

Terms of Reference for Bolton Town Deal Board As at 30th November 2024

1. Board Members

Sue Johnson (SJ)	Chief Executive, Bolton Council
Nick Peel (NP)	Leader, Bolton Council
Jon Dyson (JD)	Director of Place, Bolton Council
Kirith Entwistle (KE)	MP North East
Yasmin Qureshi (YQ)	MP Bolton South East
Phil Brickell (PB)	MP Bolton West
Paul Whittingham (PW)	Bolton Council
Caroline Simpson (CS)	Chief Executive, GMCA
Mark Head (MH)	Bolton & District Civic Trust
Dawn Yates-Obe (DY)	Bolton CVS
Dominic Conway (DC)	Bolton at Home
Holly Harrow (HH)	Homes England
Dr. Wirin Bhatiani (WB)	Bolton CCG
Roddy Gauld (RG)	Octagon Theatre
Pete Courtie (PC)	Arts Council
James Gordon (JG)	Gordon Moon Properties
Tim Vaughan (TV)	Moorgarth
Virgil Simpson (VS)	Aldi
Jonathon Seddon (JS)	Seddon
Suzanne Jones (SJ)	MHCLG
Anita Boardman (AB)	AFG Law
Ibby Ismail (II)	Bolton Solidarity
Sue Timperley (ST)	GM JCP
Amanda Halford (AH)	GM LEP
Helen Starkie (HS)	DWP

2. Introduction

2.1 This Terms of Reference sets out how the Town Deal Board operates, how decisions are made and the procedures that are followed to ensure that the Board operates efficiently, effectively and is both transparent and accountable.

3. Objectives

3.1 The Town Deal Board will be the vehicle through which the vision and strategy for the town deal is defined. It will produce a Town Investment Plan and inform the Town Deal, including the amount of investment secured through the Towns Fund.

4. Authorities and Responsibilities

4.1 The Board will exercise all its authorities and responsibilities in accordance with the law, the Council's Constitution and the Investment Plan.

4.2 The Board has a number of specific functions as set out in the Towns Fund prospectus. These include:

- i) Develop and agree an evidenced based Town Investment Plan.
- ii) Develop a clear programme of interventions. iii) Coordinate resources and influence stakeholders. iv) To serve an advisory function to the Lead Council.
- v) To identify project interfaces, opportunities and risks and develop collective plans, solutions and other responses as required.
- vi) To maintain an overview of the planning, development and delivery of development projects, providing a collective, co-ordinated response to issues, challenges and risks as appropriate.
- vii) To provide regular updates to partner Committees, Boards and Towns Fund team.

4.3 The council has its own formal Code of Conduct for Elected Members and officers and all Board Members are expected to abide by this code while carrying out their duties as a Board Member

<https://www.bolton.gov.uk/downloads/file/2377/council-codes-and-protocols>

5. Board Membership and Chair

5.1 Upon establishment of the Board, it is intended that Board members will select one of the private sector Board members as Chair and, thereafter, formally appoint each Board member.

5.2 The Board will include no less than three representatives from the private sector as Members to the Board.

5.3 The Board shall take overall responsibility for the strategy and operation of the Board and for its reporting arrangements and accountability.

5.4 The Chair, in consultation with the Board, has the power at any time to appoint any person who is willing to act as a Member, either to fill a vacancy or as an addition to the existing Board membership.

5.5 At all times the Board must comprise a minimum of eight Members in order to proceed. Of those eight, at least three should be from the private sector.

5.6 In appointing a person to be a Member, the Chair, in consultation with Board members:

5.6.1 Must have regard to the desirability of appointing a person who has experience of, and has shown some capacity in, a matter relevant to the carrying-out of the Boards functions; and

5.7.2 Must be satisfied that the person will have no financial or other interest likely to affect prejudicially the exercise of the person's functions as Member.

5.8 Members may resign by serving notice on the Chair.

5.9 The Chair, in consultation with the Board, must appoint one of the Members as deputy chair of its meetings and may determine the period for which he or she is or they are to hold office and may, in consultation with the Board, at any time remove him, her or them from office.

6. Meetings and Meeting Procedures

6.1 Board shall meet at least 4 times per year but additional meetings may take place should the need arise.

6.2 At least two weeks notice will be given for holding a Board meeting and papers will be circulated five days in advance of the meeting taking place.

6.3 Each meeting shall be conducted in accordance with Bolton Councils Code of Conduct, Part 5 of the Council's Constitution.

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7. Principles of decision making

7.1 The Boards recommendations must be made in accordance with the following principles:

7.1.1 Proportionality (meaning the action must be proportionate to the results to be achieved);

7.1.2 Due consultation (including the taking of relevant professional advice where appropriate);

7.1.3 Respect for human rights, equality and diversity;

7.1.4 Clarity of aims and desired outcomes;

7.1.5 Due consideration to be given to alternative options;

7.1.6 Due consideration to be given to constitutional requirements of, and adherence to, the statutory and legal framework within which the Council operates.

7.2 Decision making will be required by majority. If a Board meeting cannot be convened, then decision making can be achieved by written agreement.

7.3 Only the Leader and Chief Executive of Bolton Council have voting rights on behalf of the council.

8. Review and Dissolution of the Board

8.1 The Board will be reviewed from time to time in line with guidance received from Ministry of Housing Communities and Local Government relating to the Towns Fund.

8.2 Dissolution of the Board will be considered and agreed by the Chair, in consultation with Board members, The Ministry of Housing Communities and Local Government and The Chief executive of Bolton Council, on achieving the objectives outlined in section 3.