

## **Newark Town Board - Terms of Reference**

### **1 STATEMENT OF PURPOSE**

The Newark Town Deal Board is the vehicle through which the vision and strategy for the town is defined. It will produce a Town Investment Plan and inform the Town Deal, including the amount of investment secured through the Towns Fund.

The primary role of the Newark Town Board is to provide strong and visible leadership for Newark, challenging partners to increase their ambition of what can be achieved collectively and acting as advocates for the town.

The Board will seek to maximise the opportunities for growth; agree a vision for the town and oversee the development of a well evidence Town Investment Plan which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges.

### **2 MEMBERSHIP AND VOTING RIGHTS**

2.1 The Town Board comprises of representatives from the local business and education sectors, relevant national government organisations and / or arm's length bodies, local representative organisations and community groups; Local Authorities and relevant Parish Councils; and the local MP. Membership will be reviewed annually.

#### **2.2 Voting Rights**

One vote per organisation as set out in below.

#### **2.3 Provision of Substitute Members**

Substitute members will be entitled to attend Board meetings and vote where appropriate. Substitute members are listed on the membership below.

### **MEMBERS OF TOWN BOARD**

Cllr. David Lloyd, Leader, NSDC – JOINT CHAIRMAN

Tom Cartledge, Chief Executive, Benoy – JOINT CHAIRMAN

#### **Abbot & Co (1)**

Henry Price, Managing Director

#### **Aviation 360 (1)**

Simon Witts, Founder & CEO

#### **Balderton Parish Council (1)**

Cllr Ronnie White, Chair of Parish Council

**Benoy Ltd (1)**

Tom Cartledge, Chief Executive

**British Sugar (1)**

Godfrey Mpundu, Factory Manager

**BEIS (1)**

David Wright, Area Lead

**Canal and River Trust (1)**

Linny Beaumont, Partnerships and External Relationships Manager

Alan Leather

**D2N2 Local Enterprise Partnership (1)**

Frank Horsley, Head of Business and Innovation

**Department for Communities and Local Government (1)**

Robert Jenrick, MP for Newark & Secretary of State for Housing, Communities and Local Government

Sue Gray, PA to MP Robert Jenrick (Substitute)

**Department for Work and Pensions (1)**

Jane Cooper, District Manager

Kerry Jackson (Substitute)

**Dixons (1)**

Timothy Calvert, Senior HR Business Partner

**Evenbrook (1)**

John Coles, Director

**East Midlands Digital Media (1)**

Matt Colbourne, Managing Director

**Ellis Mather Group (1)**

Matthew Ellis-Mather, Co-owner

Stuart Ellis-Mather, Co-owner

**Farndon Parish Council (1)**

Jayne Saunders, Parish Clerk

CLlr Mick Baker, Chairman

**Gusto UK (1)**

Steff Wright, Chief Executive

**Homes England (1)**

Sandhya Ward  
Karl Tupling, Director Markets, Partnerships, Place  
Paul Gasgoine, Head of Place, Partnerships and New Business

**Hoval (1)**

Ian Dagley, General Manager,

**Lincoln College Group (1)**

Gary Headland, CEO  
Tom Marsden

**Masdings of Newark (1)**

Darren Burke, Proprietor

**National Careers Service (1)**

Darren Scott, Team Manager

**National Heritage Lottery Fund (1)**

Lesley Owen-Jones, Development Manager

**Newark and Nottinghamshire Agricultural Society (1)**

Tony Aspbury, Chairman of Development Committee

**Network Rail (1)**

Andrew Ruff, Senior Sponsor

**Newark and Sherwood Citizens Advice Bureau (1)**

Jackie Insley, Chief Officer

**Newark and Sherwood Community and Voluntary Services (1)**

Madeleine OSullivan, CEO

**Newark and Sherwood District Council (1)**

Cllr. David Lloyd, Leader, NSDC – JOINT CHAIRMAN  
Cllr Keith Girling, Deputy Leader, NSDC  
John Robinson, Chief Executive  
Matt Lamb, Director of Growth  
Neil Cuttall, Business Manager, Economic Growth

