

SCARBOROUGH TOWN DEAL BOARD

DATE: WEDNESDAY 26TH FEBRUARY 2020

TIME: 10AM UNTIL 12NOON

VENUE: SEA VIEW CONFERENCE ROOM, TOWN HALL, ST NICHOLAS STREET, SCARBOROUGH, YO11 2HG

AGENDA

1. APOLOGIES

- Robert Goodwill MP
- Rosie DuRose, Beyond Housing

2. MINUTES OF LAST MEETING AND MATTERS ARISING

- Communications
- Board Membership

3. REGISTER OF INTERESTS

4. TERMS OF REFERENCE AND CODE OF CONDUCT

5. ELECTION OF DEPUTY CHAIR

6. UPDATE ON VISIONING SESSION HELD ON MONDAY 24TH FEBRUARY 2020

7. WORK PROGRAMME

8. AOB

9. MEETING SCHEDULE

- 2pm Friday 27th March @ Town Hall, St Nicholas Street
- 10am Friday 24th April @ Town Hall, St Nicholas Street
- 2pm Friday 22nd May @ Town Hall, St Nicholas Street
- Proposed – Friday 19th June
- Proposed – Friday 17th July

SCARBOROUGH TOWN DEAL BOARD

FRIDAY 17th JANUARY 2020

12.30pm @ TOWN HALL, SCARBOROUGH

NOTES OF MEETING

IN ATTENDANCE

Cllr Steve Siddons SS SBC	David Stone DS CAVCA
James Farrar JF YNYER LEP	Cllr James Stockdale JS Seamer Parish Council
Mike Greene MG SBC	Jackie Mathers JMa CU Coventry Scarborough
Alex Richards AR SBC	Liz Hayton LH CU Coventry Scarborough
Rosie Du-Rose RDR Beyond Housing	Cllr Roberta Swiers RS Cayton Parish Council
James Goodall JG Scarborough Town Centre Strategy Team	Katherine Fielding KF , Clerk Cayton Parish Council
Cllr Reg Towse RT Newby & Scalby Parish Council	Jools Marley JM Newby & Scalby Parish Council
Caroline Routh CR COAST	Kerry Levitt KLV SBC
Richard Flinton RF NYCC	Gareth Edmunds GE Sirius Minerals

APOLOGIES

Richard Bradley, SBC

Robert Goodwill MP

Peter Campey, MHCLG

David Kerfoot MBE DL

Richard Grunwell, Scarborough Business Ambassadors

Sue Anderson-Brown, Scarborough Town Centre Strategy Team

David Warner, COAST

Eastfield Town Council

Osgodby Parish Council

Mel Bonney-Kane, CAVCA

SUMMARY OF ACTIONS

- AR/KLV to circulate Nolan Principles to Board members with the minutes
- AR/KLV to circulate draft Terms of Reference and Code of Conduct documents ahead of the next meeting
- AR/KLV to circulate presentation slides with the minutes
- KLV to liaise with the Chair to set a schedule of meetings for the coming months
- AR/KLV – to organise a workshop with an external facilitator to identify the Key Themes for the Investment Plan
- **ALL** – to identify stakeholder groups and the best way to engage with them
- **ALL** – to nominate suitable Officers/members of staff that could sit on a Project team/s to support AR and the SBC team once key themes have been identified
- AR/KLV to circulate details on the #mytown campaign
- AR/KLV to pull together a paper on the current investment levels in the Borough.
- KLV to investigate group communication options

Round table introductions.

1. Town Deals and the Town Deal Board

AR gave a presentation to the Board on the Towns Fund, the Town Deal process and what is required for each town of Scarborough and Whitby. The slides from the presentation will be circulated with the minutes.

AR informed the Board that central Government have set a number of conditions for the operation of the Board, these include;

- Members adhering to the Nolan Principles – these will be circulated with the minutes
- The Board must have published Terms of Reference and Code of Conduct documents – draft documents will be circulated prior to the next meeting for comment and signed off at the next Board meeting
- Conflicts of Interests must be declared at meetings.

