

Blyth Town Deal Board - Governance Policy / Terms of Reference

Background	2
1.1 Board Responsibilities	2
1.2 Board Functions	3
1.3 Blyth Town Deal Geographical Area	3
Northumberland County Council (the Lead Authority)	3
2.1 Role of Northumberland County Council	3
2.2 Responsibilities of the Lead Council	3
2.3 Northumberland County Council Policy Alignment	4
2.4 Advisory Working Group	5
2.5 Support and admin arrangements	5
2.6 Transparency	5
Membership	5
3.1 Membership of the Town Deal Board	5
3.2 Code of Conduct and Conflicts of Interest	6
3.3 Period of Membership	6
3.4 Amendments to Board Membership	6
3.5 Attendance of meetings	6
Chair and Vice Chair	7
4.1 Nomination and election	7
4.2 Term of Office	7
4.3 Casting Vote	7
4.4 Responsibilities of the Town Deal Board Chair	7
Committees and Subcommittees	7
Meetings	7
6.1 Frequency of meetings	7
6.2 Non-member attendance of meetings	8
6.3 Meeting Papers	8
6.4 Quorum	8
6.5 Chairing the Meeting	8
6.6 Decision Making	8
Engagement with the Community	9
Capacity Funding	10
Development of the Town Investment Plan	10
Appendix 1 - Boundary Map	12
Appendix 2 - Summary of Board Membership	13
Existing Partnerships in the Town which will feed into the Blyth Town Deal Board, each with a representative on the board:	13
Other key members of the Blyth Town Deal Board	14
Appendix 3 - Blyth Town Deal Working Group	16

Blyth Town Deal Board - Governance Policy / Terms of Reference

Blyth Town Deal Board - Governance Policy / Terms of Reference

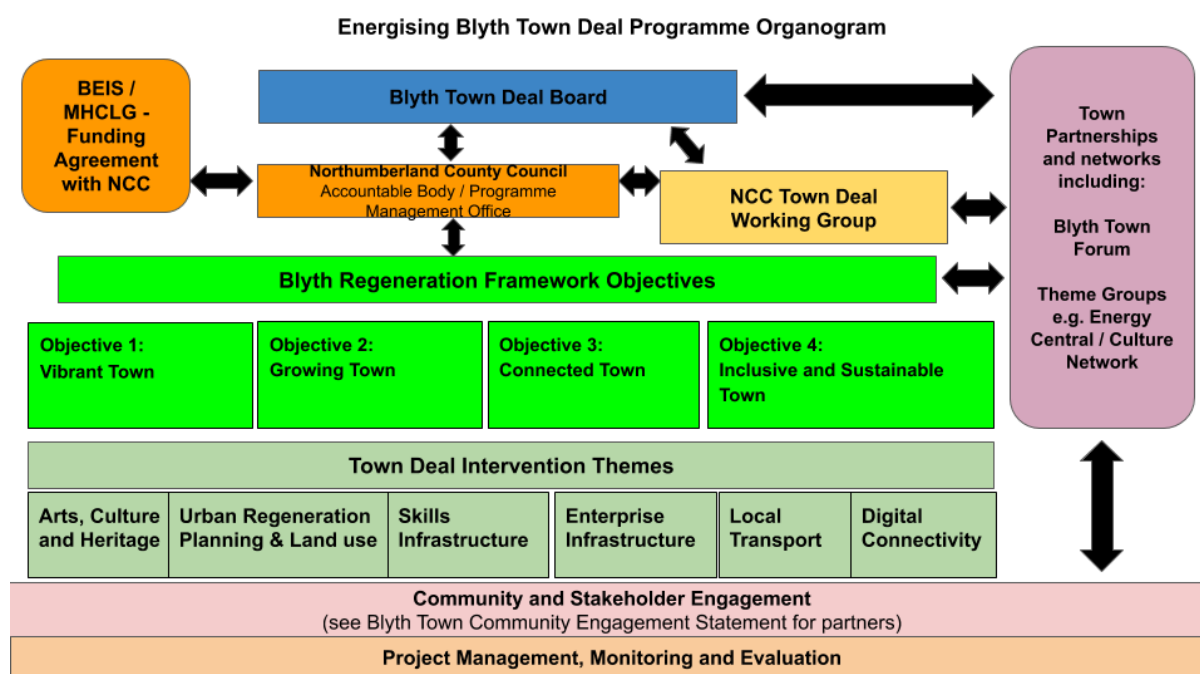
1. Background

The Blyth Town Deal Board has been established to oversee the development of the Blyth Town Deal. This paper is intended to reflect the **Governance** requirements as set out in the Towns Fund [prospectus](#) and [guidance](#) and to act as **Terms of Reference** for the board. This document should be read alongside the Blyth Town Deal **Code of Conduct**.

