

# Towns Fund Board

## Constitution

### 1. Aim:

To advise the Middlesbrough's Town Deal Board on the development of a strategic Town Investment Plan. The Town Investment Plan will oversee the delivery of the strategic Economic Development priorities for Middlesbrough and will have an active role in the delivery of the Town Deal financial settlement.

Building on the existing Tees Valley Strategic Economic Plan, Mayoral Priorities, Local Industrial Strategy, City Centre Strategy, Cultural Strategy and Investment Prospectus, the Board will prioritise economic growth interventions, which improve the economic performance of Middlesbrough for businesses and residents.

### 2. Responsibilities:

- a. Middlesbrough Council is the Lead Authority
- b. Provide a strategic vision for creating the right place to live, work and play within, to achieve the following:
  - a. encouraging investment into Middlesbrough;
  - b. attracting new employment to Middlesbrough;
  - c. attracting more visitors to Middlesbrough;
  - d. increasing skills and employability of Middlesbrough residents;
  - e. increase the volume of quality employment opportunities to Middlesbrough;
  - f. attract and retain skills and talent;
  - g. Making Middlesbrough a place to invest; and,
  - h. challenging existing perceptions of Middlesbrough.
- c. Ensuring that sufficient investment is aligned to meet the economic development aspirations of Middlesbrough; maximising opportunities for private leverage.

- d. Enabling growth of urban living as a vehicle for economic growth, ensuring a sufficient range of quality is available.
- e. Provide a strategic vision to support, diversify and grow Middlesbrough's town centre.
- f. Provide a strategic vision to support and grow the area's leisure and cultural offer
- g. To ensure that any other key issues emanating from local, national and Tees Valley strategies are represented.
- h. To oversee and monitor activities of the Town Deal / Town Investment Plan.
- i. To make recommendations to the Town Deal Board on strategic investment decisions.

### **3. Procedure**

- a. The Town Deal Board is an opportunity for positive engagement and communication between Middlesbrough stakeholders. General operational issues or day to day management can be raised with the appropriate Council department.
- b. Notification of the venue will be issued at least one week prior to the meeting.
- c. Chatham House rules apply, although an action sheet will be circulated after each meeting.
- d. The agenda for future meetings will be agreed at the preceding meeting.
- e. Profiles of Board Members to be published on Middlesbrough Council Website (Appendix A to this Constitution)
- f. All Board papers to be published on the Middlesbrough Council's website in advance of the meeting (within 5 clear working days)
- g. To promptly publish draft minutes of meetings on the Middlesbrough Council's website following the meeting (within 10 clear working days)
- h. To publish final minutes on the Middlesbrough Council's website, once approved by the Board at the following meeting (within 10 clear working days)
- i. Members of the Board shall abide by the Code of Conduct and return Declaration of Interests on an annual basis.
- j. The Board shall give due consideration to all laws and regulations as appropriate.
- k. The Board will, from time to time, consider projects and proposals of a "commercial in confidence" or sensitive nature. All Board Members and Observers will observe the need for confidentiality in this respect.

#### **4. Meeting arrangements**

- a. The Town Deal Board will meet quarterly – unless otherwise agreed.
- b. The board will make decisions and recommendations, which will be managed, monitored, delivered and reported by Middlesbrough Council Economic Growth and Infrastructure staff; overseen by Middlesbrough Council’s project management and governance arrangements.
- c. Middlesbrough Council will provide secretariat support for the Town Deal Board.

#### **Voting on appointments**

- a. The Town Deal Board will be Chaired by the Elected Mayor of Middlesbrough and a Vice Chairperson will be elected from the wider membership.
- b. If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

#### **Quorum**

- a. Quorate membership attendance for decision making is three members.

#### **Voting**

- a. Each member of the Board shall have one vote, which may be cast on matters considered at the meeting. Votes can only be cast by members attending a meeting of the Board.
- b. Any matter will be decided by a simple majority of those members present and voting at the time the question was put.
- c. If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.
- d. Some senior Council / Civil Servant representatives may be in attendance from time to time; without any voting rights.
- e. If a matter that is considered by the Board is one where a Board member, either directly or indirectly has a prejudicial interest (see Appendix B), that member shall not be permitted to vote at the meeting and not take part in discussions.

## Substitutions

- a. A substitute may be designated for each member of the board. That substitute shall have equivalent status of the member on the Town Fund Board and this constitution will apply to each substitute as if they were a full member.
- b. At the commencement of a meeting at which a substitute is to attend as substitute they shall identify the member for whom they substitute, who shall be excluded from participating in that meeting and for whom there shall be no further substitution at that meeting.

## **5. Code of Conduct**

- a. In line with the principles of public life, it is important that there is transparency around the operation of the Town Fund Board. Transparent decision making is supported by the publication of information on the Middlesbrough Council's website.
- b. Members of the Towns Fund Board are required to uphold the Principles of Public life, when acting in their capacity as a member of the Towns Fund Board , as set out below:

### **Selflessness:**

Holders of public office should act solely in terms of the public interest;

### **Integrity:**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships;

### **Objectivity:**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias;

### **Accountability:**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this;

### **Openness:**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing;

### **Honesty:**

Holders of public office should be truthful; and

**Leadership:**

Holders of public office should exhibit these principles in their own behaviour.

