

Shipley

Towns Fund Board

Terms of Reference

Document Owner: Towns Fund Board

Document Author: Rav Panesar

Version: 1.1

Document Control

Document Source

The latest version of this document is available on request from the Towns Fund Team

Revision History

The 'summary of changes' described are shown for guidance on version control only and should be over-written with the exact changes made to the document.

Version	Date	Summary of changes
1.0	31/03/21	Version 1 approved
1.1	18/04/24	Version 2 Draft

Document Review and Approvals

This document will be reviewed and approved by the following people:

Name	Role	Date Approved/Reviewed
Adam Clerkin	Chair, Shipley Towns Fund	08/05/24
Angela Blake	Assistant Director of Place	

Document Acceptance

This document will be accepted by the following people:

Name	Role	Date Approved/Reviewed
Adam Clerkin	Chair, Shipley Towns Fund	08/05/24
Angela Blake	Assistant Director of Place	
Barry Cooper	Board Member	
Cllr Alex Ross-Shaw	Portfolio Holder – Regeneration, Planning & Transport	
Cllr Mike Connors	Shipley Town Council Chair	
Diana Bird	Board Member	
Dom Pix	Board Member	
James Skirrow	Board Member	
Joy Hart	Board Member	
Helen Horsman	Board Member	
Alec Porter	Board Member	
Adam Sutcliffe	Board Member	
Nicola Murray	Board Member	
Scot Flight	Board Member	
Philip Davies MP	Member of Parliament	

Distribution

This document has been distributed to:

Name	Role
Towns Fund Board	Oversight of the Shipley Towns Fund
Internal Programme Board	Governance of the Shipley Towns Fund

Contents

1. Purpose and Role of the Towns Fund Board	5
2. Roles & Responsibilities of Participants	5
3. Standards of Behaviour and Conduct	6
4. Membership	7
5. Chair and Deputy Chair Term and Responsibilities	8
6. Frequency of Meetings	8
7. Attendance at Meetings	8
8. Appointment of Substitutes	8
9. Meeting Procedures	8
10. Quorum	9
11. Sub Groups	9
12. Declaration of Interest	9
13. Respecting Confidentiality	9
14. Decision Making and Voting	10
15. Accountable Body Arrangements	10
16. Procurement	11
17. Secretariat and Technical Support Arrangements	11
18. Legal Status	11
19. Freedom of Information Act	11
20. PR and Media Protocol	11
21. Updating the Terms of Reference	12
22. Geography	12
APPENDIX 1: Membership of the Shipley Towns Fund Board	14

1. Purpose and Role of the Towns Fund Board

The Shipley Towns Fund Board brings together the private, public and voluntary community sectors to provide strategic leadership in relation to regeneration activity funding through the Towns Fund.

The Towns Fund Board will be the vehicle through which the vision and strategy for the town is defined; focusing on its assets, opportunities and challenges.

Shipley

Projects should reflect local priorities and be co-designed with local businesses and communities.

The overarching aim of the Towns Fund is to drive the sustainable economic regeneration of towns to deliver long term economic and productivity growth. This will be done through:

Urban regeneration

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, preparation, remediation, and/or development; and
- Making full use of planning tools to bring strategic direction and change.

Skills and enterprise infrastructure

- Driving private sector investment and small business development; and
- Ensuring towns have the space to support skills and small business development.

Connectivity

- Developing local transport schemes that complement regional and national networks; and
- Supporting the delivery of improved digital connectivity.

The Board shall undertake its duties and responsibilities in line with the requirements of the [Towns Fund Prospectus](#) (November 2019) [Towns Fund Guidance](#) (June 2020) and any subsequent guidance that may be issued.

2. Roles & Responsibilities of Participants

The main role of all the participants of the Towns Fund Board is to champion the town-providing a valuable contribution; bringing ideas, knowledge and expertise to the process.

Participants are required to adhere to these Terms of Reference.