The Blyth Town Deal Board will be the vehicle through which the vision and strategy for the town is defined and delivered. It will produce a Town Investment Plan and inform the Town Deal, including the amount of investment secured through the Towns Fund.

This document will be reviewed, refreshed and signed off annually by the Board, or more frequently if necessary, to respond to government guidance or changing direction in the Towns Fund Programme. The governance policy will be updated within one calendar month of a change being required or following the next meeting of the Board.

The energising Blyth Town Deal Programme Organogram is shown below



1.1 Board Responsibilities

- 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

Blyth Town Deal Board - Governance Policy / Terms of Reference

- *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*

1.2 Board Functions

In carrying out its responsibilities Board members will have due regard to the following:

- Acting solely in the public interest in line with the Nolan principles; making decisions purely on merit, in accordance with agreed processes and acting with regularity and propriety when managing public money;
- Keeping records which demonstrate that the Board meets all legal obligations and compliance requirements placed on it ensuring these are published on the Lead Council's website
- Actively cooperating with stakeholders. This involves engaging deliberately and constructively with the private sector and public sector including national and local partners such as: Government Departments, third sector representatives, community interest groups, education institutions in order to develop a Town Investment Plan.
- The Board will oversee the publication, on the Lead Authority's website, of key documentation and communication source making sure that it is:
 - Prominent, accessible and easy to navigate
 - Updated regularly to ensure that information remains current;
 - Repository of information on the Town Deal Board meetings (including agendas, papers and minutes) policies, projects and decisions and
 - An interface that caters to the public, interested parties
- The Board will be responsible for making recommendations to the Lead Authority with respect to the Town Investment Plan, projects, programmes and allocation of funding.
- Procure support and delivery services in line with the Lead Council's procurement procedures.

1.3 Blyth Town Deal Geographical Area

See map in Appendix 1.

2. Northumberland County Council (the Lead Authority)

2.1 Role of Northumberland County Council

The Town Deal Board will act in an advisory capacity to the Lead Council (Northumberland County Council)

2.2 Responsibilities of the Lead Council

- *Upholding the Seven Principles of Public Life (the Nolan Principles)*
- *Developing a delivery team, delivery arrangements and agreements*

Blyth Town Deal Board - Governance Policy / Terms of Reference

- *Ensuring that decisions are made by the board in accordance with good governance principles*
- *Ensuring transparency requirements are met – through publication of information on their website or a Town Deal specific website (where further reference is made in this guidance to publication on a Lead Council's website this includes Town Deal specific websites)*
- *Developing agreed projects in detail and undertaking any necessary feasibility studies*
- *Undertaking any required Environmental Impact Assessments or Public Sector Equalities Duties*
- *Helping develop detailed business cases*
- *Liaising with potential private investors in identified local projects and schemes*
- *Signing the Head of Terms Agreement with government*
- *Monitoring and evaluating the delivery of individual Towns Fund projects*
- *Submitting regular monitoring reports to Towns Hub*
- *Receiving and accounting for the Town's funding allocation*

2.3 Northumberland County Council Policy Alignment

Blyth Town Deal Board will be convened by NCC as the lead council, who will make this governance structure and decision-making structures public online on its website. It will be aligned with the governance standards and policies of Northumberland County Council including those around whistle blowing, conflicts of interest, complaints and compliance with the General Data Protection Regulation (GDPR).

- *Complaints Policy*

Complaints received from stakeholders and members of the public will be considered and responded to, in line with the Northumberland County Council's complaints procedure.

- *Whistleblowing*

Where it is alleged that the Board is acting in breach of the law or failing to safeguard public funds the whistleblowing procedure of Northumberland County Council will be applied.

- *Data Protection*

To ensure the highest standards when collecting and using personal information the General Data Protection Regulation (GDPR) policy and procedure of Northumberland County Council will be applied in all cases.

