

## Terms of Reference : Lincoln Town Board

May 2025 ~~December 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 2027~~6~~
  - UK Shared Prosperity Fund Program 2022 to 2025
  - Uk Shared Prosperity Fund Program 2025 to 2026
  - 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~~biannual basis in line with claim deadlines, 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.

Name/Position	Organisation	Sector
<b>Naomi Tweddle</b>	City of Lincoln Council	Lead Council
<b>Angela Andrews</b>	City of Lincoln Council	Lead Council
<b>Nicole Hilton</b>	Lincolnshire County Council	Upper Tier Authority
<b>Richard Davies</b>	Lincolnshire County Council	Upper Tier Authority
<b>Hamish Falconer MP</b>	Lincoln Constituency MP	Lincoln Constituency MP
<b>Neil Corner</b>	Independent	Engineering
<b>Ursula Lidbetter</b>	Independent	Community/Retail/High St
<b>Kevin Kendall</b>	Lincolnshire Co-operative	Retail/High Street
<b>Crispin Vitoria</b>	The Carbon Group	Digital
<b>Matt Russell</b>	Local Investor & Entrepreneur	Digital/Investment
<b>Edward Chambers</b>	Lindum Group	Construction
<b>Nick Worboys</b>	Longhurst	Development
<b>Edward Strange</b>	Brewin Dolphin	Finance/investment
<b>Liam Scully</b>	Lincoln City FC	Community
<b>Caroline Killeavy</b>	YMCA	Community
<b>Julian Free</b>	University of Lincoln	Anchor Institution
<b>Charlotte Goy</b>	Visit Lincoln	Anchor Institution
<b>Karen Stanton</b>	Bishop Grosseteste University	Anchor Institution
<b>James Foster</b>	Lincoln College	Anchor Institution
<b>Wing Commander Gary Donnelly</b>	RAF Waddington	Anchor Institution
<b>Jacqui Bunce</b>	NHS	Anchor Institution
BEIS or member of the Town Fund Team 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.		