



TERMS OF REFERENCE FOR MILLOM TOWN DEAL BOARD

PURPOSE

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

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

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

TOWN DEAL AREA

The Millom Town Deal will undertake its activities within the area set out in Appendix A. This embraces the Millom Town boundaries including both Millom Town and Haverigg.

Throughout the document and work references will be made to Millom 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 Millom Town and Haverigg as required.

VISION

Millom shared vision for the town over the next 15 years is:

A revitalised and better-connected town built on inclusive economic growth, maximising our natural landscape and heritage. We will be recognised as a welcoming, peninsular town, with thriving independent businesses and a distinctive culture, arts and tourism offer. Locals and visitors will enjoy active, healthy and sustainable lifestyles.

STRATEGIC OBJECTIVES

The Millom vision is framed around three cross-cutting principles of **clean growth**, **COVID recovery**, and **inclusive growth**, and nine strategic objectives which will secure a revitalised, inclusive and connected future for Millom. The strategic objectives are:

- **SO1** – To protect and enhance natural assets and capitalise on the town's proximity to the Lake District National Park and the coast, to facilitate health and well-being and growth in the visitor economy.

- **SO2** – To embrace the opportunities presented by clean energy to drive sustainable economic growth.
- **SO3** – To improve residents’ access to employment, training and career opportunities, to raise aspirations and maximise life chances.
- **SO4** – To provide a range of high-quality and sustainable housing through new build and renewal, to retain and attract residents of all ages to the town.
- **SO5** – To invest in community health and well bring through recreational and health facilities, open space and active travel networks.
- **SO6** – To stimulate a diverse range of employment within the town and ensure businesses have the space and support infrastructure to start-up, thrive and grow.
- **SO7** – To encourage an attractive and vibrant town centre with a range of uses set within a high-quality environment which reinforces the town’s role as a key service centre.
- **SO8** – To build on industrial heritage and literacy links to underpin an enhanced culture and leisure offer, to attract residents and visitors to participate.
- **SO9** – To secure high-quality digital and transport connections, to enhance competitiveness and inclusion.

ROLES AND RESPONSIBILITIES

The Millom Town Investment Plan will be overseen by the Millom 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 Millom, in consultation and collaboration with the communities of Millom. The Town Investment Plan will respond to the challenges and opportunities relevant to Millom in order to create and enhance a sustainable future for Millom, its communities, businesses, and people.

The Board will operate as an advisory body to Cumberland Council, the Lead Council for the Millom 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 Millom.

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 Millom.

Investment

1. Identify planned public sector investments in Millom and ensure alignment opportunities are identified and implemented.
2. Identify planned private sector investments in Millom 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 Cumberland Council to develop investment guidance and appraisal mechanisms, which are compliant with the highest standards of public accountability.
2. Support Cumberland 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 Millom Town Investment Plan.

Advocacy

1. Act as ambassadors in championing Millom as an excellent location to live, work and invest.
2. Ensure that the Millom 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 Millom.

Community Engagement

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

Risk

1. Develop and 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 Cumberland 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 Millom Town Deal Board will be appointed through the instigation of the chair, with the agreement of the wider membership. 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.

Membership

The membership of the Board is set at 12 members and is as follows:

- Town Deal Board Chair
- Member of Parliament for Copeland
- One Officer from the Cumbria Local Enterprise Partnership (CLEP)

Public Sector Representation x 3

- One local Councillor from Millom and Haverigg representing Cumberland Council, Lead Council
- One Town Councillor representing Millom Town Council
- One member public sector representation for health

Private Sector Representation x 3

- Three business representatives

Community Representative x 3

- One member public sector representation for education and skills
- One representative from sports and recreation facilities in the Millom area
- One representative from the community

The list of Millom Town Deal Board members and profiles of Board Members will be published on Cumberland 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. 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.
- Millom 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 Millom, its economy, its businesses and people.

CHAIR

The Chair role will be appointed with the agreement of the Board. The Chair will deal with any matters between meetings and be given delegated authority as appropriate through the formal meetings.

QUORATE

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

MEETINGS

Frequency

Formal Board meetings will take place on a quarterly basis. The Chair of the Millom 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 Cumberland 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 Cumberland 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. There will then be a 7 day response period for members to raise any issues with accuracy or content. 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 Cumberland 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 Deal Board.

Conduct

All members will be expected to operate in line with section 4.4 of the Millom 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.

Conflict of Interest

Although the Town Deal Board does not have final decision making responsibilities, it does have significant responsibility in that it is an advisory body to Cumberland 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 Millom 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 Cumberland Council. It may request and if approved by the Lead Authority be given delegated authority. The Town Deal Board will however have responsibility for supporting the development of the Investment Plan, projects, work programme etc. which will include local decision making on 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:

- 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 Towns 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 Towns Deal Board is directly accountable to Cumberland 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

