

## Glastonbury Town Deal Board

<b>Subject</b>	<b>Terms of Reference</b>
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<b>Resource Implications</b>	<b>None</b>
<b>Equality Implications</b>	<b>All covered in Paper</b>
<b>Decision Required</b>	<b>Adoption of Terms of Reference</b>

The purpose of this paper is to set out context and mode of operation for the Board. This will be both a useful guiding document and a technical part of the Town Investment Plan.

### Terms of Reference

#### 1. Introduction

- 1.1. Glastonbury is a small rural market town in Somerset, which benefits from its wealth of heritage and history and the iconic landscape of Tor and Moors. From its links with King Arthur and Joseph of Arimathea and the Holy Grail, to the founding of 'Roma Secunda', as the medieval Glastonbury Abbey was once known, the town remains steeped in mystery and legend.
- 1.2. In more recent times, the town has become more affiliated with indigenous spirituality and New Age culture, and its tourism offer appeals to those of many faiths and spiritual beliefs. Local retailers, health and wellbeing businesses and accommodation providers have diversified to form a unique creative 'cluster' for the many visitors who come to explore the town and its surrounds.
- 1.3. The world-renowned Glastonbury Festival usually takes place at Pilton, seven miles from the town of Glastonbury. It attracts over 200,000 visitors and has a significant economic impact on the local area, including the town. Because of issues around Covid 19, it was cancelled in 2020, although it did have an online presence.
- 1.4. Glastonbury's industrial heritage and fortunes have been strongly connected to the Clarks family in Street, with a branch of the company separating in the C19th to form Morlands, which was renowned for its high-quality sheepskin slippers, gloves and rugs. Features of the industrial site, which incorporates Beckery and Northover to the west of the town date back to the Abbey, prior to its dissolution in the C16th.
- 1.5. The town is situated on the A39/A361 which runs east-west across Mendip District, with links to the M5, J23 at Bridgwater, and running east to Shepton, Frome and the Wiltshire border. To the north, the A39/A37 provide links to the City of Wells, Bristol and Bath.

#### 2. Towns Fund Background

- 2.1 In November 2019, Glastonbury was officially announced as one of the 101 towns earmarked to benefit from the Governments £3.6bn Towns Fund with the opportunity to secure up to £25m of investment for the town.
- 2.2 Government set up the Towns Fund to address growth constraints and to deliver long term economic and productivity growth through:
  - Urban regeneration, planning and land use,
  - Skills and enterprise infrastructure,
  - Connectivity.

The guidance has now been extended to include the need to address unprecedented challenges from:

- Environmental issues
  - Covid 19
- 2.3 The Towns Fund provides Glastonbury with an opportunity to agree a Town Deal with Government (Cities and Local Government Unit (CLGU) securing significant investment in growth that will ultimately benefit businesses, communities and individuals across the town.
  - 2.4 It is a requirement of the Towns Fund that Mendip District Council (MDC), as the named lead authority, convenes a Town Deal Board and produces the associated governance practices and procedures associated with the newly formed board.

### **3. Role of the Glastonbury Town Deal Board**

- 3.1 The Glastonbury Town Deal Board will be the body that shapes the vision for the town as well as defining the strategy and steps that need to be taken to achieve that vision.
- 3.2 The Board is not established formally and legally but has a key role in fulfilling the community oversight of the development and delivery of the Towns' Fund Investment Plan.
- 3.3 Board members are not 288a Directors but that does not diminish the value of their role.
- 3.4 The Town Deal Board serves as an advisory function to Mendip District Council as Lead Council but will work with the Lead Council to develop a Town Investment Plan (TIP). The TIP will set out a clear understanding of Glastonbury focusing on its assets, opportunities and challenges backed up by a strong evidence base.

- 3.5 The oversight role of the Board sits alongside that of Mendip District Council which is the Accountable Body for the Towns' Fund for Glastonbury. The Board will act as an important advisory and communication body for MDC, but it is the Council that is ultimately responsible for the use of funds and delivery of projects.
- 3.6 The Board will be supported by the Towns' Fund Support Team in Mendip District Council to:
- i. Develop and agree 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 characteristic), taking into consideration background information, context and consultation with local communities and businesses. Evidence will come both from Mendip District Council and the Board.
    - b. Developing a vision that takes into consideration existing and emerging local socio-economic strategies. Economic assessments will be provided regularly by MDC and local knowledge will be key in interpreting such analysis.
    - c. Using local knowledge to identify priority areas broken down by a realistic project delivery timeframe categorised as short, medium- and long-term interventions.
  - ii. Contribute to the development of a clear programme of projects that will make a real difference to the community and economy in Glastonbury.
  - iii. Liaise with the community to coordinate resources and influence stakeholders.
  - iv. Ensure that good practice is followed in all contracting arrangements, with a view to establishing local procurement where appropriate.
- 3.7 The geographical area the Town Deal Board will represent is defined on the map found in appendix A.

