



Corby Town Investment Plan (TIP) Board

Terms of Reference

1. Purpose

To act in an advisory capacity to North Northamptonshire Council (Lead Council) in delivering Corby's Town Investment Plan (TIP) and developing the business cases and projects for a Town Deal with Government.

2. Objectives

To consider the reports/information on the objectives identified below and provide direction to the project team to allow the necessary decisions to be taken to the relevant Committees or Executive Meetings at North Northamptonshire Council.

1. Establish investment priorities to drive economic growth, supported by clear evidence and targeted investment into the economic infrastructure.
2. 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
3. Co-ordinate resources and influence stakeholders.
4. Develop a communications strategy for Corby's Town Investment Plan.
5. Work collectively to leverage private and public sector investment and community involvement in Corby.
6. 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.
7. 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;
8. Prioritise the four projects that make up the deal producing timelines for delivery.

3. Roles & Responsibilities

3.1 North Northamptonshire Council (Lead Council)

- Convene and agree the TIP Board and its composition.
- Establish the governance and decision - making structure of the TIP 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 Department of Levelling Up, Housing, and Communities (DLUHC) and Local Government on all project matters. Including submission of any monitoring information.
- Administer the grant funding left to support convening the TIP, running business and wider community engagement events, developing further the projects in the TIP and providing technical expertise for business case development. Spending of this funding is at the ultimate discretion of the Lead Authority.
- Approve the submission of bids for other relevant external funding.
- Deliver the projects identified in the TIP.

3.2 Board members

Each member will nominate one principal representative from their organisation to sit on the board, along with a substitute. The current membership of the board is identified in section 3.4 below.

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.

3.3 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.

3.4 Membership

The current members of the Board are:

- Councillor Jason Smithers - Leader of the Council
- Rob Bridge - Chief Executive
- Councillor David Brackenbury - Portfolio Holder for Growth and Economy
- Rob Harbour - Assistant Director for Growth and Regeneration
- Tom Pursglove - MP for Corby
- Councillor Mark Pengelly - Representative of Corby Town Council
- Pat Jones - Vice Principal at Tresham College
- Simon Phipps - Senior Leasing, Development & Asset Manager for Sovereign Centros (acting on behalf of the Town Centre Management)
- Owen Davison - Chair of Rural Area Forum
- Hilary Chipping - Chief Executive at SEMLEP
- Rachel Grey - Police Sergeant at Northamptonshire Police
- Dan Pickard - representative of the Corby Business Group
- Paul Ilko - Works Engineer at TATA Steel
- Kyra Joy - Tresham College Student Apprenticeship Ambassador
- Helen Wilmot - Programme Director for Made with Many
- Nick Bolton - Co-Founder of Electric Corby
- Paul Thompson - Employment and Skills Manager SEMLEP
- Jessica Daldas - Senior Partnership and Business Development Manager Holmes England
- Valerie Finke – Economic Development Officer NNC

Each member can nominate a substitute to attend meetings on their behalf.

4. Frequency of Meetings, documentation and transparency

The Board will meet on a six/eight weekly basis and as necessary to deal with any urgent matters with as much notice as possible.

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 (except in exceptional circumstances).

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, the minutes of each meeting shall be made available to the public following government guidelines, exclusive of any commercially sensitive information.

4.1 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 lead authority having a casting vote in the event of a tie.

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

4.3 Meetings:

- **Frequency** – Every six/eight weeks – Friday’s 10am 12 noon.
- **Duration** – two hours maximum
- **Venue** – Via Teams/virtually or the Council Chamber in The Cube

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

6. Milestones

| Task | Date |
|--|--------------------------------|
| Six/eight weekly Board meetings | Ongoing |
| Receive and review Highlight reports at each Board meeting | Ongoing |
| Monitoring and Evaluation to DLUHC | Every 6 to 12 months - ongoing |
| All Business Plans produced and submitted | 13 th Jan 2023 |
| All projects complete | July 2026 |

Date approved: