

Interim Terms of Reference Bexhill Town Board

Bexhill Town Board (Long Term Plan for Towns)

Interim until 1st August 2024

Revised 28 May 2024_AR

Introduction

The Bexhill Town Board is the Responsible Body for the decisions and allocations of funding through the Department of Levelling Up, Housing and Communities (DLUHC) Long Term Plan for Towns (LTPT) funding. It is responsible for working together with Rother District Council (RDC), the Accountable Body for the funds, to maximise the benefits gained from the funding investment in the town.

The LTPT has three high level funding themes:

- Safety and Security
- High Streets, Heritage and Regeneration
- Transport and Connectivity

The Long Term Plan for Towns funding through DLUHC is dependent on a high functioning Town Board. The primary role of the Bexhill Town Board is to provide strong, progressive and visible leadership. Members have a responsibility to act as role models for what can be collectively achieved, and as positive advocates for the town and its transformation.

Responsibilities

With the support of the Levelling Up Partnership Manager, the Town Board will:

- Be responsible for deciding on the 10 year vision and investment plans for Bexhill.
- Provide leadership and decision making for the Town Investment Plans and overall vision: defining vision, maximising shared ownership and priorities.
- Be responsible for ensuring that deliverers stick to timescales and budgets, and for managing overall performance against grant agreements.
- Maximise visibility and promote the priorities of the Bexhill Long Term Plan at local, regional, national and international levels.
- Contribute to ensuring that the needs and successes of Bexhill are heard by policy makers and strategic planners at local, regional and national levels.

- Challenge all members and partners to stretch their ambitions of what can be achieved collectively, acting as strong advocates for the town and for collective endeavour.
- Ensure the community and business engagement – ranging from informing to supporting independent community action – is inclusive, robust and developmental.
- Ensure that the voices of people with lived experience of marginalisation and inequalities are heard and addressed within its plans.
- Provide adequate space for working groups of specialist expertise (lived experience and professional expertise) to inform and quality assure plans (for example, for communications, community engagement and development, climate and natural environment and others), to complement work on the three DLUHC funding themes.
- With partners, support the identification and application process of additional or future complimentary funding that is in line with the aims of the Long Term Plan for Towns.

For the avoidance of doubt, while the Town Board is responsible for funding decisions and allocations, it is not the accountable body for the governance of public funds. This role falls to Rother District Council. In its role as Accountable Body, Rother District Council will develop a separate agreement between it and the Town Board and articulate roles and responsibilities in more detail, during the Board Interim phase (i.e. before 1st August 2024).

Chair, Membership and Quorum

The Chair, appointed by Rother District Council as the Accountable Body, in collaboration with the Local Member of Parliament, will hold the position for 3 years from 1st April 2024. At this point, the Chairship will be reviewed. The Chair may be re-appointed by mutual agreement.

Members will be selected by the Chair, liaising with the Local Member of Parliament and Rother District Council, as the Accountable Body. The Town Board is considered interim until 31st July 2024, when the 10 year vision and first 3 year investment plan is submitted to DLUHC. Members are selected as individuals, rather than as direct representatives of their organisations, with the exception of those organisations mandated by DLUHC guidance. These are:

- The local Member of Parliament.
- Rother District Council.
- East Sussex County Council
- Police and Crime Commissioner or nominated Senior Police representative.

After 1st August 2024, membership will be confirmed/reviewed as deemed appropriate by the Chair. Following confirmation, members will be considered substantive for 2 years from the 1st of August 2024. Membership will be reviewed annually by the Chair, in consultation with the Local Member of Parliament and Rother District Council Chief Executive, in line with the approach suggested in DLUHC guidance ([Long-Term Plan for Towns: guidance for local authorities and Town Boards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/714442/Long-Term-Plan-for-Towns-guidance-for-local-authorities-and-Town-Boards-2021.pdf)¹.

¹ see section on The Process

The following organisations/sectors **must** be actively represented on the Town Board, in line with DLUHC guidance:

- The local Member of Parliament.
- Rother District Council.
- East Sussex County Council
- Police and Crime Commissioner or nominated Senior Police representative.

In addition, the Town Board has chosen to have the Bexhill Town Council within its membership.