AR informed the Board that consultants Aecom have already been procured as part of the Future High Streets Fund work and will also be working on the wider Investment Plan for Scarborough.

RT – Newby and Scalby Parish has an aging population with a lot of elderly living alone. This is a serious issue within the Parish and needs to be catered for in any plans.

MG – this is an opportunity to create a broader picture for Scarborough, not just from the Towns Fund but the whole investment into the town.

JM – A64 infrastructure needs to be in place in order to help achieve any investment plans

RF – The Towns Fund will not be sufficient enough funding to dual the A64 but the Investment Plan needs to align with other opportunities such as Devolution and can be used as a tool to lobby central Government for improvements to the A64

GE – connectivity is a big issue for Scarborough to get people to good jobs. Schools are also a big issue – people want good schools for their children. A flagship project at the heart of our proposals would send a positive message to our government Ministers.

MG – arts, tourism and heritage are worth looking at

2. Election of Chair of the Board

AR advised the Board that the recommendation from Government is that the Chair of the Board is from the private sector.

JF nominated David Kerfoot for Chair in his absence. This was seconded by GE.

David Kerfoot has a business background and is the current Chair of the York, North Yorkshire and East Riding Local Enterprise Partnership. He is the Deputy Lieutenant for North Yorkshire and will become the High Sheriff of North Yorkshire for 2020/21.

The Board agreed to appoint David Kerfoot DL Chair of the Scarborough Town Deal Board.

CR asked how the decisions were made with which stakeholders invited. AR informed the Board that Government provided a list of stakeholders/partners that must be included on the Board such as all tiers of Local Government, the Local Enterprise Partnership and a list of recommended stakeholders such as the education sector.

AR asked the Board if they felt any sectors were missing from the Board and needed to be included. Suggestions included the tourism sector, Environment Agency and the digital sector.

3. Ideas and emerging thoughts

AR informed the Board that it was agreed at the Whitby Town Deal Board meeting a facilitation session would be arranged to establish a vision and key themes. From here task and finish groups / project teams would be set up to lead on the work

The Board agreed to follow the same process.

SS – suggested the Board invite someone who has already been through the process attend a future meeting

JG - The Board needs to ensure the vision doesn't die when the funding ends.

4. Wider stakeholder engagement

DS – Communities need to be involved and they need to understand what is happening. Telling a story helps engage people.

RDR – community leaders are key to engaging with the general community

CR – consultations need to be carried out through existing networks. Build on the community conversations already started.

JG – tourists also need to be consulted and factored in.

5. Meeting schedule

Meetings will take place monthly. Dates to be circulated in line with the Chairs availability.

6. AOB

SS suggested a digital group such as What's App is created to help with ease of communication between members. SBC will investigate.

AR confirmed suitable deputies can attend meetings if necessary.

