

**TERMS OF REFERENCE: HASLINGDEN STRATEGIC TOWN CENTRE:
BOARD (the board):**

1. AIMS AND OBJECTIVES

The aims of the Board are:

- To advise and support the strategic growth of Haslingden Town Centre
- To guide the management and delivery of secured external funding
- To provide additional skills, expertise and capacity to the project team where possible in order to ensure the delivery of the project

2. FUNCTIONS AND RESPONSIBILITIES

The key functions and responsibilities of the Board are:

- To oversee the strategic growth of Haslingden town centre and to actively seek external funding bids
- To advise on, manage and monitor performance and delivery against the project plan
- To ensure that strong links are established and maintained with other relevant community activities and the Haslingden Partnership which oversees day-to-day non-strategic matters
- To regularly feedback and inform Board Members' individual organisations of the delivery of the scheme and identify areas where their organisations may add to the capacity of the programme team
- To ensure that effective systems are in place for monitoring the progress of the programme
- To monitor all financial performance and allocate funding as appropriate
- To review the Project Plan on a regular basis in the light of progress, and to advise on updates as necessary
- To oversee the delivery of a marketing, promotion and publicity programme
- To oversee the delivery of the activity and events plan

3. GRANT AID APPLICATIONS

- To agree limits for delegated applications for grant aid eligible works under the TH scheme for determination by the Director of Economic Development within the approved budgets, in accordance with the criteria set:

- To determine non-delegated applications for grant aid eligible works under the scheme within the approved budgets, in accordance with the criteria set
- To undertake regular reviews of the Board's management and delivery processes (including the membership of the Board) in the interest of optimising progress against the Project Plan

3. MEMBERSHIP

The following organisations/sectors shall provide a named voting representative to sit on the Board and a named deputy:

Board Themes	Votes
Chair Leader of Council	1 Vote
MP for Haslingden and Hyndburn	1 Vote
RBC Ward Councillor – Worsley (x 2)	2 Votes
RBC Ward Councillor – Greenfield (x 2)	2 Votes
LCC County Councillor	1 Vote
Credit Union Representative	1 Vote
RBC Director of Economic Development	1 Vote
RBC Economic Development Manager	1 Vote
Events and Tourism Representative	1 Vote
Haslingden Traders Representative	1 Vote
Haslingden Traders Representative	1 Vote
Community Groups Representative	1 Vote
Interested Groups Representative	1 Vote
Heritage Groups Representative	1 Vote
REAL Representative	1 Vote
Small Business Representative	1 Vote
Large Business Representative	1 Vote
Local Resident Representative	1 Vote
Local Resident Representative	1 Vote
LCC Highways	No Vote
Supporting Project Officers/ Economic Development Officer	No Vote

Where individuals are representing an organisation or are elected, a periodic check will be done to establish the correct representation.

Should an elected representative be deselected or fail to be re-elected, then they will be expected to tender resignation with immediate effect. They will be replaced by the newly elected member.

Where representatives are no longer endorsed by their organisation then they must disclose this and tender their resignation without delay. The organisation may then select a replacement representative.

4. ADVISORS

The Board may, at its discretion, invite other relevant organisations to appoint a representative to serve on the Board (with or without voting rights) or to attend as an observer.

5. RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

Board members will be responsible for securing any necessary approvals from their individual organisations, both to the continuing commitment to the Board and, when required, in respect of specific projects within the Action Plan that they have agreed to help take forward.

All members of the Board will have a duty to respect the confidentiality of information received in their capacity as a Member of the Board.

Conduct within meetings should always be professional. Board members shall conduct themselves in a fit and proper manner and speak only when directed to by the Chair.

Board members must attend meetings regularly with tendered apologies sent in a timely manner. Missing 3 or more meetings will result in the Board contacting the represented organisation.

6. QUORUM

No business shall be undertaken at any meeting unless there are a minimum of **five** voting members present.

7. AGENDAS

Agendas and accompanying reports shall be provided at least 5 days in advance of each meeting and will be circulated to all members of the Board and – subject to any requirements of confidentiality, to invited advisors. Minutes will be circulated within 2 weeks of the previous meeting for reference purposes and to inform actions.

8. DECLARATIONS OF INTEREST

It is the responsibility of the Board to ensure that its business is conducted in an open and transparent manner. Board members must therefore declare any personal or business interest in any item for discussion. Once such an interest is declared, members may speak on the item by invitation of the Chair and with the agreement of the Board, but must not vote on it. The Chair may ask Board members who have declared an interest to absent themselves in the case of any item of business where their presence might inhibit discussion.

A register of interests shall be established and completed by all Board members; this register shall be available to the Chair at all meetings. Members do not have an interest by virtue of employment by, or membership of, a body which is represented on the Board. The following interests of a Board member, his/her spouse or any

family member must be entered into the register, and must be declared each time a relevant item comes up for discussion:

- Ownership of, or any other interest in, any property which is the subject of, or is likely to be materially affected by, a grant request; or is the subject of a planning application awaiting decision;
- Directorship of, ownership of or employment by any company or partnership owning or occupying any property which is the subject of, or is likely to be materially affected by, a grant; or is the subject of a planning application awaiting decision.

9. VOTING

Decisions will be made by consensus. In the event of a disagreement it will be for the Chair to seek to resolve the differences and if this fails a vote will be taken. Voting on any matter shall take the form of a show of hands and will be determined by a simple majority. In the case of an equality of votes, the Chair shall have a second or casting vote. Where appropriate, urgent matters may be dealt with by written procedure.

10. APPOINTMENT OF OFFICERS

The Board shall appoint a Chair and up to two joint Vice Chairs from amongst its membership. The vice chairs will be proposed and seconded by the Board members and in the event of multiple nominations, there will be a general vote with the Chair having the casting vote. Preferably, the three appointments will be representative of the public sector, private sector and voluntary sector. In the absence of the Chair for any meeting, one of the joint Vice Chairs will be elected Chair of that meeting.

Rossendale Borough Council will carry out the role of Accountable Body and provide secretarial support to the Board.

The Board shall operate at all times in accordance with Rossendale Borough Council's Standing Orders and Financial Regulations.

11. SUB GROUPS

The Partnership Board may establish Sub-Groups to undertake work on any subject area that falls within its overall remit and may, subject to the financial, legal and other requirements of the Accountable Body, delegate decision-making powers to them. Decisions taken by Sub-Groups must be consistent with the same statutory, financial and other frameworks (particularly those relating to Rossendale Borough Council's Accountable Body responsibilities) as those taken by the full Board.

No Sub-Group may undertake any business unless and until the Board has agreed Terms of Reference and the limits of delegated authority. Sub-Groups may, with the agreement of the Board, contain members who are not members of the Board. Any Sub-Group must contain a minimum of **two** Board members, and may only make decisions if at least **both** board members are present.

Decisions made by Sub-Groups must be reported in writing to the next meeting of the Board.

12. THEMATIC CHAMPIONS

In order to inform and enliven Board discussion, Board members will be nominated to act as thematic champions.

Their role and responsibilities are to:

- Investigate and identify issues and opportunities relating to their thematic area;
- Liaise between stakeholders, external experts, the Project team and Partnership Board to ensure that their thematic area is being effectively delivered; and
- Provide support, awareness and scrutiny on activities pertaining to their thematic area.

13. CHANGES TO THE TERMS OF REFERENCE

The Board may amend the Terms of Reference of the Partnership Board, subject to a majority vote. A 7 days' consideration period must be provided for an amended Terms of Reference.