

# Margate Town Deal Board

## Terms of Reference

### 1. Background

A Margate Town Deal Board is being set up by the council, to design and deliver an economic growth strategy for the town. This Board is part of the Government's programme of funding for towns. In September 2019, the Ministry of Housing, Communities & Local Government (MHCLG) announced a £3.6bn Towns Fund for 101 towns to drive economic development. There is a focus on urban regeneration, improved transport, better broadband connectivity, skills and culture.

As part of this, the council is setting up a Margate Town Deal Board to set out a vision for the Margate town's economic growth, coordinate resources and engage with a variety of stakeholders. The council must convene a Town Deal Board that represents the community and harnesses a diverse range of perspectives – business, philanthropists, investors, universities, colleges, the Local Enterprise Partnership (LEP), Jobcentre Plus, civic society and all tiers of local government. The Board will be tasked with producing an evidence-based Town Investment Plan by the summer of 2020 and ultimately this plan will ensure that a Town Deal is delivered with central government around key local priorities.

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The Terms of Reference set out the governance of the Board, Board Members, and the relationship with Thanet District Council and provide a basis for how the decisions of the Board will be made and the role of Board Members.

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## 2. Purpose

The Town Deal Board will be the vehicle through which a vision and strategy for the town's economic growth will be defined. As part of the Government's 'Towns Fund', the Board is required to produce a Town Investment Plan and to inform the Town Deal negotiation with the Government. The Investment Plan will be required to inform business cases that will be used to apply for funding to deliver the strategy.

## 3. The role of the Board

- By Summer 2020, develop and agree on an evidenced-based Town Investment Plan by:
  - a. Assessing evidence of the required need for projects (applying due regard in relation to equality and diversity and protected characteristics), taking into consideration background information, context and consultation with local communities and businesses.
  - b. Developing a vision that takes into consideration existing and emerging local socio-economic strategies.
  - c. Identifying priority areas broken down by a realistic project delivery timeframe categorised as short, medium and long term interventions.
- Develop a clear programme of interventions to improve the town's economic growth.
- Coordinate resources, influence and engage stakeholders.

## 4. Membership

There are a number of required representatives, including all tiers of local government and the local MP, alongside representatives from The Local Enterprise Partnership (LEP), Jobcentre Plus and other anchor institutions. The Board will also include local businesses, investors and organisations that represent the community.

Margate Town Deal Board - Membership			
	Name	Organisation	Substitute [To be agreed by the Chair]
1 Chair	Graham Razey OBE	Chair MTDB East Kent College Chief Executive Officer	
2	Cllr Ruth Duckworth	Thanet District Council Cabinet Member for Corporate Governance & Coastal Development	Proposed: Cllr
3	Madeline Homer	Thanet District Council	Proposed:

		Chief Executive	Louise Askew Head of Strategic Partnerships, Thanet District Council
4	David Smith CBE	Kent County Council - Officer	
5	TBC	Kent County Council - Member	
6	Sir Roger Gale MP	Member of Parliament for North Thanet	
7	Richard Ash	Margate Town Team Chair	
8	Adam Bryan	South East Local Enterprise Chief Executive Officer	Proposed: Rhiannon Mort Capital Programme Manager, SELEP
9	Cheryl Potts	Jobcentre Plus District Operations Manager	Proposed: Rose Moore Margate Jobcentre Manager
10	Victoria Pomery OBE	Turner Contemporary Director	
11	Eddie Kemsley	Dreamland Chief Executive Officer	
12	Sam Causer	Studio Sam Causer Director and Conservation Architect	Proposed: Jarred Henderson Practice Manager at Studio Sam Causer
13	Nicky Bentley	QEQM Hospital Director of Strategy and Business Development	
14	Stephen Darrer	GRASS Cliftonville	
15	Jesse Tomlinson	Student	

A Board Member shall cease to be a member of the MTDB in the following circumstances:

- Such Board Member gives written notice to the Chair of their notice of resignation;
- Such their removal/replacement by the appointing authority/organisation/relevant nominated body.
- Such Board Member's bankruptcy making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation,

dissolution or administration or anything analogous to any of the foregoing occurring in relation to a Member in any jurisdiction;

- Such Board Member is removed from membership by a resolution of the Board that it is in the best interests of the Board that the membership is terminated.