SCARBOROUGH TOWN DEAL BOARD

BOARD MEMBERSHIP

- ✚ **CHAIR: DAVID KERFOOT MBE DL** | CHAIR | YORK, NORTH YORKSHIRE & EAST RIDING LOCAL ENTERPRISE PARTNERSHIP
- ✚ **CLLR STEVE SIDONS** | LEADER | SCARBOROUGH BOROUGH COUNCIL
- ✚ **MIKE GREENE** | CHIEF EXECUTIVE | SCARBOROUGH BOROUGH COUNCIL
- ✚ **ROBERT GOODWILL MP**
- ✚ **RICHARD FLINTON** | CHIEF EXECUTIVE | NORTH YORKSHIRE COUNTY COUNCIL
- ✚ **JAMES FARRAR** | CHIEF OPERATING OFFICER | YORK, NORTH YORKSHIRE & EAST RIDING LOCAL ENTERPRISE PARTNERSHIP
- ✚ **DAVID STONE** | TOTALLY SOCIALLY MANAGER | COAST AND VALE COMMUNITY ACTION
- ✚ **ROSIE DUROSE** | CHIEF EXECUTIVE | BEYOND HOUSING
- ✚ **JACKIE MATHERS** | ASSOCIATE PRO VICE CHANCELLOR | CU COVENTRY AND CU SCARBOROUGH
- ✚ **LEE KILGOUR** | PRINCIPAL | SCARBOROUGH UTC
- ✚ **DAVID WARNER** | CHAIR | COAST
- ✚ **SUE ANDERSON-BROWN** | CHAIR | SCARBOROUGH TOWN CENTRE STRATEGY TEAM
- ✚ **RICHARD GRUNWELL** | SCARBOROUGH BUSINESS AMBASSADORS
- ✚ **GARETH EDMUNDS** | EXTERNAL AFFAIRS DIRECTOR | SIRIUS MINERALS
- ✚ **SIMON BEAN** | TERRITORY MANAGER | ENGLISH HERITAGE
- ✚ **STEVE BROMHAM** | DIRECTOR | SAVE9 LTD
- ✚ **EASTFIELD TOWN COUNCIL**
- ✚ **CLLR REG TWOSE** | NEWBY AND SCALBY PARISH COUNCIL
- ✚ **CLLR ROBERTA SWIERS** | CAYTON PARISH COUNCIL
- ✚ **OSGODBY PARISH COUNCIL**
- ✚ **CLLR JAMES STOCKDALE** | SEAMER PARISH COUNCIL

SCARBOROUGH TOWN DEAL BOARD

REGISTER OF INTERESTS

Each member shall review their individual Register of Interests before each Board meeting and, where applicable, submit any necessary revisions to the Secretary of the Board at the start of the meeting.

Even if a meeting has not taken place a member must within 28days of becoming aware of any change to the interests specified below, provide written notification to the Secretary of the Board of that change.

SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED OUT FOR PROFIT OR GAIN	DECLARATION
1.1	NAME OF; <ul style="list-style-type: none"> • Your employer • Any business carried out by you • Any other role in which you receive remuneration (this includes remunerated roles such as Cllrs) 	
1.2	Description of Employment or business activity	
1.3	The name of any firm in which you are a partner	
1.4	The name of any company for which you are a remunerated Director	
SECTION 2	CONTRACTS	DECLARATION
2.1	Any contract for goods, works or services which has not been fully discharged by any organisation named at 1.1	
2.2	Any contract for goods, works or services entered into by any organisation named at 1.1 where either party is likely to have a commercial interest in the outcome of the business being decided by the Scarborough Town Deal Board (STDB) in the forthcoming meeting.	

SECTION 3	LAND OR PROPERTY	DECLARATION
3.1	<p>Any beneficial interest you or any organisation listed at 1.1 may have in land or property which is likely to be affected by a decision made by the STDB in the forthcoming meeting.</p> <p>This would include, within the area of the STDB, any beneficial interest in any land including your place(s) of residency.</p> <p>For property interests, please state the first part of the postcode and the local authority where the property resides. If you own/lease more than one property in a single postcode area, please state this.</p>	
SECTION 4	SECURITIES	DECLARATION
4.1	<p>Any interest in securities of an organisation in 1.1. where:-</p> <p>A) That body (to your knowledge) has a place of business or land in the area of the STDB; and</p> <p>B) Either –</p> <p>(i) The total nominal value of the securities exceeds £25,000 or 1/100th of the total issued share capital of that body; or</p> <p>(ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which has a beneficial interest exceeds 1/100th of the total issued share capital of that class</p>	
SECTION 5	GIFTS AND HOSPITALITY	DECLARATION
5.1	Any gifts and/or hospitality received as a result of Membership of the STDB (above the value of £25)	