DLUHC guidance also expects the Town Board to have representation from the following:

- Community partners (such as, community groups, faith groups, local charities, neighbourhood forums, youth groups, local community sector infrastructure organisation (Voluntary Action or equivalent))
- Local businesses and social enterprises (such as, representatives of business, individual businesses in key areas, local employers or investors in the town)
- Cultural, arts, heritage and sporting organisations (such as local sports club Directors, local heritage groups)
- Public agencies and other anchor institutions (such as local schools, higher education or further education)
- Relevant government agencies for the area (such as, Integrated Care Boards or similar)

Town Board membership will be selected and reviewed with the aim of being as representative as possible of a diverse range of demographics, sectors, skills and interests. This will ensure the Town Board membership develops and implements its plans in the most inclusive, equitable and effective ways possible.

Members will be expected to be fully engaged, with consistent attendance and to contribute their insights and resources positively, in order to promote a collective driver for a progressive future direction for Bexhill.

DLUHC representatives may attend Town Board meetings on occasion, to inform and support its work.

The meetings will be considered quorate when 50% or more of members are in attendance.

Meeting frequency and timings

Town Board meetings will be held monthly for the period 1st May 24 to 31st July 2024. Subsequently meetings will be held quarterly, with dates and times of meetings set for the year in advance. Meetings will be typically 2.5 hours duration including a short break. Venues and papers will be sent out at least 5 working days before each meeting.

Attendance and provision of Substitute Members

Named members should seek to ensure their consistent attendance at Board Meetings in person. On occasions when this is not possible, those organisations mandated by DLUHC guidance (the Local MP, East Sussex County Council, Rother District Council and the Police and Crime Commissioner must identify a Deputy to attend in their place, and vote on behalf of their organisation where appropriate. **This arrangement also applies to the Town Council representative.** Other Members are invited as individuals with relevant expertise and ability to represent their sector. They are not entitled to elect a Deputy to represent them, should they be unavailable to attend.

Members' attendance should be at a minimum of twice per year (i.e. one meeting out of every two). If members are not able to attend with this regularity, membership will be considered to have been relinquished, unless exceptional circumstances are agreed by the Chair. If the Member is a representative of a statutory body, mandated by the DLUHC guidance, it is their responsibility to help the Chair and Rother District Council Officers to identify an alternative representative who is able to consistently attend. The Chair may decide on exceptions based on individual and time limited circumstances.

Where attendance is not possible, the member will send their apologies to the Board Secretariat Officer, with as much notice as possible. Those Members representing mandating organisations will arrange for a substitute representative of their organisation to attend in their place.

Decision making and voting rights.

All Town Board Members will have equal voting rights.

All decisions by the Board will be made in accordance with the following principles and procedures:

Decision making will be made based on the principle of clarity of goals and looked for outcomes.

Due consultation will be carried out as appropriate to inform development of options papers and decision making. This might include (but is not restricted to):

- Consultation with relevant professionals with particular expertise.
- Consultation with residents and, in particular, those with lived experience of particular life challenges and social barriers.

All decisions will be taken as members of the Bexhill Town Board and not on behalf of specific organisations or areas.

All decisions will be decided by a simple majority of those Members voting and present in the meeting at the time a vote is taken. If there are equal votes for and against, then the Chair will have the casting vote.

There will be an expectation of open and transparent decision making, and transparency in communication to the wider public of decisions taken and the reasoning behind them.

Minutes will be sent to the Chair for approval within one week of the meeting and to Members within ten days of each meeting.

All minutes will be made public through an appropriate website within two weeks of each Board meeting.

The respective roles of Rother District Council

Recognising that Rother District Council has several distinct roles relating to the work of the Town Board (as Secretariat, Partnership Support, potential Delivery Partner and Accountable Body for Governance of Funds) the standards and expectations that relate to the specific role will apply to the relevant representative. In practice, this means that:

- The Town Board Member representative from Rother District Council will have the same rights and expectations on them as any other Board Member.
- Departments/work units of Rother District Council that have a delivery role in implementing the Long Term Plan for Bexhill plans will be subject to a written agreement in line with that of any other delivery partner or provider.
- The Head of Service, Housing and Regeneration (or another representative nominated by the RDC Chief Executive) will observe and support the Council's interests as accountable body for the governance of funds and inform and advise the Board to this end. They will not have automatic speaking or voting rights on the Board.
- Rother District Council will ensure that funding is spent in line with legislative and established best practice in terms of legal, procurement, compliance and financial monitoring standards. The Council will not underwrite projected overspend on grant allocations, nor be responsible for decisions about funding allocations. The Town Board will be responsible for ensuring effective performance management of delivery agreements, informed and supported by day to day oversight and reporting from the

Levelling Up Partnership Manager, and underwriting any overspend or inflationary costs incurred.

