

TOWNS FUND: A TOWN DEAL FOR BIRKENHEAD

TOWN DEAL BOARD

TERMS OF REFERENCE

Stage 2 - Delivery

Purpose	To provide a vehicle through which the vision of the Town Investment Plan and the projects within it are delivered.
Role	<ul style="list-style-type: none"> • To serve as an advisory board to Wirral Borough Council • To support the activities of the Project Development Task Groups • To ensure that the projects benefit the Birkenhead community
Geographic area	The Town Deal Board will work to the geographical area as defined by the Town Deal Area Plan
Membership	<p>Selection and appointment of the Board will be led by Wirral Borough Council. The Board shall comprise representatives of:</p> <ul style="list-style-type: none"> • All tiers of local government • Members of Parliament for the constituency • Local Businesses and Investors • Combined Authority/The Local Enterprise Partnership • Community representatives
Optional Membership	<ul style="list-style-type: none"> • Birkenhead Improvement District • Job Centre Plus • Anchor institutions such as (i) The wider business community (ii) Universities and Further Education colleges, Academies and Schools (iii) Hospitals (iv) Development Corporations (v) Local sports teams (vi) Cultural and creative institutions (vii) Housing sector including housing developers and housing associations • Arms-length bodies and other non-departmental government agencies such as (i) Homes England, (ii) Environment Agency, (iii) Historic England • Other private sector representatives who operate on a national and international platform <p>Members of the Town Deal Board between January 2020 and December 2021 (Stage 1) will have the opportunity to remain on the Board.</p>
Chair	<p>Leigh-Anne Stradeski – CEO Eureka! The National Children’s Museum</p> <p>In the absence of the Chair those present for the meeting of the Board will vote and appoint a Chair for that meeting only</p>
Responsibilities	<p>The Board brings together private, public and voluntary sectors to provide the strategic leadership required to deliver the Town Investment Plan. The responsibilities of the Board are to:</p> <ul style="list-style-type: none"> • Ensure progress is being made on delivery of the projects

	<ul style="list-style-type: none"> • Proposal 'change control' options where necessary • To oversee programme Assurance • Ensure involvement of key stakeholders in the development of projects • Establish sub-groups to develop agreed activities, reviewing and reporting on progress as necessary. • Champion the 'town vision' and promote the projects included within the Town Investment Plan
Decision - making	<p>All Board Members have a responsibility to ensure that adequate discussion of issues occurs before recommendations are made.</p> <p>If consensus cannot be agreed by the Board, in the first instance, the Chairperson will mediate towards satisfactory resolution, based on an evidenced-led approach. If the Board still cannot reach consensus, decisions will be made on the basis of voting.</p>
Voting Arrangements	<p>Board Members with the role of Leader of the Council, Portfolio Holder for Regeneration & Growth and ward member for Birkenhead and Tranmere, will share one vote. All other Board Members shall have one vote each, which may be cast on matters considered at the meeting. Any decision taken by the Board must be a majority decision.</p> <p>Where a conflict of interest exists, a Board Member may take part in the debate but may not vote.</p> <p>Save where they have a personal interest, the Chair will have a casting vote.</p> <p>Members are not entitled to cast a vote if they are not in attendance when the decision is formally agreed at a Board Meeting.</p>
Delegating Tasks and Powers	<p>Sub-groups may be established by the Board to act as Task and Finish Groups for specific and appropriate elements of the Board's business. The Board should agree what Sub-Committees are required.</p> <p>Additional non-Board members may be invited to provide skills, resources, insight and capacity to the task but must abide by the decision-making structures, Code of Conduct and Terms of Reference of the Board.</p> <p>Each Sub-Group should be chaired either by a Board Member or a Board-approved nominated representative.</p> <p>Progress on tasks of the Sub-Group should be updated and reported to the Board, to a schedule agreed by the Board as appropriate to its agenda.</p> <p>Procurement processes will be governed by the Financial Regulations and Procurement Procedures for any goods or services procured by funds for which the Council is the accountable body.</p>
Reporting	<p>The proceedings and resolutions of the meetings of the Board, including names of those present, shall be minuted by the secretariat. Draft minutes will be circulated promptly to all Board members.</p>

	<p>The Board must adhere to the timeframe set by DLUHC of the Towns Deal programme.</p>
Governance	<p>The Board shall use the pre-existing governance structures of Wirral Borough Council.</p> <p>The Board shall align with the governance standards and policies of Wirral Borough Council.</p>
Confidentiality	<p>Members of the Board are required to preserve the confidentiality of information presented, discussed or considered by the Board if necessary.</p> <p>The meetings will not be open to attendance by the press or public.</p>
Meetings	<p>Meetings will be scheduled on quarterly basis as required by the development of business cases and implementation of projects. This will be kept under review to ensure progress.</p> <p>Board Members are expected to attend regularly, and meetings will be diarised to ensure optimal attendance. However, if Board Members are not able to attend, they are still required to read the Board papers and make their views known to the Chair of the Board in advance of the Board meeting.</p> <p>Should a Board Member not be able to attend then a deputy, with authority to vote, can attend as a substitution.</p> <p>Duration of the Board Membership will be for the duration of the Town Deal programme.</p> <p>Secretariat for the group will be provided by Wirral Borough Council.</p>
Quorum	<p>At least 5 members.</p>
Code of Conduct	<p>Board Members will be required to adhere to the governance standards and policies of Wirral Borough Council. One Code of Conduct will cover all Members of the Town Deal Board with respect to its purpose and objectives, its sub-committees and all public sector officers supporting the development and delivery of Birkenhead Area Town Investment Plan. This will also apply to any secondees, consultants and contractors.</p> <p>Board Members and supporting officers will be made aware of the importance and significance of upholding these standards at their inaugural Board Meeting and through regular training processes if required.</p>
Declaration of Interest	<p>At every Board meeting, Board Members will be asked to declare any actual or potential conflict of interest and these will be publicly recorded. Where the Board agrees that a conflict is inappropriate, the member should be excused from both the discussion and decision making.</p> <p>Particular care will be taken where Board Members have a live, concurrent post which could give rise to conflicts of interest. Any conflict of interest for</p>

	<p>Board Members will be established at the start of the selection process and actively managed to ensure there are no material factors impeding independence of judgement.</p> <p>Board Members will demonstrate visible independence which is vital to ensure that there is no bias or favouritism towards or against particular Board Members. This freedom of action is needed to reassure investors, competitors, residents, employees and all tiers of government.</p> <p>Wirral Borough Council, as the Lead Authority, will publish the list of Board Members and registered Conflicts of Interest.</p> <p>Members of the Board agree to comply with the Nolan Principles, the 7 principles of public life which apply to anyone who works as a public office holder.</p>
<p>Review</p> <p>Review Date</p>	<p>The Government may publish further guidance on the operation and function of Town Deal Boards and these Terms of Reference must be reviewed in accordance with any such guidance.</p> <p>Autumn 2022</p>

Revised: November 2021