

Stocksbridge Town Deal Board

Scheme of Governance

Introduction

The Stocksbridge Town Deal Board recognises that to assist it delivering its aims and objectives successfully – especially the formulation and delivery of a Town Investment Plan - it is expected by the government to have good governance arrangements in place.

This Scheme of Governance represents a one-stop source of information about the roles and responsibilities of the Board and its Members and how they operate to ensure that they meet their obligations regarding good governance.

What is governance? Sometimes it is called ‘corporate governance’ and it refers to the ways of doing business and decision making based on laws, policies, processes, systems and behaviours which together provide a blueprint for how an organisation is managed and directed.

What does that mean? That means that the Board will be transparent and accountable to everyone concerned whether they are the government – who are providing the Future Towns Fund money; or the people of Stocksbridge – who represent those directly affected by and benefiting from the proposed Town Investment Plan proposals.

The government rightly expect that the Board should operate in a transparent and objective way for the benefit of Stocksbridge. They advise that this should align with and complement existing arrangements for governance and assurance maintained by Sheffield City Council. This Scheme of Governance ensures that that happens.

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1. The Town Deal Board and Stakeholder Group Membership (16th December 2021)

Members and Boards

MAIN BOARD

- Co-Chair - Miriam Cates MP, Penistone and Stocksbridge (*MP*)
- Co-Chair – Ian Sanderson, SLR Outlets (*Local Business*)
- Cllr Julie Grocutt, Sheffield City Council and Stocksbridge Town Council (*Local Councillor*)
- Gillian Duckworth, Sheffield City Council (*Local Authority Officer*)
- Chris Bell, Don Valley Railway Trust (*Community Representative*)
- Ian Sanderson, SLR Outlets (*Local Business*)
- John Crawshaw, Crawshaws Butchers (*Local Business*)
- Colin Blackburn, Sheffield City Region (*Mayoral Combined Authority*)
- Graham Silverwood, The Venue Trust and Stocksbridge Community Leisure Centre (*Community Representative*)
- Dave Cates, Redemption Media (*Local Business*)
- Yuri Matischen (*Local Resident*)
- Neil Curtis (*Local Resident*)

EDUCATION AND SKILLS STAKEHOLDER GROUP

- Dave Cates, Redemption Media (*Local Business*)
- Andy Ireland, Stocksbridge High School (*Community Representative / School*)
- Kevin Straughan, Sheffield City Council (*Local Authority Officer*)
- Amanda Holmes, Sheffield City Council (*Local Authority Officer*)
- Dayle Coe, Chapeltown Academy (*Community Representative / School*)
- Bev Matthews, Minerva Learning Trust (*Community Representative*)

TOWN CENTRE STAKEHOLDER GROUP

- Ian Sanderson, SLR Outlets (*Local Business*)
- John Crawshaw, Crawshaws Butchers (*Local Business*)
- Lesley Gillott – Stocksbridge Library (*Community Representative*)
- David Ambrose – Sheffield City Council Surveyor (*Local Authority Officer*)

- Richard Nield, British Land (*Community Representative*)
- Andy Hirst, Rider Levitt Bucknall / RLB (*Local Business*)
- Amanda Holmes, Sheffield City Council (*Local Authority Officer*)
- Nick Partridge, Sheffield City Council (*Local Authority Officer*)
- Yunus Ahmed, Sheffield City Council (*Local Authority Officer*)

HEALTH AND WELLBEING STAKEHOLDER GROUP

- Graham Silverwood, The Venue Trust and Stocksbridge Community Leisure Centre (*Community Representative*)
- Chris Bell, Don Valley Railway Trust (*Community Representative*)
- Cllr Lewis Chinchin (*Local Councillor*)
- Simon Ogden, Upper Don Trail Trust (*Community Representative*)
- James Barnes, Sheffield City Council (*Local Authority Officer*)
- Stuart Barnes, Sheffield City Council (*Local Authority Officer*)
- Tom Newman, Steel Valley Projects (*Local Business*)
- Michelle O'Neill, Sheffield City Council (*Local Authority Officer*)
- David Addenbrooke, Sheffield City Council (*Local Authority Officer*)
- Stuart Turner, Sheffield City Council (*Local Authority Officer*)
- Amanda Holmes, Sheffield City Council (*Local Authority Officer*)
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(The words in brackets show where a person is from and in what capacity they attend STDB in accordance with the [Town Fund Prospectus](#).)

2. Remit of the Board

2.1 Terms of Reference

2.1.1 The Town Deal

Stocksbridge is one of 101 towns the government has said it will work with toward a Town Deal, supported by a £3.6bn Towns Fund.

Places are required to identify opportunities to align or rationalise public investment around key local priorities, as part of agreeing a Town Deal. Where possible, there may also be commitments by government or its agencies to work with the town more closely.

Bringing in private investment will be key to sustainably growing town economies. The Towns Fund will allow towns to address some of the key investment criteria identified by overseas investors as important when considering investing in regional locations, including transport, skills, real estate availability and local business support. Investors are also attracted to projects with strong local alignment, as well as the support of government as a whole.