OTHER INTERESTS

Membership of Organisations

I am a member of, or I am in a position of general control, a trustee of or participate in the management of:-

1. Any Body exercising functions of a public nature (e.g. school governing body):
2. Any Body directed to charitable purposes:
3. Any Body, one of whose principal purposes include the influence of public opinion or policy (including any political party or trade union):
4. Any Local Authority (please state any interests you hold as LA Leaders / Cabinet Members, LA land, resources and the LAs commercial interests):
5. Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role on the STDB:

STDB MEMBER'S DECLARATION AND SIGNATURE

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interest, given in good faith and to the best of my knowledge:-

DATE	
MEMBER'S NAME	
ORGANISATION / COMPANY	
SIGNATURE	

RECEIPT BY STDB DELIVERY TEAM

DATE RECEIVED	
SIGNATURE OF THE STDB CHAIR	

SCARBOROUGH TOWN DEAL BOARD

TERMS OF REFERENCE

The Scarborough Town Deal Board (STDB) is not a formally constituted body and shall hold no monies or assets.

1. DUTIES AND TERMS OF REFERENCE / ROLE OF THE BOARD

1.1 The STDB is a strategic body created as a vehicle following Scarborough being identified as a Town that may benefit from the Governments £3.6bn Towns Fund. The STDB brings together the private, public and voluntary sectors to provide strategic leadership to develop and deliver an Investment Plan and schedule of interventions to secure government funding, and which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges. It will be the vehicle through which the vision and strategy for Scarborough is defined. The Strategy should align with the rest of the Borough and the local economic region.

The STDB will provide strategic insight on the challenges and opportunities facing the area by:

- a) Championing the STDB economic vision and promote bold, deliverable interventions that will define the Investment Plan;
- b) Communicating with the business community and residents around economic growth and delivery of the interventions;
- c) Sharing knowledge practice and intelligence within the STDB area and beyond, both regionally and nationally, and;
- d) Proposing allocation of resources to deliver economic growth, secure finance and encourage local and national bodies to match resources to achieve the STDB's ambitions.

1.2 The Board shall:

- a) Develop and oversee the delivery of an evidence based Investment Plan.
- b) Co-ordinate public, private and third sector activity to develop and deliver the interventions in using the framework of the Towns Fund Prospectus and any further guidance that may be issued.
- c) To have regard to the three strands of the Prospectus and develop the interventions and maximise the impact of those interventions;

- (i) Urban Regeneration, planning and land use

(ii) Skills and Enterprise infrastructure

(iii) Connectivity

Schedule 1 sets out how stakeholders will be engaged through development of these themes. – will need to delete unless we develop a stakeholder engagement document. Need to identify themes for the Scarborough Board.

a. Promote Scarborough as a prime location for inward investment, international trade and to proactively help more locally based companies export their goods and services.

b. Actively promote equality and diversity to ensure a strong gender balance.

c. Respond to opportunities that arise from government initiatives to support economic development within Scarborough;

d. Support the localisation agenda by negotiating freedoms and flexibilities with government on actions which encourage more local devolution and accountability;

e. Co-ordinate and influence government and others on matters that benefit the economy.

f. Attend public consultation events

g. Attend events to promote the STDB Investment Plan and emerging interventions.

1.3 The role of the Board is to:

- Develop and agree an evidenced based Town Investment Plan
- Develop a clear programme of interventions
- Co-ordinate resources and engage stakeholders

1.4 The Board Shall:

Delegate to the Chairman 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.

