

Clay Cross Town Board

Friday 5th August 2022

Governance and Terms of Reference Update

Report of the Chair – Cllr Cupit

Classification: Public

Report By: **Tris Burdett, Partnership Development Officer**

Contact Officer: as above

PURPOSE / SUMMARY

To confirm the revised governance arrangements for Clay Cross Town Board following a governance review as the project enters the delivery stage. To provide for the Board's consideration updated Terms of Reference to reflect the changes required.

RECOMMENDATIONS

That the Town Deal Board notes the contents of this report and agree with the following:

1. To approve the revised Terms of Reference for the Clay Cross Town Board.
 2. To commence a refresh of the stakeholder engagement and communications plans.
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IMPLICATIONS

Finance and Risk: Yes No

Details: There is no financial impact to note.

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: The role of the Board, as set out within the Terms of Reference, do not conflict with the Constitution of the Accountable Body.

On Behalf of the Solicitor to the Council

Staffing: Yes No

Details: This will be completed within existing officer workloads.

On behalf of the Head of Paid Service

REPORT DETAILS

1 Background *(reasons for bringing the report)*

- 1.1 The Clay Cross Town Deal (CCTD) is about to initiate the delivery stage of the Programme. Three elements are progressing well; Sharley Park Leisure Centre, Rail Feasibility Study and Low Carbon Energy Network Strategy with summary documents already or about to be submitted to the Department of Levelling Up, Housing and Communities (DLUHC). Once approved, funding will be released and work can commence on all three elements.
- 1.2 Work on the Strategic Regeneration Framework has now begun and the outcome will inform the final elements of the Programme; Town Centre Regeneration (formerly Market St/Bridge St), Skills, Creative and Connectivity.
- 1.3 By the end of this year the outline business cases for the final elements will be ready and summary documents will be submitted to DLUHC.
- 1.4 To enable the successful initiation of the delivery stage, the governance framework has been reviewed to ensure it remains fit for purpose. The Terms of Reference for this Board have been revised to reflect the work required by from this point onwards.
- 1.5 A facilitator from the Town Deal's delivery partner oversaw the governance review session on 15th June 2022. The facilitator was appointed to support Town Deal Boards across the country with governance arrangements. This report outlines the key points discussed.

2. Details of Proposal or Information

- 2.1 At this stage in the Programme, the Board is required to provide strategic oversight across all elements. The Board will receive updates on delivery, performance and risk from the Accountable Body on a regular basis, allowing them to maintain this oversight at a strategic level. The responsibilities to work collaboratively, add social value, identify longer term opportunities and representing CCTD remain an important role for the Board. It is also key for the Board to take ownership of stakeholder engagement.
- 2.2 Another key change to the governance structure is the cessation of the Working Groups. They have been critical to the success of the project thus far therefore fulfilling their purpose in enabling each project to progress to outline business case. As the Programme now moves to the delivery stage, the need for the working groups diminishes however the flexibility to establish specific task and finish group as and when required will be retained. This will enable people with

the right skills and knowledge to contribute in meaningful way and support the delivery of the Programme as required.

- 2.3 The pandemic restricted Board meetings to be conducted via Zoom. Whilst this was useful to enable the Board to function, it has been recognised that meeting in person and particularly holding Board meetings in and around Clay Cross would facilitate more meaningful collaboration, raise the profile of the Board and the Programme. At the Board meeting held on 1st July 2022 it was therefore agreed to hold future meetings at various venues in Clay Cross.
- 2.4 As the Programme moves forward, this is an ideal opportunity to review existing stakeholder engagement and communications plans to ensure the Board can take ownership of this and drive communication. It is recommended that a review and refresh of existing plans is undertaken with the Board. A plan and timetable will be drawn up and communicated to the Board in due course.

3 Reasons for Recommendation

- 3.1 To ensure the Clay Cross Town Board remains fit for purpose and able to oversee the next stage of the Programme.
- 3.2 To ensure stakeholder engagement and communications is up to date, allowing for meaningful engagement by all sectors of the community.

4 Alternative Options and Reasons for Rejection

- 4.1 There are no alternative options to consider

DOCUMENT INFORMATION

Appendix No	Title
Appendix 1	ToR Town Board Stage 2 v2.0.docx
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet you must provide copies of the background papers)	
n/a	