

APPENDIX 1: TELFORD TOWN DEAL BOARD TERMS OF REFERENCE

1. Membership

1.1. Members of the Board will be:

Member	Representative
Chair	Graham Wynn OBE
MP for Telford	Lucy Allan MP
MP for the Wrekin*	Mark Pritchard MP
Leader, Telford & Wrekin Council	Cllr Shaun Davies
Telford & Wrekin Council Cabinet Member Neighbourhood Services, Regeneration and the High Street	Cllr Lee Carter
Marches LEP	Sonia Roberts MBE
Homes England	John Mather
Telford Business Board	Will Westley
Midlands Connect	Maria Machancoses
Harper Adams University	Ken Sloan
Telford College	Graham Guest
CCG	Claire Skidmore
Community/Voluntary Sector	Julie Mellor
Zen Communications	Felicity Wingrove
Sovereign Centros	Guy Beaumont
OBSERVER	
BEIS Area Lead	Alex Collins
OFFICERS ATTENDING	
Chief Executive	David Sidaway
Executive Director, Housing, Communities & Customer Services	Angie Astley
Director – Housing, Employment & Infrastructure	Katherine Kynaston
Director - Prosperity & Investment	James Dunn
Programme Manager	Deb Byle

*ex officio member

- 1.2. Only members of the Board will have the right to attend. However, other individuals may be invited to any meeting as and when appropriate.
- 1.3. The composition and terms of reference of the Board will be reviewed by the Board 6 months from signature and subsequently to that, every 12 months.
- 1.4. If the Chair is not present at any of the meetings of the Board then the remaining members shall elect one of themselves to chair the meeting.

1.5. The Board will be quorate on the basis of 5 Members of the Board to include one representative of Telford & Wrekin Council, being present.

2.0 Board meetings

2.1 An officer of the Council shall act as administrator for the Board.

2.2 Telford & Wrekin Council will give at least five working days' notice of all Board meetings, by publishing details on its website.

2.3 Telford & Wrekin Council will publish on its website copies of agendas at least 5 working days before each board meeting, and copies of minutes of board meetings as soon as practicable once they have been approved by the Board.

3.0 Frequency of Meetings

3.1 The Board shall meet bi-monthly for approximately two hours. More frequent meetings shall be scheduled when appropriate.

4.0 Conflicts of Interest and conduct

4.1 The Council will provide all Board Members with guidance regarding the pecuniary and non-pecuniary interests that must be declared and the process for doing so. All Board members must take personal responsibility for declaring any interests and, wherever possible, report any interest which is relevant to a decision to be taken at a particular meeting in advance of the meeting.

4.2 All Board Members will complete a declaration of interests' form which will be held by the Council. There is also a standing item on every agenda for Board Members to report any conflicts of interest if not reported prior to the meeting and any interests declared shall be recorded in the minutes of the meeting.

4.3 All Members of the Board and Sub-Committees will be required to sign up to and act in accordance with the Nolan Principles, as defined by the Committee for Standards in Public Life.

5.0 Vision for the Borough

5.1 The following statements encapsulate the strategic aims and objectives for developing a Telford Town Investment Plan and Town Deal. They should be continually referred to and used as a reference points when considering strategic issues in relation to the delivery of the Town Deal Board.

- To unleash the full economic potential of Telford regionally and nationally addressing constraints on growth
- To create a vibrant and sustainable Town Centre
- To strengthen our Borough Towns as economic hubs for the wider economy
- To focus on levelling up ensuring actions are inclusive and raise aspirations for those that are most disadvantaged
- To regenerate our Estates promoting stronger communities ensuring their connectivity to economic opportunity

- To improve cultural, leisure and event facilities and create new homes and commercial opportunities that futureproof the economy
- To deliver high quality buildings and public realm which will transform the image of the Borough Towns and Telford Town Centre
- To attract inward investment and thereby create new jobs and sustain existing employment
- To create places where people want to work, live, visit and enjoy
- To maximise opportunities to address climate change in the growth and development of the Borough

6.0 Function

- To work collaboratively to:
 - Oversee key stages of delivery including Project Business Case Summary Documents for submission to DLUHC
 - Ensure compliance with the Heads of Terms Agreement with government
 - Provide oversight to the Towns Fund Investment Plan implementation
 - Coordinate resources and influence stakeholders
- To drive long term economic and productivity growth with a focus on regeneration, improved transport and digital connectivity, skills and culture
- To support the development of a strong evidence-base that sets out a clear understanding of the area, focussing on its assets, opportunities and challenges
- To work together to define and support the development and delivery of a clear programme of interventions as part of the Investment Plan
- To ensure the alignment of the Investment Plan with pre-existing, relevant strategy's including the LEP Strategic Economic Plan and Local Industrial Strategy and Government clean growth objectives, where possible
- To provide insight from partners respective sector, specialism to support the development and implementation of the Investment Plan and Deal
- To contribute, as partners, through the alignment of respective strategy and investment priorities to support the implementation of the Investment Plan
- To support the effective engagement of stakeholders in the development and delivery of the Investment Plan
- To agree and accord with a communications protocol relating to Board decisions
- To champion Telford and lobby and use channels of influence to support the negotiation of a Deal for Telford
- To broker solutions
- To monitor the progress of projects against approved programmes and budgets
- To monitor strategic risks

7.0 Role of the Chair

- To Chair meetings of the Board, providing strategic leadership and direction to ensure that the vision, aims and objectives are achieved

- Lead the work of the Board working with TWC to agree a Town Investment Plan for Telford and to prepare and implement detailed Business Cases for identified projects
- Ensure that the Board adheres at all times to high standards of ethics and governance in public life
- 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
- Having a casting vote in Board decisions if circumstances so require
- Sign-off alongside the TWC S151 Officer the Project Summary documentation within 12 months of signing the Heads of Terms
- Sign-off alongside the TWC S151 Officer required Project Adjustment Forms prior to submission to DLUHC

Approvals

Approved by the Board on.....2023

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Graham Wynn OBE
Chair