



TERMS OF REFERENCE FOR CLEATOR MOOR TOWN DEAL BOARD

PURPOSE

The Cleator Moor Town Deal Board will be responsible for developing and delivering the vision, strategy and Town Investment Plan for Cleator Moor and Cleator, in consultation and collaboration with the communities of Cleator Moor and Cleator.

The Town Investment Plan will respond to the challenges and opportunities relevant to Cleator Moor and Cleator in order to create and enhance a sustainable future for Cleator Moor and Cleator, its communities, businesses and people.

It will operate as an advisory body to Copeland Borough Council, the Lead Council for the Cleator Moor Town Deal, helping to develop a clear programme of interventions which align with the objectives of the Towns Fund.

TOWN DEAL AREA

The Cleator Moor Town Deal will undertake its activities within the area set out in Appendix A. This embraces the Cleator Moor Town Council boundaries including both Cleator Moor and Cleator. Throughout the document and work references will be made to Cleator Moor to include this wider boundary in recognition of the benefits that will accrue in adjacent rural communities and back into the town. Any detailed reference will be made to Cleator Moor and Cleator as required.

VISION

“Cleator Moor will offer an exciting opportunity to live with a world heritage site on your doorstep and work for world class companies in a range of sectors, exporting to customers across the globe. Local people will be able to access a diverse range of employment, education and training opportunities.

Cleator Moor will be a contemporary ‘campus’ town embracing its rich past and vibrant future, committed to the pursuit of inclusive and clean growth. The town’s high-quality environment will offer an exceptional standard of living to all ages with an expanded cultural and leisure provision within a revitalised town centre.”

STRATEGIC OBJECTIVES

The Town Investment Plan is framed around seven strategic objectives to realise a prosperous, sustainable and inclusive future for Cleator Moor. These are:

- **SO1.** To grow and diversify the economy by providing a range of new employment opportunities and stimulating business start-up and growth.

- **SO2.** To create a town which benefits from much higher levels of investment in skills, innovation and R&D.
- **SO3.** To reduce deprivation and improve community health and well-being.
- **SO4.** To enhance the quality of life by investing in an improved cultural, sports and leisure offer set within attractive places and spaces including an animated town centre.
- **SO5.** To deliver investment in a diverse and attractive housing offer through new build and renewal to attract and retain residents.
- **SO6.** To enhance digital connectivity and inclusion to enable residents and businesses to participate fully in the modern economy.
- **SO7.** To secure sustainable movement and accessibility through active travel and improved transport connections

These lie at the heart of the investment approach and will drive positive change through collective action.

ROLE AND RESPONSIBILITIES

The Cleator Moor Town Investment Plan will be overseen by the Cleator Moor Town Deal Board (The Board) and includes representation from the public, private and third sector.

The Board was responsible for developing the vision, strategy and Town Investment Plan for Cleator Moor, in consultation and collaboration with the communities of Cleator Moor. The Town Investment Plan will respond to the challenges and opportunities relevant to Cleator Moor in order to create and enhance a sustainable future for Cleator Moor, its communities, businesses and people.

The Board will operate as an advisory body to Copeland Borough Council, the Lead Council for the Cleator Moor Town Deal, to oversee the delivery of the Vision and endorse the business cases for the town deal, based on independent and compliant scheme reviews and retain an overview during implementation. It will also explore opportunities to align funding opportunities, strategy development and act to promote Cleator Moor.

The Board will be responsible for:

1. Upholding Nolan Principles.
2. Ensuring communities' voices are involved in shaping Business Cases.
3. Ensuring equality and diversity in the Town Deal Boards engagement with local communities and businesses.
4. Agreeing the Heads of Terms with Government.
5. Agreeing the Project Confirmation within two months of signing the Heads of Terms.
6. Providing strategic oversight of the Business Case development process.
7. Endorsing the TIP Summary and Project Summaries within 12 months of agreeing Heads of Terms.
8. Providing strategic oversight of the delivery of the Town Investment Plan.
9. Championing the TIP and making the case for continued partner and new investment in Cleator Moor.

Investment

1. Identify planned public sector investments in Cleator Moor and ensure alignment opportunities are identified and implemented.
2. Identify planned private sector investments in Cleator Moor and ensure alignment opportunities are identified and implemented.
3. Support the lead council to ensure that the investment aspects of the Town Investment Plan are effectively delivered and that contingency arrangements are in place should any wider public or private sector investment not materialise.

