

## **CHESTERFIELD LONG TERM PLAN for TOWNS BOARD**

### **Terms of Reference (approved XX April 2024)**

#### **1. INTRODUCTION**

Chesterfield Borough Council is one of eight Borough/District Councils in the County of Derbyshire and the only town in Derbyshire to be designated for funding from the Long Term Plan for Towns (LTPfT).

Chesterfield is the second largest settlement in Derbyshire and lies 24 miles (39km) north of Derby. The Borough is a relatively compact and mainly urban area with good access to the M1 motorway which runs along its Eastern boundary. According to the 2021 Census, the Borough's population is 103,600.

Chesterfield Borough Council's vision is "Putting our communities first".

In September 2023, Government announced the Long-Term Plan for Britain's Towns, a core part of the government's Levelling Up programme that has so far invested more than £13 billion to support projects across the United Kingdom.

Chesterfield is one of 55 towns included in the Department of Levelling Up, Housing and Communities (DLUHC) Long-Term Plan for Towns, delivering a range of interventions across 3 broad investment themes:

- Safety and Security
- High Streets, Heritage and Regeneration
- Transport & Connectivity

Following the announcement in September 2023, and subsequent guidance issued in December 2023, Chesterfield Borough Council as lead Local Authority is required to establish a Long Term Plan for Towns Board by April 2024. This Board will be formed to input into and oversee the successful submission of a 10 Year Vision by 1<sup>st</sup> August 2024. The Government has allocated £20 million endowment-style funding for Chesterfield which will come through Chesterfield Borough Council (CBC) as the Accountable Body. Of the £20 million allocated, 75% is capital funding and 25% is revenue funding.

#### **2. THE ROLE OF THE CHESTERFIELD LONG TERM PLAN for TOWNS BOARD**

The Chesterfield Long Term Plan for Towns Board ("the Board") is the vehicle through which the 10 Year Vision and Strategy for the Chesterfield LTPfT is delivered. It is also responsible for overseeing positive progress and delivery of each of the interventions within the Long Term Plan for Towns Programme.

The Board will sign off each stage of the Long Term Plan that includes a 3 year Investment Plan and a 10 Year Vision. The Board is responsible for:



- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing and agreeing an evidence-based, community led Long Term Plan including a 3 year Investment Plan and a 10 year vision
- Establishing a clear programme of interventions
- Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty
- Coordinating resources and engaging stakeholders
- Ensuring communities’ voices are involved in shaping design and decision making at each phase of development
- Ensuring diversity in its engagement with local communities and businesses
- Helping develop detailed business cases
- Overseeing each step of agreeing a Long Term Plan for Chesterfield, and overseeing compliance with the Heads of Terms Agreement with government
- Develop and monitor a clear Communications, Engagement and Consultation Plan
- Provide a scrutiny role for the performance monitoring & evaluation of the interventions and overall Programme

The geographic area the Board represents is the Chesterfield town boundary with a focus on the town centre of Chesterfield and is shown on the map at Appendix A.

The Board is not a legal entity, and its role is advisory. Its purpose is to work with Chesterfield Borough Council, as Accountable Body for the funding, to deliver a successful Long Term Plan for the Town which sets out a clear focus of Chesterfield’s assets, opportunities and challenges. It will be instrumental in considering the quality of each intervention and project, ensuring compliance with DLUHC’s guidance around pre determined projects and as appropriate the development of business cases in order to secure access to Long Term Plan for Towns funding and demonstrate robust and well developed projects.

### 3. BOARD MEMBERSHIP

The Board is made up of the following members (April 2024), comprising:

<b>Member</b>	<b>Organisation</b>
Chairman	
Vice Chair	
<b>Parliamentary Representatives</b>	
Local Councillors – DCC	
Local Councillors CBC	
<b>Derbyshire Constabulary/PCC</b>	
<b><u>Community Groups</u></b>	
<b>Community Faith Groups</b>	
<b>Community Youth Groups</b>	



<b>Neighbourhood Forums</b>	
<b>Local Businesses/ Social Enterprise – Key employers or Investors</b>	
<b>Local Businesses – Independent Retailers/ Market Traders</b>	
<b>Cultural Arts, Heritage and Sporting Organisations</b>  <b>Local Sports Club Directors</b> <b>Local Heritage Groups</b>	
Public Agencies and anchor institutions – <b>Local Schools</b>	
Public Agencies and anchor institutions – <b>Further education</b>	
Public Agencies and anchor institutions – <b>Higher education</b>	
Public Agencies and anchor institutions- other <b>Government agencies</b>	

Insert: Board member images Wheel when appointments are made

The Chair will invite stakeholder organisations to confirm the nominations to represent them on the Board. Individual membership of the Board is dependent on the continuing support of the relevant nominating body or sector representation.

