



**A place to start,
to stay, to grow!**

STAVELEY TOWN DEAL BOARD

Terms of Reference (approved 25 November 2022)

1. INTRODUCTION

Staveley is located in the east of Chesterfield borough and functions as the local service centre for a wider community parish with a population of almost 20,000 people. Traditionally dependent on coal mining and heavy industry for employment, Staveley's economy has been through a difficult period of industrial restructuring, resulting in a legacy of large scale derelict industrial sites and high levels of deprivation in local communities. Over the last 10 years there has been significant new business investment at Markham Vale and developments for the Chesterfield & Staveley Regeneration Route (CSRR) provides grounds for optimism about Staveley's economic future.

Staveley is one of the 101 towns included in the Ministry of Housing, Communities & Local Government (MHCLG)'s (now Department of Levelling Up, Housing and Communities) Towns Fund, set up 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

Following the submission of our Town Investment Plan in December 2020, Government awarded the Staveley area £25.2m in March 2021 for a Programme of 11 projects to be delivered by March 2026. A Town Deal Board was set up in January 2020 and the funds come through Chesterfield Borough Council (CBC) as the Accountable Body.

A Place Vision and logo has been developed, key themes and objectives. The table below shows how each project sits within this overall plan.



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2. THE ROLE OF THE STAVELEY TOWN DEAL BOARD

The Staveley Town Deal Board (“the Board”) is the vehicle through which the Vision and Strategy for the Staveley Town Deal is delivered. It is also responsible for overseeing positive progress and delivery of each of the projects within the Town Deal Programme.

The Town Deal Board will sign off each stage of a Town Investment Plan and Town Deal. The Board is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing and agreeing an evidence-based Town Investment Plan
- Establishing a clear programme of interventions
- Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty
- Coordinating resources and engaging stakeholders
- Ensuring communities’ voices are involved in shaping design and decision making at each phase of development
- Ensuring diversity in its engagement with local communities and businesses
- Helping develop detailed business cases
- Overseeing each step of agreeing a Town Deal, and overseeing compliance with the Heads of Terms Agreement with government
- Develop and monitor a clear Communications, Engagement and Consultation Plan
- Provide a scrutiny role for the performance monitoring & evaluation of the projects and overall Programme

The geographic area the Board represents is shown on the map at Appendix A.



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The Board is not a legal entity, and its role is advisory. Its purpose is to work with Chesterfield Borough Council, as Accountable Body Lead Council, to deliver a successful Town Investment Plan ¹ which sets out a clear focus of Staveley of its assets, opportunities and challenges. It has been instrumental in considering each of the project Green Book Business Cases that are required by DLUHC to access Town Deal funding and demonstrate robust and well developed projects.

3. BOARD MEMBERSHIP

The Board is made up of the following members (November 2022), comprising:

Member	Organisation
Ivan Fomin	MSE Hiller
Cllr Tricia Gilby	Chesterfield Borough Council
Dr Huw Bowen	Chesterfield Borough Council
Cllr Paul Mann	Staveley Town Council
Mervyn Allcock, MBE	Barrow Hill Engine Shed Society
Cllr Tony King	Derbyshire County Council
Geoff Walker	Chesterfield Canal Trust
Dr Peter Scriven	Royal Primary Care
Kara Simpson	Derbyshire Police
Peter Dewhurst	University of Derby
Angela Stansfield	Department of Work and Pensions
Will Morlidge	D2N2 Local Enterprise Partnership
Julie Richards	Chesterfield College
Ian Wingfield	Springfield Community College
Lee Rowley, MP	MP, North East Derbyshire
Toby Perkins, MP	MP, Chesterfield

¹ <https://www.chesterfield.gov.uk/business-and-economic-growth/regeneration-and-economic-growth/staveley-town-deal/staveley-town-deal-introduction.aspx>



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Board Members Information

<https://www.chesterfield.gov.uk/staveley-town-deal-board>





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The Chair will invite stakeholder organisations to confirm the nominations to represent them on the Board. Individual membership of the Board is dependent on the continuing support of the relevant nominating body.

The Board will have the power at any time to invite further members if the Board considers it necessary. In the absence of the Chair at any meeting, the Vice Chair will chair the meeting.

