capacity Funding to set up the Town Board
- Supporting the Town Board in developing the Long -Term Plan.

- Inviting the Independent Chair and engaging the Local MP as part of setting up the Town Board.
- Engaging with the Chair to consider what other appointments to the Town Board are necessary.
- Unless agreed otherwise, act as a secretariat to the Town Board.
- Providing technical expertise to the Town Board for project development and feasibility studies.
- Executing the approved Long-Term Plan.
- Sourcing officer resource to support delivery.

5. TOWN BOARD MEMBERSHIP

a) Town Board membership and representation will be as set out in the table below:

Board	No of Seats	Appointments
Independent Chair	Robin Hancox	To be appointed by the Local Authority
Vice Chair	TBC	To be agreed by the board
Local Authority Representative	Cllr Nick Worth	
County Council Representative	Cllr Gary Taylor	
Member of Parliament	Sir John Hayes MP	
Senior Police Representative		
Business Representative		
Community Voluntary Sector Representatives		
Advisors		
Other such advisors as may be required and invited: ie DLUHC		

- b) Organisations on the Town Board will appoint nominated representatives and may send substitutes to individual meetings. Initial appointments are set out in the table above.
- c) The period of office of the Town Board Members listed above shall normally be for an initial period of 2 years from April 2024. All Members of the Town Board will be appointed (or re-appointed) at the next meeting after April 2026 and subsequently every 2 years.
- d) Any of the organisations listed in the table which have appointed a representative can change that representative at any time and written notice of any such change must be sent to the Local Authority.

- e) Representatives listed will be invited to attend all meetings. Other advisors will be invited as required. Advisors do not have a vote.
- f) The Town Board may invite appropriate organisations / individuals to give presentations on priority issues.
- g) The Town Board may establish sub-groups to expedite a specific matter that requires focussed activity or where a more specialist membership is required. The sub-group will report directly to the Town Board. The Town Board will set out the sub-group's terms, remit, membership and period of operation.

6. MEETINGS OF THE BOARD

- a) The Board shall meet at least four times a year on such days and times as agreed by the Members.
- b) Conduct of the meetings shall be by the usual conventions of public authorities. The rulings of the Chairman shall be final.
- c) In the absence of the Chair, Members present will elect one of their number to be the Chair for that meeting.
- d) Where a decision is required, the Board shall try to reach a consensus view. Where this is not possible, there will be a vote. Each Member shall have one vote. Voting shall be by a show of hands of Town Board Members and shall be by simple majority. In the case of equality of voting, the Chair shall have a second or casting vote.
- e) No business shall be undertaken at any meeting unless there are a minimum of 3 Members present.
- f) All papers that are marked as confidential and all discussions at meetings in relation to confidential items shall not be disclosed outside the Board.
- h) Unless agreed otherwise, the Local Authority will provide a secretariat function which will involve organising meetings, preparing and circulating agendas and producing minutes.
- i) Papers shall be circulated at least 5 clear working days in advance of a meeting and sent to all Members of the Town Board.
- j) The following documents shall be published on the Local Authority's website subject to the requirements of confidentiality and unless they contain exempt information under schedule 12A Local Government Act 1972 (as amended):
 - these Terms of Reference

- profiles of Town Board Members
 - all Town Board papers in advance of the meeting within 5 working days
 - draft minutes of meetings following the meeting within 10 working days
 - final minutes, once approved by the Town Board within 10 working days
 - any conflicts of interest reported, within the published minutes
- g) Minutes of the meeting will focus on actions rather than provide a record of all discussion points.
- h) The Local Authority will maintain and publish on its website a Register of Board Member Interests. The following provisions shall apply to all Board Members: In the event that there is a conflict of interest the person so conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from any business where the conflict would be relevant. Whenever a person has an interest in a matter to be discussed at a meeting the person concerned will not be: entitled to remain present at the meeting during discussion of that matter or counted in the quorum for that part of the meeting or entitled to vote on the matter. The Board may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

7. DECISION MAKING

- a) The Town Board is a consultative body through which the vision and strategy for the local area is defined. Town Board Members will bring their own valuable ideas, knowledge and expertise to the process.
- b) The Town Board shall make decisions regarding each stage of production of the Long -Term Plan.
- c) Decisions of the Town Board will be taken in accordance with these Terms of Reference and the Local Authority's policies, procedures and codes, where relevant.
- d) Decisions by the Town Board are subject to deployment by the Local Authority of their powers or interventions though the Local Authority's own governance processes where they interact with Local Authority responsibilities and powers.
- e) This includes engagement with the Local Authority's scrutiny practices where applicable.

8. BOARD MEMBERS' CONDUCT

Town Board Members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life. They are:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example

9. CHANGES TO THE TERMS OF REFERENCE

The Terms of Reference of the Board may be amended by the Board at any meeting subject to a majority vote. 14 days notice must be given of any proposed changes to the Terms of Reference.

10. THE BOARD'S RELATIONSHIP WITH THE LOCAL AUTHORITY

The Board is not an incorporated body and the Local Authority will remain the accountable body for the funding that has been received and any future funding that may be received by way of further Capacity Funding, grants or contribution to feasibility studies that the Board may wish to commission.

The Town Board may make recommendations to the Local Authority's Cabinet from time to time and prior to the submission of the Town Deal Long -Term Plan to DHLUC.

Appendix A

