

## **Lincoln Town Deal Board sitting as the interim UKSPF Board**

### **Terms of Reference (subject to any further guidance being issued that may affect this)**

#### **1. Purpose**

- 1.1. To bring together public, private and community sector organisations to act as an interim board to support the Governance of the UK Shared Prosperity Fund
- 1.2. To assist in the scoping of projects, ideas and priorities as presented by the Accountable Body City of Lincoln Council.
- 1.3. To assist consideration of project proposals from partners and contribute feedback to the Accountable Body City of Lincoln Council. and relevant partners.

#### **2. Governance structure**

- 2.1. Proposed governance:  
The governance structure is to be made up of both an internal and external hierarchy
- 2.2. Internally:  
The Program Board will be the councils Reducing Inequality Theme Group who will work with the Portfolio Holder and Leader of the Council, Cllr Metcalfe – this board will set direction and agree broad parameters for the partnership board to consider and make recommendations to the Council's Executive Committee
- 2.3. Externally:  
A Partnership Board – initially Town Board whilst a place board is developed  
  
This board will have oversight of projects and proposals and will provide feedback for consideration at the Internal Program Board
- 2.4. Decisions and monitoring:  
The external governance will feed into the Program Board who will make recommendations to Executive Committee for approval and monitoring through Performance Scrutiny Committee.

#### **3. Town Board Key Duties**

- 3.1. To have oversight of projects and proposals and provide feedback to inform discussion and decisions made at the Internal Program Board
- 3.2. To receive and provide comment on Project progress reports and outcomes
- 3.3. To provide feedback and comments on specific interventions and their design to the councils Reducing inequality Theme Group
- 3.4. To communicate and engage with stakeholders in the development and delivery of UKSPF interventions

- 3.5. To share knowledge, best practice and intelligence in order to develop meaningful interventions

#### **4. Membership**

- 4.1. The Board shall remain the same as the Town Board comprise of representatives from the public, private and community sectors as required under the terms of the Town Deal Programme. The Membership structure shall be as follows.

- City of Lincoln Council (Lead Council) – up to 2 representatives
- Lincolnshire County Council (Upper Tier Authority) – 1 representative
- Greater Lincolnshire Local Enterprise Partnership – 1 representative
- Large Employer – up to 2 representatives
- SME – up to 2 representatives
- Community – up to 2 representatives
- MP/Lords – up to 2 representatives
- Private Investors/Developers – up to 1 representative
- Anchor Institutions – up to 2 representatives

- 3.2 The Board shall have the option to co-opt additional representatives from the stakeholder groups identified within the UKSPF Prospectus as required to provide additional support and specialist knowledge to assist with the consideration and contribution towards priorities and projects.

- 3.3 The membership structure shall be reviewed by the Board on an annual basis. Any changes to the proposed structure must be approved by the Board.

- 3.4 The Board shall be chaired in line with the Town Deal Board ToR.

#### **5. Attendance (the same as Town Board)**

- 4.1 The Board shall meet on a quarterly basis as a minimum. The Board may meet at other times as agreed between the members of the Board and may approve recommendations via written procedure, including via electronic communication.

- 4.2 Only members of the Board have the right to attend Board meetings but other representatives and external advisers may be invited to attend all or part of any meetings as and when appropriate with the prior approval of the Chair. Visiting representatives shall not be entitled to participate in the decision making process.

- 4.3 With the prior agreement of the Chair, Board members may participate in a meeting by means of a conference telephone or similar form of communication and shall be entitled to participate in decision making and be counted in a quorum accordingly.

- 4.4 An identified representative of the City of Lincoln Council shall be the secretary for the Board.

#### **6. Notice of Meetings**

- 6.1. Meetings of the Board shall be called by the secretary of the Board at the request of the Chair of the Board. The agenda and papers for meetings shall be approved by the Chair.

- 6.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than five business days before

the date of the meeting. Any supporting papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time.

## **7. Quorum**

- 7.1. A quorum shall be 5 members present, including at least one Lead Council representative.

## **8. Declarations of Interest**

- 7.1. Whenever a Board member has an interest in a matter to be discussed at a meeting the member so conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from any meeting where the conflict would be relevant.

## **9. Decisions**

- 9.1. Each member of the Board shall have one vote which may be cast on matters considered at the meeting. Votes can only be cast by members attending a meeting of the Board, or by proxy vote.
- 9.2. Any decision of the Board must be a majority decision.
- 9.3. If a matter that is considered by the Board is one where a Board member, either directly or indirectly has a personal interest, that member shall not be permitted to vote at the meeting and not take part in discussions.
- 9.4. Save where he or she has a personal interest, the Chair will have a casting vote.

## **10. Reporting**

- 10.1. The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the secretary of the Board.
- 10.2. Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to Board no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Board at the Board's next meeting.

## **11. General**

- 11.1. Members of the Board shall abide by the Code of Conduct and return Declaration of Interests on an annual basis.
- 11.2. The Board shall give due consideration to all laws and regulations as appropriate.
- 11.3. The Board will, from time to time, consider projects and proposals of a "commercial in confidence" or sensitive nature. All Board Members and Observers will observe the need for confidentiality in this respect.
- 11.4. The Board may amend these terms of reference at any time and will be reviewed annually.