

# **The Crawley Economic Recovery Taskforce (CERT) and Town Deal Board**

## **TERMS OF REFERENCE**

### **BACKGROUND**

The Town Deal Board has evolved from the Crawley Economic Recovery Taskforce board, which was established in 2020 to deal with the economic crisis brought about by Covid-19. The original remit was to drive the development of a coherent Economic Recovery Plan for the town. As the Towns Fund has become part of this overarching recovery plan, the members of the board, as local stakeholders, transitioned to also become the Town Deal Board.

The Board's original remit was to inform the development of the Crawley Towns Fund Implementation Plan as part of the Borough's Economic Recovery Plan and to provide feedback and input to help shape the Plan's delivery priorities, prior to the development of business cases.

The Town Implementation Plan was endorsed by the Ministry of Housing, Communities and Local Government, since replaced by the Department for Levelling Up, Housing and Communities, in March 2021. This was achieved through a Heads of Terms, as a Memorandum of Understanding for the future development and delivery of your Town Investment Plan and project proposals.

The 'One Town' Economic Recovery Plan 2022-2037 was approved by Crawley Borough Council's Cabinet in November 2021.

The Taskforce and Town Deal Board may be referred to as the Board throughout this document.

### **1. PURPOSE**

#### **1.1 Inform and Input**

To shape the development and delivery of the Towns Fund Programme through the Town Implementation Plan, project business cases and input into the governance and performance of project delivery and overall programme.

#### **1.2 Assess and Steer**

- To assess proposals and projects which help to steer Crawley through economic recovery, levelling up and sustainable growth, based on an understanding of Crawley's economy, community and businesses in order to deliver the Towns Fund Programme, based on the approved Town Investment Plan.
- To consider whether to endorse Towns Fund business case proposals, following their review and assessment and confirm endorsement subject to the outcome of that review.
- To monitor and assess the impact of current and proposed government support measures and opportunities, including but not limited to the Levelling Up agenda, in order to determine what extra support is required for Crawley.

### **1.3 Engage and Support Dialogue**

- To engage as a Taskforce with Crawley's community and its broader business base to secure maximum opportunity to be involved in delivering the Towns Fund Implementation Plan / Economic Recovery Plan, which the Board has helped to develop.
- To support dialogue as a Taskforce with the government on the definition, delivery and monitoring of Crawley's Towns Fund Programme and Economic Recovery Plan and associated plans.

### **1.4 Develop and Enable Delivery**

- To facilitate the development of remaining Towns Fund project business cases and the practical delivery and implementation of approved Towns Fund projects that will deliver the objectives set out in Crawley's Towns Fund Implementation Plan and the Economic Recovery Plan. These should be in adherence with the wider approved national and local policies and strategies which relate to the Borough.

### **1.5 Monitor and Review**

- To monitor and review delivery of Crawley's Towns Fund Implementation Plan, including all approved projects, and Economic Recovery Plan, reporting to government as required and making recommendations for follow up or remedial action where appropriate.
- Will review updates through verbal or written reports on implementation and forecasts from project leads and representatives of various Towns Fund project boards.

## **2. RESPONSIBILITIES**

- 2.1 Members will take a Borough / Town wide perspective and should seek to develop consensus in the interests of Crawley as a whole.
- 2.2 Members will need the appropriate authority to speak for their organisations.
- 2.3 The Taskforce / Board is fully committed to equality, diversity and inclusion in all aspects of its work. Equality Impact Assessments will be carried out, as appropriate, when developing plans and projects.
- 2.4 The Taskforce and Town Deal Board will adhere to the Towns Fund prospectus, Towns Fund Further Guidance, the Local Assurance process for the Towns Fund, including the Levelling Up Funds Local Authority Assurance Framework and any new guidance provided for the Towns Fund from time to time from the Department for Levelling Up, Housing and Communities (DLUHC).
- 2.5 Members will acknowledge that Crawley Borough Council acts as the accountable body for the Town Fund through the Town Deal, in terms of the roles and responsibilities of the Council.

### **3. MEMBERSHIP**

- 3.1 The chair of the Taskforce and Town Deal Board should represent business or the local community and the Chair should be reviewed every two years.
- 3.2 The Board will consist of representatives of business, community and public body stakeholders in Crawley.
- 3.3 The Taskforce and Town Deal Board membership may be revised, as required, to best support the evolution of the Crawley Economic Recovery Plan / Towns Fund Implementation Plan and to accommodate changes in individual roles.
- 3.4 As appropriate the Board may, from time to time, set up sub-groups or task and finish groups to help focus or manage specific aspects of the Towns Fund Implementation Plan. All such groups will report to the Board.
- 3.5 The composition of the Board will be as inclusive as practicable covering a range of “key players” balancing this with a realistic maximum size of partnership necessary for it to be effective.
- 3.6 Where a Board member is unable to attend, then it will be the responsibility of that Board member to nominate a substitute, with suitable sector experience, subject to the Chair’s agreement.
- 3.7 Board members agree to champion and communicate the partnership arrangements of the Taskforce / Town Deal, throughout their organisation, partnership and sector.
- 3.8 If a member of the Board changes employment, then their membership of the Board will automatically cease with immediate effect.
- 3.9 New members will be accepted through endorsement by the Board.
- 3.10 The current Membership of the Crawley Economic Recovery Taskforce and Town Deal Board is available as a separate document.