Town Deals will play an important role in giving investors the confidence to back projects, ensuring all communities can prosper.

2.1.2 The Towns Fund

The Towns Fund will provide the core public investment in Town Deals – additional funding may come from other sources or parts of government. The objective of the Fund is to drive the economic regeneration of towns to deliver long term economic and productivity growth through:

- Urban regeneration, planning and land use: ensuring towns are thriving places for people to live and work, including by: improved recreational facilities; increasing density in town centres; strengthening local economic assets including local cultural assets; site acquisition, remediation, preparation, regeneration; and making full use of planning tools to bring strategic direction and change.
- Skills and enterprise infrastructure: driving private sector investment and ensuring towns have the space to support skills and small business development.
- Connectivity: developing local transport schemes that complement regional and national networks, as well as supporting the delivery of improved digital connectivity

The role of the Town Deal Board, is to define the vision and strategy for Stocksbridge town and then oversee the delivery of the Town Investment Plan.

2.1.3 Role of the Board

2.1.3.1 The primary objectives of the Stocksbridge Town Deal Board are to:

- Responsible for defining the vision and strategy of the Towns Deal and overseeing the implementation of the Town Investment Plan (TIP)
- Manage the outcomes and benefits of the programme ensuring all activity aligns to the programme priorities and vision
- Review and endorsement of all business cases and submissions to MHCLG
- Oversee monitoring and evaluation of the programme and compliance with the Heads of Terms of the Towns Deal
- Communication and stakeholder engagement and management; and

- Receive and evaluate the local intelligence, information and input of the following stakeholder groups:
 - Town Centre
 - Health & Well Being,
 - Education & Skills

2.1.3.2 The Stakeholder Groups objectives and functions are:

- To enable accurate and regular dialogue between the Town's Fund projects and the local community;
- To test impacts, options and assumptions with local stakeholders;
- To meet monthly in an accessible community venue;
- To allow Project Managers to present monthly updates on their plans and projects, to inform on progress;
- To be held in public and / or with members of community stakeholder groups invited.

2.1.3.3 The Town Deal Board and its Members will abide by the governance standards and policies of the City Council including those regarding whistle blowing, conflicts of interest, and complaints.

2.1.4. Membership and Rules of Procedure of the Board

2.1.4.1 **Membership:**

- Miriam Cates, MP for Penistone and Stocksbridge (MC)
- Cllr Julie Grocutt, Sheffield City Council and Stocksbridge Town Council (JG)
- Dave Cates, Redemption Media Ltd (also representing MC) (DC)
- Gillian Duckworth, Sheffield City Council (GD)
- Colin Blackburn, South Yorkshire LEP (CB)
- Graham Silverwood, The Venue Trust & Stocksbridge Community Leisure Centre (GS)
- Chris Bell, Don Valley Railway Trust (CB)
- John Crawshaw, John Crawshaw Butchers (JC)
- Ian Sanderson, SLR Outlets (IS)
- Neil Curtis, Local Resident
- Yuri Matischen, Local Resident
- Tom Newman, Steel Valley Project

- 2.1.4.2 **Alternate Nominee:** A voting Stocksbridge Town Deal Board ('STDB') Member has the ability to nominate an alternative representative subject to prior notification to a Chair.
- 2.1.4.3 **Declaration of Interest:** Members are required to declare any personal or prejudicial interest by completing and maintaining an up to date declaration of interest form and to declare any gifts or hospitality offered to a value in excess of £50.
- 2.1.4.4 **Standards of Behaviour:** Members are required both to adhere to the Nolan Principles with regard to discharging the Board's public functions and abide by the SCC Members Code of Conduct.
- 2.1.4.5 **Meeting Frequency:** The STDB will meet as required with an expectation of no more than once a month. Dates will be established with the ability of the Co-Chairs to stand down a meeting when there is no 'business' to discuss.
- 2.1.4.6 **Quorate Meetings:** A quorum of a minimum of 4 members must be present before a decision can be made with a minimum of one Sheffield City Council member and at least one of the Co-Chairs in attendance. Present includes attending via video conferencing facility.

2.1.5. Voting:

- 2.1.5.1 Each Member shall have one vote
- 2.1.5.2 The STDB will endeavour to come to a collective decision wherever possible.
- 2.1.5.3 Where voting is required decisions will be determined by a majority vote.

- 2.1.6** The STDB will make decisions that are in the best interests of Stocksbridge and comply with any requirements of the Towns Fund Prospectus.

2.1.7 Record of Meetings: The Agendas and Minutes of all STDB meetings will be maintained by Sheffield City Council and published on the Stocksbridge Town Deal 'Welcome to Stocksbridge' websites once available and at all times on the website of Sheffield City Council as the Lead Council. The Stakeholder Groups as non-decision making groups will not be minuted but rather notes regarding local intelligence, information and input will be gathered and communicated to the STDB for consideration and enabling decision making.

2.1.8 Terms of Reference Amendments: Any changes to the Terms of Reference shall be agreed by the STDB and a record of any changes recorded. Any minor and inconsequential amendments to this Scheme may be undertaken by the Monitoring Officer and will be reported annually on a cumulative basis where necessary.