- The Levelling Up Partnership Manager will service the Board and the Partnership. They will be available to inform and advise the Board as specifically requested by the Chair. They will not have automatic speaking or voting rights on the Board.

The respective roles of other members

Other Town Board members may also have distinct roles, in that they represent or are part of organisations that are potential delivery partners. They will be subject to the Declaration of Interest policy in the same way as all members of the Board.

All substantive decisions will be subject to a vote by official Board Members only.

Code of Conduct for Members

The Bexhill Town Board will be based on collaboration and business will be conducted in the spirit of partnership working and abide by the Nolan Principles of Public Life. Appendix A outlines a statement of intent for Board Members, based on these principles.

All invited members will be asked to sign up to this statement and to adhere to the spirit and letter of the statement at all times in their contribution, both in meetings and outside in public life.

Failure to adhere to the Bexhill Town Deal Board Code of Conduct may result in dismissal from the Board by the Chair.

Declarations of interest

The Board will operate three levels of declarations of interest as follows:

Level 1: a register of declarations of interest must be filled in by all Board Members and supporting Officers. This will be held by the Levelling Up Partnership Manager, as part of the Secretariat function for the Board.

Level 2: at the beginning of each agenda item, all Board Members will be asked to declare verbally any interest, direct or indirect, in the item for discussion/decision. These declarations will be recorded as part of the minutes of the meeting.

Level 3: Members with a direct financial interest (whether personal or in relation to the organisation they represent, or any other capacity) must leave the meeting for the duration of discussion/decision for the relevant agenda item.

Standalone policy, documentation and procedures for these three levels of Declaration of Interest will be drawn up for Town Board approval in time for the June 2024 meeting. They will include procedures for financial and non-financial interests and the process for requesting exemption.

Version: 0.5 draft 1st May 2024

Anne Rathbone, Levelling Up Partnership Manager

Comments received (date):

Approved by (date):

Last reviewed: N/A

Reviewed by:

Comments received (date):

Approved by (date):

Appendix A: Board Members Statement of Intent

The Long Term Plan for Towns (LTPT) is a government initiative administered through the Department of Levelling Up and Communities (DLUHC). It is a regeneration initiative that aims to support improvements to UK towns, boosting economic growth, improving infrastructure, enhancing social well-being and reducing disparities in areas most in need. Specifically, the LTPT guidance from DLUHC states that the Town Board shall involve people from the local community, including businesses, working with central and local government representatives to identify and address regeneration priorities.

This is a fresh approach to decision making about key, long term priorities for regeneration of the town. The government guidance is clear that the Town Board has a leadership role in empowering our communities, in the widest sense, to take a long term approach to creating change that will last (see [Our Long-Term Plan for Towns - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/long-term-plans/our-long-term-plan-for-towns)). This is a big responsibility of service to our communities and our town.

In this spirit, and to ensure that we make the best use of this opportunity for Bexhill, members, and those in supporting roles to the Town Board, are asked to commit to acting according to the following statement of intent, based around the 7 principles of Public Life ('Nolan Principles'²).

1. We will act in a **selfless** way in the public interest, avoiding any personal gain or conflict of interest. We may all have conflicts of interest or boundary issues from time to time, but we will openly declare these, making sure they are up to date.
2. We will act with **integrity** at all times, upholding honesty and truthfulness, avoiding rumour, maintaining high moral standards in our role as community representatives and avoiding any behaviour that undermines public trust. This applies within the Town Board and the wider community.
3. We will always seek to be **objective** in our discussions and decision making, making decisions based on the best evidence, without bias or favouritism.
4. We will be constantly aware of our public **accountability**, being answerable for our words, our actions and our decisions, upholding transparency and responsibility.
5. We will collectively be **open** and transparent about our decision making processes and our reasoning, with regular community-faced engagement.
6. We will be **honest** in all our dealings, within the Board and out in the community.
7. At all times we will show **positive leadership**, motivating and inspiring, listening constructively to others' concerns and views, valuing diversity and seeking to resolve conflict constructively.