A Board member shall cease to be a member in the event of:

- 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.
- such member's death or, being a corporation, its winding up
- such member's bankruptcy, making of any arrangement or composition with their 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 ceasing to have an office or other base within Staveley or ceasing to be employed or Trustee by such organisation as entitles them to be a member.

All Board members must retire every three years but can be re-appointed by their nominating body at the end of each three year period.

Chesterfield Borough Council will provide administrative support to the Board.

4. BOARD MEETINGS

- The Board will meet at least 4 times per year, or more often as required.
- No business shall be transacted at any Board meeting unless a quorum is present. The quorum shall be eight and shall include CBC.
- CBC will give at least 5 clear working days' notice of all Board meetings, by publishing details on its website.
- Board meetings will not be public meetings.
- CBC will publish on its website copies of agendas and reports that are open to public inspection at least 5 clear working days before each board meeting, and copies of minutes of board meetings that are open to public inspection, 5 clear working days after each board meeting.
- CBC will invite DLUHC to send a representative to attend Board meetings as an observer.
- Each Board member shall have one vote and decisions will be made on a show of hands. In the event of an equality of votes the Chair shall have a casting vote.



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5. BOARD MEMBERS' CONDUCT

Board members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life. They are:

- **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.

6. CONFLICT OF INTEREST

CBC will maintain and publish on its website a Register of Board Member Interests and a Code of Conduct.

The following provisions shall apply to all Board members:

- A Declarations of Interest item shall be at the top of the Agenda for each Board meeting
- In the event that there is a conflict of interest the person so conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from any business where the conflict would be relevant.
- Whenever a person has an interest in a matter to be discussed at a meeting the person concerned will not be:
 - entitled to remain present at the meeting during discussion of that matter
 - counted in the quorum for that part of the meeting
 - entitled to vote on the matter



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- 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.

7. ROLES AND RESPONSIBILITIES

(i) The Chair

The role of the Chair is to lead the Board in defining vision and direction, and in delivering the desired outputs, whilst ensuring that appropriate procedures for governance and management of resources are in place.

The key responsibilities of the post are to:

- Provide strategic leadership and direction to ensure that the Board achieves its goals
- Lead the efforts of the Board on the approved Town Investment Plan for Staveley and each project business case for Town Deal funding
- Lead the efforts of the Board to monitoring project performance and progress, agreeing ways forward should projects slip, in terms of output, outcome, timescale and financial delivery
- Monitor the range of agreed Indicators to demonstrate the success of the Town Deal and wider activities and deliverables of the area
- Effectively chair meetings of the Board, leading it towards decisions that ensure the strategic vision and key objectives of the Board are delivered
- Be an effective influencer and “ambassador” for Staveley at local, regional and national levels working with appropriate partner organisations and individuals
- Be an effective advocate on behalf of the Board, CBC and the businesses and people of Staveley, in particular at conferences and events/meetings with Ministers, MPs and key civil servants
- Reflect the agreed policies of the Board and its members in all discussions with partners, stakeholders, government and its agencies
- Ensure that the Board adheres at all times to high standards of ethics and governance in public life and is an exemplar to other organisations
- Ensure that all Board members participate actively in the work of the Board, encouraging their attendance and engagement and keeping regular contact with all members
- Exert a casting vote in Board decisions if circumstances so require



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(ii) Board Members

Board members have a responsibility to uphold high standards of integrity and probity. They should support the Chair in instilling the appropriate culture, values and behaviours in the boardroom and beyond.

Board members should take into account the views of other stakeholders, because these views may provide different perspectives on the Board and its performance.

The duties and responsibilities of a Board member are to:

- Attend meetings of the Board and to nominate an appropriate named alternative where attendance is not possible, subject to the prior agreement of the Chair and Lead Council
- Reflect the agreed view of the Board and its members in all discussions with partners, stakeholders, government and its' agencies
- Support the Chair by leading on activities relevant to their knowledge and experience by representing the interests of the Board in meetings with partners, stakeholders, government and its' agencies
- Actively develop an effective partnership
- Contribute knowledge and expertise to the development and delivery of the projects within the Town Investment Plan and business cases for funding
- Formally represent the Board in meetings with other bodies and partner organisations as required

