

TERMS OF REFERENCE FOR THE KIDSGROVE TOWN DEAL SUB-GROUPS

The general principles of the Terms of Reference for the Kidsgrove Town Deal also apply to the Town Deal sub-groups.

However, in addition to those requirements, the sub-groups will have additional roles and responsibilities.

This is a working document and will be revised as necessary as the project progresses through the stages of the business case development.

1. The purpose of the Sub-groups

- 1.1. The main purpose of the sub-groups is to
 - 1.1.1. Assist the development of the individual business cases for the projects contained in the Kidsgrove Town Investment Plan; and/or
 - 1.1.2. Oversee the delivery of the Town Deal projects once Business Cases have been approved.
- 1.2. Members will use their collective knowledge to provide advice and expertise to the accountable body. It is recognised that additional support may be required to ensure Green Book compliance.
- 1.3. Whilst the Kidsgrove Town Deal Board, in conjunction with the Borough Council as accountable body, will make all decisions affecting the Kidsgrove Town Deal, some powers may be delegated to sub-groups, to focus on specific tasks, projects or areas.
- 1.4. The sub-groups will make recommendations to the Board and the Council, who will make a decision based on the recommendations.

2. Membership

- 2.1. The composition of the sub-groups should allow them to function efficiently and effectively in fulfilling their roles and responsibilities whilst also promoting equality and diversity.
- 2.2. Representatives from other organisations, not necessarily board members, may be invited to join the sub-groups to provide additional expertise and knowledge, at the discretion of the Chair of the sub-group. See also section 4.2.2 for voting rights.
- 2.3. Organisations that encompass a range of skills, for example the local authority, may field more than one representative on the sub-group, if necessary to provide relevant expertise. However, each organisation will only have one vote, see section 4.2.1.
- 2.4. Each sub-group, where possible, will be led by a Chair and Vice Chair, who will be elected from the members of the sub-group. Where feasible, the Chair of the sub-group must be a member of the Kidsgrove Town Deal Board.
- 2.5. The composition of the subgroups (including Chair and Vice-Chair) will be reviewed regularly (at least annually) to ensure that their composition reflects the requirements of the tasks relevant to individual sub-groups.
- 2.6. Ideally, the Chair or vice-chair must be in attendance for the sub-group to take place. However, in exceptional circumstances (for example those presented by the COVID 19 pandemic) a member of the sub-group can take on the role of chair for the duration of the meeting.

3. Responsibilities

3.1. Sub-group members have a responsibility to

- Make an active contribution to developing the business cases for the projects outlined in the TIP using their commercial skills and expertise and/or local knowledge and local business/community intelligence.
- Declare any conflicts of interest in accordance with the policy of Newcastle-under-Lyme BC as the accountable body for the Town Deals
- Review delivery commissioning options; value for money and effective risk management for all projects dealt with by the individual sub-groups; monitor delivery and propose actions to address areas of under- performance.
- Be aware of and confirm their responsibilities as Sub-group members and to fulfil their obligations in terms of agreed actions in a timely and professional manner.
- Adhere to the Nolan principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

3.2. Chair (in addition to the responsibilities of members)

- Provide high quality leadership of the sub-group, ensuring that it is run in a transparent and equitable manner and that members are actively engaged in contributing to the work of the Board.
- Chair meetings effectively, ensuring there is full participation during meetings, that all relevant matters are discussed, and that effective decisions are made, logged and actioned.
- Report to the Kidsgrove Town Deal Board on progress with developing the business plans, and subsequently on progress with the project, including actions taken, risks identified and slippage.

3.3. Responsibilities of the Vice-Chair (in addition to the responsibilities of members)

- Support the Chair in undertaking their duties as set out in section 2.2.
- Deputise for the Chair in sub-group meetings and in reporting to the main Board meetings where the sub-group Chair is unable to attend.

4. Operation

4.1. Conflict of Interest: Sub-group members should adhere to the Borough Council's Conflict of Interest Policy. Declarations of interest will form a standing agenda item at the start of every meeting. Members should inform the Chair of any conflict of interest that arises and may be asked to leave the meeting whilst that item is under discussion.

4.2. Voting: It may be necessary for sub-group members to vote on a course of action, recommendation to the KTD board, etc. The following criteria will apply.

4.2.1. Each organisation represented on the sub-group has only one vote, regardless of how many are attending. It is the responsibility of the organisation to gain consensus on a decision and determine who the voting member will be.

4.2.2. Voting is not restricted to KTD Board members only. All members of the sub-group, with the exception of officer support and subject to 4.2.1, will have a vote.

4.2.3. Supporting local authority officers do not have voting rights, unless agreed by the sub-group.

- 4.3. Where there is potential to involve other sub-groups on the development of a business case, the sub-group in which the project sits will take responsibility for involving the other sub-group(s). This may involve the setting up of joint task and finish groups, or similar mechanism.
- 4.4. Secretariat support for sub-groups will be provided by NuLBC.
- 4.5. Recommendations to the main Board will be made in accordance with the following principles:
- Due consultation will be carried out where appropriate (including taking relevant professional advice from officers).
 - Decision making will be open and transparent (within the limits of any confidential information).
 - Input to the business plan development should be made as a member of the sub-group and not on behalf of specific organisations or areas.