

Burnley Town Board (Long-Term Plan for Towns)

Terms of Reference

Role of the Town Board

The Burnley Town Board brings together the private, public and community sectors to provide strategic leadership to develop and deliver an Investment Plan and schedule of interventions to secure government funding, and which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges.

The Objectives of the Board are to:

- Define strategy and vision for the town
- Develop and agree an evidenced based Town Investment Plan
- Develop a clear programme of interventions
- Co-ordinate resources and influence stakeholders

Roles & Responsibilities of Participants

The main role of all the participants of the Town Board is to play an active part in the development of the Town Investment Plan.

All participants of the Town Board will strive to apply the following principles:

Commitment: to attend every meeting where possible. To be properly prepared for briefings by reading any paperwork beforehand.

High Quality Debate: to remain focused and strategic and to contribute positively to discussions and work with other participants to achieve consensus and take important decisions regarding the strategic development of the Long-Term Plan for Towns.

Representative: to raise areas of strategic concern and contribute their experience and expertise to discussions and decisions to achieve good workable solutions.

Respect for others: to respect, listen and to take into account the views of other participants regardless of their gender, race, age, ethnicity, disability, religion, sexual orientation or any other status.

The Burnley Town Board holds no money or assets. Board Members will have no personal liability when acting properly, within their powers and in good faith. However, there is no indemnity for any action or failure by any member or officer which constitutes a criminal

offence, or for any action or failure by any member or officer which is the result of fraud, or other deliberate wrongdoing or recklessness on the part of the member or officer.

Membership & Quorum

Participation is by invitation only from Burnley Borough Council in consultation with the Chair. The quorum shall be one third of the total number of appointed members.

There shall be no substitute members.

Partners	Representative
Parliamentary Representative	MP
Local Councillors	Leader & relevant Exec Member, and opposition member Burnley Borough Council Relevant Exec Member Lancashire County Council
Senior Representative from Police	PCC nominee
Community Partners, for example: Community Groups Faith Groups Local charities Neighbourhood forums Youth groups Local CVS	Burnley Together Youth Parliament Representative
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 Vice-Chancellor of UCLan

The Town Board may call on professional advice and support if deemed necessary. This may include external consultants.

Chair & Vice-Chair Responsibilities

The role of the Town Board Chair is to:

- Lead the Board in achieving its objectives, maintain an overview of activity, and champion and support partnership working.
- Ensure that decisions are made by the Board in accordance with good governance principles.
- Sign as required any agreements as advised by the Monitoring Officer.

The Chair shall be invited by the Council in consultation with the MP and should be a respected figure in the community with an obvious passion for Burnley.

The Chair in consultation with the Council and MP may appoint a Vice- Chair. In the absence of the Chair, the Vice-Chair will assume the responsibilities of the Chair.

Standards of Behaviour

As a participant of the Town Board, whether in meetings / briefings or working on behalf of the group the following guidelines set out what is expected of them:

Each Board Member is under an obligation to act in accordance with the Code of Conduct. This includes each Board Member agreeing to abide by the Nolan Principles of Public Life.

They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Declaration of Interests

Having regard to the nature of the likely interventions that will be explored as part of development of the Investment Plan, from time to time a conflict of interest may arise for Board Members. Members must declare any such interests as set out in the Code of Conduct.

Attendance

Members will endeavour to attend all meetings of the Town Board, however if they are unable to attend any meeting then they should submit their apologies in advance of the meeting.

Meeting Procedures

- The agenda and papers for meetings shall be approved by the Chair.
- Papers for the Town Board meetings will be made available by the Secretariat at least 5 clear working days before the meeting.
- Where an urgent issue arises after the publication of the agenda that cannot reasonably be deferred until the next scheduled meeting, a late report may be added to the agenda with the consent of the Chair.
- Copies of papers for meetings will be placed on the Council and/or Town Board's website unless they contain exempt information under Schedule 12A Local Government Act 1972 (as amended). All discussions at meetings in relation to papers marked as confidential shall not be disclosed outside the Board.
- Draft minutes shall usually be published promptly within 10 clear working days of the Board meeting. Minutes will be marked 'approved' after receiving Board approval at the subsequent meeting.

Decision Making and Voting

Each member of the Board shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board. Any decision of the Board must be a majority decision at a meeting. In the event of a tied vote the Chair will have a casting vote.

If an urgent decision is required which cannot be deferred until a subsequent meeting, then a special meeting can be arranged. If this is not practicable then the Chair in discussion with the Vice Chair, and Leader of the Council may take a decision jointly in consultation with the Chief Executive, and is not required to be 'in person'. The decision must be reported to the next scheduled meeting of the Board.

Sub-Groups

Occasionally a Sub-Group of the Town Board may need to be established to expedite a particular matter, which requires focused 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 Town Board. The Town Board will set out the membership, terms and remit of any Sub-Group. Members of sub-groups will be bound by the Terms of Reference and Code of Conduct.

Accountable Body Arrangements

Burnley Borough Council (acting as Lead Council and Accountable Body) is responsible for:

- 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 on their website or a Long-Term Plan for Towns specific website
- Developing detailed business cases, agreed projects and undertaking any necessary feasibility studies
- Undertaking any required Environmental Impact Assessments or Public Sector Equality Duties
- Liaising with potential private investors in identified local projects and schemes
- Ensuring that funding arrangements are appropriately signed off.
- Monitoring and evaluating the delivery of individual LTPT projects and submitting regular monitoring reports as required.
- Receiving and accounting for the LTPT funding allocation

Secretarial Arrangements

Secretarial support will be provided by Burnley Borough Council.

Other Departments of the Council and external organisations will attend by invitation as required.

Complaints Procedure

Where a person has reason to believe that the conduct of a Board Member has fallen short of the standards set out above, encapsulated in the Nolan Principles, a complaint may be

made in writing to; The Head of Legal & Democratic Services, Burnley Borough Council Town Hall, Manchester Road, Burnley BB11 89SA Or email cwaudby@burnley.gov.uk

The complaint should set out as follows;

- (i) The nature of the complaint
- (ii) Details of how the Board Member was acting in an official Burnley Town Board capacity
- (iii) Details of which Nolan Principle has been breached and why
- (iv) If relating to a conflict of interest, details of how the conflict has occurred and impact of that conflict.

The Council's Head of Legal & Democratic Services will review the complaint and determine if the Burnley Town Board Member was acting in an official capacity and if the complaint was proven, whether a Nolan Principle would have been breached. If both these are criteria are met, the complaint will be referred to the Chair (or Vice Chair in the event the Chair is subject to a complaint).

Removal of a Member from the Board

In the event that a Board Member's conduct falls short of that expected and/or a breach of the Code of Conduct has taken place, the Board may agree a resolution to remove that Board Member from the Town Board.

This may only occur when;

- i. The Board Member has been given at least 14 clear days' notice in writing of the meeting of the Board at which the resolution will be proposed and the reasons why it will be proposed; and
- ii. The Board Member has been given a reasonable opportunity to make representations to the meeting in person and/or in writing. The other Board Members must consider any representations made by the Board Member and inform them of their decision following such consideration.

There shall be no right of appeal from a decision of the Board's decision to terminate the membership of a Board Member.

A Board Member shall cease to be a member of the Burnley Town Board in the following if the Board Member gives written notice to the Chair of their notice of Resignation.

Updating of the Terms of Reference

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

The Board may amend these terms of reference at any time and they will be reviewed as required. The Head of Legal & Democratic Services as a representative of the Accountable Body has authority to approve the terms of reference, in consultation with the Leader of Burnley Council and the Chair of the Town Board.

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