2 MEMBERSHIP

- 2.1 The members of the Board shall be appointed by the Board and may be removed at any time by the Board.
- 2.2 The STDB must comprise of representatives of;
- (a) All tiers of local government
 - (b) The Member of Parliament for the constituency including Scarborough Town
 - (c) Local Business and Investors
 - (d) The York, North Yorkshire and East Riding Local Enterprise Partnership
 - (e) Communities
- 2.3 The STDB may also comprise of representatives from;
- (a) Anchor institutions such as;
 - Universities and Further Education providers
 - Academies and Schools
 - the NHS
 - Development Corporations
 - Local Sports Teams
 - Cultural and Creative Organisations
 - Housing Sector, including developers and housing associations
 - (b) Arm's length bodies and other non - departmental agencies such as, but not exhaustively;
 - Homes England
 - Environment Agency
 - Historic England
 - (c) Other private sector representatives and developers who operate on a national and international platforms who understand the requirements for investment and can help identify the best use of private and public funds. The Board will engage with national or international private investors and developers to understand their requirements for investment and identify the best use of public and private funding
- 2.4 Applications for new Board Members shall be determined by the Board at any time.

- 2.5 A Board Member shall cease to be a member of the STDB in the following circumstances;
- a) Such Board Member gives written notice to the Chair of their notice of resignation;
 - b) Such Board Member's death;
 - c) Such Board 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 in any jurisdiction;
 - d) Such Board Member is removed from membership by a resolution of the Board that it is in the best interests of the Board that the membership is terminated.
- 2.6 Board Members may be removed from the STDB as set out in Appendix 1 (Scarborough Town Deal Board Code of Conduct). Any Board Member removed may not be reappointed.

3 THE CHAIR AND DEPUTY CHAIR

- 3.1 The Board shall appoint the Chair and Deputy Chair.
- 3.2 In the absence of the Chair, the Deputy Chair will assume the responsibilities of the Chair.
- 3.3 In the absence of both the Chair and Deputy Chair at a formal meeting of the STDB, those present for the meeting of the Board will vote and appoint a Chair for that meeting only.
- 3.4 The STDB Delivery Team (see 4.2) will consult the Chair from time to time on progress of works required to be undertaken on individual interventions and the developing Investment Plan.
- 3.5 The Chair may convene an informal meeting of all or some of the Board Members to inform progress of a particular matter arising under the development of individual interventions.
- 3.6 The Chair may meet third parties and attend events on any matter pertaining to the Investment Plan and individual interventions to progress activity and outcomes.

4 ADMINISTRATION OF THE BOARD

- 4.1 Scarborough Borough Council shall provide secretarial and administrative support to underpin the work of the STDB.
- 4.2 The role of the STDB Delivery team will be to facilitate and manage the work plan of the STDB. The STDB Delivery Team will consist of Officers of SBC and where appropriate external consultants and professional service providers, officers and staff of partner agencies.

5 SUBSTITUTES

- 5.1 Suitable substitutes representing Board members are permissible subject to prior agreement with the Chair.

6 ATTENDANCE AT MEETINGS

- 6.1 The Board will meet monthly until submission of the Investment Plan and thereafter quarterly. 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.
- 6.2 Informal Board Meetings may take place from time to time. 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.
- 6.3 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 and 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.

7 NOTICE OF MEETINGS

- 7.1 Meetings of the Board shall be called by the secretary to the STDB at the request of the Chair of the Board. The agenda and papers for meetings shall be approved by the Chair.
- 7.2 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 3 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 and minutes published on Scarborough Borough Council's website. **Need to create webpages**

- 7.3 The agenda and reports (that are not exempt under legislative arrangements) shall be published on the SBC's website.
- 7.4 There will be occasions when the business of the meeting will be subject to confidentiality for reasons of commercial confidentiality or sensitivity, information provided by the government in confidence, information pertaining to individuals or third party information that is subject to common law duty of confidentiality.

8 QUORUM

- 8.1 A quorum shall be 5 Board Members present in person.
- 8.2 Where a decision must be taken under the provisions of 2.3 and 10.5 there must be a quorum of 5 in responses received from Board Members.

9 REGISTER OF INTERESTS

- 9.1 Arrangements for the Register of Interests are found within the STDB Code of Conduct (Appendix 1).

