

Making Mansfield Place Board (includes Towns Fund)

Terms of Reference

Chair: **Andrew Cropley, Principal and CEO, Vision West Nottinghamshire College**

Vice Chair: **Richard Crisp, Commercial Development Executive, Mansfield Building Society,**

Membership : Mansfield District Council, D2N2, Linney, Mansfield and Ashfield 2020, East Midlands Chamber, Warsop Parish Council, Diverse Academies, Nottinghamshire County Council, Mansfield BID, Mansfield CVS, DWP, Local MP, Nottinghamshire Police, Nottingham Trent University, Mansfield Building Society, Vision West Nottinghamshire College, Active Notts, Mansfield and Ashfield CCG, Sherwood Forest Hospital Trust.

Officer attendees: Mansfield District Council: Hayley Barsby (CEO) Michael Robinson (Strategic Director), Mariam Amos (Strategic Director) Matt Wright (Senior Regeneration Officer).

BEIS : David Wright (Observer)

Responsibilities:

To work together to shape and manage the Place of Mansfield and District focusing on the priorities around, Growth, Place, Aspiration & Wellbeing.

To explore new ways of working to maximise the impact of resource deployment within core organisational resources to address the priorities for the communities we support.

To seek to add social value to the work we all deliver by considering wider socioeconomic, environmental and health impacts through our normal service and project delivery work.

To work together to deliver a joined up approach towards strategic interventions which improve the long term opportunities and fortunes of our communities.

To explore and progress all future funding and opportunities to deliver against the overarching vision for Mansfield town centre and the surrounding area.

To provide support and advice to the accountable body (Mansfield District Council) in developing and governing a Towns Fund bid and programme management in line with the Government prospectus.

To explore and maximise synergy with the Future High Street Fund Town Centre programme work which Mansfield District Council have progressed.

To maintain strategic oversight of the Towns Fund Bid and set the direction of the investment plan.

To oversee the establishment of the Towns Fund programme delivery teams (by theme).

To approve the annual delivery plan and monitor the delivery of performance.

To ensure that the Towns Fund programme team has sufficient resources, knowledge and capacity available to deliver the objectives.

To make representation to government departments for advice and assistance as necessary.

To ensure the necessary liaison arrangements are in place to maximise resources across the range of partners, and to work collaboratively to deliver the shared objectives.

To ensure the views of the community are represented and considered through the Community Engagement and Consultation group, and the communications strategy.

To ensure all the necessary governance matters within the remit of Mansfield District Council are identified and progressed effectively.

Professional and Administrative Support:

Mansfield District Council shall act as the accountable body for the Board in respect of financial matters, and its financial procedure rules will apply in this context. Committee management and administrative support to the Board will be provided by Mansfield District Council.

Quorum:

The quorum for meetings of the Board will be ten voting members, including the Chair and must include representation from Mansfield District Council. Partners can send a nominated deputy but only one representative per organisation may be in attendance (MDC may have a number of supporting officers in attendance). If there is no quorum at the published start time for the meeting, the meeting can proceed but no substantive decisions will be binding upon the Board future direction.

No decisions taken by the Board will be binding upon individual partner organisations — each organisation will be subject to their normal governance processes and expected to seek appropriate authority where relevant, as a result of any decisions taken by the Board.

Frequency of Meetings:

Meetings will be held quarterly. The frequency of meetings can be varied following a discussion and vote of the Board, at the discretion of the Chair.

Conduct:

Board members representing public authorities shall be bound by the Code of Conduct Document

Notice of and invitations to meetings:

At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Board. The agenda will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such details as are available.

Voting:

Board members commit to seek, where possible, to operate on the basis of consensus.

Should it not be possible in a specific instance to find a consensus, the decision will be made on the basis of a simple majority. The Chair will have the casting vote.

Matters which are the responsibility of the Accountable Body, (for externally secured funding) will be reserved to Mansfield District Council. This includes taking responsibility for the appropriate defrayal of all secured regeneration funding (Town Fund and any other secured external partnership funding) and the Council will not be bound by decisions of the Board which could compromise its position as accountable body.

Declaration of Interests:

Board Members will be required to declare any interests in line with the Code of Conduct Document at the relevant time outlined by the agenda for each meeting. A register of Interests declared will be held by the Board Secretary and available upon request to members of the public.

Minutes:

The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

Minutes will be made available to the public.

