

# Town Deal Board Corby

## Terms of Reference January 2020

### Purpose

To act in an advisory capacity to Corby Borough Council (Lead Council) in producing Corby's Town Investment Plan, and informing a business case for a Town Deal with Government.

### Objectives

1. To develop a vision and strategy for Corby's Town Investment Plan.
2. Establish investment priorities to drive economic growth, supported by clear evidence and targeted investment into the economic infrastructure.
3. Develop a programme of interventions around the following objectives:
  - **Urban regeneration, planning and land use:** ensuring towns are thriving places for people to live and work, including by: increasing density in town centres; strengthening local economic assets including local cultural assets; site acquisition, remediation, preparation, regeneration; and making full use of planning tools to bring strategic direction and change.
  - **Skills and enterprise infrastructure:** driving private sector investment and ensuring towns have the space to support skills and small business development.
  - **Connectivity:** developing local transport schemes that complement regional and national networks, as well as supporting the delivery of improved digital connectivity
4. Co-ordinate resources and influence stakeholders.
5. Develop a communications strategy for Corby's Town Investment Plan.
6. Work collectively to leverage private and public sector investment and community involvement in Corby.
7. Monitor the performance of the project at a strategic level, offering both challenge and support to proposals, and collaborate with the Lead Council and other partners.
8. Promote the interests of Corby's Town Investment Plan at all levels including with national and local government, industry bodies, academic institutions, businesses and potential investors;
9. Recommend Corby's Town Deal to Corby Borough Council for approval.

# **Town Deal Board Corby**

## **Roles & Responsibilities**

### **Corby Borough Council (Lead Council)**

- Convene and agree the Town Deal Board and its composition.
- Establish governance and decision making structure of the Town Deal Board, including whistle blowing, conflicts of interest, and complaints policies.
- Approval of any Town Deal bid to Government, including negotiation and agreement thereof.
- Liaison with Cities and Local Growth Unit team within Ministry of Housing, Communities and Local Government on all project matters. Including submission of any monitoring information.
- Administer the grant funding of £162,019 to support convening the Town Deal Board, running business and wider community engagement events, Developing Town Investment Plans and providing technical expertise for business case development. Spending of this funding is at the ultimate discretion of the Lead Authority.

### **Board member**

Each member will nominate one principal representative from their organisation to sit on the board, along with a substitute.

Board members will encourage active engagement on developing Corby's Town Investment plan, proposing and evaluating possible investment priorities.

Board members will be bound by the Lead Councils Code of Conduct including formally registering any potential conflicts of interest, and to respect the confidentiality of meetings and information presented there.

Where a Board Member has any interest, direct or indirect, in any matter being considered by the Board at that meeting, then they shall disclose the interest to the meeting and not take part in any consideration or discussion of the matter or vote in any questions with respect to it and withdraw from the meeting.

Formal decision making on specific assets and transactions that affect board members will remain with the party who owns the interest in question.

### **Chairperson**

The Chairperson of the Board shall be appointed with the agreement of the Town Deal Board. Where appropriate this person should be a representative of the local business community.

The Board may also elect a Vice-Chairperson from the Members of the Board.

The Chairperson shall preside at meetings of the Board. In the absence of the Chairman, the Vice- Chairperson shall preside. In the absence of the Chairman and the Vice-Chairman, the Board shall elect a Member of the Board to act as Chairperson for that meeting only.

# **Town Deal Board Corby**

## **Membership**

To include representatives of the following organisations:

- Corby Borough Council Member and Officer Representation.
- Northamptonshire County Council.
- Parish Councils via Rural Area Forum representative.
- Shadow Authority (once established).
- Member of Parliament.
- Corby Business Group
- South East Midlands Local Enterprise Partnership.
- Centara Neighbourhood Association
- Love Corby
- Homes England
- Sovereign Centros
- Tresham College
- Northamptonshire Police
- TATA Steel
- RS Components
- One Public Estate
- Electric Corby
- Made in Corby

## **Frequency of Meetings, documentation and transparency**

The Board will meet on a bi-monthly basis.

Draft minutes of meetings of the Board shall be prepared by the Lead Council and approved by the following meeting of the Board.

The agenda for the Board meeting shall be agreed by the Chairperson prior to circulation.

The agenda and papers for the Board meetings shall be circulated to the Board by the Lead Council not less than five working days before each Board meeting.

The Board shall seek to operate in an open and transparent manner.

Meetings of the Board shall not be open to the public, given the commercially sensitive nature of information discussed. However, following approval by the Board, the agenda, papers and minutes of each meeting shall be made available to the public, exclusive of any commercially sensitive information.

# Town Deal Board Corby

## Quorum & Decision making

The Quorum for a meeting of the Board will be five, of which one must be the Lead Council.

In making decisions, the Board shall aim to reach consensus. However, where consensus is not possible, a vote may be held where each board member has one vote. A vote may be carried by a simple majority of those present and voting, with the Chairman having a casting vote in the event of a tie.

**Legal Status** – The Group is not a legal entity with any legal matters being dealt with through the normal legal processes.

## Meetings:

- **Frequency** – Every two months
- **Duration** – two hours
- **Venue** – Council Chamber in The Cube

**Review** - Terms of reference will be reviewed as and when required

## Milestones

Capacity funding distributed to Lead Councils	November 2019
Readiness checklist returned	19 <sup>th</sup> December 2019
All Town Deal Boards convened (including publication of town boundary)	End of January 2020
Further guidance published	Early 2020
All town Investment Plans produced	Summer 2020
Town Deals agreed	2020-2021
A competition for further Town Deals	2020

**Date Approved:** January 2020 Board meeting