10 VOTING ARRANGEMENTS

- 10.1 Each member of the Board shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board.
- 10.2 The general rule about decision-making by the Board is that any decision of the Board must be a majority decision at a meeting (or a decision taken in accordance with paragraph 2.3 and 10.5 of these Terms of Reference).
- 10.3 Where a conflict of interest exists as set out in the STDB Code of Conduct, a Board Member may take part in the debate but may not vote.
- 10.4 Save where they have a personal interest, the Chair will have a casting vote. In this context, this refers to whoever is present and discharging the function of the Chair for the purpose of the meeting.

- 10.5 A resolution in writing, sent electronically to all Board Members entitled to receive notice of a meeting of the Board and signed by a majority of the members shall be valid and effectual as if it had been passed at a meeting of the Board duly convened and held and may consist of several documents in materially the same form each signed by one or more Board Member in the event a Board Meeting may not be convened in a timely manner.

11 COMMUNICATION AND REPORTING

- 11.1 The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the secretary of the Board.
- 11.2 Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to Board no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Board at the Board's next meeting.
- 11.3 Approved minutes of the Board shall be published on the website of the Scarborough Borough Council, with the exception of minutes relating to items deemed confidential as set out in 7.4 above.
- 11.4 The Board shall produce an annual report about its activities.

12 THE BOARD'S RELATIONSHIP WITH SCARBOROUGH BOROUGH COUNCIL (SBC)

- 12.1 The Board is responsible for;
- a) Developing and agreeing an evidenced based Town Investment Plan
 - b) Developing a clear programme of interventions
 - c) Coordinating resources and including stakeholders
- 12.2 SBC remains the accountable body for all monies received through capacity funding and any other funding that will be allocated throughout the Towns Fund
- 12.3 SBC will be represented on the Board by the Leader of the Council and / or The Chief Executive. They provide the link between the two bodies in the development of outcomes under those functions set out in 12.1.
- 12.4 The Board will be supported by the Scarborough Town Deal Board Delivery Team, which will be in the employment of SBC.

- 12.5 The Board may from time to time be required to attend both formal and informal meetings of SBC to provide updates and information pertaining to the development of the Town Investment Plan, programme of interventions and stakeholder engagement.
- 12.6 SBC's Cabinet will receive reports on the progress of activities through its established quarterly performance monitoring.
- 12.7 The Board may make recommendations to the Cabinet of SBC from time to time and prior to the submission of the Town Investment Plan.

13 GENERAL MATTERS

- 13.1 Board Members shall duly sign and return the STDB's Code of Conduct (Appendix 1) and Register of Interests (Appendix 2) on an annual basis.
- 13.2 The Board will have access to officer resources in order to carry out its duties through the STDB Delivery Team.
- 13.3 The Board shall be entitled to invite relevant third parties to attend any meeting of the Board as observers and they may be entitled to speak at a meeting of the Board with the prior permission of the Chair but shall not be entitled to vote.
- 13.4 The Board shall give due consideration to all laws and regulations as appropriate.
- 13.5 The Board will, from time to time, consider projects and proposals of a "commercial in confidence" or sensitive nature that will not be for publication under existing legislative provisions (Data Protection and Freedom of Information). All Board Directors and invited third parties will observe the need for confidentiality in this respect. 8
- 13.6 The STDB will be subject to the privacy legislation contained within Data Protection Act 2018, Freedom of Information Act 1998 and the Environmental Protection Regulations (various). Such requests will be serviced by SBC in accordance with SBC policies and procedures.
- 13.7 Members of the public may wish to contact the STDB. Any such contact will be managed by the Scarborough Town Board Delivery Team and contact details will be published on the Scarborough Borough Council website.

The Delivery Team may where appropriate, engage with the Chair and/or wider Board.

14 REVIEW

- 14.1 The Government may publish further guidance on the operation and function of Town Deal Boards and these Terms of Reference must be reviewed in accordance with any such guidance.
- 14.2 The Board may amend these terms of reference at any time.

