

DRAFT TERMS OF REFERENCE

Carlisle Town Deal Board

1. Purpose

The Town Deal Board (“the Board”) will be the vehicle through which the vision and strategy for the town is defined. It will produce a Town Investment Plan and inform the Town Deal, including the amount of investment secured through the Towns Fund.

2. Status

The Board will act in an advisory capacity to the Carlisle City Council (“the Lead Council”)

3. Membership

The chair of the Board should represent a private sector business or organisation and be reviewed annually. The sitting Town Deal Board Chair is Emma Porter of Story Contracting.

The Board membership may be revised, as required, to best support the evolving nature of the programme, provided the core membership remains in line with government guidance. The decision to appoint or alter the membership of the Board rests with the Corporate Director of Economic Development of the Lead Council, in consultation with the Leader of the Lead Council.

As appropriate, the Board may set up sub-groups or task and finish groups to focus or manage aspects of the Town Investment Plan and any subsequent Town Deal. All such groups will report to the Board.

4. Remit

The Board shall advise the Lead Council on such matters including but not limited to:

- a) The use of the capacity funding received from government to support the development of a Town Investment Plan
- b) The identification of investment priorities to drive economic growth that are to be set out in the Town Deal Investment Plan
- c) The development and prioritisation of projects that would form the basis of a business case to apply for funding.
- d) Wider community and stakeholder involvement in co-production of the Town Investment Plan
- e) The terms of reference for any sub-groups to be established that would operate under the remit of the Board
- f) Managing the risks associated with the development and delivery of a Town Investment Plan

- g) The publication of key documentation and communication on the Lead Council's website
- h) The procurement of support and delivery services in line with the Lead Council's procurement procedures

5. Geography

The Carlisle Town Deal area is shown in Appendix 1.

6. Meetings

The Board shall meet monthly, with a forward plan of scheduled meetings established. This programme will be supplemented, as necessary, with meetings convened with the agreement of the Chair of the Board.

In consultation with the Chair, members of the Board may nominate substitutes if they are not able to attend a meeting, Board members may invite colleagues to Board meetings to observe and provide technical support, as required.

All agendas, minutes, and supporting documentation will be circulated, electronically, to Board members five days before a meeting.

The quorum for any meeting of the Board shall be **25%** of its membership, including the Chair.

7. Secretariat

Support and administrative arrangements will be provided by the Lead Council.

8. Code of conduct and conflicts of interest

Each Board Member is under an obligation to act in accordance with the Lead Council Code of Conduct, i.e. in performing their duties, they must act with integrity, honesty, impartiality, objectivity and within the law.

Conflicts of interest may arise where an individual's personal, family, business or organisations interests and/or loyalties conflict with those of the group or meeting that Board members are attending. All Members will declare interests as set out in the Lead Council's Code of Conduct.

9. Complaints

Complaints received from stakeholders and members of the public will be considered and responded to in line with the Lead Council's Complaints and Feedback Policy.

10. Data Protection

The General Data Protection Regulation (GDPR) policy and procedure of the Lead Council will be applied in all cases.

11. Equality and Diversity

The Board is fully committed to equality, diversity and inclusion in all aspects of its work and will adhere to the Lead Council's Equality Policy. Equality Impact Assessments will be carried out, as appropriate, when developing plans, policies and projects.

12. Freedom of Information (FOI)

All Freedom of Information request will be dealt with in accordance with the Lead Council's policy and procedure.

13. Amendments

Any of these procedures and terms of reference may be altered or amended from time to time by resolution of the Board. Notice shall be given of the proposed alteration(s) in a paper for the meeting of the Board at which they are to be discussed

Annex 1: Carlisle Town Deal Area

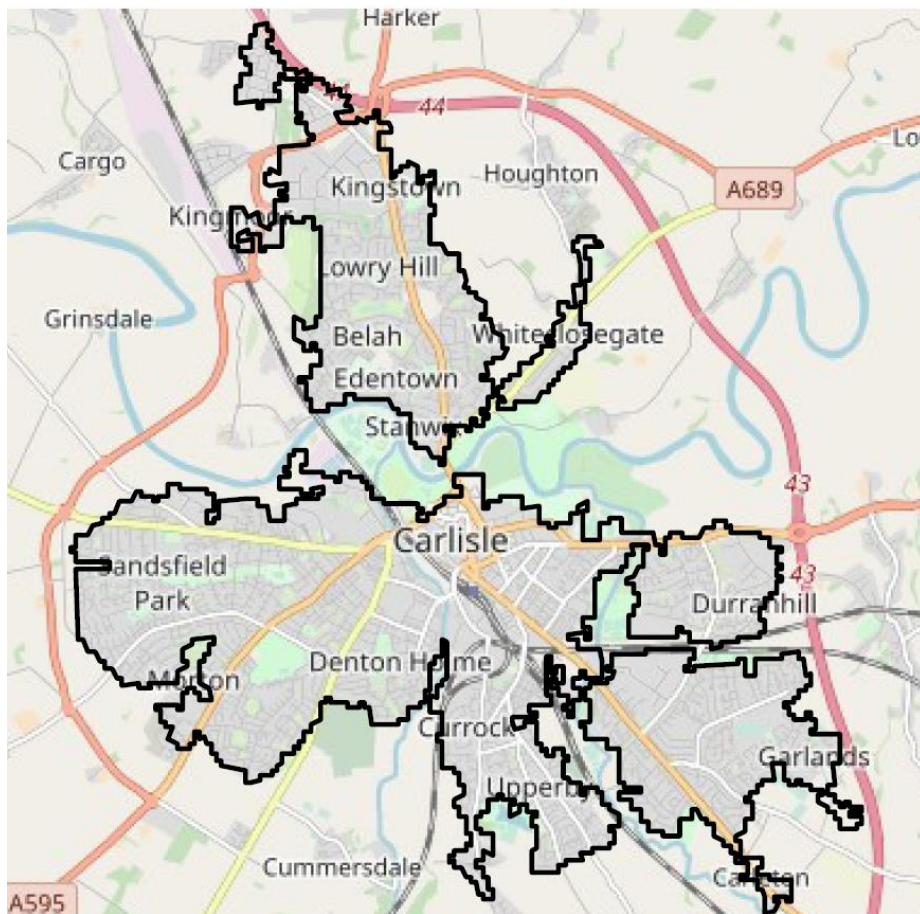


Figure 1: Carlisle Town Deal Area (MHCLG, ONS)