

## **East Lindsey District Council**

### **Terms of Reference for the Skegness and Mablethorpe (the Towns) Joint Town Deal Board**

#### 1 Introduction

1.1 The Town Board (the Board) serves as an advisory function to the Lead Council (East Lindsey District Council) and is a vehicle through which the vision and strategy for the Town is made.

1.2 The Board has been established and its role is to:

1.2.1 develop an evidenced based Joint Town Investment Plan

1.2.2 develop a clear programme of interventions; and

1.2.3 co-ordinate resources and influence stakeholders.

#### 2 Membership

2.1 Members of the Board shall be made up of representatives nominated by those groups identified in paragraph 2.3. The Board will consist of up to 33 Members.

2.2 Members of the Board shall be appointed for a term of 2 years. Members of the Board shall cease to be a member of the Board at the end of their term, unless they are reappointed by the Lead Council.

2.3 Members of the Board must include:

- Other tiers of local government
- Members of Parliament
- Local businesses and investors
- Local Enterprise Partnerships
- Communities

2.4 The composition of the Board shall consist of up to:

- Twelve representatives from the business sector, excluding the Chair & Vice Chair
- Six representatives from the public sector
- Eight representatives from stakeholder groups
- Five representatives from community groups.

2.5 The Chairman and the Vice Chairman of the Board shall be from the private sector and shall be appointed by the Lead Council.

### 3 Meetings

3.1 Meetings of the Board shall be held at least four times per year and, in any event, as frequently as is necessary for it to exercise its functions.

3.2 The Board may make provision for sub-committees where there is a requirement to deliver specific work programme outcomes.

3.3 The quorum for Board meetings shall be fifty percent of the Board membership.

3.4 Decisions of the Board shall be made by a majority vote. The Chairman of the Board shall have a casting vote.

3.5 Members of the Board are expected to provide apologies for non-attendance and substitutes are not allowed.

3.6 The Board may invite any person to attend meetings of the Board in an advisory capacity, as they feel appropriate.

### 4 Minutes and reporting

4.1 Draft minutes of meetings shall be circulated to the Chairman of the Board for approval within 10 working days of the meeting.

4.2 Minutes of meetings will be presented to the next Board meeting and will also be made available to the Lead Council.

4.3 There will be reporting to the Lead Council's Executive Board by way of the District Council Board representative.

### 5 Chairman and Members

5.1 The Chairman and the Vice Chairman shall be appointed by the Lead Authority.

5.2 The Chairman will have wide ranging and extensive high level experience and knowledge of, and well developed connections, and working relationships in the local business community and experience of driving investment and value for money and success at attracting investment.

5.3 The Chairman will encourage high standards of collective working and governance.

5.4 In the absence of the Chairman the Vice Chairman will Chair a meeting of the Board. The Vice Chairman to be the Lead Council representative on the Board.

5.5 All Board Members will be required to sign the Lead Councils Member Code of Conduct

document and adhere to the Nolan Principles and attend training provided by the Lead Council following appointment.

5.6 All Board Members will be required to complete, sign and submit to the Lead Council its declaration of interests form.

## 6 Resources

6.1 The Board shall provide guidance to the Lead Council on how the Town Capacity Funding shall be allocated.