The Towns Fund Board is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles – See section 3)
- Promoting the Town outside of the Board, its potential and investment opportunities with wider stakeholders, locally, regionally and nationally
- 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
- Ensuring risks are regularly reviewed with appropriate mitigation measures in place
- Taking collective responsibility for the implementation of the Vision and Town Deal
- Developing a strong partnership approach between the Board and other key stakeholders to support the Town Investment Plan
- Coordinating partner and stakeholder activities to ensure delivery of the Town Deal
- Working with Bradford Council as the accountable body by providing oversight of the Town Deal projects
- Ensuring the perspective of the local authority and board members are taken into account, creating a 'safe space' based on trust, expertise and insight.
- Articulation of assumptions between Board members and local authority personnel during project implementation.

3. Standards of Behaviour and Conduct

Through the Town Deal, the Towns Fund Board will be responsible for oversight of a significant amount of public funding. As such, members of the Towns Fund Board should fulfil their role as public-private partnerships whilst ensuring robust stewardship of public resources.

Members of the Towns Fund Board and those supporting the activities of the Town Deal should adhere to the Seven Principles of Public Life (the Nolan Principles). The Lead Council will be responsible for ensuring that all Town Deal Board members understand these principles and how they apply:

- 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 Shipley 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.

The Board will align itself with the governance standards and policies of City of Bradford Metropolitan District Council as Lead Council, including those policies on [Whistleblowing](#) and [Complaints](#).

4. Membership

Participation is by invitation only from City of Bradford Metropolitan District Council in consultation with the Chair.

The Towns Fund Board's membership should reflect the diversity of the town and surrounding area. The Towns Fund Prospectus stated that membership of Towns Fund Boards should comprise:

- A private sector chair.
- All tiers of local government for the geography of the town.
- The MP(s) representing the town.
- A West Yorkshire Combined Authority Representative.
- Local businesses and investors.
- Community/local voluntary community sector representatives.
- Other relevant local organisations, such as FE colleges or Clinical Commissioning Groups.

The Towns Fund Board may call on professional advice and support if deemed necessary. Any such advisors may be invited to attend all or part of any meeting as and when appropriate as observers and shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.

The participants identified may change over time at the discretion of the Chair in agreement with the CBMDC Board Representative. Board members can be removed from the Towns Fund Board if they do not adhere to the Terms of Reference.

A Board Member shall cease to be a member of the Shipley Towns Fund Board in the following circumstances;

- Such Board Member gives written notice to the Chair of their notice of resignation;
- Such Board Member's death;
- Such Board Member's bankruptcy making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution or administration or anything analogous to any of the foregoing occurring in relation to a Member in any jurisdiction;
- Such Board Member is removed from membership by a resolution of the Board that it is in the best interests of the Board that the membership is terminated.

The Membership of the Shipley Towns Fund Board can be found in **Appendix 1**.

5. Chair and Deputy Chair Term and Responsibilities

The role of the Towns Fund Chair is to:

- Uphold the Seven Principles of Public Life (the Nolan Principles)
- Lead the Board in achieving its objectives, maintaining an overview of activity, and championing and supporting partnership working.
- Effectively chairing the Board to ensure that decisions are made by the Board in accordance with good governance principles.
- Counter-signing any necessary documentation with the Lead Council's Section 151 Officer (Director of Finance).
- Exert a casting vote in Board decisions in circumstances require.

The Board shall appoint a Chair and Deputy Chair who will serve for a period of 12 months before re-election. In the absence of the Chair, the Deputy Chair will assume the responsibilities of the Chair.

6. Frequency of Meetings

The frequency of the Board meetings shall be quarterly (March, June, September and December), however, additional meetings and the formation of sub groups to ensure essential oversight shall be convened when necessary.

7. Attendance at Meetings

Members will endeavour to attend all meetings of the Towns Fund 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, proposed and agreed with the Regeneration Manager (Shipley) who may attend on their behalf when necessary.

8. Appointment of Substitutes

Board members can appoint a named substitute to the Board. Any substitute will be a representative of the same organisation. The named substitute will be the only person to attend in the absence of the Board member.

9. Meeting Procedures

The Towns Fund Board will be closed to the public and press unless specifically invited. Designated observers will be permitted to attend with the agreement of the Chair. Observers will not be allowed to comment or address the Towns Fund Board unless asked to do so by the Chair. The Economy and Development Service should be informed of any persons attending the meeting to observe in advance.