#### **4. Board Membership**

- 4.1 The Board will be made up of 12-15 members comprising:
- An independent chair from the private sector
  - The Member of Parliament for Wells constituency (including Glastonbury)
  - A representative of the Department for Work & Pensions/JobCentre Plus
  - The Portfolio Holder for Economic Development at MDC
  - An elected and nominated representative of Glastonbury Town Council
  - An elected and nominated representative of Somerset County Council

- A representative of the Heart of the South West Local Enterprise Partnership
- A representative from Glastonbury Chamber of Commerce
- A representative from Strode College
- Two representatives from the business community
- Two representatives from the community or voluntary sector
- A representative from the health sector
- A representative from a youth-based organisation

Nominations will be invited from the stakeholders detailed above to represent them.

The Town Deal Board will have power, at any time, to co-opt additional members if and when an appropriate candidate becomes available.

- 4.2 The Town Deal Board can extend invitations to individuals with specialist background knowledge to attend board meetings for the purpose of consultation and evidence and data gathering. For the avoidance of doubt, such individuals will not be members of the Board and will not be entitled to vote at board meetings.
- 4.3. A Town Deal Board member shall cease to be a member in the event of:
- Their removal/replacement by the appointing authority/organisation /relevant nominated body.
  - Such member giving written notice to the Board of their resignation, to take effect on receipt by the Board of the notice of resignation, or, if later, the date stated in the notice.
  - A member's bankruptcy, making of any arrangement or composition with 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
  - Such member's death or, if a corporation/business is winding up.
- 4.4 MDC will provide administrative support to the Board, through its Economic Development and Democratic Services function.

## **5. Board Meetings**

- 5.1** The Town Deal Board held its first full meeting on 17 July 2020. There was a significant delay because of the advent of Covid 19 and associated lockdown. (The Shadow Board met on 31 January 2020)
- 5.2** The Board will meet at least 6 times in the first year of operation with an expectation of meeting 4 times per year thereafter if there is an ongoing requirement for the Board to convene.
- 5.3** No business shall be performed at any meeting unless a quorum is present. A quorum shall be no less than eight and shall include representation on the

Board of the Lead Authority (MDC) and a representative of the SME business community.

- 5.4 Wherever possible, the elected and co-opted members of the Town Deal Board shall reach decisions by consensus and shall seek to achieve unanimity.
- 5.5 In exceptional circumstances, where a formal vote is required, the proposal will be carried by a simple majority agreement of the voting members present and voting by a show of hands. Each member's vote shall qualify as a single vote. In a situation where a body has two representatives that vote will be counted as a single vote from the body collectively. The Chair shall have a casting vote in the event of a tied vote.
- 5.6 Board meetings will not be public, but minutes and outcomes will be shared.
- 5.7 MDC will provide a minimum of 5 clear working days' notice of all full Board meetings, following on from the 'Interim Board' meeting by publishing it through a suitable communication channel.
- 5.8 MDC will publish on its website copies of agendas and reports that are open to public inspection a minimum of 5 clear working days before each Board meeting. Copies of minutes of board meetings that are open to public inspection will also be published on MDC's website as soon as practicable once they have been approved by the Board.
- 5.9 MDC will invite CLGU to send a representative to attend Board meetings as an observer.

## 6. Board Member Conduct

- 6.1 The Town Deal Board will be expected to align with the governance standards and policies of the Lead Council, including around whistle blowing, conflicts of interest, complaints, and compliance with the General Data Protection Regulation (GDPR).
- 6.2 All members of the Town Deal Board shall observe the "Seven Principles of Public Life" (the 'Nolan' principles as detailed below) and will be bound by their own authority's/organisations code of conduct in their work on the Town Deal Board

Nolan Principles: -

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example.

## 7. Roles and Responsibilities

7.1 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.

7.2 The key responsibilities of the post are to:

- Provide leadership and direction to ensure the Board achieves its goals.
- Effectively Chair meetings of the Board, guiding it towards decisions that ensure the vision, strategy and key objectives of the Board are delivered.
- Be an effective advocate on behalf of the Town Deal Board, MDC and the people and businesses of Glastonbury.
- Be an effective influencer and ambassador for Glastonbury at local regional and national levels.
- Ensure the Board adheres at all times to high standards of ethics and governance.
- Exert a casting vote in Board Decisions if circumstances so require.

7.3 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.

7.4 The responsibilities of Board Members include:

- 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 to different views and requirements.
- Contribute to the development of a TIP
- Formally represent the Board in meetings with other bodies and partner organisations.

## 8. Conflicts of Interest

**8.1** Any conflicts of interest should be declared to the Lead Council before officially joining the board. MDC will maintain a register of Board Member interests that will be reviewed annually to ensure it is up to date. The Lead Council will provide guidance on the pecuniary and non-pecuniary interest individuals must declare, outline the process that Board members must follow for declaring interests and explain the process for requesting an exemption.

**8.2** 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 withdraw from any business where the conflict would be relevant.
- All Board Members should take personal responsibility for declaring their interests before any decision is considered.
- Whenever a person has an interest in a matter to be discussed at a meeting the person will 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 Lead Council must record action taken in response to any declared interest.

Additionally, a register of gifts and/or hospitality provided to individual Town Deal Board members or the Town Deal Board as a whole will be maintained by the Lead Council.

**8.3** 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.