Delivery and Co-ordination

1. Support Copeland Borough Council to develop investment guidance and appraisal mechanisms, which are compliant with the highest standards of public accountability.
2. Support Copeland Borough Council to develop effective appraisal and programme management arrangements.
3. Support the Project Owners with the development of the projects and business cases to effectively deliver the Cleator Moor Town Investment Plan.

Advocacy

1. Act as ambassadors in championing Cleator Moor as an excellent location to live, work and invest.
2. Ensure that the Cleator Moor community's voice is involved in responses to national, regional and local consultations, Select Committees, All Party Parliamentary Groups etc. on issues that are relevant to the Towns Deal initiative and the opportunities and challenges relevant to Cleator Moor.

Community Engagement

1. Implement the community engagement strategy ensuring that all communities have the opportunity to become involved in the Towns Deal.

Risk

1. Oversee a risk register that Identifies key relevant delivery risks and the necessary actions to mitigate these.

Standards and Compliance

1. Ensure that the Board and all of its members comply with Copeland Borough Council's policies on whistle-blowing, conflict of interest, complaints and other policies pertinent to the development and operation of the Town Deal and Board. Board members and co-optees will be expected to complete and sign a declaration of interest form before attending the Board Meetings after the first inaugural meeting.

2. Upholding the Seven Principles of Public Life (the Nolan Principles).

MEMBERSHIP

Appointment

Members of the Cleator Moor Town Deal Board will be appointed for a 1-year period in the first instance with a joint review following the submission of the investment plan in advance of a second year. The initial invitation to join the Board will be by Copeland Borough Council. MPs and representatives from private sector businesses will be invited in a personal capacity; whereas invitees from other bodies will attend in a representational capacity. The Board is looking to ensure a strong mix of skills, knowledge and experience.

Membership

The membership of the Board is set at 15 members and is as follows:

- Private Sector Chair
- Member of Parliament for Copeland
- One Officer from the Cumbria Local Enterprise Partnership (CLEP)

Public Sector Representation (Maximum of 5)

It is envisaged that there will be at least:

- One local Councillor representing Copeland Borough Council, Lead Council
- One member of Copeland Local Area Committee representing Cumbria County Council
- One Town Councillor representing Cleator Moor Town Council

Subject to vacancies up to a further 2 public sector representatives could be appointed.

Private Sector Representation (Maximum of 5)

It is envisaged that there will be at least:

- One Large Business resident in Cleator Moor representative
- One Medium Business resident in Cleator Moor representative
- One Small Business resident in Cleator Moor representative

Subject to vacancies up to a further 2 private sector representatives could be appointed.

Community Representative (Maximum of 5)

It is envisaged that there will be at least:

- One representative from Regen NE Copeland, the Community Regeneration Partnership embracing the Cleator Moor area
- One representative from Phoenix Enterprise Centre (PEC), a community interest company championing community regeneration and wellbeing in the Cleator Moor area
- One representative from Phoenix Youth, the major youth sector provision in Cleator Moor

Subject to vacancies up to a further 2 community sector representatives could be appointed.

- One representative from the faith community
- One representative from sports and recreation facilities in the Cleator Moor area

The list of Cleator Moor Town Deal Board members and profiles of Board Members will be published on Copeland Borough Council's website alongside Town Deal Board information and will be updated regularly as required.

Deputies

- Town Board members are able to appoint a deputy to attend and vote on their behalf should they be unable to attend a Board meeting. Deputies are expected to adhere to the code of conduct and register of interest requirements.

Optional Co-optees

- To be determined by the Town Board during its work as it requires specific skills, knowledge and input to its work. The Town Board will agree the invitee and length of co-option. Co-optees are generally not full Board members and are expected to act more as advisers whilst adhering to the code of conduct and register of interest requirement. The Board can if required agree to a co-optee being considered as a full Board Member on appointment or at any time through their co-option. Any co-optee invite, term or agreement will be minuted from the Board.
- Cleator Moor Town Board have agreed to one advisory co-optee in the first instance to assist with the town investment planning phase. The advisory co-optee is Jobcentre Plus.

RESPONSIBILITY OF BOARD MEMBERS

Members will be expected to represent the views of their organisation / sector, whilst ensuring that any potential conflict of interest is effectively managed, and that the code of conduct and conflict of interest policies are adhered to at all times. During the meetings all members will be expected to operate in the best interests of Cleator Moor, its economy, its businesses and people.