DRAFT

SCARBOROUGH TOWN DEAL BOARD

CODE OF CONDUCT

The Scarborough Town Deal Board (STDB) has adopted this code setting out the expected behaviours required of its Board Members, acknowledging that they each have a responsibility to represent the ambition of the Town Deal for Scarborough and work constructively with the Town Deal Delivery Team and partner organisations to develop and deliver the Town Board Investment Plan and associated activities. The Role of the STDB is to;

- ✚ Develop and agree an evidenced based Town Investment Plan
- ✚ Develop a clear programme of interventions
- ✚ Coordinate resources and influence stakeholders

In accordance with the Towns Fund Prospectus, when acting in a Board Member capacity, members must be committed to behaving in a manner that is consistent with the Nolan principles to achieve best outcome for our residents and maintain public confidence in the actions of the Board;

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 outside individuals 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 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 for their decisions and actions to the public 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.

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.

CONFLICT OF INTERESTS

Having regard to the nature of the likely interventions that will be explored as part of development of the Investment Plan, from time to time a conflict of interest may arise for Board Members.

A conflict of interest arises where a Board Member, a close associate, immediate family, business, organisation or employer has an interest in a matter which is the same as, connected to or may be affected by the matter under discussion.

At a meeting, Members must declare any interest which they have in any matter to be considered at that meeting. If the interest in the matter being discussed which a member of the public who knew of the facts would reasonably regard as so significant that it is likely to prejudice the Board Members judgement of the Board's interest in the matter, then the Board Member must declare the interest at the start of the agenda item and must not vote on the matter. However, due to the nature of information the Board Member may have relating to the topic under discussion, such as financial, viability, feasibility and volume by way of example, the Board Member will be able to take part in the debate.

A Register of Interests will be maintained by the Secretary to the Board.

REGISTRATION OF GIFTS AND HOSPITALITY

Board Members must register in the Register of Members Gifts and Hospitality, held by Scarborough Borough Council's Monitoring Officer any gift or hospitality worth £25 or over received (or offered), in connection with their official duties as a Board Member and the source of that gift or hospitality (or offer) within 28 days of receiving it.

Acceptance by Board Members of hospitality through attendance at relevant events, conferences and other Board related activity is acceptable where it is clear the hospitality is corporate rather than personal.

COMPLAINTS

Where a person has reason to believe that the conduct of a Board Member of the STDB has fallen short of the standards set out above, encapsulated in the Nolan Principles, a complaint may be made in writing to;

The Chief Executive
Scarborough Borough Council
Town Hall St Nicholas Street
Scarborough,
YO11 2HG
Or email mike.greene@scarborough.gov.uk

The complaint should set out as follows;

- (i) The nature of the complaint
- (ii) Details of how the Board Member was acting in an official STDB capacity
- (iii) Details of which Nolan Principle has been breached and why
- (iv) If relating to a conflict of interest, details of how the conflict has occurred and impact of that conflict.

The Chief Executive will review the complaint and determine if the STDB Member was acting in an official capacity and if the complaint was proven, whether a Nolan Principle would have been breached. If both these criteria are met, the complaint will be referred to the Chair of the STDB.

REMOVAL OF A STDB MEMBER FROM THE BOARD

In the event a STDB Member's conduct falls short of that expected and a breach of the

Code of Conduct has taken place, the Board may by resolution remove that Board Member from the STDB.

This may only occur when;

(i) The Board Member has been given at least 14 days clear days' notice in writing of the meeting of the Board at which the resolution will be proposed and the reasons why it will be proposed; and

(ii) The Board Member has been given a reasonable opportunity to make representations to the meeting in person and/or in writing. The other Board

Members must consider any representations made by the Board Member and inform them of their decision following such consideration.

(iii) There shall be no right of appeal from a decision of the Board's decision to terminate the membership of a Board Member.

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