

## **Stapleford Town Deal Executive Board Terms of Reference**

### **1. Authority of the Executive Board**

The Executive Board is primarily an advisory body to the Council. It has been established with the following delegated authority;

- Full delegated authority to progress the project in accordance with the timetable as set out in the Towns Fund Prospectus.
- The Executive Board will report back to Jobs & Economy to update on the project's progress.
- Selection of the membership of the Executive Board will be in line with the prospectus.
- To create sub-groups of the Executive board with delegated authority to make a decision on behalf of the Executive board. The exact nature of these will be decided at the time of inception.

### **2. Duties of the Executive Board**

The Executive Board shall:

- Define the overall strategy and vision for the Stapleford Town Deal (STD) through the production of the Town Investment Plan.
- Develop and agree an evidenced based Town Centre Investment Plan
- Support and provide advice upon the development approach for the STD, through a review of the potential market, investment, spatial opportunities and the desired outputs of the STD.
- Consider the potential development options for Stapleford considering the constraints and opportunities of the STD and its criteria.
- Develop a clear programme of interventions.
- Assess the financial implications of the Town Investment Plan as part of the overall review of the options.
- Lead the procurement, planning and execution of the preferred development plan and strategy, working with the independent external guidance where appropriate.
- Receive and give due consideration to information provided by the Stapleford Town Deal Stakeholder group, before voting and making decisions thereon.
- Take decisions through a vote

### **3. Accountability and Reporting Procedures**

- Broxtowe Borough Council is the Accountable Body for the Towns Board.

- The Council's S151 Officer will ensure compliance with all necessary financial regulations.
- The minutes (or a short format report) of meetings of the Executive Board will be circulated to the SSG, Broxtowe Borough Full Council, County Council, Stapleford Town Council and the D2N2 LEP
- The Project Board shall operate as the main mechanism for the delivery of STD.

#### **4. Membership and Voting Rights**

As stated in the Towns Fund Prospectus, the Project Board shall include the following as a minimum;

- County Councillor
- Borough Councillor
- Town Councillor
- MP for Broxtowe
- Private sector business
- Local Enterprise Partnership
- Community representation

Member substitutes will be allowed. There must be 7 members present for the meeting to be quorate. A one vote per organisation system will be used.

#### **5. Chair and Vice Chair**

- The Chair and Vice Chair will be determined at the first meeting of the Executive Board.
- The Executive Board will be supported by the Project Team, led by a project manager, who will take responsibility for the day-to-day running of the project.

#### **6. Frequency of Meetings**

- The Executive Board meetings shall normally be held every second Friday of the month, or convened sooner where the programme requires such a meeting to be held.
- The Project Team will convene every second week between the Executive Board meetings to ensure the Project Sponsor remains engaged and informed of the development activity and work streams.

- In addition to formally scheduled meetings, members of the Executive Board shall meet independently as necessary with the SSG members to discuss specific projects.

## **7. Review**

The operation and Terms of Reference of the Board will be formally reviewed in March 2021.