



Lincoln Town Board: 1 December 2023
Item 3

1. Terms of Reference for Sign Off

Further to the draft Terms of Reference reported to the last Board no further comments or proposed revisions were received from members. The new members as approved at the last Board meeting have been included in the documents and enclosed is the final draft for approval and sign off by the Board.

2. Recommendation

- That Town Board sign off on the Terms of Reference as enclosed.

**Terms of Reference: Lincoln Place Board
September 2023**

1. Purpose

- 1.1. To bring together public, private and community sector organisations to steer the development of the strategic vision, priorities and opportunity for interventions for Lincoln, to drive economic growth, build pride in place and increase the life chances for residents.

2. Key Duties

- 2.1. To develop, agree and update an evidence-base and clear vision for the City, and the priorities for any future funding opportunities and the following existing programs;
- Lincoln Town Deal Program 2021 to 2026
 - UK Shared Prosperity Fund Program 2022 to 2025
 - Lincoln Levelling Up 2 Project
- 2.2. To act in an advisory capacity to the Lead Council in respect of the allocation and spend of Funding to assist with the delivery of the vision and plans for the City;
- 2.3. To receive progress reports from the Delivery Board/Partners in relation to the development and implementation of the vision and plans;
- 2.4. To provide appropriate guidance and support to the Delivery Board/Partners to assist with the development and implementation of the vision and plans;
- 2.5. To promote Lincoln as a place to invest and to champion the Lincoln vision and plans, advocating for support from partners to maximise positive outcomes;
- 2.6. To communicate and engage with stakeholders in the development and delivery of the vision and plans;
- 2.7. Assist in the scoping of projects, ideas and priorities as presented by the Accountable Body City of Lincoln Council.
- 2.8. Assist with consideration of project proposals from partners and contribute feedback to the Accountable Body - City of Lincoln Council and relevant partners.
- 2.9. To share knowledge, best practice and intelligence in order to develop an effective strategy;
- 2.10. To work collaboratively to secure funding and resources to enable the delivery of interventions identified within the vision and plans where these cannot be financed entirely via the private sector;

- 2.11. To monitor the implementation of the vision and plans and evaluate the impact of activities funded through the respective funding programmes to improve productivity across the local economy and build pride in place and increase life chances.
- 2.12. To appoint Sub-Committees as necessary to assess, scrutinise and report back to Board on matters as they arise, including detailed project assessment and delivery, Membership reviews, etc, in partnership with the Accountable Body
- 2.13. Regarding UKSPF the City Board will make recommendations to the councils Reducing Inequality Theme Group who will work with the Portfolio Holder and Leader of the Council to make recommendations to the Council's Executive Committee

3. Membership

- 3.1. The Board shall comprise of representatives from the following public, private and community sectors, amended as required under the terms of any future funding Programmes. The Membership structure shall be as follows.
 - City of Lincoln Council (Lead Council) – 2 representatives
 - Lincolnshire County Council (Upper Tier Authority) – 2 representatives
 - Private Sector Companies – representatives as follows:
 - Retail/High Street – 1 representatives
 - Engineering – 1 representative
 - Digital – 3 representatives
 - Construction and Development – 2 representatives
 - Finance/investment – 1 representative
 - Community – 2 representatives
 - MP/Lords – 2 representatives
 - Anchor Institutions – representatives as follows:
 - University of Lincoln – 1 representative
 - Bishop Grosseteste University – 1 representative
 - Police – 1 representative
 - NHS – 1 representative
 - RAF Waddington – 1 representative
 - Destination Lincolnshire – 1 representative
 - Lincoln College – 1 representative
- 3.2 The Board shall have the option to co-opt additional representatives from relevant stakeholder groups as required to provide additional support and specialist knowledge to assist with the development and delivery of the Investment Plan.
- 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 appoint experienced independent representatives to fulfil the roles of Chair and Vice-Chair.



4. Attendance

- 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 Board members may nominate a substitute representative to attend meetings on their behalf. Substitute representatives shall be permitted to participate in discussion but shall not be entitled to vote.
- 4.3 External advisers may be invited to attend all or part of any meeting as and when appropriate with the prior approval of the Chair. Advisers shall not be entitled to participate in the decision-making process.
- 4.4 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.
- 4.5 An identified representative of the City of Lincoln Council shall be the secretary for the Board.

5. Notice of Meetings

- 5.1. 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.
- 5.2. 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.

6. Quorum

- 6.1. A quorum shall be 6 members present.

7. 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.

8. Decisions



- 8.1. 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.
- 8.2. Any decision of the Board must be a majority decision.
- 8.3. If a matter that is considered by the Board is one where a Board member, has a personal interest which becomes pecuniary, that member shall not be permitted to vote at the meeting and not take part in discussions.
- 8.4. Save where he or she has a personal interest, the Chair will have a casting vote.

9. Reporting

- 9.1. 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.
- 9.2. 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.

10. General

- 10.1. Members of the Board shall abide by the Code of Conduct and return Declaration of Interests on an annual basis.
- 10.2. The Board shall give due consideration to all laws and regulations as appropriate.
- 10.3. 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.
- 10.4. The Board may amend these Terms of Reference at any time and will be reviewed annually.

Town Board: Voting Members

Name/Position	Organisation	Sector
Ric Metcalfe	City of Lincoln Council	Lead Council
Angela Andrews	City of Lincoln Council	Lead Council
Nicole Hilton*	Lincolnshire County Council	Upper Tier Authority
Richard Davies	Lincolnshire County Council	Upper Tier Authority
Karl McCartney	Lincoln Constituency MP	Lincoln Constituency MP
Lord Patrick Thomas Cormack	House of Lords	House of Lords
Neil Corner	Independent	Engineering
Ursula Lidbetter	Independent	Community/Retail/High St
Kevin Kendall	Lincolnshire Co-operative	Retail/High Street
Tim Chambers	Cool Data	Digital
Crispin Vitoria	The Carbon Group	Digital
Matt Russell	Local Investor & Entrepreneur	Digital/Investment
Edward Chambers	Lindum Group	Construction
Nick Worboys	Longhurst	Development
Edward Strange	Brewin Dolphin	Finance/investment
Liam Scully	Lincoln City FC	Community
Caroline Killeavy	YMCA	Community
Julian Free	University of Lincoln	Anchor Institution
Charlotte Goy	Visit Lincoln	Anchor Institution
Karen Stanton	Bishop Grosseteste University	Anchor Institution
James Foster	Lincoln College	Anchor Institution
Wing Commander Gary Donnelly	RAF Waddington	Anchor Institution
Jacqui Bunce	NHS	Anchor Institution

Mick Lazarus, BEIS to attend as Observer.

Strategic Directors, Assistant Directors and Managers to attend to present to the Board as required.

Representatives from other strategic partners will also be invited to attend when there is business relevant to them.