## 5. Roles and Responsibilities

The role of **Thanet District Council** is to:

- Define the area the Town Deal Board will represent on a map.
- Convene the Town Deal Board which will align with the governance standards and policies of the Lead Council including around whistle blowing, conflicts of interest, and complaints;
- Publish the Town Deal Board's governance structure and ways of working, such as a statement for how the board will engage stakeholders and agree decisions over time; and
- Set out how capacity funding will be spent, and how that will support the process of developing a good Town Investment Plan. This funding will be used for:
  - Convening Town Deal Board
  - Running business and wider community engagement events
  - Developing Town Investment Plans
  - Providing technical expertise for business case development

The role of the **Chair** is to lead the Town Deal Board in shaping the vision for the town as well as defining the strategy and steps that need to be taken to achieve that vision. The key responsibilities of the post are to:

- Provide strategic and dynamic leadership for the Board
- Lead the Board in developing and then implementing the Town Investment Plan
- Ensure that all sectors on the Board are actively engaged
- Run meetings effectively and fairly ensuring the Board adheres at all times to high standards of ethics and governance.
- Exert a casting vote in Board Decisions if circumstances so require.

The role of the **Board Members** is to support the Chair in shaping the vision of the town and ensuring the correct steps are taken to make that vision a reality. The responsibility of Board Members includes:

- Attending Board meetings.
- Reflecting the agreed view of the Board in discussions with partners and stakeholders.
- Taking account of views of other stakeholders and being mindful of different views and requirements.
- Contribute to the development of a Town Investment Plan.
- Formally represent the Board in meetings with other bodies and partner organisations.

## 6. Substitutes

Substitutes are required to be identified at the formation of the Board and will be agreed as part of the Governance process.

## 7. Conflicts of Interest

Any conflicts of interest should be declared to the Lead Council Officer before officially joining the board. TDC will maintain a register of Board Member interests that will be reviewed annually to ensure it is up to date.

The following provisions shall apply to all Board Members should they be faced with conflicts of interest.

- Should a Board Member be faced with a conflict of interest the person shall immediately declare the nature of the conflict/potential conflict and may be asked to withdraw from any business where the conflict would be relevant.
- Whenever a person has an interest in a matter to be discussed at a meeting the person may not be:
  - Entitled to remain present at the meeting during discussions of the matter.
  - Counted in the quorum in relation to the matter.
  - Entitled to vote on the matter.

The Board may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

## 8. Board Member Conduct

All members of the Margate Town Deal Board shall observe the “Seven Principles of Public Life” (as detailed in the Code of Conduct) and will be bound by their own authority’s/organisations code of conduct in their work on the Town Deal Board.

## 9. Quorum and Decision Making

The Board shall delegate to the Chair of the Board the authority to make urgent decisions, having consulted by way of email with Board members, where a Board cannot be convened in a timely manner to consider a matter. The decision shall be published as soon as practically possible once taken.

The Chair will be appointed by Thanet District Council.

In the absence of the Chair at a formal meeting of the MTDB, the Board will vote and appoint a Chair for that meeting only. The Chair for that meeting should be from the Private sector and this does not include Thanet District and Kent County Council, Department of Work and Pensions, NHS or SELEP.

The council's Head of Strategic Partnerships will consult the Chair from time to time on progress of works required to be undertaken on individual interventions and the developing Town Investment Plan.

The Chair may convene an informal meeting of all or some of the Board Members to inform progress of a particular matter arising under the development of individual interventions.

The Chair may meet third parties and attend events on any matter pertaining to the Investment Plan and individual interventions to progress activity and outcomes.

