

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.