- *Equality, Diversity and Inclusion*

The Board is fully committed to equality, diversity and inclusion in all aspects of its work. Equality Impact Assessments will be carried out, as appropriate, when developing plans, policies and projects.

- *Freedom of Information (FOI)*

All Freedom of Information requests will be dealt with in accordance with the Lead Council's policy and procedure.

- *Gifts and hospitality*

A register of gifts and/or hospitality provided to individual Town Deal Board members or the Town Deal Board as a whole must be maintained by the Lead Council. Board members have a responsibility for reporting gifts or hospitality received whilst delivering their role so that they can be recorded on the register held by the council.

Blyth Town Deal Board - Governance Policy / Terms of Reference

2.4 Advisory Working Group

The Board will have an advisory working group (Appendix 3) who will attend from Northumberland County Council who provide the capacity to develop the Town Deal and existing FHSF process.

2.5 Support and admin arrangements

Support will be provided to Blyth Town Deal Board by the Lead Authority; Northumberland County Council.

As the Accountable Body, it will provide a secretariat function which will involve organising meetings, preparing and circulating agendas and producing minutes.

Agendas and accompanying reports shall be published at least 5 clear working days in advance of a meeting and sent to all members of the Board.

Agendas and reports will be published on the Council's website unless it is agreed by the Chair that these items are of a confidential nature and need to be dealt with away from the public domain.

2.6 Transparency

The Blyth Town Deal Board will operate with transparency and the lead authority will publish all papers on its web page. Commercially sensitive or personal information will be removed before publication. The following will be published on the Northumberland County Council's Energising Blyth Town Deal web page in line with government guidance:

- Profiles of Board Members to be published
- All Board papers in advance of the meeting (within 5 clear working days)
- Draft minutes of meetings following the meeting (within 10 clear working days)
- Final minutes, once approved by the Board (within 10 clear working days)
- Any conflicts of interest reported will be formally noted within the published minutes, as will actions taken as a consequence of the declaration (such as absenting the meeting and/or decision making process)
- Publish this Blyth Town Deal Board's governance structure and ways of working including it's statement for how the board will engage stakeholders and agree decisions over time (this document).

3. Membership

3.1 Membership of the Town Deal Board

Membership of the Blyth Town Deal Board has been developed by the accountable body, Northumberland County Council, in line with the government's Towns Fund [prospectus](#) and [guidance](#). It aims to deliver a wide representation across the town.

A full list of those organisations and individuals included on the Blyth Town Deal Board are listed in Appendix 2.

Blyth Town Deal Board - Governance Policy / Terms of Reference

Membership is by invitation only.

3.2 Code of Conduct and Conflicts of Interest

Conduct of the board shall be by the usual conventions of public authorities. All members must adhere to the Blyth town Forum Cond of Conduct.

Each Board Member is under an obligation to act in accordance with the Town Deal governing documents. This includes each Board Member signing up to abide by the Nolan Principles of public life.

Conflicts of interest may arise where an individual's personal, family, business or organisations interests and/or loyalties conflict with those of the group or meeting that Board members are attending.

All Members will declare interests as set out in the Town Deal Code of Conduct.

3.3 Period of Membership

Membership of the Board will be for an initial two year period from 30th September 2020.

Members are eligible for reappointment in subsequent terms.

All members of the Board will be appointed or re-appointed at the next meeting after 30th September 2022 and subsequently every two years.

3.4 Amendments to Board Membership

The accountable body may propose amendments to board membership at any time

- to ensure that representation is maintained in line with Town Deal guidance throughout the scheme.
- to best support the evolving nature of the Towns Fund programme, provided the core membership remains in line with government guidance.
- The decision to appoint or alter the membership of the Board rests with the Chief Executive of the Lead Council, in consultation with the Leader of the Lead Council.

3.5 Attendance of meetings

Only named Board Members may attend the meetings as a 'board member' unless a replacement is previously agreed in writing with the accountable body's board administrator and chair.

Board members may not attend a board meeting, nor vote on board matters unless they have first completed and submitted a declaration of interest form.

The accountable body may remove a board member who is deemed not to have declared a registrable interest.

