

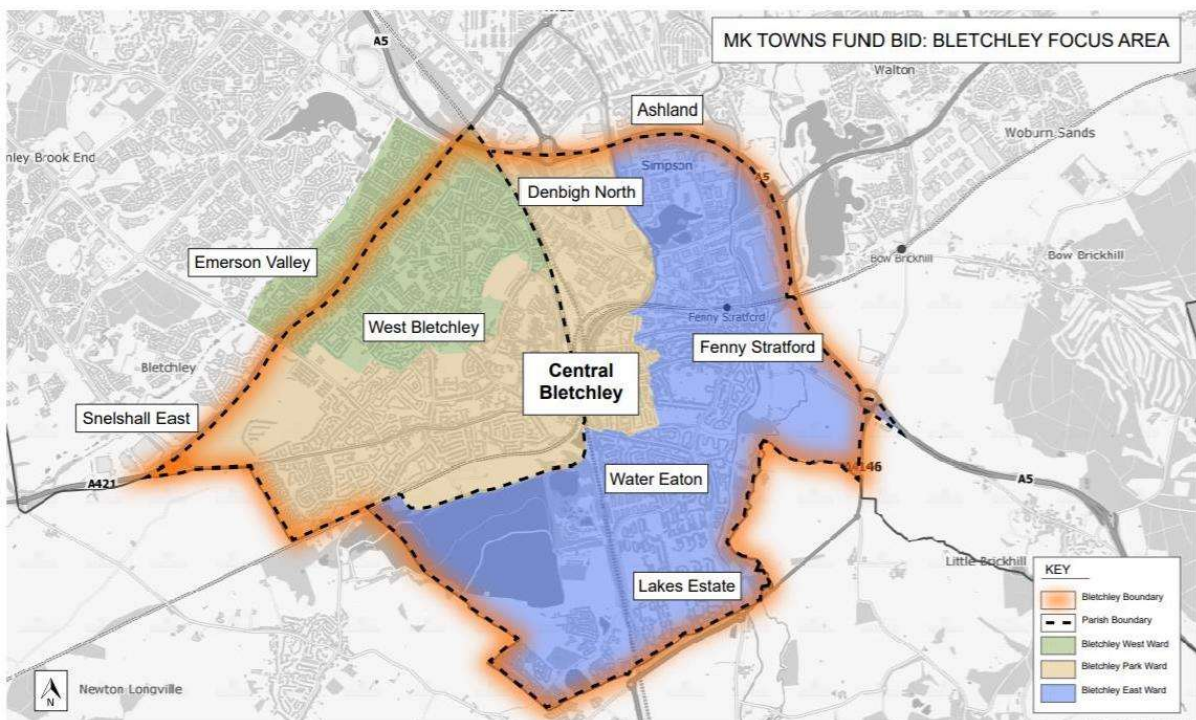
Bletchley and Fenny Stratford (MK) Towns Deal Board

Terms of Reference

Purpose

The Towns Deal Board will draw its membership from the public, private, community and voluntary sectors, and will play a key role in shaping, steering and directing the overall development and delivery of the Towns Deal programme, the Town Investment Plan and the vision for the Towns Deal area.

The area that the Board will represent is the Bletchley and Fenny Stratford geographic area of Milton Keynes as shown as below.



The Board will champion the town and its future. It will facilitate engagement from a broad range of agencies as well as local residents, and help to resolve issues. Moving forward, the Board will progress, monitor and review a range of projects that will collectively influence the town going forward.

Core Functions of the Board

- To ensure the preparation of a robust, evidence-based Town Investment Plan with input from a range of bodies (including health services, infrastructure providers, employers and housing providers).
- To approve the Town Investment Plan and support the Council to agree the Towns Deal agreement with Government.

- To establish a clear programme of interventions, develop the overall direction of the Towns Deal programme, its objectives and priorities; to monitor overall progress; and to review and update the objectives and priorities at least annually.
- To co-ordinate resources and ensure that appropriate resources are in place to deliver the plan, its programme and priorities, including both public and private sector contributions to the delivery of key elements of the programme.
- To facilitate and promote joined-up delivery, and to engage with and secure support at a strategic level from key stakeholders and partners at a local, regional and national scale.
- To embed arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties of public authorities under the Equalities Act, in particular, and the public sector equality duty.
- To co-ordinate and ensure 'upwards' high level input into existing and/or emerging sub-regional/regional forums, such as the Oxford to Cambridge Arc.
- To develop a Stakeholder Engagement and Communication Strategy and ensure effective engagement and co-ordination with local organisations, businesses and community representatives.
- To present reports to Milton Keynes Council in accordance with an agreed programme, seeking to work collaboratively to ensure corporate support and buy-in.
- To help develop detailed business cases and projects and to oversee each step of agreeing a Town Deal and overseeing compliance with the Heads of Terms Agreement with Government.

Key Outputs

The Board will oversee the following:

- The preparation of an evidence-based Town Investment Plan (including production of the associated Outline Business Case).
- The delivery of a programme of interventions and priorities for the short, medium and long term.
- A programme of wider engagement and promotion.
- Regular monitoring and evaluation processes.

