



## **CONNECTED COAST BOARD**

### **TERMS OF REFERENCE**

#### **1. INTRODUCTION**

Now that the UK Shared Prosperity Fund, Rural Prosperity Fund and Levelling Up Fund are all active in East Lindsey we have reviewed the terms of reference for the Connected Coast Board to provide a more holistic governance structure for the whole Levelling Up agenda in the area. The new proposed terms of reference are set out below:

#### **2. DUTIES AND TERMS OF REFERENCE**

- 2.1 The Connected Coast Board brings together private, public and voluntary sectors to provide strategic leadership to develop and deliver a series of interventions to secure government funding and assist those interventions with completing business cases and preparing for delivery. Its portfolio of strategic work sets out a clear understanding of the area, focusing on its assets, opportunities and challenges. It will be the vehicle through which the Levelling Up vision and strategy for East Lindsey is defined.
- 2.2 Following agreement of the Mablethorpe and Skegness Town Deals with the Government, the Board provides strategic direction and oversight to the delivery of the Town Deal projects. It also operates as a consultation forum for the allocation of UK Shared Prosperity Funding, Rural Prosperity Funding and as the strategic and oversight forum for the delivery of the Levelling Up Fund resources in East Lindsey.
- 2.3 The Board will drive its impact by:
  - a. Championing the Mablethorpe and Skegness agenda for the economic vision underpinning the funding sources referenced above and promoting bold, deliverable interventions that will generate maximum economic and social benefits for Mablethorpe and Skegness
  - b. Using professional expertise and local knowledge to guide future decision making and governance to best deliver value for money across the full suite of Town Deal, UKSPF, RPF and Levelling Up projects (hereafter referred to as the Levelling Up agenda);
  - c. Coordinate with investment in Mablethorpe and Skegness and the surrounding area, both current and proposed, to optimise the overall benefits to both towns;
  - d. Ensuring that the delivery of the overall Levelling Up agenda brings benefits which are fairly balanced across all social groups and demographics;



- e. Communicating with the business community and residents around economic growth and delivery of the interventions;
- f. Sharing knowledge practice and intelligence East Lindsey and beyond, both regionally and nationally;
- g. Board members are responsible for positive communication of the Levelling Up agenda
- h. Being active ambassadors for Mablethorpe and Skegness to help realise their longer-term development and prosperity.

#### 2.4 The Board shall:

- a) Develop and oversee the delivery of the Levelling Up agenda.
- b) Co-ordinate public, private and third sector activity to develop and deliver the interventions in using the framework of the Levelling Up agenda and any further guidance that may be issued.
- c) To have regard to the core strands of the Levelling Up agenda and develop the interventions and maximise the impact of those interventions;
  - (i) Urban Regeneration, planning and land use
  - (ii) Skills and Enterprise
  - (iii) Connectivity
- d) Support the delivery of the Levelling Up agenda by attending Board meetings, sub group meetings and participating in other working arrangements as agreed, and reflecting the agreed view of the Board in discussions with partners and stakeholders

#### 2.5 Where appropriate, alongside ELDC, the Board shall:

- i. Promote Mablethorpe and Skegness as a prime location for inward investment, international trade and proactively help more locally based companies export their goods and services; examples include attendance of events; attendance or set up of community groups or work streams or sub groups; PR; social media posts, research; response and attendance to webinars and virtual events.
- ii. Actively promote equality, diversity and inclusion across all of its activities (see above for examples).
- iii. Assist the Council in responding to opportunities that arise from government initiatives to support economic development within Mablethorpe and Skegness.



- iv. Attend events to promote the Mablethorpe and Skegness Levelling Up agenda and emerging projects
- 2.6 Members will bring their own perspectives and also represent their organisation, interest group or area. They will be recognised for their valuable contribution bringing ideas, knowledge and expertise to the process. Members will take a Borough wide perspective and develop consensus in the best interests of Mablethorpe and Skegness. Participants are required to adhere to these Terms of Reference.
- 2.7 Where matters cannot efficiently or thoroughly progress through the Board meetings, members may be asked to engage in additional meetings and related tasks including thematic work streams, task and project focused sub groups or working with partners. Where this occurs, Members will be asked to report back to the subsequent Board Meeting(s).
- 2.8 The Board Shall:
- Delegate to the Chairman of the Board the authority to make urgent decisions, having consulted by way of email with Board members, where a Board cannot be convened in a timely manner to consider a matter. The decision shall be published as soon as practically possible once taken.

