

WARRINGTON TOWN BOARD - TERMS OF REFERENCE

Function

The Town Deal Board will serve as an advisory function to Warrington Borough Council acting as the 'Lead Council'.

The role of the board is to:

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

To be the principle group that will assist in the development, communication and submission to Government of a Town Investment Plan for Warrington.

The Town Deal Board will bring together a multitude of existing partnerships across the Borough and the development of the Town Investment Plan.

All members of the Town Deal Board will be expected to adhere to the Board's Code of Conduct.

Status and leadership

In line with the Towns Fund prospectus issued by the Ministry of Housing, Communities & Local Government (MHCLG) in November 2019, the Town Deal Board will be established by Warrington Borough Council as the 'Lead Council'.

The Town Deal Board will be Chaired by Matt Crompton, with Prof Steven Broomhead as Deputy Chair.

The Town Investment Plan will be a locally owned document and will not require sign off by Government.

The Town Deal Board will align with the governance standards and policies of the Lead Council including matters relating to whistle blowing, conflicts of interest, and complaints.

The Town Deal Board acts as an advisory function to Warrington Borough Council.

The Town Investment Plan will require approval of Warrington Borough Council's Cabinet prior to submission to Government.

Detailed functions

1. To provide advice to teams that are established to develop the Town Investment Plan, the strategic elements of which will include:
 - a. Background, context and evidence of need for suggested interventions.
 - b. A vision for the town, complementing agreed or emerging local economic strategies.
 - c. A high-level description of priority areas for the short, medium and long term, including:
 - i. Activity that can be locally funded,
 - ii. Projects that could be supported by public investment (including through the Towns Fund), with high level cost estimates,
 - iii. Ambitions for private sector investment and community involvement.

2. Where required, allocate resources within individual organisations to support Warrington Borough Council (as Lead Council) in the development of the Town Investment Plan.
3. To provide a forum through which information relating to the Town Deal and associated Town Investment Plan can be communicated.
4. To provide a comprehensive oversight and understanding of existing and emerging policy frameworks that could be relevant to the Town Investment Plan.
5. To identify opportunities that could lead to long-term transformative change to the Warrington economy, centred on a number of capital projects.
6. To engage, at an early stage, private investors and developers and to collaboratively identify opportunities for private investment.
7. The governance structure and decision-making structures of the Town Deal Board will be made public by Warrington Borough Council.
8. Warrington Borough Council, acting as Lead Council, will set out how capacity funding will be spent, and how that will support the process of developing a good Town Investment Plan.

Meeting frequency and location

Meetings will take place monthly and will be held in the Event Space at The Base, Dallam Lane, Warrington. WA2 7NG.

Code of conduct

Key principles

All Members of Town Deal Board will be expected to follow the 7 Principles of Public Life (also known as the 'Nolan Principles'). The decisions and actions of the Town Deal Board will be informed by these principles; as follows...

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Code of conduct of board members

Each Town Deal Board Member has a duty to ensure the safeguarding of public funds and the proper custody of assets which have been publicly funded. Board Members must carry out these obligations responsibly – that is, take appropriate measures to ensure that the body uses resources efficiently, economically and effectively, avoiding waste and extravagance. It will always be an improper use of public funds for the Town Deal Board or any of its Members to employ consultants or other companies to lobby Parliament, Government or political parties.

Allowances

Members of the Town Deal Board must comply with the rules set by the board and the public body regarding any remuneration, allowances and expenses. It is an individual Board Member's responsibility to ensure compliance with all relevant HM Revenue and Customs' requirements concerning payments, including expenses.

Gifts and Hospitality. Board Members must not accept any gifts or hospitality which might, or might reasonably appear to, compromise personal judgement or integrity or place a Board Member under an improper obligation.

Town Deal Board Members must never canvass or seek gifts or hospitality.

Town Deal Board Members should inform the Chair of the Town Board (or the deputy in the case of the Chair) of any offer of gifts or hospitality and ensure that, where a gift or hospitality is accepted, this is recorded in a public register.

Town Deal Board Members are responsible for individual decisions on the acceptance of gifts or hospitality and for ensuring that any gifts or hospitality accepted can stand up to public scrutiny and do not bring the Town Board into disrepute.

Use of Official Resources

Town Deal Board Members must not misuse official resources for personal gain or for political purposes.

Use of Official Information

Town Deal Board Members must not misuse information gained in the course of your public service for personal gain or for political purpose.

Town Deal Board Members must not disclose any information which is confidential in nature or which is provided in confidence without authority. This duty continues to apply after you have left the board.