CHAIR, VICE CHAIR

The inaugural chair of the Cleator Moor Town Deal Board will be nominated by the Lead Authority and may or may not be endorsed by the Town Deal Board. The Cleator Moor Town Deal Board will invite nominations and vote on the position of Vice Chair. Both the Chair and Vice Chair roles will be reviewed as part of the first annual review of the Board and work of the Board and the election and term for future chair and vice chair will be confirmed at this point. The Chair will deal with any matters between meetings and be given delegated authority.

QUORATE

The Cleator Moor Town Board will enforce a minimal quorate to ensure all sectors of the Community of Cleator Moor are represented. This quorate will be one representative from each of Community, Public and Private Representatives and the Chair or Vice Chair.

MEETINGS

Frequency

Formal Board meetings will take place on a bi-monthly basis. The Chair of the Cleator Moor Town Board will determine whether these need to occur more or less frequently as business determines. It is anticipated that during the development phase there will be both additional working Board meetings alongside focused workshops and task and finish groups. For the latter the Chair and/or Board will agree the arrangements, membership, scope and reporting as part of the decision to set them up.

Meeting Papers

The Secretariat function for the meeting will be undertaken by Copeland Borough Council as Lead Council or as agreed with the Chair. Meeting papers will be published on the Council's website and circulated at least 5 working days in advance of the meeting.

A note of the meeting will be produced by the secretariat and circulated publicly by Copeland Borough Council and through local communication routes as agreed with the Chair and/or Board. This will record the key points of discussion, decisions made and actions agreed. The draft minutes of the meeting will be published on the Council's website and circulated within 10 working days. The final minutes of the meeting will be published on the Council's website and circulated within 10 working days, following agreement by the Board. The Board will be able to move a meeting into a confidential discussion with notes taken which will not be publicly available but circulated to Board Members and Copeland Borough Council as the lead authority. This confidentiality will need to be a unanimous decision by the Board members present.

Written Procedures

Occasionally, it may be necessary to seek the views of the Town Deal Board on an urgent basis, outside of the ordinary meeting cycle. In these circumstances a paper will be issued, which provides a minimum of 5 working days for a response.

Attendance Policy

All members will be expected to attend meetings, other than in exceptional circumstances. Those members acting a representative capacity may be able to nominate a Deputy to attend, subject to the agreement of the Chair. Any member failing to attend or nominate a deputy for three consecutive meetings will be invited to consider their ongoing membership of the Town Board.

Conduct

All members will be expected to operate in line with section 4.4 of the Cleator Moor Town Deal Board Local Assurance Framework on Conduct. Board members are expected to act in a professional, courteous and productive manner and in a way that is consistent with building consensus and fostering productive partnership working. Members who do not adhere to these standards will be invited, by the Chair, to consider their ongoing membership of the Town Deal Board.

Conflicts of Interest

Although the Town Deal Board does not have final decision making responsibilities in setting policy, it does have significant responsibility in that it is an advisory body to Copeland Borough Council as Lead Council. It also has access to privileged information about future investment opportunities. It is therefore essential that any member who may have pecuniary or non-pecuniary benefit from any discussions in the Town Deal Board declare these in line with Section 4.5 of the Cleator Moor Town Deal Board Local Assurance Framework on Conflict of Interest and the Declaration of Interest protocol.

Delegated Authority

The Town Deal Board does not have any delegated financial authority, as project investment decisions are the responsibility of Copeland Borough Council. The Town Deal Board will however have responsibility for supporting the development of the Investment Plan, projects, work programme etc. which will include local decisions on recommendations for plan development, priorities and potential variations to implementation proposals and as such will need to adhere to the Declaration of Interest policy.

COMMUNICATIONS AND ENGAGEMENT

The Town Deal Board will establish a Communications and Engagement Sub-Group that will meet monthly or as the agenda requires and include representation from nominated Town Deal Board members. The Sub-Group will hold oversight of the Communications and Engagement Programme and as required escalate any issues to the Town Deal Board.

The Sub-Group will input into the development of effective and compliant Business Cases through advising on matters relating to communications and engagement.

The Sub-Group will specifically:

- Engage with the community through existing networks and communications routes.
- Target hard to reach groups or set up key focus groups to help ensure diversity.
- Engage with private sector.
- Engage with community and voluntary sector.