Membership

Milton Keynes Council will agree the Membership of the Board, and it will include:

- Local Member of Parliament.
- Milton Keynes Council.
- Bletchley and Fenny Stratford Town Council.
- West Bletchley Town Council.

- South East Midlands Local Enterprise Partnership.
- Representation from the local business community, health services, housing and the skills and voluntary sectors.

The Board, in agreement with Milton Keynes Council, will keep its membership under review and may wish to invite representatives from other partner organisations, as required to progress the project. These organisations may be invited to join the Board as a core member or may be invited, from time to time, in relation to specific issues and topics

Membership of the Board will be reviewed at least annually and the Board will retain the ability to refine its membership to reflect the project progress and needs, as required.

Chairperson

The members of the Board will appoint a Chair and, where appropriate, this will be from the private sector. The Board will review the appointment of a Chair on an annual basis.

Roles and Responsibilities of Members

The Chair

The role of the Chairperson is to lead the Board in defining vision and direction, and in delivering the desired outputs, whilst ensuring that appropriate procedures for governance and management of resources are in place. The key responsibilities of the post are to:

- Provide strategic leadership and direction to ensure that the Board achieves its goals.
- Lead the efforts of the Board to agree a Town Investment Plan and business cases funding.
- Effectively chair meetings of the Board, leading it towards decisions that ensure the strategic vision and key objectives of the Board are delivered.
- Be an effective influencer and “ambassador” for Bletchley and Fenny Stratford at local, regional and national levels working with appropriate partner organisations and individuals.
- Be an effective advocate on behalf of the Board, MKC and the businesses and people of Bletchley and Fenny Stratford, in particular at conferences and events/meetings with Ministers, MPs and key civil servants.
- Reflect the agreed policies of the Board and its members in all discussions with partners, stakeholders, government and its agencies.
- Ensure that the Board adheres at all times to high standards of ethics and governance in public life and is an exemplar to other organisations.
- 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.
- Exert a casting vote in Board decisions if circumstances so require.

Vice Chair

To act as the Chair in the Chair's absence.

Board Members

Board members have a responsibility to uphold the seven principles of public life (Nolan principles). They should support the Chair in instilling the appropriate culture, values and behaviors in the boardroom and beyond.

Board members should take into account the views of other stakeholders, because these views may provide different perspectives on the Board and its performance.

The duties and responsibilities of a Board member are to:

- Attend meetings of the Board and to nominate an appropriate named alternative where attendance is not possible, subject to the prior agreement of the Chair and Lead Council.
- Helping to develop and agree an evidence-based Town Investment Plan and business cases for funding.
- Have the responsibility to represent their organisation and sector, and facilitate two-way communication.
- Reflect the agreed view of the Board and its members in all discussions with partners, stakeholders, government and its' agencies.
- Support the Chair by leading on activities relevant to their knowledge and experience by representing the interests of the Board in meetings with partners, stakeholders, government and its' agencies.
- Actively develop an effective partnership.
- Participate in the development and delivery of the Towns Deal Programme, for instance, representing the Board at external meetings and chairing Sub-Groups of the Board.
- Declare any interests in the items on the Board meeting agenda and withdraw from any discussion related to that item where a potential conflict may exist.
- Make recommendations on the prioritisation of activities, projects and resources to deliver the vision, and develop and deliver the Town Investment Plan.
- Adhere to the agreed Code of Conduct.

Governance / Reporting / Decision Making

The Board will align with the governance standards and policies of Milton Keynes Council including around whistle blowing, conflicts of interest and complaints.

The Towns Deal Board will at least meet quarterly and will receive reports and project updates from the Programme & Delivery group.

The Board will operate on the following principles:

- The Board will act in the best interests of the Towns Deal area.
- The Board will seek to agree actions and make decisions on a consensual basis.
- Members of the Board will do their best to attend all meetings with the knowledge and consent of the represented organisations.
- Members of the Board will act as representatives of their respective organisations and interests and be responsible for feeding back and liaison within their respective bodies.
- The minutes of the Board's meetings including key discussions and actions will be kept by Milton Keynes Council, and published on its website.

Whilst the Board has oversight of the delivery of the Towns Deal programme and vision, it has no statutory powers. Formal decision making (for example on planning applications; statutory plan making) will continue to take place through the existing decision making routes and structures of the organisations represented on the Board but with the added benefit of clear reporting and recommendations (when relevant) from the Board.

Board Members will be empowered to make Towns Deal related activity and operational decisions on behalf of their respective organisations, subject to each representative organisation's scheme of delegation and management arrangements. The Board will seek to make decisions and agree actions by consensus.

The Board will receive reports and progress updates from the Towns Deal Programme Delivery Team which will be focusing on the day to day management and needs of the project and will manage and implement the Towns Deal project plan.

Management and Co-ordination

The Board will meet on a monthly basis and consider the need for meetings as the preparation of the Town Investment Plan progresses.

The secretariat to the meetings will be provided by the MKC Democratic Services Service and papers will be published in advance of the meeting.

The Board will be quorate with 5 Members in attendance.

Where a Board member is unable to attend then it is the responsibility of the Board Member to find a suitable substitute and advise the Chair and the MKC Lead Officer in advance of the meeting.

Review Dates

These Terms of Reference will be reviewed annually from the point of their first approval, or as required.