The Board will have the power at any time to invite further members if the Board considers it necessary. In the absence of the Chair at any meeting, the Vice Chair will chair the meeting.

A Board member shall cease to be a member in the event of:

- such member giving written notice to the Board of their resignation, to take effect on receipt by the Board of the notice of resignation or, if later, the date stated in the notice.
- such member's death or, being a corporation, its winding up
- such 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
- such member ceasing to have an office or other base within Chesterfield or ceasing to be employed or Trustee by such organisation as entitles them to be a member.

All Board members must retire every three years but can be re-appointed by their nominating body or representative sector at the end of each three year period.

Chesterfield Borough Council will provide administrative support to the Board.



#### 4. BOARD MEETINGS

- The Board will meet at least 4 times per year, or more often as required.
- No business shall be transacted at any Board meeting unless a quorum is present. The quorum shall be eight and shall include CBC.
- CBC will give at least 5 clear working days' notice of all Board meetings, by publishing details on its website.
- Board meetings will not be public meetings.
- CBC will publish on its website copies of agendas and reports that are open to public inspection at least 5 clear working days before each board meeting, and copies of minutes of board meetings that are open to public inspection, 5 clear working days after each board meeting.
- CBC will publish draft minutes of meetings following the meeting within 10 working days
- CBC will publish final minutes, once approved by the board within 10 working days
- CBC will report Board member conflicts of interest within the minutes
- CBC will invite DLUHC to send a representative to attend Board meetings as an observer.
- Each Board member shall have one vote and decisions will be made on a show of hands. In the event of an equality of votes the Chair shall have a casting vote.

#### 5. BOARD MEMBERS' CONDUCT

Board members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life. They are:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example.



## **6. CONFLICT OF INTEREST**

CBC will maintain and publish on its website a Register of Board Member Interests and a Code of Conduct.

The following provisions shall apply to all Board members:

- A Declarations and Conflicts of Interest item shall be at the top of the Agenda for each Board meeting and will be reported within the minutes of the relevant meeting
- In the event that there is a conflict of interest the person so conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from any business where the conflict would be relevant.
- Whenever a person has an interest in a matter to be discussed at a meeting the person concerned will not be:
  - entitled to remain present at the meeting during discussion of that matter
  - counted in the quorum for that part of the meeting
  - entitled to vote on the matter
- The Board may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

## **7. ROLES AND RESPONSIBILITIES**

### **(i) The Chair**

The role of the Chair is to lead the Board in defining vision and direction, and in delivering the desired outputs and outcomes, whilst ensuring that appropriate procedures for governance and management of resources are in place.

The key responsibilities of the post are to:

- Provide strategic leadership and direction to ensure that the Board achieves its goals
- Ensure the Long Term Plan is demonstrably community- led and embedded within the local area
- Lead the efforts of the Board on the approved Long Term Plan for the Town for Chesterfield and each intervention for funding
- Lead the efforts of the Board to monitoring performance and progress of each intervention, agreeing ways forward should activity slip, in terms of output, outcome, timescale and financial delivery
- Monitor the range of agreed Indicators to demonstrate the success of the Long Term Plan for the Town and wider activities and deliverables of the area
- Effectively chair meetings of the Board, leading it towards decisions that ensure the strategic vision and key objectives of the Board are delivered



- Be an effective influencer and “ambassador” for Chesterfield at local, regional and national levels working with appropriate partner organisations and individuals
- Be an effective advocate on behalf of the Board, CBC and the businesses and people of Chesterfield, in particular at conferences and events/meetings with Ministers, MPs and key civil servants
- Reflect the agreed policies and strategy of the Board and its members in all discussions with partners, stakeholders, government and its agencies
- Ensure that the Board adheres at all times to high standards of ethics and governance in public life and is an exemplar to other organisations
- Ensure that all Board members participate actively in the work of the Board, encouraging their attendance and engagement and keeping regular contact with all members
- Exert a casting vote in Board decisions if circumstances so require

## **(ii) Board Members**

Board members have a responsibility to uphold high standards of integrity and probity. They should support the Chair in instilling the appropriate culture, values and behaviours in the boardroom and beyond.

Board members should take into account the views of other stakeholders and the community, because these views may provide different perspectives on the Board and its performance.

The duties and responsibilities of a Board member are to:

- Attend meetings of the Board and to nominate an appropriate named alternative where attendance is not possible, subject to the prior agreement of the Chair and Lead Council
- Reflect the agreed view of the Board and its members in all discussions with partners, stakeholders, government and its’ agencies
- Support the Chair by leading on activities relevant to their knowledge and experience by representing the interests of the Board in meetings with partners, stakeholders, government and its’ agencies
- Actively develop an effective partnership
- Contribute knowledge and expertise to the development and delivery of the interventions within the Long Term Plan for the Town and 10 Year Vision
- Formally represent the Board in meetings with other bodies and partner organisations as required





**Appendix A**