Blyth Town Deal Board - Governance Policy / Terms of Reference

External Advisors from Northumberland County Council, BEIS, MHCLG and elsewhere as required will be invited to meetings but will not have a vote.

4. Chair and Vice Chair

4.1 Nomination and election

The Lead authority will nominate a chair for the Blyth Town Deal Board from the private sector, this will be ratified by the Blyth Town Deal board.

The board will nominate and elect two vice chairs from its board membership; one from the private sector and one from the public sector.

4.2 Term of Office

All posts will be reviewed every two years or at the request of the post holder.

A post holder is eligible for reelection in subsequent terms.

4.3 Casting Vote

The Chair has a casting vote in the instance of a hung vote of the board.

If the Chair of the meeting has a conflict of interest in a matter to be voted on in the meeting, the vice chair(s) in attendance will take on the role of determining the casting vote.

4.4 Responsibilities of the Town Deal Board Chair

- *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*

5. Committees and Subcommittees

The Blyth Town Deal Board may establish committees and subcommittees in the course of its work.

Each committee and subcommittee must adhere to all of the same principles as the main board, with published papers, agendas and minutes available on the Energising Blyth Town Deal web page.

All committees and subcommittees must report in full to the main board at its next meeting.

6. Meetings

6.1 Frequency of meetings

The Board shall meet at least quarterly

Blyth Town Deal Board - Governance Policy / Terms of Reference

A forward programme of scheduled meetings will be established which will be supplemented, as necessary, with meetings convened with the agreement of the Chair of the Board.

An extraordinary meeting can be called at no less than 14 days notice if a minimum of five members wish to do so.

6.2 Non-member attendance of meetings

In consultation with the chair, members of the Board may nominate substitutes if they are not able to attend a meeting.

Board members may invite colleagues to Board meetings to observe and provide technical support, as required. Colleagues and observers will not have voting rights.

Officers, representatives and external consultants may be required to attend to provide updates on projects but will not have a vote.

6.3 Meeting Papers

All agendas, minutes, and supporting documentation will be circulated, electronically, to Board members 5 days before a meeting.

6.4 Quorum

The quorum for any meeting of the Board shall be 25% of its membership or ten members, whichever is the greatest, including the Chair.

The quorum must include at least one board member representative from the accountable body.

6.5 Chairing the Meeting

Meetings will be chaired by the accountable body nominated Chair.

In the absence of the Chair, the meeting will be chaired by one of the two Vice Chairs, on rotation.

In the absence of a Vice Chair, members of the meeting will elect a meeting chair from their number.

6.6 Decision Making

The Blyth Town Deal Board acts in an advisory capacity to Northumberland County Council which is the accountable body for the Blyth Town Deal.

Within the context of determining this advice to the Accountable Body (NCC), the Board members may from time to time be called upon to make decisions.

Blyth Town Deal Board - Governance Policy / Terms of Reference

Decisions may be made by consensus.

Where a consensus view cannot be reached, decisions will be made on a 'one member, one vote' premise. Voting shall be by a show of hands of Board members and shall be by simple majority.

All board members will be required to adhere to the Code of Conduct Policy including its Conflict of Interest clauses whilst voting.

All decisions, whether consensus or voted, will be minuted and all minutes will be published on the Northumberland County Council's Energising Blyth Town Deal web page.

If a member is unable to attend the meeting, they may send a named representative by prior agreement with the chair, who may vote in their stead.

In the situation of a hung vote, the chair of the meeting will have a casting vote.

If the chair has a declared interest in the vote then the vice chair(s) in attendance will take on the role of determining the casting vote.

The Board may take decisions off line as appropriate, as agreed by the chair of the Board.

The rulings of the Chair shall be final.

7. Engagement with the Community

It is intended that the broad membership of the Blyth Town Deal Board will affect strong engagement with the business, community and public sectors of the community of Blyth and its wider stakeholders.

A number of successful pre-existing and emerging partnerships exist in the town. It is intended that the Blyth Town Deal Board will work in close partnership with existing networks through its diverse board membership.

However, it will be required on occasion to consult or engage more widely with the community. This will be delivered by the officer working group (Appendix 3) supporting the Blyth Town Deal Board. Engagement will be delivered through the Blyth Town Forum.

