

Governance and Decision Making

BURNLEY TOWN BOARD

**DATE****15th March 2024****REPORT AUTHOR****Alison McEwan****TEL NO****01282 477259****EMAIL**amcewan@burnley.gov.uk

PURPOSE

1. To provide information on governance and decision making arrangements for the Town Board.

RECOMMENDATION

2. That the Town Board:
 - a. Note the appointment of Karen Buchanan as Chair and Leon Calverley as Vice-Chair of the Board.
 - b. Note the membership of the Board
 - c. Note the Terms of Reference and Code of Conduct and resolve to return any paperwork required to ensure compliance with the above.

REASONS FOR RECOMMENDATION

3. To ensure that there is an effective governance and decision-making structure in place to support delivery of the Long-Term Plan for Towns programme, and comply with the guidance issued by the Government.

SUMMARY OF KEY POINTS

4. In October 2023 Burnley was announced as one of 55 towns selected by the Government to benefit from the 'Long-Term Plan for Towns' Programme.
5. Burnley will benefit from funding and support of up to £20 million to develop a long-term plan for Burnley.
6. The Government published guidance on 18th December 2023 detailing requirements to establish a Town Board to support the development of the vision and long-term plan, and setting out the governance requirements of the programme. Burnley Borough Council is the Accountable Body.
7. The Board must be established by 1st April 2024 at the very latest. In line with the guidance, Karen Buchanan, Principal of Burnley College has been invited to Chair the Town Board following consultation with Group Leaders, and the MP, and has accepted the position. The Chair may appoint a Vice-Chair from the other public (but

not elected representatives) and private sector representatives, and has invited Leon Calverley to take up the position. The invitation has been accepted.

8. Following consultation with Burnley Council Group Leaders, MP and the Chair and with regard to the Government’s guidance, board membership including public, private and community representation has been set as follows:

| Suggested potential partners (as per guidance) | Representative |
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| Parliamentary Representative | MP |
| Local Councillors should be limited to promote community leadership | Leader & relevant Exec Member, and opposition member BBC Relevant Exec Member LCC |
| Senior Representative from Police | PCC rep |
| Community Partners, for example: Community Groups Faith Groups Local charities Neighbourhood forums Youth groups Local CVS | Burnley Together Youth Parliament |
| Local businesses and social enterprises: BID – Chair or Board Members Key local employers/investors | Burnley Bondholder representative BID Representative SME representative |
| Cultural, arts, heritage and sporting organisations: Sports clubs Local heritage groups | Burnley Football Club Chair Burnley Leisure & Culture |
| Public agencies and anchor institutions: Local schools, further education and higher education Relevant government agencies | Principal Burnley College UCLan Vice-Chancellor |

9. In order to support delivery of the programme, the Terms of Reference and Code of Conduct set out the decision making processes, governance standards and clear expectations around behaviour and managing conflicts of interests. The aim is to ensure robust procedures are in place, whilst maintaining a ‘light-touch’ regime where possible.
10. Board Members are required to sign up to the attached Code of Conduct and Terms of Reference, and complete a declaration of interest form which will be held on file.
11. In order to support transparency and openness, meeting agendas, reports and minutes will be published on the Council/and/or Town Board website, unless they contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972.

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| FINANCIAL IMPLICATIONS AND BUDGET PROVISION |
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12. Related costs will be met from the Long-Term Plans for Town budget.

POLICY IMPLICATIONS

13. None

DETAILS OF CONSULTATION

14. Group Leaders, MP, Burnley Borough Council Chief Executive, Strategic Head of Economy & Growth and Head of Legal & Democratic Services. Karen Buchanan, Burnley Town Board Chair.

BACKGROUND PAPERS

15. <https://www.gov.uk/government/publications/long-term-plan-for-towns-guidance-for-local-authorities-and-town-boards/long-term-plan-for-towns-guidance-for-local-authorities-and-town-boards#annex-a-town-board-governance-requirements>