Failure to abide by this statement will, at the Chair's discretion, result in ending of an individual's membership of the Board.

Signed

Date

² These were first articulated by Lord Nolan in 1995 in the inaugural report of the **Committee on Standards in Public Life**.

1. Context

Hastings is one of 75 towns to be selected to receive up to £20 million of endowment style funding over 10 years to deliver a Long-Term Plan for Hastings. The selection was based on the towns ranking in the English Index of Multiple Deprivation, using metrics covering pay, skills, productivity, and health to identify those with the lowest rankings. The funding profile is 25% revenue, 75% capital to be delivered over ten years within three priority investment themes:

- Safety and security
- High streets, heritage, and regeneration
- Transport and connectivity

The Hastings Board will bring together the private, public and community sectors to provide strategic leadership to develop and deliver a Long-Term Plan and schedule of interventions focusing on the town’s assets, opportunities and challenges.

2. Funding Profile

in 000's	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	Total
Total Revenue	50	449	423	449	449	449	449	454	467	467	467	4,574
Total Capital		491	1,605	1,605	1,605	1,605	1,605	1,605	1,605	1,605	1,605	1,605
Total amount												19,510

3. Purpose

The Hastings Board is the vehicle through which the vision and strategy for the town is defined. It will be responsible for developing and delivering a Long-Term Plan for Hastings; starting with up to £20,000,000 of endowment style funding from the government to regenerate the town.

The Hastings Board will develop a plan that meets local priorities across the three investment themes: safety and security, high streets heritage and regeneration, and transport and connectivity. The plan will be a ten-year vision, evidenced by engagement with local residents and submitted to the Department for Levelling Up, Housing and Communities by 1st August 2024.

4. Key Tasks

The Hastings Board will:

- Be responsible deciding on the 10-Year vision and investment plans for Hastings, clearly identifying longer term priorities for the town based on evidence;

- Establish a clear programme of interventions to address the priority themes and to ensure coordinated and effective delivery;
- Ensure that delivery sticks to timescale and budgets;
- Provide leadership and maximise visibility and champion Hastings at a local, regional and national level; and
- Ensure communities' voices are involved in shaping design and decision making at each phase of development.

Community engagement is at the heart of the Long-Term Plan for Towns so the plan should reflect local priorities. The Board should be able to demonstrate how it has engaged with residents.

The Board will drive the priorities for investment, ensuring that they align with work that has already been undertaken or is underway in the town. This board should look to build civic capacity, leveraging in further funding including philanthropy and other support to enable the board to continue beyond the initial ten-year term.

5. Roles and Responsibilities of Board Members

The main role of Board members is to play an active part in the development and delivery of the Long-Term Plan and 3-year Investment Plan for the town. Members will bring their own perspectives and also represent their organisations, interest groups or areas. They will:

- Take a town-wide perspective and develop ideas in the best interests of the town as a whole;
- Act to bring together intelligence, expertise and community and business support to identify priorities and develop solutions to maximise the town's economic opportunities and address barriers to regeneration;
- Minimise bureaucracy and build upon existing structures; and
- Focus on the needs of the whole Borough, with an inclusive concern for all citizens, especially the marginalised and disadvantaged.

All Board members will strive to apply the following principles:

- **Commitment** to attend every meeting where possible and be properly briefed and prepared;
- To be **focused and strategic** and to contribute positively to discussions and work with others Board members to achieve consensus;
- To **respect others** and take into account the views of other participants; and
- To **contribute their experience and expertise** to achieve good workable solutions.

6. Chair and Deputy Chair Term and Responsibilities

The role of the Chair and Vice-Chairs is to lead the Board in defining the vision and direction and in delivering the desired outputs, whilst ensuring that appropriate procedures for governance and management of resources are in place.

The key responsibilities of the post are to:

- Lead the Board in achieving its objectives, maintaining an overview of activity and championing and supporting partnership working;
- Effectively chair meetings of the Board;
- Ensure that decision are made in accordance with good governance principles;

- Be an effective influencer and ambassador for Hastings at a local, regional and national level;
- Ensure that all Board members participate actively in the work of the Board; and
- Sign and submit the Long-Term Plan to Government on behalf of the Board.