Any contact from members of the public in relation to the Towns Fund Board will be managed by the Economy and Development Service.

An extraordinary meeting can be called at no less than 14 days' notice if a majority of Board Members agree.

10. Quorum

Any six members of the Towns Fund Board including the Chair (or Deputy Chair) and the CBMDC Board Representative (or their nominated substitute) shall constitute a quorum for the meeting of the Towns Fund Board.

11. Sub Groups

Occasionally a Sub Group of the Shipley Towns Fund 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 Towns Fund Board. The Towns Fund Board will set out the terms and remit of any Sub Group. Membership of the sub group would be decided by the Board.

12. Declaration of Interest

Each member of the Towns Fund 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 Shipley Towns Fund 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. Respecting Confidentiality

On occasions the Board may wish to discuss matters where one or more members wish to retain confidentiality. This may include instances where the Board is to issue a press release or arrange an event. In such circumstances, and where specifically requested by one or more members of the Board, all Board members are expected to retain confidentiality in the context of the matters being considered.

Matters may require more stringent levels of confidentiality due to commercial sensitivity, allowing for ideas to be developed without being negatively influenced before external engagement, this may be discussed in a private section of the agenda.

Members who breach confidentiality may be removed or suspended by vote of the Board.

14. Decision Making and Voting

Where a decision (recommendation to the Lead Council) 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 Board members and shall be by simple majority.

In the case of equality of voting, the Chair shall have a second or casting vote.

15. Accountable Body Arrangements

City of Bradford Metropolitan District 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 (agendas and minutes) on their website or a Towns Fund specific website (where further reference is made in this guidance to publication on a Lead Council's website this includes Towns Fund 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 any necessary documentation (Lead Council's Section 151 Officer (Director of Finance) with the Chair co-signing where specified).
- Monitoring and evaluating the delivery of individual Towns Fund projects.
- Submitting regular monitoring reports to Towns Fund / Department for Levelling Up Housing and Communities.
- Receiving and accounting for the Town's funding allocation.

City of Bradford Metropolitan District Council remains the accountable body for all monies received through the Town Deal.

16. 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.

17. Secretariat and Technical Support Arrangements

Secretariat support will be provided by the Economy and Development Service of City of Bradford Metropolitan District Council. This will involve organising meetings, preparing and circulating agendas and producing minutes:

- Agendas and accompanying papers shall be published at least 5 clear working days in advance of a meeting and sent to all members of the Board.
- Draft minutes shall be published within 10 clear working days of the Board meeting. Minutes shall remain draft until formally approved by the relevant meeting Chair.
- Final minutes shall be published once approved by the Chair.
- Papers will be published on the City of Bradford Metropolitan District Council website: <https://www.bradford.gov.uk/regeneration/towns-fund/shipleigh-town-fund/>

18. Legal Status

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

These Terms of Reference shall constitute the formal Constitution of the Towns Fund Board.

The Towns Fund Board will serve as an advisory function to City of Bradford Metropolitan District Council.

19. Freedom of Information Act

The Freedom of Information Act gives everyone the right to access information that is held by public authorities. City of Bradford Metropolitan District Council will respond to any Freedom of Information requests in relation to the Towns Fund Board. The Board will cooperate with any such requests.

20. 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 Towns Fund Board.