Informal meetings and engagement with third parties will be reported back to the MTDB.

A quorum shall be eight Board Members present in person, including the accountable body.

Each member of the Board shall have one vote which may be cast on matters considered at the meeting (or virtually).

The general rule about decision-making by the Board is that any decision of the Board must be a majority decision.

The Chair will have the casting vote (this refers to whoever is present and discharging the function of Chair for the purpose of the meeting).

## **10. The Board's Relationship with Thanet District Council**

The Board is not an incorporated body and TDC will remain the accountable body for the Capacity Funding that has been received and any future funding that may be received by way of further Capacity Funding, grants or contribution to feasibility studies that the Board may wish to commission.

The Margate Town Deal Board may make recommendations to Thanet District Council's Cabinet from time to time and prior to the submission of the Margate Town Deal Investment Plan.

## **11. Meetings**

The Board will meet more often until submission of the Investment Plan and thereafter quarterly. The timings of these meetings will be agreed through the Board members. The Board may meet at other times during the year as agreed between the members of the Board and may approve recommendations via written procedure.

Board meetings will not be open to the public due to the commercial and financial nature of the meetings.

Meetings may be taken in person or virtually where required.

Informal Board Meetings may take place from time to time. These will be in private and not open to the public. Other persons and external advisers may be invited to attend all or part of any meeting as and when appropriate as observers and shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.

With the prior agreement of the Chair, any Board Member may participate in a meeting by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can communicate with each other and participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting and shall be entitled to vote and be counted in a quorum accordingly.

## **12. Communication and Reporting arrangements**

Meetings of the Board shall be called by the Secretariat at the request of the Chair of the Board. The agenda and papers for meetings shall be approved by the Chair.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than three business days before the date of the meeting. Any supporting reports and/or papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time.

The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the Secretariat of the Board. Draft minutes of each meeting will be circulated promptly to all Members of the Board. Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to the Board. Minutes shall remain in draft until approved by the Board, at which point they will be uploaded onto the website.

## **13. Respecting Confidentiality**

On occasions the Board may wish to discuss matters where one or more members wish to retain confidentiality. This may include instances where the Board is to issue a press release or arrange an event. In such circumstances, and where specifically requested by one or more members of the Board, all Board members are expected to retain confidentiality in the context of the matters being considered.

Matters may require more stringent levels of confidentiality due to commercial sensitivity, allowing for ideas to be developed without being negatively influenced before external

engagement and the Board may consider the requirement of using Non-disclosure agreements in relation to particular discussions.

## **14. Review**

The Government may publish further guidance on the operation and function of Town Deal Boards and these Terms of Reference must be reviewed in accordance with any such guidance.

The Board may amend these terms of reference at any time and will be reviewed on an annual basis.

## **15. Ancillary Matters**

### **15.1 Freedom of Information**

The Board and its activities will be subject to Freedom of Information requests, in addition to the Data Protection Act 2018 and the Environmental Information Regulations (various). Provision will be made via TDC website and support will be provided by Thanet District Council to manage and respond to such requests.

It is likely that members of the public may have direct questions that relate to how the Board functions and the decisions it makes. These in the first instance will be directed to the Head of Strategic Partnerships to manage, and where appropriate engage with the Chair and/or the Board.

### **15.2 Sub-groups**

In developing the Investment Plan thematic sub-group may be required to be set-up, engaging people and organisations outside of the Board to support the development and delivery of the Investment Plan.

Sub-groups will be approved by the Board and members of the sub-groups will adhere to these Terms of Reference and the associated Code of Conduct. This will allow for wider engagement outside of the Board in developing an evidence based plan. The sub-groups will not require voting mechanisms and are advisory to the Board on specific thematic matters.

Once established, information relating to the sub-groups will be added as an addendum to the Terms of Reference.