The Chair and Vice Chairs would rotate bi-annually but also support chairing in conflict-of-interest situations.

7. Meeting Procedures

The Board will meet quarterly, and more frequently if required.

The agenda and supporting papers will be circulated five working days prior to meetings and minutes will be kept of each meeting by the Secretariat and circulated to members within five working days of the meeting.

The general rule about decision making is that any decision of the Board must be a majority decision at a meeting. Decisions will be reached by consensus as far as possible.

The Board will appoint either Hastings Borough Council or an alternative organisation to provide the secretariat and support the Board. The Board shall appoint co-chairs to conduct its meetings and act on its behalf between them.

8. Executive Group

It is proposed to establish an Executive Group of the Board with executive authority to advise and support the Accountable Body and its advisors on urgent matters to support the development of the Long-Term Plan if such decisions are required between meetings of the Board.

The proposed membership of the Group will be the Chair, one vice-chair and three other Board members, which represent the Board on the three thematic Sub-Groups. A minimum of two Executive Group members would be required for delegated decision making. An indicative list of delegated decisions that the Executive Group can make are:

- Allocating the £200,000 revenue capacity budget to support the development of the Long-Term Plan by 1st August 2024;
- Receiving updates from the Long-Term Plan thematic groups and providing guidance on proposed interventions and projects; and
- Reporting the outcomes of each Executive Group meeting to the full Hastings Board membership.

It is anticipated that the Executive Group will meet monthly (up to the submission of the Long-Term Plan). Meetings to be conducted virtually unless otherwise requested by the Chair or Vice-Chair. The Board will be kept fully informed regarding any decisions taken by the Executive Group, which impact on the design and development of the Long-Term Plan.

9. Substitutes

Board members will be allowed to send a substitute to a meeting if they are unable to attend provided that they are suitably qualified and of a similar standing; and with the prior written confirmation of the Chair.

10. Code of Conduct for Members

The Hastings Board will be based on collaboration and business will be conducted in the spirit of partnership working and abide by the Nolan Principles of Public Life. Appendix A outlines a statement of intent for Board Members, based on these principles.

All invited members will be asked to sign up to this statement and to adhere to the spirit and letter of the statement at all times in their contribution, both in meetings and outside in public life.

Failure to adhere to the Hastings Board Code of Conduct could result in removal from the Board.

11. Declarations of Interest

The Board will operate three levels of declarations of interest as follows:

- Level 1: A register of declarations of interest must be filled in by all Board Members and supporting Officers.
- Level 2: At the beginning of each agenda item, all Board Members will be asked to declare verbally any interest, direct or indirect, in the item for discussion/decision. These declarations will be recorded as part of the minutes of the meeting.
- Level 3: Members with a direct financial interest (whether personal or in relation to the organisation they represent) must leave the meeting for the duration of discussion/decision for the relevant agenda item.

12. Sub-Groups

The Board may set up working groups as may be appropriate for the efficient conduct of its business.

To support the immediate task of preparing the evidence-base and identifying priorities under the three investment themes, three Sub-Groups will be set up based around existing relevant group (s) in the town as set out below.

LTP Intervention	Partnership Lead Group	Board 'lead'
Safety & Security	Hastings & Rother Community Safety Board	Andrew Harvey
High Street, Heritage and Regeneration	No lead fora / partnerships exists that covers all the LTP interventions so a new grouping has been established that includes representatives from: Love Hastings, Hastings Common, Heritage Forum, Cultural Leaders Group, Chamber of Commerce, Arts Council, Historic England, West St Leonards Neighbourhood	Adam Daly / Mandy Curtis

	Forum, Hastings Town Deal, Cultural NPO organisations, Old Town Traders, Kings Road Traders, White Rock Theatre, Coastal users group, Fishing Fleet and 1066 Manufacturing Advisory Group.	
Transport & Connectivity	Hastings Sustainable Transport Forum	To be agreed

A Board Member will be nominated to attend meetings of the Sub-Group based on their areas of experience and expertise.

13. Accountable Body Arrangements

The Hastings Board is not a legal entity. It is not the accountable body for any grant or funding regime.

Hastings Borough Council will be the accountable body for the funding from the Department for Levelling Up, Housing and Communities.

