

Clay Cross Town Board

Friday 26th September 2025

Terms of Reference Update

Report of the Section 151 Officer – J Dethick

Classification: Public

Report By: **Tris Burdett, Programmes Manager & Interim Economic Development Manager**

Contact Officer: as above

PURPOSE / SUMMARY

To provide for the Board's consideration the updated Clay Cross Town Board Terms of Reference following the annual review.

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.

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 Board Terms of Reference were last agreed at the CCTB meeting on 27th September 2024. The annual review is therefore now due.

2. **Details of Proposal or Information**

- 2.1 The Terms of Reference set out the membership and responsibilities of the CCTB to oversee and provide strategic steer over the delivery phase of the programme.
- 2.2 As the Programme continues to move forward, a regular review of the CCTB Terms of Reference ensures that stakeholders can contribute in a meaningful way and support the delivery of the Programme as required.

3 **Reasons for Recommendation**

- 3.1 To ensure the Clay Cross Town Board remains fit for purpose and able to oversee the delivery stage of the Programme.

4 **Alternative Options and Reasons for Rejection**

- 4.1 There are no alternative options to consider.

DOCUMENT INFORMATION

Appendix No	Title
Appendix 1	Term of Reference Stage 2 v5
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report.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	