

## **Ipswich Town Deal Board**

### **Terms of Reference**

*[Replacing Version of 15<sup>th</sup> October 2020]*

#### **Purpose:**

To help drive forward long term, inclusive economic and productivity growth in Ipswich.

Ensure successful delivery of the Town Investment Plan and the 11 Ipswich Town Deal projects.

Ensure that Town Deal progress is monitored and that Town Deal work is co-ordinated with the activities of other key economic stakeholders and groups in Ipswich (e.g. Ipswich Vision, the Ipswich Strategic Policy Area group, the Ipswich Transportation Task Force).

To lead on any partnership work required in the lead up to any other major regeneration bids to Government (e.g. 'Levelling Up Fund Bid(s)').

#### **Responsibilities:**

- Co-ordinate the development of business cases for the 11 Ipswich Town Deal projects - with a view to submission of all of them to HM Government by 31<sup>st</sup> March 2022.
- Influence stakeholders to ensure there is sufficient resources and co-investment to deliver the Town Investment Plan and the 11 projects.
- The Board can set up 'sub-groups' (such as Task Forces) to lead on any aspects of its work where it considers that appropriate.
- Advise on other strategic economic interventions across Ipswich to ensure coordinated and effective delivery, and to identify gaps and opportunities and to drive forward new initiatives.
- To decide whether to support / endorse any relevant funding bids for the Ipswich Borough area (e.g. bids to the Government's Levelling Up Fund).
- To adhere to The Seven Principles of Public Life (i.e. the 'Nolan Principles').

#### **Meeting Frequency**

The meetings will be quarterly unless the Board decide to meet more frequently.

**Decision Making**

The Board is not a legal entity in its own right. However, its views are important and will be documented within published minutes. Ipswich Borough Council is the accountable body for Town Deal arrangements with the Government.

**Chair: Term and responsibilities**

The Chair has the casting vote on any matters voted upon (in addition to their normal vote as a Board Member). The Chair will agree the Agenda of each meeting – and the draft minutes of each meeting – with the Borough Council prior to publication.

The Chair's term of office will expire on 31<sup>st</sup> July 2023. In the event that the Chair is absent – for whatever reason – the Vice Chancellor of the University will Chair the meeting / item (as Vice-Chair of the Board) and if they are also absent then those in attendance will elect a temporary chair from within the private sector attendees present.

**Attendance of non-members at meetings**

The Board will be supported by the Chief Executive of Ipswich Borough Council and the Chief Executive of the Local Enterprise Partnership. Other people can attend where considered helpful to the Board.

**Substitutes**

In the event that a Board member cannot attend the meeting then they can arrange for a (previously named) substitute (with voting rights) to attend in their place. Alternatively – if practicable – Board members could inform the Chair of their views on the published papers in advance of the meeting.

**Accountable Body and Board Administration**

Ipswich Borough Council is 'lead council' and 'accountable body' for the Town Deal process / funding will organise and administer the meetings. In doing so the Borough Council will be supported by an Operations Group made up of representatives of the Core Members (and chaired by the Chief Executive of the Local Enterprise Partnership)

**Public Access**

Board papers and minutes will be publicly available (unless there is a reason for them to be kept confidential – with the Borough Council determining this in accordance with its normal 'Committee paper' rules).

**Register of Interests**

A publicly available register of interests will be maintained.

Note: the geographic extent of Ipswich for the purposes of the Town Deal proposal matches exactly the boundary of Ipswich Borough Council.