Hastings Borough Council will act as the Lead Council for financial matters on behalf of the board.

All accounting arrangements will be made under the supervision of the Council's S151 officer.

14. Updating Terms of Reference

The Board may amend these terms of reference at any time and will be reviewed on an annual basis.

Signed: _____

Name: Rebecca Conroy

Role: Interim Chair

Date: June 2024

Seven Principles of Public Life: Nolan Principles

Selflessness:

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity:

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity:

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability:

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness:

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

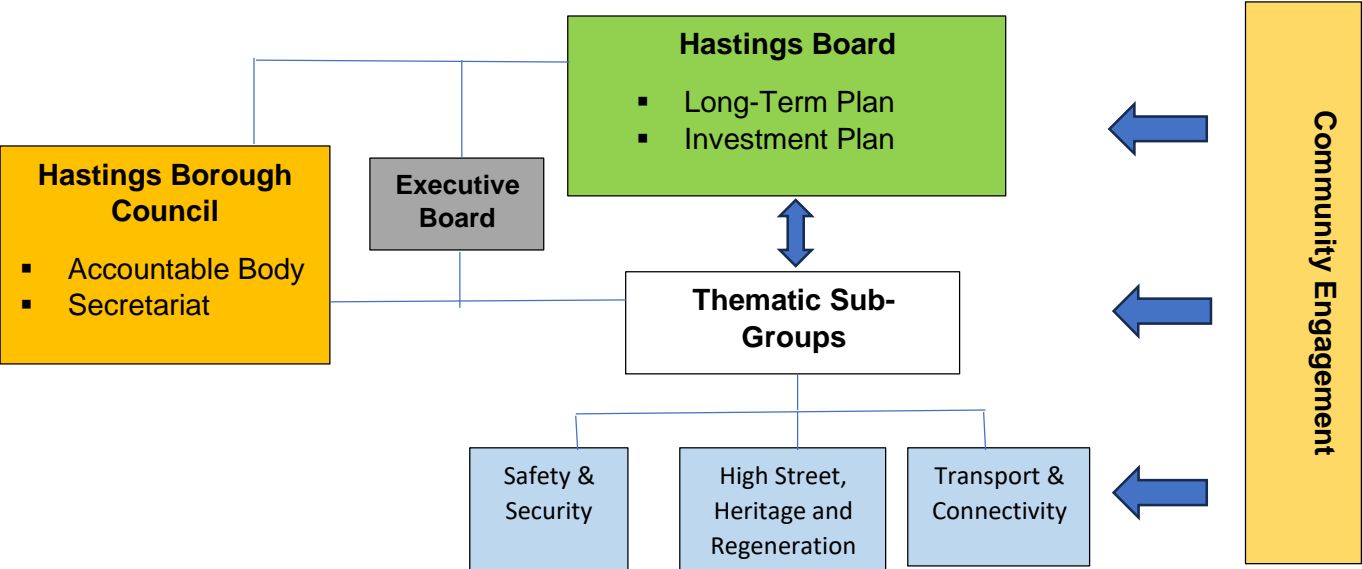
Honesty:

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership:

Holders of public office should promote and support these principles by leadership and example.

Board Structure



Hastings Board Interim membership

Updated: 08.04.24

Board leadership

■ Confirmed

No	As prescribed by guidance	Proposed individual and organisation	Sector
1	Led by community or business leader	East Sussex College Group CEO Rebecca Conroy CHAIR	Education
2	Led by community or business leader	Kurt J Lesker EMEIA Vice President Simon Mansbridge VICE CHAIR	Business (major local employer)
3	Led by community or business leader	Co-chair of the Hastings Community Network Executive ⁽²⁾ or rotational between them - Tracey Rose/Tracy Dighton	Voluntary, community and social enterprises

Proposal:

Chairs and deputy/vice chairs would rotate bi-annually – but also support chairing in conflict-of-interest situations.