**Newark Business Club (1)**

Kerri McGarrigle, Chair  
Simon Shaw, Vice Chair

**Newark Emmaus Trust (1)**

Nikki Burley, CEO

**Newark Town Council (1)**

Alan Mellor, Town Clerk

**Nottingham Creative Quarter (1)**

Stephen Barker, CEO

**Nottingham Trent University (1)**

Fiona, Anderson, Economic Partnerships Manager

**Nottinghamshire County Council (1)**

Derek Higton, Service Director, Place & Communities

Nicola McCoy-Brown, Place and Growth Manager

**NSK (1)**

Tina Holmes, HR Director

**Pratt & Gelsthorpe (1)**

John Gelsthorpe

**Timico (1)**

Andrew Fox, Business Unit Director

David Jones

**University of Nottingham (1)**

Kevin Shakesheff, Pro Vice Chancellor, Faculty of Science

**Urban and Civic (1)**

Johanne Thomas

Richard Coppell

**Wirtgen Group (1)**

Paul Holmes, Managing Director

**YMCA (1)**

Craig Berens, Chief Operating Officer YMCA

Jo Bradley, Business Development Lead

**OBSERVER ROLE****Historic England**

Clive Fletcher, Principal Advisor and Lead Specialist, Historic Places

**4 TERMS OF REFERENCE**

The key functions of the Newark Town Board are to:

- i. Provide leadership and accountability for the Town Investment Plan; defining vision, shared priorities and set challenges.
- ii. Oversee development of a programme of interventions and individual business cases in order to negotiate a Town Deal with the Government
- iii. Maximise visibility and promote the priorities of Newark at local, regionally, national and international levels and develop a voice for Newark with the Government
- iv. Challenge partners to increase their ambition of what can be achieved collectively, acting as advocates for the town
- v. Make decisions in terms of the Town Investment Plan and Town Deal, however Newark and Sherwood District Council as the Accountable Body will need to give approval through its own decision-making processes

## **5 CONDUCT**

The Newark Town Board will be based on collaboration and business will be conducted in the spirit of partnership working and abide by Nolan principles. All Board Members are required to sign up to the Code of Conduct set out at Annex 1 below. All decisions will be made in accordance with the following principles:

- Due consultation will be carried out where appropriate (including taking relevant professional advice from officers);
- There will be a presumption in favour of open and transparent decision making;
- There will be a clarity of aims and desired outcomes;
- All decisions will be taken as members of the Newark Town Board and not on behalf of specific organisations or areas.

Members of the Newark Town Board are required to declare any interests, gifts or hospitality which they have or receive which could influence any decisions they may make as board members.

## **6 MEETINGS**

- The Board will meet on a bi-monthly basis
- Meetings will include detailed discussions of matters that are of strategic importance
- Meetings will be quorate when 10 members are in attendance
- Agenda for meetings will be published on the NSDC website in advance of the meeting (allowing 5 clear working days)
- Draft minutes of meetings will be published on NSDC website within 10 clear working days of the meeting
- Final minutes once approved by the Board will be published on the NSDC website within 10 clear working days

- All conflicts of interest will be included in the published Minutes

## **7 ACCOUNTABLE BODY**

Newark and Sherwood District Council is the Accountable Body for the Town Board. The Council's S151 Officer will ensure compliance with all necessary financial regulations.

The Board Terms of Reference will be reviewed and updated in August 2020 following the submission of the Town Investment Plan to the Government. This is in order to review the structure of the Board as the Town Deal moves into the next phase of development.

**VERSION 0.07 Last reviewed July 2020**

## Newark Town Deal Boards - Code of Conduct

As per the Towns Fund Prospectus, the Government expect that Town Deal Boards align with governance and policies of the Lead Council (Newark and Sherwood District Council). This includes whistle blowing, conflicts of interest and complaints.

Newark and Sherwood District Council expects employees and its members to adhere to the Nolan Principles of public life. Therefore, members of the Newark Towns Board, Executive Committee and Sub Boards ('The Boards') are expected to adhere to those same principles of:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Although the Government expects that 'The Boards' Code of Conduct must align with that of the Lead Council, there may be elements of the Lead Council's Code of Conduct that are not applicable to board members, in relation to the Newark Town board and its function.

For example, members of 'The Boards' may not necessarily be employed by the Lead Council, therefore elements from the Lead Council's Code of Conduct relating to agreed pay would not apply, as membership of the board is not a paid role. A further example would be that there is no leave allowance associated with board membership, therefore the Lead Council's leave policy would also not apply.

Members of the Newark Town Board are required to declare any interests, gifts or hospitality which they have or receive which could influence any decisions they may make as Board members.

Members of 'The Boards' are expected adhere to the latest version of the agreed 'Communications and Engagement Statement'.

If a complaint is received by 'The Boards', the matter will be referred to the Lead Council and dealt with under the Lead Council's complaints policy.

Copies of the Lead Council's applicable policies, within its own Code of Conduct can be obtained via the website [www.newark-sherwooddc.gov.uk/](http://www.newark-sherwooddc.gov.uk/)

Failure to adhere to the Newark Town Deal Board Code of Conduct could result in removal from the Board.

Signed:

Signature  
Redacted

Date: 30.07.20

Name: Alan Leather

Organisation: The Canal & River Trust