

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 (August 2023)

Members and Boards

MAIN BOARD

- Co-Chair - Miriam Cates MP, Penistone and Stocksbridge (*MP*)
- Co-Chair - Yuri Matischen, Community Representative
- Ian Sanderson, SLR Outlets (*Local Business*)
- Cllr Julie Grocutt, Sheffield City Council and Stocksbridge Town Council (*Local Councillor*)
- Kate Martin, Sheffield City Council – Executive Director
- John Crawshaw, Crawshaws Butchers (*Local Business*)
- Colin Blackburn , SYMCA (Mayoral Combined Authority)
- Graham Silverwood, The Venue Trust and Stocksbridge Community Leisure Centre (*Community Representative*)
- Dave Cates, Redemption Media (*Local Business*)
- Neil Curtis, Community Representative
- Kathryn Giles-Bowman, Manchester Road Business Representative (shared role)
- Gail Larking, Manchester Rd Business Representative (shared role)

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 DLUHC
- 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 key stakeholders and impacted groups and organisations through regular informal drop in sessions in a central accessible location in Stocksbridge.

2.1.3.2 The drop in session objectives and functions are:

- To enable accurate and regular dialogue between the Town’s Fund projects and the local community;
- To provide an opportunity for raising questions and concerns in an accessible community venue;
- To be held in public with members of community stakeholder groups invited.

2.1.3.4 That Board members adopt the role as “Project Sponsors” and are embedded into the project environment and act as that explicit link between the Board and each Towns Deal Project

2.1.3.5 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) – Co-Chair
- Yuri Matischen, Local Resident - Co-Chair (YM)
- Ian Sanderson, SLR Outlets (IS)
- Cllr Julie Grocutt, Sheffield City Council and Stocksbridge Town Council (JG)
- Dave Cates, Redemption Media Ltd (also representing MC) (DC)
- Kate Martin, Executive Director, City Futures SCC
- Graham Silverwood, The Venue Trust & Stocksbridge Community Leisure Centre (GS)
- John Crawshaw, John Crawshaw Butchers (JC)
- Colin Blackburn, SYMCA (Mayoral Combined Authority) (CB)
- Neil Curtis – Local Resident (NC)
- Kathryn Giles-Bowman – Manchester Road Business Representative (shared role) (KGB)
- Gail Larking – Manchester Rd Business Representative (shared role) (GL)

- 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 and most likely on a bi-monthly basis. Dates will be established but Co-Chairs will have the ability to stand down a meeting when there is no 'business' to discuss. It is expected that on alternate months, thematic project workshop/ sessions will be held to enable Board members to review themes and issues that may require review (these sessions will not be formal Towns Fund Board meetings and therefore not be minuted) One of the Co-Chairs and the Programme Manager will agree the theme of each workshop in consultation with the Board members in advance of each meeting. Additional meetings can be scheduled if the Co-Chairs and Programme Manager agree there is a requirement.
- 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 Project workshop sessions as non-decision making groups and will not be minuted. The Stakeholder drop-in sessions as non-decision making groups will not be minuted, but any local intelligence, information and input will be gathered and communicated to the STDB for consideration and enabling decision making where appropriate.

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 and Town Deal. The Board is responsible for: (*Updated from additional guidance from DLUHC November 2022)

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing and agreeing an evidence-based Town Investment Plan
- Establishing a clear programme of projects i
- 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.
- Engage with stakeholders
- Ensuring the local 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

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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 in to 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 polices 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](#)