They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**6. Declarations of interests:**

- a. It is noted that members of the Towns Fund Board have a number of roles and need to be alert to the potential for conflicts of interests which may arise whilst acting in their capacity on the Towns Fund Board.
- b. Members must comply with the requirement to register, disclose and withdraw from participating in discussions and/or votes in respect of a matter in which they have a personal Interest. (see appendix B)
- c. Any conflicts of interest reported to be formally noted within the published minutes. The clerk will keep a register of interests (Appendix C)

## **MIDDLESBROUGH TOWNS FUND BOARD**

### **MEMBERSHIP**

1. Andy Preston – The Mayor of Middlesbrough (Chair)
2. Representative of Ben Houchen – Tees Valley Mayor
3. Zoe Lewis – Principal and Chief Executive of Middlesbrough College
4. Paul Croney – Vice Chancellor of Teesside University
5. Rachel Anderson – North East Chamber of Commerce
6. Ian Wardle – Thirteen Housing Group
7. Marie Kiddell – Homes England
8. Nicholas Baumfield – Arts Council England
9. Mark South – Double11/LEP/DigitalCity
10. Tom Smith - Chair of EmPower Middlesbrough
11. Andy McDonald – Member of Parliament for Middlesbrough
12. Simon Clarke – Member of Parliament for Middlesbrough and East Cleveland
13. Business Representative – Gary Dawson (AV Dawson’s logistics)
14. Business Representative – Stephen Black – Tier One Capital / GB Bank
15. Business Representative – Alex Bell – Marks and Spencer Manager
16. Middlesbrough FC – Robin Bloom / Neil Bauser
17. Tony Parkinson – CEX Middlesbrough Council
18. Transport – Nick Knox – MD Arriva NE / Northern
19. Job Centre Plus – Cath Robson
20. Richard Lewis – Cleveland Police
21. Paul Wright – New River Retail

## **Declarations of Interests – Guidance for Towns Fund Board Members:**

### **PERSONAL INTERESTS**

In all Towns Fund Board meetings members must, where appropriate, declare a personal interest to be recorded in the minutes of the meeting. You must declare this at the start of the meeting or as soon as it becomes clear to you that a personal interest exists.

**IF YOU DECLARE A PERSONAL INTEREST YOU CAN REMAIN IN THE MEETING, SPEAK AND VOTE ON THE MATTER, UNLESS YOUR PERSONAL INTEREST IS ALSO A PREJUDICIAL INTEREST.**

You have a personal interest where it involves;

- a. An interest you have registered. All members must sign and declare all interests on the declaration of interests form. The Clerk can give guidance if members are not sure.
- b. Members need to declare on the Register their membership of other Local Authority bodies and any bodies exercising functions of a public nature, as well as the members' job, any gifts over £25, any contracts between the member and the local authority.
- c. Where the well-being, or financial position of the member, members of their family, or people with whom they have a close association is likely to be affected by the business of the meeting more than it would affect most people in the area.
- d. If your interest arises solely because you are a member of another body in the authority eg school governor or any public body in another authority, you do not need to declare an interest unless you wish to speak on the matter.
- e. Members with a declared personal interest may speak on the matter and vote.
- f. If members do not speak they may still vote without making a declaration.

### **PREJUDICIAL INTERESTS**

In some circumstances, your Personal Interests may also be considered to be Prejudicial.

In this situation, you need to declare the fact that you have a Prejudicial Interest and its nature before the issue is debated.

**YOU SHOULD NOT TAKE PART IN THE DEBATE OR VOTE.**

A Members personal interest will also be a prejudicial interest if all of the following conditions are met

- a. The matter being discussed affects their financial position or that of any person, organisation or business with whom they have a personal interest.
- b. Where a member of the public who knows the relevant facts would reasonably think the members personal interest is so significant that it may prejudice their judgement.

***The decision to declare an interest will always turn on the particular facts and it is clearly necessary for all members to grasp the rationale and thinking behind the Code and if in doubt seek advice from your clerk. It is each member's responsibility to declare all such interests.***

## MIDDLESBROUGH TOWNS FUND BOARD

**Notification by a MEMBER  
of  
Personal Interests under the Members' Code of Conduct**

**Please read the attached notes when completing this form.**

**Name (in full)**

\_\_\_\_\_

I hereby give notice of the following personal interests (please state "none" where appropriate)

<p><b>1</b> Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated.</p>	
<p><b>2</b> Any body - (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management.</p>	
<p><b>3</b> Any employment or business carried on by you.</p>	
<p><b>4</b> Any person or body who employs or has appointed you.</p>	
<p><b>5</b> Any person or body who has a place of business or land in the Council's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower).</p>	
<p><b>6</b> Any contract for goods, services or works made between the Council and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph <b>5</b> above.</p>	
<p><b>7</b> Any person from whom you have received a gift or hospitality with an estimated value of at least £25.</p>	



<b>8</b> Any land in the Council's area in which you have a beneficial interest.	
<b>9</b> Any land where the landlord is the Council and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph 6 is, the tenant.	

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
**CLERK**

Dated \_\_\_\_\_