Main board membership

No	As Prescribed by government	Proposed individual and organisation	Sector
4	MP	Sally-Ann Hart MP	Public Sector – Political
5	Councillor – upper tier local government	Keith Glazier	Public Sector – Political
6	Councillor – lower tier local government	Hastings Borough Council Leader Cllr Julia Hilton	Public Sector – Political
7	Business Improvement District ⁽³⁾	Love Hastings Ltd Chair Andrew Harvey	Business
8	Police and Crime Commissioner	Katy Bourne Sussex Police	Public Sector – Police
9	Integrated Care Board ⁽⁴⁾	Adam Doyle	ICB CEO (NHS Sussex)
Identified by Cllrs, MP, Chair and Vice chairs (and supporting officers), and suggested by government			
10	Youth voice	TBC Connected Futures ⁽⁵⁾ rep from young person researchers group	Community representation
11	Business	Sean Dennis (Director, Chamber of Commerce)	Business
12	VCSE	Hastings Voluntary Action (Steve Manwaring) ⁽¹⁾	VCSE
13	Culture	Culture Adam Daly (Fat Tuesday)/	Culture

		Mandy Curtis (18 hours)	
14	Education	Lorraine Clarke – ARK	Primary/secondary education

All board positions are for 2 years with re-election possible for a further 12 months. Ambition here is to build succession planning and capacity within the town

Eastbourne Borough Council Levelling Up Fund Local Partnership Group

Terms of Reference

December 2023

Purpose

The overall aim of the EBC LUF Local Partnership Group (known as the Partnership Group) is to:

Provide strategic oversight and governance to the delivery of the EBC LUF Programme

Roles and Responsibilities

The role of the Partnership Group is to:

- Co-ordinate resources and influence stakeholders
- Consult and engage with local residents, businesses and organisations throughout the delivery of the Programme
- Champion Eastbourne at every opportunity
- Provide strategic oversight of the three projects being delivered within the LUF Programme
- Ensure the Programme is being true to the vision and objectives set out in Business Case
- To monitor the progress, milestones, budget, risks and issues throughout the delivery of the EBC LUF Programme
- To celebrate the achievements of the Programme
- To provide regular updates and reporting to DLUHC's Levelling Up Team.

The role of Eastbourne Borough Council:

- Be the lead Council and accountable body for the Levelling Up Fund
- Be the main point of contact with DLUHC
- Coordinate the submission of quarterly monitoring and progress reports from all delivery partners
- Lead on the preparation and submission of performance reports requested by DLUHC.

Legal Status

The Partnership Group is an unincorporated group and therefore has no legal status. Any current legal requirements or obligations will be discharged by the membership organisations.

Decision Making

All decisions will be by consensus unless a member requests a vote. All decision making will be captured within the minutes.

Membership

The Partnership Group will consist of representatives from each of the following organisations:

- Eastbourne Borough Council
- Local Member of Parliament
- East Sussex County Council
- Eastbourne Chamber of Commerce
- The Eastbourne BID
- Towner Eastbourne
- Eastbourne Hospitality Association
- East Sussex College Group
- South Downs National Park Authority
- Victoria Place Traders
- Additional representatives as agreed by the Partnership Group.

Notes:

- Members may send substitutes in their place – this should be notified to the Secretariat in advance where possible
- Non-attendance by a member at three consecutive meetings will lead to a review of their membership (except where this is unavoidable)
- Proposals for new Partnership Group members will be considered against the key criteria of being a representative body for Eastbourne residents or businesses
- Any business or individual who wants to get involved with the Partnership Group will need to do so via the Secretariat.

Meetings and Administration

The Partnership Group will meet as and when required, to provide updates on project progress and next steps, as well as to monitor the delivery of the EBC LUF Programme. The Partnership Group will be supported by a Secretariat from Eastbourne Borough Council who will:

- Oversee delivery of the work programme on a day to day basis
- Co-ordinate and facilitate meetings
- Co-ordinate production and monitoring of the EBC LUF Programme and associated actions
- Provide other support as required.

A quorum of 8 must be present at any meeting for decisions to be taken.

Decisions can be made via email with all Partnership Group members, outside of the Partnership Group meetings.

Relationship with other bodies

The Partnership Group works closely with other partnership groupings and will provide update reports, as required to:

- Member organisations
- Other Groups as agreed

Declarations of Interests

All boards relating to DLUHC funding require all attendees and members to declare any conflict of interest and this will be recorded within the minutes and within the Declaration of Interest Register (DoIR).

Conflict of Interests

Any conflicts of interest will be in accordance with:



Code of Conduct
Policy V2.0 Feb21.pdf

Variation to Terms of Reference

The Partnership Group may update these Terms of Reference as and when required.