### **3 MEMEBERSHIP**

- 3.1 The members of the Board shall be appointed by the Board and may be removed at any time by the Board, including behaviour in or outside the Board that can be considered as bringing it into disrepute and failure to attend the majority of meetings over a rolling twelve-month period, without appropriate apologies or unwilling to engage in promotion of the Levelling Up agenda.
- 3.2 The Board shall comprise of representatives of;
- (a) All tiers of local government
  - (b) The Members of Parliament for the constituencies including Mablethorpe and Skegness
  - (c) Local Business and Investors
  - (d) The Greater Lincolnshire Local Enterprise Partnership
  - (e) Prominent members of civic, faith organisations and voluntary organisations
- 3.3 The Board may comprise of representatives of;
- (a) Universities and Further Education Colleges
  - (b) Academies and Schools
  - (c) NHS



- (d) Development Corporations
  - (e) Local Sports Teams
  - (f) Cultural and Creative Institutions
  - (g) Housing Sector, including developers and housing associations
  - (h) DFE
- 3.4 The Board may comprise of representatives from Arms-length bodies and other non-departmental agencies such as, but not exhaustively;
- (a) Homes England
  - (b) Environment Agency
  - (c) Historic England
- 3.5 The Board may comprise of other private sector representatives and developers who operate on a national and international platforms who understand the requirements for investment and can help identify the best use of private and public funds.
- 3.6 Applications for new Board Members shall be determined by the Board following a report from the lead officer of the Board Delivery Team.
- 3.7 A Board Member shall cease to be a member of the Board in the following circumstances;
- a) Such Board Member gives written notice to the Chair of their notice of resignation;
  - b) Such Board Member's death;
  - c) 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;
  - d) 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.
- 3.8 Board Members may be removed as set out in Schedule 2 (Board Code of Conduct). Any Board Member removed may not be reappointed.

#### **4 THE CHAIR AND DEPUTY CHAIR**

- 4.1 The Chairperson and Vice Chairperson of the Board shall be from the private sector and shall be appointed by the Lead Council.



- 4.2 In the absence of the Chairperson, the Vice Chairperson will assume the responsibilities of the Chairperson.
- 4.3 In the absence of both the Chairperson and Vice Chairperson at a formal meeting of the Board, those present for the meeting of the Board will vote and appoint a Chairperson for that meeting only.
- 4.4 If a Board member is unable to attend a meeting a member may send an appropriate substitute providing, they have informed the Chairperson not less than 24 hours before that meeting and the Chairperson has agreed that the substitute may attend in place of the Board member.
- 4.5 The Chairperson may convene an informal meeting of some of the Board members to inform progress of a particular matter arising under the development of individual interventions.
- 4.6 The Chairperson may meet third parties and attend events on any matter pertaining to the Investment Plan and individual interventions to progress activity and outcomes.
- 4.7 If a meeting between a third party and the Chairperson has taken place, the Chairperson will report details of that meeting to the Lead Council on the next working day or sooner if appropriate.

## **5 ATTENDANCE AT MEETINGS**

- 5.1 The Board will meet quarterly unless agreed otherwise by the Board. The Board may meet at other times during the year as agreed between the members of the Board and may approve recommendations via written procedure.
- 5.2 Members will endeavour to attend all meetings of the Board, however if they are unable to attend any meeting then they should submit their apologies in advance of the meeting.
- 5.3 Other persons and external advisers 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.
- 5.4 With prior agreement of the Chairperson, any Board member may participate in a meeting via means of a conference call or similar communications equipment whereby all persons participating in the meeting can communicate with each other and participation in a meeting in this manner shall be deemed to constitute a presence in person at such meeting and shall be entitled to vote and be counted in a quorum accordingly.