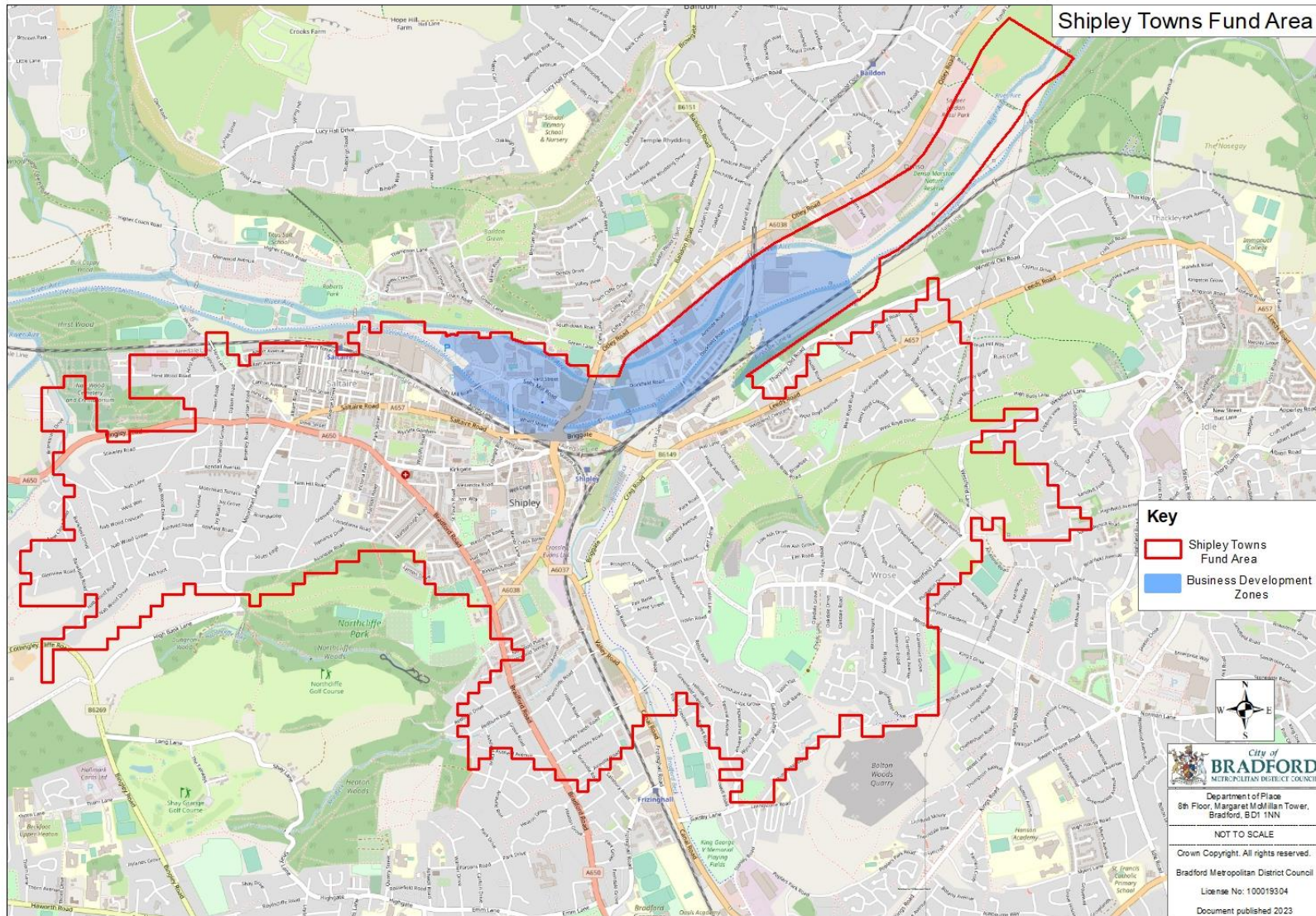
21. Updating the Terms of Reference

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

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.

22. Geography

The Towns Fund Programme will cover the area outlined in the map below and any revisions agreed with the Government.



APPENDIX 1: Membership of the Shipley Towns Fund Board

Name	Organisation / Role
Adam Clerkin	Chair
Philip Davies MP	Member of Parliament
Cllr. Alex Ross-Shaw	Bradford Council
Cllr Mike Connors	Shipley Town Council
Diana Bird	Shipley College
Heather Waddington	West Yorkshire Local Enterprise Partnership (LEP)
Business Representatives	
Dom Pix	TecnAir
James Skirrow	Carter Towler
Barry Cooper	Perkins Jewellers
Scot Flight	Cox & Flight Financial Services
Adam Sutcliffe	Orbel Health Global
Community/voluntary sector representatives	
Joy Hart	Hive
Helen Horsman	The Cellar Trust
Nicola Murray	South Square Community Arts Centre
Alec Porter	IMPOWER