

Annex 2

Proposed Terms of Reference and membership for the Regeneration Partnership Board

Purpose

The Regeneration Partnership Board is a partnership of key stakeholders from the public, private and third sector which have a strong presence in Thanet.

The Board will be led by Thanet District Council as the Accountable Body for a number of government funded programmes. The Board will provide the governance arrangements for the strategic oversight of delivery of the projects within the Margate Town Deal, Margate and Ramsgate Levelling Up Fund and the Future High Street Fund projects as part of the Simplification Pathfinder Pilot.

The Partnership Board will have no formal decision-making power but will exercise strategic oversight over Pilot activity.

The Role of the Board

- Uphold the Seven Principles of Public Life (the Nolan Principles) as detailed Code of Conduct;
- Oversee delivery of the government funded projects ensuring the accountable body is in compliance with government agreements;
- Maintain commercial confidentiality where required;
- Working together - Board Members should take collective responsibility for how they are performing, and may discuss improvement actions they could take;
- Identify additional and appropriate opportunities to service the interests of the delivery of the externally funded programmes;
- Bring other perspectives constructively to the discussion;
- Where relevant, support with their own skills and connections;
- Through their oversight mitigate any risks, particularly financial, legal and reputational; and
- Ensure all publicity rules and obligations are met including the government's requirements for branding and recognition.

The Role of the Accountable Body

The Board serves as an advisory function to Thanet District Council as the Accountable Body for the Towns Fund and Levelling Up Fund. The main role of all Members of the Board will be to take a district-wide perspective and to develop consensus in the best interests of the district as a whole. Members will be recognised for their contribution in bringing ideas, knowledge and expertise to the process. They are required to fulfil their role as public-private partnerships whilst ensuring robust stewardship of public resources.

The role of the Accountable Body - Thanet District Council is to:

- Uphold the Seven Principles of Public Life as set out in Code of Conduct;
- Convene robust governance arrangements for the government funded regeneration programmes, these need to align with the governance standards and policies of the Accountable Body;
- Publish the governance structure and ways of working, agenda, papers and minutes;

- Facilitate and manage the communications and stakeholder engagement;
- Develop a delivery team, delivery arrangements and agreements;
- Engage and manage external specialist resources where funding available and appropriate;
- Ensure that decisions are made by the Board in accordance with good governance principles;
- Ensure transparency requirements are met;
- Provide updates to the Board which manage and report any identified risks and delivery outcomes;
- Undertake any required Environmental Impact Assessments or Public Sector Equalities Duties;
- Ensure a suitable local assurance process is in place;
- Receive and account for the external funding allocation;
- Monitor and evaluate, and submit monitoring reports on the delivery of the programmes;
- Ensure that the Council is not put at any financial, legal, or reputational risk by the Regeneration and Growth Board.

The Role of the Chair

The role of the Chair is to lead the Board in delivering its objectives and work programme effectively. The key responsibilities of the post are to:

- Uphold the Seven Principles of Public Life as set out in Code of Conduct;
- Provide strategic and dynamic leadership for the Board;
- Ensure that all sectors on the Board are actively engaged;
- Run meetings effectively and fairly ensuring the Board adheres at all times to high standards of ethics and governance;
- Exert a casting vote in Board Decisions if circumstances so require;
- Reflect the agreed view of the Board in discussions with partners and stakeholders;
- On behalf of the Board, work with the Accountable Body to ensure there is a strong assurance framework in place for external funding programmes; and
- Ensure through engagement with the Accountable Body, that the funding programmes are not put at any financial, legal, or reputational risk.

Membership of the Board

There are a number of representatives suggested by the Department for Levelling Up, Housing and Communities in their original guidance documents for some of their funding programmes. The suggested organisations include all tiers of local government and the local MP, alongside representatives from The Local Enterprise Partnership (LEP) and other anchor institutions. The Board should also include local businesses, investors and organisations that represent the community.

The Council will be looking for people who consider themselves to have the skills required to put themselves forward as potential representatives. The below table outlines the proposed membership of the Regeneration and Growth Board.

Lead Council Member	
Council Chief Executive	
Director of Place	
Chair	
County Council Member	
Ramsgate Town Council	
Margate Charter Trustees	
Margate MP	
Ramsgate MP	
Local businesses and investors - Ramsgate	
Local businesses and investors - Margate	
Community	
Community	
<i>Attendees - including but not limited to:</i>	
Head of Regeneration and Growth	
Regeneration Project Manager's	
Cities and Local Growth representatives	
Kent County Council senior officer	

Quorum and Decision Making

The Chair will be appointed by Thanet District Council.

The Vice Chair will be the Chief Executive/Lead Member of the Accountable Body.

The Board shall delegate to the Chair of the Board the authority to make urgent decisions, having consulted by way of email with Board members, where a Board cannot be convened in a timely manner to consider a matter. The decision shall be published as soon as practically possible once taken.

A quorum shall be seven Members present at the meeting, including the Accountable Body.

Each member of the Board shall have one vote which may be cast on matters considered at the meeting, where voting is required.

Any decision of the Board must be a majority decision. In the case of a tie, the Chair or acting Chair will have the casting vote.

The Board cannot make decisions that puts the Accountable Body (Thanet District Council) in any risk relating to financial, legal, or reputational matters.

Meetings

The Board will meet on a quarterly basis.

The Board may meet at other times during the year as agreed between the members of the Board and may approve recommendations via written procedure. The above section regarding Quorum and Decision Making shall still apply in these situations.

Board meetings will not be open. Other persons and external advisers may be invited to attend all or part of any meeting as and when appropriate as observers and shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.

Meetings may be taken in person or virtually where required.

With the prior agreement of the Chair, any Board Member may participate in a meeting by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can communicate with each other. Participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting and shall be entitled to vote and be counted in a quorum accordingly.

Communication and Reporting Arrangements

Meetings of the Board shall be called by the Accountable Body and the Chair of the Board. The agenda shall be approved by the Chair.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than three business days before the date of the meeting. Any supporting reports and/or papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time.

The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the Secretariat of the Board. Draft minutes of each meeting will be circulated promptly to all Members of the Board. Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to the Board. They will then be uploaded onto the council's website.

Respecting Confidentiality

On occasions the Board may wish to discuss matters where one or more members wish to retain confidentiality. This may include instances where the Board is to issue a press release or arrange an event. In such circumstances, and where specifically requested by one or more members of the Board, all Board members are expected to retain confidentiality in the context of the matters being considered.

Matters may require more stringent levels of confidentiality due to commercial sensitivity. In these instances, the Board may consider the requirement of using non-disclosure agreements in relation to particular discussions.

Third parties reporting to the Regeneration and Growth Board may wish for their submission to remain confidential due to commercial (and other reasonable requests), these will be considered on a case by case basis.

The Board may amend these Terms of Reference where required, and they will be reviewed on an annual basis. Government may also publish further guidance on their funding programmes which impact the Terms of Reference of this group, where relevant.

Ancillary Matters

Freedom of Information

- The Board and its activities will be subject to Freedom of Information requests, in addition to the Data Protection Act 2018 and the Environmental Information Regulations (various). Provision will be made via the Councils website, and support will be provided by Thanet District Council to manage and respond to such requests.
- It is likely that members of the public may have direct questions that relate to how the Board functions and the decisions it makes. These in the first instance will be directed to the Director of Regeneration to manage, and where appropriate engage with the Chair and/or the Board.

[A Code of Conduct will be added to the Terms of Reference - there is already one for the Margate Town Deal Board]