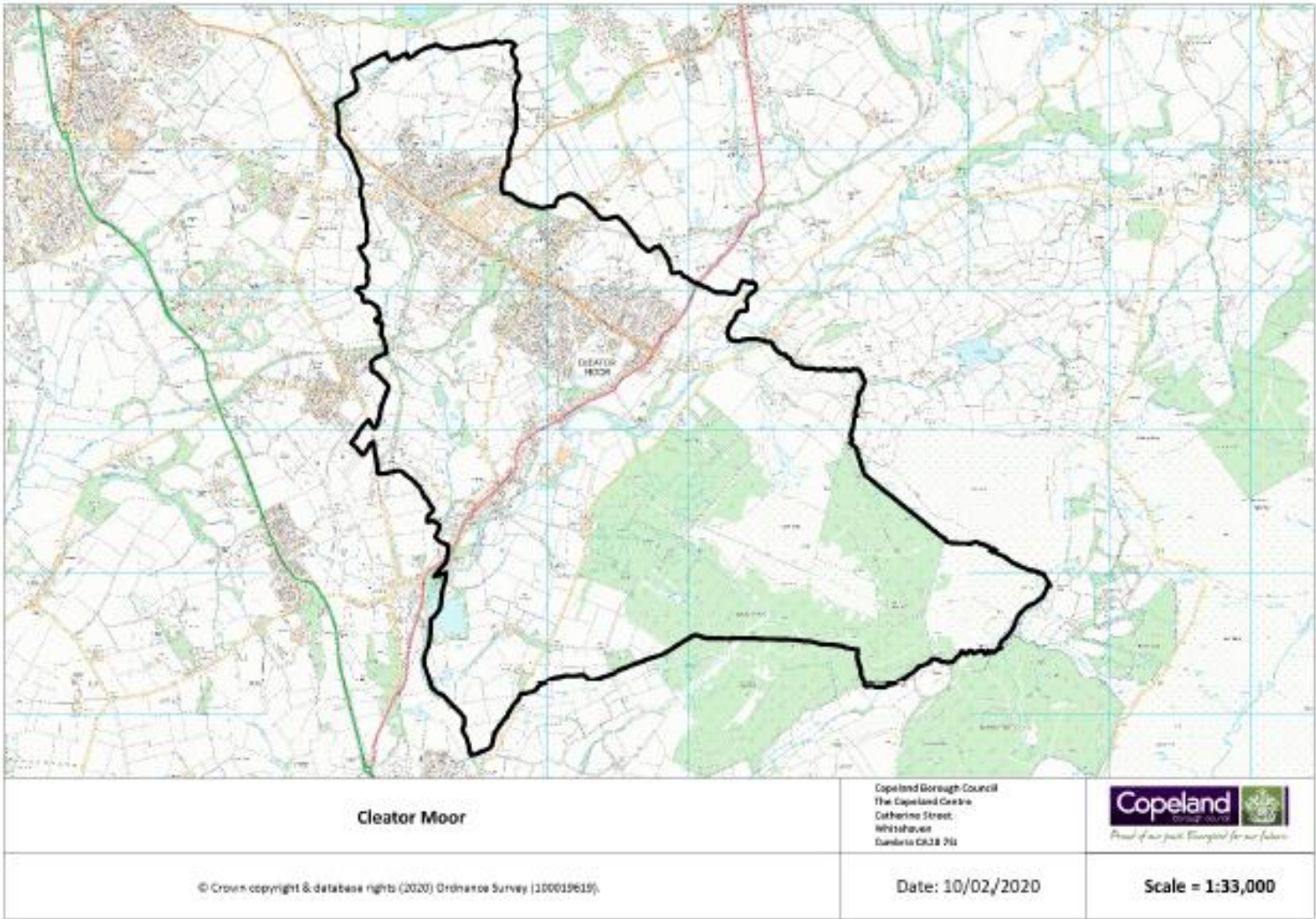
COLLABORATIVE WORKING

The Town Deal Board will work collaboratively with all local bodies and organisations and with other Town Deal Boards across Cumbria to ensure that commonality of challenges and opportunities are identified and joint working takes place on shared issues.

ACCOUNTABILITY

The Town Deal Board is directly accountable to Copeland Borough Council as the Lead Council. The Board is accountable to its communities and residents of the area in developing a bid that engages local stakeholders.

Appendix A



Cleator Moor	Copeland Borough Council The Copeland Centre Catherine Street Whithorn Cumbria CA24 3JL	 <i>Proud of our past. Inspired for our future.</i>
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