*NOTE: This is a live document and maybe amended in agreement with the Chair.*



# Margate Town Deal Board

## NAMED SUBSTITUTION

SUBSTITUTE MEMBER RECOMMENDATION	
Main Board Member Name	
Organisation	
Signature	
Substitute member name	
Job Title	
Organisation	
Contact Details:  <div style="text-align: right;">                     Email                      Telephone                 </div>	

**SUBSTITUTE MEMBER**

**SIGNED:** .....

**NAME:** .....

**DATE:** .....

**Please submit completed form to Louise Askew, Head of Strategic Partnerships**

**Received and agreed by the Chair of the Margate Town Deal Board**

**SIGNED:** .....,.....

**Date:** .....

# Margate Town Deal Board

## DECLARATION OF INTEREST FORM

The public is entitled to expect the highest standards of conduct from the Margate Town Deal Board (MTDB) as outlined by the Ministry of Housing, Communities and Local Government (MHCLG). It is recognised that the integrity of the Board rests on mutual trust and respect between Members and members organisations. Thanet District Council (TDC) places particular emphasis on the quality of this relationship and undertakes to maintain a climate in which mutual trust and respect can thrive. As part of this process it is important that staff make any necessary declarations of interest.

MTDB members must give notice in writing of any financial or non-financial interests which are clear and substantial and which could bring about a conflict with the Board and TDC's interests.

You will also need to fill in this form if you apply for planning permission from Thanet District Council.

In addition, membership or acting as an officer (honorary or otherwise) of any secret society (as defined below) should be notified in writing as above whether or not a demonstrable conflict of interest with the MTDB or TDC's interests arises or may arise.

For the purposes of the Code of Conduct, a secret society is defined as being:

Any lodge, chapter, society, trust, regular gathering or meeting, which;

- is not open to members of the public who are not members of that lodge, chapter, society, trust, regular gathering or meeting;
- includes in the grant of membership an obligation on the part of the member with a requirement to make a commitment (whether by oath or otherwise) of allegiance to the lodge, chapter, society, trust, regular gathering or meeting; and
- includes, whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, regular gathering or meeting.

All interests recorded by MTDB/TDC are logged in a register of declarations of interest which is maintained by the council's Monitoring Officer and in the interests of openness and transparency, will be available for public inspection on the website.

Once you have completed the form please return it to Louise Askew, Head of Strategic Partnerships.

**MARGATE TOWN DEAL BOARD**

**MEMBER DECLARATION OF INTEREST FORM**

- 1. **NAME:**
  
- 2. **JOB TITLE:**
  
- 3. **ORGANISATION:**
  
- 4. **FINANCIAL INTEREST:**  
Please state the nature of your financial interest
  
- 5. **NON FINANCIAL INTEREST:**  
Please state the nature of your non-financial interest.
  
- 6. **MEMBERSHIP OF A SECRET SOCIETY:**  
Please state if you are a Member of a secret society.
  
- 7. **PLANNING APPLICATION:**  
Please outline details of your Planning Application

*I consent to the contents of this form being published on the website*

**SIGNED:** .....

**NAME:** .....

**DATE:** .....

**Please submit completed form to Louise Askew, Head of Strategic Partnerships**

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**Received by the Monitoring Officer of Thanet District Council to be added to the MTDB webpages**

**SIGNED:** .....

**Date:** .....

**MARGATE TOWN DEAL BOARD**

**SUBSTITUTE MEMBER DECLARATION OF INTEREST FORM**

- 1. **NAME:**
  
- 2. **JOB TITLE:**
  
- 3. **ORGANISATION:**
  
- 4. **FINANCIAL INTEREST:**  
Please state the nature of your financial interest
  
- 5. **NON FINANCIAL INTEREST:**  
Please state the nature of your non-financial interest.
  
- 6. **MEMBERSHIP OF A SECRET SOCIETY:**  
Please state if you are a Member of a secret society.
  
- 7. **PLANNING APPLICATION:**  
Please outline details of your Planning Application

*I consent to the contents of this form being published on the website*

**SIGNED:** .....

**NAME:** .....

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