

Terms of Reference

Town Deal Board



1. Background

The Towns Fund will provide the core public investment in Town Deals.

The focus of the Town Fund is the delivery of long term sustainable economic and productivity growth through;

- **Urban regeneration, planning and land use:** ensuring towns are thriving places for people to live and work, including by: increasing density in town centres; strengthening local economic assets including local cultural assets; site acquisition, remediation, preparation, regeneration; and making full use of planning tools to bring strategic direction and change.
- **Skills and enterprise infrastructure:** driving private sector investment and ensuring towns have the space to support skills and small business development.
- **Connectivity:** developing local transport schemes that complement regional and national networks, as well as supporting the delivery of improved digital connectivity

The Town Fund will give Great Yarmouth the opportunity to agree a Town Investment Plan with the government and potential benefit from significant investment.

2. Purpose

The Great Yarmouth Town Deal Board is the vehicle through which a vision and strategy for Great Yarmouth can be defined.

The Board will:

- Develop and agree an evidence-based Town Investment Plan
- Develop a clear programme of interventions
- Coordinate resources and influence stakeholders

The Board is not a legal entity, and its role is advisory. The Board's role is to work with Great Yarmouth Borough Council as the accountable body to produce a Town Investment Plan for Great Yarmouth that will help the town access vital funding that will enable the Board to realise our ambitions for regeneration.

The Board acts as an advisory board ensuring views are taken fully into account. In decision making the board will seek to achieve a consensus.

3. The Role of the Town Deal Board

The Town Deal Board will sign off each stage of a Town Investment Plan and Town Deal. The Board is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing and agreeing an evidence-based Town Investment Plan
- Establishing a clear programme of interventions
- Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty.
- Coordinating resources and engaging stakeholders

- Ensuring communities' voices are involved in shaping design and decision making at each phase of development
- Ensuring diversity in its engagement with local communities and businesses
- Helping develop detailed business cases
- Overseeing each step of agreeing a Town Deal, and overseeing compliance with the Heads of Terms Agreement with government

The Town Deal Board will be supported by the Town Deal Multi-Agency Officer Group which is an advisory group to the Board.

The Town Deal Multi-Agency Officer Group comprises of:

Local Government: District Council	Great Yarmouth Borough Council Officers	Sheila Oxtoby, Chief Executive David Glason, Development Director Paula Boyce, Strategic Director Lindsay Barker, Strategic Director Karen Sly, Finance Director Clare Dyble, Head of Marketing and Communications Simon Best, Funding and Regeneration Manager Tracey Read, Senior Project Manager
Local Government: County Council	Norfolk County Council Officers	Ceri Sumner, Director, Community, Information and Learning
Local Enterprise Partnership	New Anglia LEP	Julian Munson, Head of Enterprise Zones and Innovation

Six Delivery groups will sit under the Multi-agency officer group and are as follows:

Delivery Group	Lead	Deputy
Culture, Heritage and Tourism	Paula Boyce	To be appointed
Skills and Education	Sheila Oxtoby	To be appointed
Growth, regeneration and business development	David Glason	To be appointed
Connectivity & Sustainability	Lindsay Barker	To be appointed
Multi Agency Strategy and Intelligence Group (MASIG)	Simon Best	To be appointed
Communications and Engagement	Clare Dyble	To be appointed

4. Membership

The board is made up of 25 members comprising:

Local Government: District Council	Great Yarmouth Borough Council Officers	Sheila Oxtoby, Chief Executive Officer
	Great Yarmouth Borough Council Members	Cllr Carl Smith, Leader Cllr Trevor Wainwright, Leader of Labour Group
Local Government: County Council	Norfolk County Council Officers	Ceri Sumner, Director, Community, Information and Learning Janet Holden, Norfolk Libraries
	Norfolk County Council Members	Cllr Barry Stone
Local Government:	Bradwell Parish Council	Chris Wells, Chair

Parish Council		
National Government	Member of Parliament for Great Yarmouth	Brandon Lewis MP
Local businesses and investors	Norfolk Chamber of Commerce	Chris Sargisson, CEX Chamber of Commerce.
Local Enterprise Partnership	New Anglia LEP	Julian Munson, Head of Enterprise Zones and Innovation
Communities	Great Yarmouth Civic Society	Hugh Sturzaker, Chair
Business Improvement Districts (BIDs)	GYBTIA Ltd	Lyndon Bevan, Chair
Anchor institutions	East Coast College	Stuart Rimmer, Chief Executive Officer & Principal
	East Norfolk Sixth Form College	Dr Catherine Richards, Principal
	University of East Anglia	Prof Laura Bowater, Associate Dean, Enterprise & Engagement
Arms-length bodies and other NGOs	Homes England	Sean Coghlan, Head of Rural Markets
	Environment Agency	Peta Denham, Food and Coastal Risk Manager
	Voluntary Norfolk	Lucy Hogg, Head of Communities
	Great Yarmouth Preservation Trust	Clr Bernard Williamson, Chair
	Seachange Arts	Joe Mackintosh
Other private investors and developers	Peel Ports Group	Richard Goffin, Port Director, Great Yarmouth
	East of England Energy Group	Simon Gray, Chief Executive Officer
	Ellandi LLP	Julie Pears
	Cator & Co and Deputy Lieutenant for Norfolk & High Steward of Gt Yarmouth	Henry Cator
	Hippodrome Circus	Jack Jay, Producer

5. Chairperson

The Town Deal Board will be chaired by Henry Cator. Vice-Chairperson will be Chris Sargisson.

6. Role of the Chairperson

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Leading the Board in achieving its objectives, maintaining an overview of activity, and championing and supporting partnership working
- Ensuring that decisions are made by the Board in accordance with good

governance principles

- Signing the Head of Terms Agreement with government

7. **Codes of Conduct**

Through the Town Deal, the Town Deal Board will be responsible for oversight of a significant amount of public funding. As such, members of the Town Deal Board should fulfil their role as public-private partnerships whilst ensuring robust stewardship of public resources.

Members of the Town Deal Board and those supporting the activities of the Town Deal should adhere to the [Seven Principles of Public Life](#) (the Nolan Principles).

8. **Conflicts of Interest**

Members of the board represent their industry or community interest and have the responsibility to act on behalf of their wider membership at all times in relation to the work of the Town Deal Board. Members must declare any conflict of interest or pecuniary interest that would have an impact on the objectivity of the member.

Members must ensure they comply with the Great Yarmouth Borough Council Code of Conduct Policy.

9. **Decision making Committee**

The board has no delegated powers to make decisions on behalf of member organisations, however where a collective view is required there will be a straight vote of 1 per member with a simple majority to carry a decision.

10. **Quorum**

Of the 25 members comprising the board, quorum will be set at 50% or 13 members.

11. **Frequency of meetings and content**

The Town Deal Board will meet on a four-weekly basis, unless agreed otherwise by the Board.

Content of meetings will be recorded and managed within the Project Management Office.

12. **Secretariat and Resource**

The Town Deal Board will be administered by the Project Manager or Project Support Officer.

Agendas will be distributed five working days ahead of each meeting. Agenda items should be submitted at least 10 working days ahead of each board meeting for inclusion on the next agenda or forward plan. The Chairman has final discretion over the timing and inclusion of agenda items to ensure strong meeting management.

Draft minutes will be available five working days after the board meeting but remain confidential until signed off by the Chairman.

The accountable body, Great Yarmouth Borough Council, will provide secretariat support to the meetings and the collation of papers and preparation of agendas, minutes and papers.

The terms of reference will be reviewed annually or as appropriate.