2.2 Roles and responsibilities

a. Town Deal Board: The Town Deal Board will sign off each stage of a Town Investment Plan, Town Deal and overseeing the implementation of the Town Investment Plan . The Board is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing and agreeing an evidence-based Town Investment Plan
- Establishing a clear programme of interventions
- Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty.
- Coordinating resources and engaging stakeholders
- Ensuring communities' voices are involved in shaping design and decision making at each phase of development
- Ensuring diversity in its engagement with local communities and businesses
- Helping develop detailed business cases
- Overseeing each step of agreeing a Town Deal, and overseeing compliance with the Heads of Terms Agreement with government

b. Town Deal Board Chair:

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Leading the Board in achieving its objectives, maintaining an overview of activity, and championing and supporting partnership working
- Ensuring that decisions are made by the Board in accordance with good governance principles
- Signing the Head of Terms Agreement with government

c. Lead Council (acting as or with the Accountable Body):

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing a delivery team, delivery arrangements and agreements
- Ensuring that decisions are made by the board in accordance with good governance principles
- Ensuring transparency requirements are met – through publication of information on their website or a Town Deal specific website (where further reference is made in this guidance to publication on a Lead Council's website this includes Town Deal specific websites)
- Developing agreed projects in detail and undertaking any necessary feasibility studies
- Undertaking any required Environmental Impact Assessments or Public Sector Equalities Duties
- Helping develop detailed business cases
- Liaising with potential private investors in identified local projects and schemes
- Signing the Head of Terms Agreement with government
- Monitoring and evaluating the delivery of individual Towns Fund projects
- Submitting regular monitoring reports to Towns Hub
- Receiving and accounting for the Town's funding allocation

3. Accountable Body arrangements with Sheffield City Council

3.1 The Council shall act as the Accountable Body in accordance with this Scheme and as Accountable Body shall:

- (a) Establish and maintain a financial system to account for all Funding received and disbursed on behalf of the Board;
- (b) Receive Funding on behalf of the Board and be responsible for its proper administration;
- (c) Comply with all instructions of the Board except where the instruction is:

- (i) Contrary to the Local Assurance Frameworks;
 - (ii) Inconsistent with the principles of probity or sound financial practice;
 - (iii) In breach of applicable funding terms;
 - (iv) Inconsistent with public law principles;
 - (v) Against the public interest;
 - (vi) Likely to bring the Council and/or Board into disrepute; or
 - (vii) Illegal;
- (d) Ensure, through the Section 151 Officer, that Funding is used appropriately in accordance with the law, good financial management and any applicable grant conditions.
 - (e) Ensure the decisions and activities of the Board conform with legal requirements, any Local Assurance Framework or the National Assurance Framework;
 - (f) Conform with legal requirements, or Local Assurance Framework and the National Assurance Framework as required;
 - (g) Issue offer letters and enter into agreements for Support with recipients as authorised by the Board, on behalf of the Board;
 - (h) Not use the Funding for its own purposes without the consent of the Board;
 - (i) Make payments pursuant to eligible Grant claim submissions and correct authorisation processes;
 - (j) Ensure all required information on expenditure, activities, outputs and outcomes are properly recorded and reported to;
 - (k) Arrange insurance cover in respect of its liabilities under this Agreement and provide to the Board on request evidence that insurance cover or appropriate self-insuring arrangements are in place; and
 - (l) Have regard to CIPFA guidance on the role of s151 officers in other accountable bodies working with Board.

3.2 Where, under clause 3.1(d), 3.1(e) and 3.1(f) the Council believes the Board is not acting in accordance with this Scheme, the Council shall notify the Board of this and raise this as a Dispute to be resolved by the Monitoring Officer, s.151 Officer and Chair of the Board.

3.3 In addition to acting as Accountable Body and if and where appropriate the Council shall:

(a) Ensure that where it has a role as a project sponsor, project partner, highways authority or delivery body, there is a clear separation of such functions from its role as Accountable Body and all decisions to release funding shall remain subject to the Board or Board Representative approval;

(b) Subject to payment by the Board, shall provide any services under any Service Level Agreement in accordance with the terms of that agreement.

4. Board Members Conflict of interests Policy and Declarations

Click on the link below and see page 3:

4.1 [Declarations of Interests](#)

5. Board Members Code of Conduct

Click on the links below:

5.1 [Member Code of Conduct](#)

5.2 [How to Complain about a Board Member](#)

6. Whistle blowing statement / policy

Click on the link:

6.1 [Whistleblowing Policy](#)

7. Sheffield City Council policies which affect the Board

7.1 The government expects the Town Deal Board to align with the governance standards and policies of Sheffield City Council - including those around whistle blowing, conflicts of interest, complaints, and compliance with the General Data Protection Regulation (GDPR). Some of these are already referred to above. Access to the rest of the Council's Member policies can be found via the links below:

7.2 [New Members Information](#)

7.3 [Data Protection Policy](#)