## **6 MINUTES AND REPORTING**

- 6.1 Meetings of the Board shall be at least four times a year and, in any event, as frequently as is necessary for it to exercise its functions.
- 6.2 Notice of meetings will be given at least seven days prior to the meeting with an agenda and relevant papers provided.
- 6.3 Standing items on the agenda will include Apologies, declarations of interest or conflict, any named substitute and who they represent, risk register review and project update chart.
- 6.4 The Board may make provision for sub committees where there is a requirement to deliver specific work programme outcomes.
- 6.5 The Quorum for the Board Meetings shall be fifty percent of private sector members and fifty percent of other membership.
- 6.6 Decisions of the Board shall be made by a majority vote with the Chairperson having a casting vote when necessary.
- 6.7 Members of the Board are expected to provide apologies for non-attendance at least twenty-four hours prior to the meeting where possible. Their absence, but not the reason, will be minuted.
- 6.8 Other meetings may be arranged from time to time as deemed necessary.
- 6.9 the agenda and reports (that are not exempt under legislative arrangement) shall be published on the connected Coast Website.
- 6.10 There may be occasions when the business of the meeting will be subject to confidentiality for reasons of commercial confidentiality or sensitivity information provided by government in confidence, information pertaining to individuals or third-party information that is subject to common law duty of confidentiality. This is not exhaustive. On such occasions, the notice of the meeting will highlight the reason for confidentiality pertaining to a particular agenda item. At the appropriate time of the meeting, in the event of there being a public present, the Chairperson will request those members of the public to leave the meeting before the item is discussed and voted upon.

## **7 DATA PROTECTION AND FREEDOM OF INFORMATION**

- 7.1 Where the Board is processing personal data it must adhere to the principles in the UK GDPR and Data Protection Act 2018 and where necessary consult the Councils Data Protection Officer for advice and assistance in meeting its requirements under relevant legislation including seeking advice before any



project commences on whether it should complete a Data Protection Impact Assessment.

- 7.2 If the Board receives a Freedom of Information or Environmental Information Regulations or Subject Access Request for Information it shall be immediately passed on to the Council's Information Governance Officer for processing.

## **8 REGISTER OF GIFTS AND HOSPITALITY**

- 8.1 The Lead Council shall maintain a register of gifts and hospitality where the value received by any Board Member exceeds £25.
- 8.2 Any Board member accepting any gift or hospitality should declare this to the Chairperson and Lead Council within seven days.

## **9 THE BOARD'S RELATIONSHIP WITH EAST LINDSEY DISTRICT COUNCIL**

- 9.1 The Board is responsible for developing and agreeing a clear programme of interventions and coordinating resources and including stakeholders.
- 9.2 East Lindsey District Council remains the accountable body for all monies received through the Levelling Up agenda.
- 9.3 East Lindsey District Council will be represented on the Board by various Councillors and Council Officials, with the Leader of the Council providing the formal link between the two bodies in the development of outcomes under those functions set out in 9.1.
- 9.4 The Board will be supported by East Lindsey Delivery Team, which will be in employment of East Lindsey District Council.
- 9.5 The Board may from time to time attend both formal and informal Cabinet of East Lindsey District Council and attend as required meetings of East Lindsey District Council's Scrutiny Committee to provide updates and information pertaining to the development of the Levelling Up programme of interventions and stakeholder engagement.
- 9.6 East Lindsey District Council's Cabinet will receive reports on the progress of activities through its established performance monitoring.

## **10 GENERAL MATTERS**

- 10.1 Board members should make themselves available from time to time to meet the Cabinet of East Lindsey District Council both formally and informally, and to attend meetings of the Council's Scrutiny Committee as and when required.





- 10.2 Board Members shall duly sign and return the Connected Coast Board Code of Conduct and Declaration of interest on an annual basis.
- 10.3 The Board may be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis.
- 10.4 The Board will have access to officer resources in order to carry out its duties through the East Lindsey Delivery Team.
- 10.5 The Board shall give due consideration to all laws and regulations as appropriate.
- 10.6 Members of the public may wish to contact the Connected Coast Board. Any such contact details will be published on the Connected Coast Website. The Delivery Team may where appropriate, engage with the Chair and/or wider Board.

## **11 DOCUMENTATION TO BE KEPT**

- 11.1 The Board shall be responsible for completing, reviewing and updating the following documents:
- Agenda and minutes
  - Risk and Milestone Registers
  - Decision Logs
  - Project Logs
  - Equality Impact Assessments (where required)
  - Task Lists

## **12 TRANSPARENCY**

- 12.1 The Board and Lead Council shall ensure that the following documents and information are made available to the public via the Connected Coast Website:
- Terms of Reference
  - Agenda and Minutes
  - Code of Conduct

## **13 REVIEW AND REVISION**

- 13.1 These Terms of Reference shall be reviewed at least annually by the Board and revised as necessary to take into account any updated guidance issued to the Levelling Up areas.