### **4. MANAGEMENT AND CO-ORDINATION**

- 4.1 The Taskforce / Board will meet at least every 12 weeks to monitor progress and for economic sector and project updates. Meetings will be arranged more frequently, as required, to discuss issues of economic change, project submissions, bid applications or major changes to projects.
- 4.3 The Secretariat will be provided by Crawley Borough Council, working to the following standards:
  - The agenda and papers will be circulated at least the week before a meeting, unless there are exceptional circumstances, agreed by the Chair.
  - Agreed actions arising from a meeting will be circulated to attendees no more than a week after the meeting has taken place and/or updated at the next meeting of the Board.

- Co-ordination of meeting venue / virtual meeting arrangements, presentations and papers needed for meetings.
  - Maintain an up to date register of Members.
- 4.4 Attendance of guests at meetings will be notified in advance via the agenda or email. Where an external third party is invited, it will be through agreement of the Chair.
- 4.5 In the absence of the Chair, the Vice-Chair will chair the meeting and in the absence of both, the members present will elect one of their number to be the Chair for that meeting.
- 4.6 The agenda and minutes of the meeting will be published on the internet for public viewing, unless any item is agreed to be confidential by the Board.

## **5. CONFIDENTIALITY**

- 5.1 On occasions Members will be provided with confidential information - this will clearly be marked and not for wider distribution.
- 5.2 Town Deal Board Members must not misuse information gained in the course of public service for personal gain or for political purposes.
- 5.3 Board Members must not disclose any information which is confidential in nature or which is provided in confidence without authority. This duty continues to apply after a Board Member has left the Board.

## **6. CONFLICTS OF INTEREST**

- 6.1 In the event that there is a conflict of interest the person so conflicted shall immediately declare the nature of the conflict or potential conflict. At the Chair's discretion, that person may be asked to withdraw from any business where the conflict would be relevant.
- 6.2 The Board may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

## **7. GIFTS AND HOSPITALITY**

- 7.1 Board Members must not accept any gifts or hospitality which might, or might reasonably appear to, compromise the personal judgements or integrity or place a Board Member under an improper obligation.
- 7.2 Board members must never canvass or seek gifts or hospitality. Board Members should inform the Chair of the Town Deal Board (or the deputy in the case of the Chair) of any offer of gifts or hospitality and ensure that, where a gift or hospitality is accepted, this is recorded in a public register.
- 7.3 Town Deal Board Members are responsible for individual decisions on the acceptance of gifts or hospitality and for ensuring that any gifts or hospitality accepted can stand up to public scrutiny and do not bring the Town Deal Board into disrepute.

## 8. LEGAL STATUS

- 8.1 The Taskforce / Board is a partnership body which assists in the development of the Crawley Economic Recovery Plan and Towns Fund Implementation Plan and Town Fund Programme.
- 8.2 It does not have a legal status to enter into contracts.

## 9. BOARD MEMBERS' CONDUCT

- 9.1 Board members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life. They are:

- **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.

## 10. CRITICAL SUCCESS FACTORS

- 10.1 The critical success factors are:
- Successful joint action to maximise the breadth and reach of a response to Crawley's economic recovery.
  - A clear steer for the development of the Crawley Economic Recovery Plan / Town Investment Plan based on tangible socio-economic evidence.
  - A robust and compelling Economic Recovery Plan / Town Investment Plan with associated projects and a broad "buy-in" from Crawley's businesses and community.
  - Successful development of Towns Fund programme schemes and successful implementation of the Town Investment Plan through project delivery.
  - A co-ordinated and harmonised voice for Crawley's economic sustainable regeneration and sustainable growth.

**11. GENERAL DATA PROTECTION REGULATION / FOI**

- 11.1 GDPR and Freedom of Information matters will be dealt with in accordance with Crawley Borough Council's policies and procedures.

**12. CHANGES TO THE TERMS OF REFERENCE**

- 12.1 The Terms of Reference of the Taskforce / Town Deal Board may be amended by the Taskforce / Board at any meeting subject to a majority vote. 14 days-notice must be given of proposed changes to the Terms.

Version 2.0

DRAFT