The Blyth Town Deal Board, where appropriate, will also engage with the following:

- Local sports teams
- Housing sector including housing developers and housing associations
- Arms-length bodies and other non-departmental government agencies: Such as Homes England, the Environment Agency, and Historic England who have expertise in delivering interventions, and existing place-based networks across the

Blyth Town Deal Board - Governance Policy / Terms of Reference

country, which can bring local expertise, as well as the ability to engage with issues at a regional level.

- Other private investors and developers: national or international private investors and developers will be engaged early to understand their requirements for investment and identify the best use of public and private funding.

8. Capacity Funding

Blyth Town Deal received £162,019 capacity funding from the government to develop its Town Investment Plan and the resulting business cases ahead of delivery. This funding is held within the County Council.

The Capacity Funding will be used to cover costs for the provision of support to the Blyth Town Deal Board. It will also fund community engagement, consultancy costs required to develop an evidence base, to draw up the Town Investment Plan and to produce the business cases to secure funding

The plan for spend of the Capacity Funding and any allocated match will be published once this has been determined.

9. Development of the Town Investment Plan

The Blyth Town Investment Plan will be submitted to the government on the 29th January 2021.

Development of the submission will involve:

- Collation of a draft town wide Regeneration Framework
- A series of workshops during September 2020 with the Blyth Town Deal Board members. Workshops will explore and challenge the contents of the Regeneration Framework, including a longlist of projects
- Board approval of the Regeneration Framework at the **30th September 2020** board meeting
- Wider Community Consultation during October / November 2020
- Selection of eligible and most appropriate elements of the Regeneration Framework for inclusion in the Town Investment Plan (externally moderated by New Skills Consultancy)
- Approval of the short list of projects for progression in the TIP at the **4th November 2020** Blyth Town Deal Board Meeting
- Board update on consultation and TIP development at the **2nd December 2020** Blyth Town Deal Board meeting
- Board approval of the Town Investment Plan at the **13th January 2021** Blyth Town Deal Board meeting

The final Town Investment Plan will be signed off by:

- The Chair of the Blyth Town Deal Board
- The Chief Executive of Northumberland County Council
- The Leader of Northumberland County Council

Blyth Town Deal Board - Governance Policy / Terms of Reference

Blyth Town Deal Board - Governance Policy / Terms of Reference

Appendix 1 - Boundary Map

The ONS boundary of Blyth covers most of Blyth's existing built up area geography and settlement boundary. The Town Deal boundary will include the ONS boundary of Blyth plus the following:

- Northumberland Energy Park, a strategic economic development site to the North of the town across the River Blyth. This land is effectively part of Blyth's future energy sector focused development and is part of the nationally designated Enterprise Zone in Blyth.
- Area to the South of Blyth encompassing South Beach and Newsham, including the Northumberland line.
- Area to the West of Blyth identifying additional area impacted by the strategic transport sites of the Northumberland Line and Blyth relief road.



Blyth Town Deal Board - Governance Policy / Terms of Reference

Appendix 2 - Summary of Board Membership

Organisation	Name
Active Northumberland	Mark Warnes
Advance Northumberland	Ken Dunbar
Bede Academy	Andrew Thelwell
BEIS	Margaret Coates (advisor)
Blyth Academy	
Blyth Churches Together	
Blyth Community Network	Thom Bradley
Blyth Cultural Network	Wendy Scott
Blyth Safety Network	
Blyth Town Council	Warren Taylor
Blyth Town Forum	Greg Gavin
Energising Blyth Project Board	Rob Strettle
Energy Central Steering Group	
Fergusons Transport	Alan Ferguson
Jobcentre Plus	Vicky Potter
Local independent business - Frameworks	Angela Cosimini
Blyth Valley Constituency MP	
Newcastle College	Lee Tennant
Newcastle University	Jane Robinson
North East England Chamber of Commerce	
North East LEP	Helen Golightly
North of Tyne Combined Authority	Rob Hamilton
Northumberland County Council Cabinet Member for Economic Development	Cllr Richard Wearmouth
Northumberland County Council Local Councillor	Cllr Kath Nisbet
Northumberland County Council Responsible Executive Director	Juliemma McLoughlin
Northumberland Estates	Trevor Gyllenspetz
ORE Catapult	Tony Quinn
Port of Blyth	Martin Lawlor
Tharsus	Matthew Murray

Existing Partnerships in the Town which will feed into the Blyth Town Deal Board, each with a representative on the board:

- **Energising Blyth Project Board** - The Blyth Town Deal board will run alongside the Energising Blyth project board, already established to oversee the projects in delivery in the Town Centre. It's chair (or representative) will feed into the Blyth Town Deal board to ensure continuity and appropriate collaboration.
- **Blyth Town Forum** - Blyth already has an informal collaborative regeneration partnership established in January 2019. It is an unconstituted body, with clear

Blyth Town Deal Board - Governance Policy / Terms of Reference

adopted terms of reference, bringing together key public, private and civic sector partners together in the town to support economic growth. It will form one of the conduits for Community Engagement throughout the Town Deal process, developing its work in wider community engagement; holding further regular Showcase events in the town centre to share work of partners and ensure local community involvement in future shaping the town. This will be complemented by town surveys and targeted focus groups across the town. It is a model that is used successfully across the key towns in Northumberland. It's chair (or representative) will feed into the Blyth Town Deal board to ensure continuity and appropriate collaboration.

- **Energy Central Steering Group** - a partnership of Port of Blyth, ORE Catapult, Advance Northumberland, NCC and large scale manufacturers and delivery partners on the Blyth Estuary, with a primary focus on Blyth's successful offshore renewable energy industry. It's chair (or representative) will feed into the Blyth Town Deal board to ensure continuity and appropriate collaboration.
- **Blyth Cultural Network** - bringing together Blyth's Arts, Cultural and Heritage organisations. It's chair (or representative) will feed into the Blyth Town Deal board to ensure continuity and appropriate collaboration.
- **Blyth Safety Network** - recently convened following community engagement to tackle issues of ASB, drug and alcohol abuse and homelessness in Blyth Town Centre, working closely with relevant partners working in the safety, wellbeing and health sector in Blyth. This group is currently working up an application to the Shaping Places for Healthier Lives programme and Involved with the Health Impact Assessment for the Energising Blyth project. A representative will feed into the Blyth Town Deal board to ensure continuity and appropriate collaboration.
- **Blyth Community Network** - a collaboration of the community organisations in the town working together to give a voice to the community sector in Blyth. It's chair (or representative) will feed into the Blyth Town Deal board to ensure continuity and appropriate collaboration.
- **Blyth Churches Together** - a partnership of eight churches across Blyth who are keen to help in the development of the Town and particularly in supporting those in need across the community. It's chair (or representative) will feed into the Blyth Town Deal board to ensure continuity and appropriate collaboration.

Other key members of the Blyth Town Deal Board

Alongside the partnerships listed above, the Blyth Town Deal Board will include a representative from each of the following:

- **Blyth Town Council**
- **The Local Member of Parliament**
- **Northumberland County Council elected membership** - Portfolio Holder for Economic Development and nominated Ward Councillor
- **North of Tyne Combined Authority**
- **North East Local Enterprise Partnership**
- **Advance Northumberland**
- **Active Northumberland**
- **Local businesses and investors:**

Blyth Town Deal Board - Governance Policy / Terms of Reference

- **ORE Catapult**
- **Port of Blyth**
- **Northumberland Estates**
- **Independent local retailer**
- **Tharsus**
- **Blyth Academy**
- **Bede Academy**
- **Newcastle University**
- **Newcastle College**
- **North East Chamber of Commerce**

Blyth Town Deal Board - Governance Policy / Terms of Reference

Appendix 3 - Blyth Town Deal Working Group

Rob Strettle	Economic Growth and Regeneration Manager	rob.strettle@northumberland.gov.uk
Anne Lawson	Senior Programme Officer (Town Regeneration)	anne.lawson@northumberland.gov.uk
Carol Johns McLeod	Regeneration Investment Manager	carol.johns-mcleod@northumberland.gov.uk
Elaine Maylin	Senior Regeneration Investment Officer	elaine.maylin@northumberland.gov.uk
Karen Donaldson	Senior Programme Officer (Economy)	karen.donaldson@northumberland.gov.uk
Helen Swinburn	Admin Assistant	helen.swinburn@northumberland.gov.uk

Draft	Date	Reason	Author
1	30th September 2020	First draft for board approval & MHCLG review	AL
2	4th November 2020	MHCLG proposed revisions	AL