

Clacton-on Sea Town Board - Terms of Reference

(updated as shown in red)

PURPOSE

The Town Board has been created to develop a Long-Term Plan for Clacton, comprising a 10-year vision and investment plan (initially 3 years).

The Board will be responsible for providing a strategic view and leadership for the promotion and development of the town.

It will be facilitated by Tendring District Council and is supported by endowment style funding from central government.

OBJECTIVES

1. To develop and agree a Town Investment Plan in consultation with the local community, including a 10-year vision and develop a clear programme of interventions.
2. Identify evidence requirements and draw on existing evidence as appropriate to support the development of a Town Investment Plan
3. Provide support and oversight to the delivery of the agreed Town Investment Plan.
4. Provide perspective, add value, develop project ideas and work alongside other key partners including Tendring District Council, Essex County Council, Department for Work and Pensions.
5. To ensure better co-ordination and use of existing resources and to maximise leverage of additional public / private investment.
6. To consider strategic issues facing Clacton and to provide leadership in relation to them.
7. To involve private, public and voluntary sectors in the work of the Board through a proactive approach to communication and engagement.
8. Maximise the town's asset base to enhance the prosperity of Clacton for all members in our community and for future generations.
9. To connect, advocate for and champion partnership working across Clacton, including, celebrating achievements, promoting the town to relevant bodies on a local, regional and national level.
10. To adhere to The Seven Principles of Public Life (I.e. the 'Nolan Principles').

Membership

Nominated deputies will provide representation when a Board member (listed below) is unable to attend.

The term of office for members will initially be for one year, with the potential to serve future three-year terms.

Membership of the Board, including its Chair, will not be remunerated. However, reasonable travel expenses may be reimbursed at the relevant prevailing HMRC non-taxable rate subject to production of necessary receipts, not otherwise reclaimed from their nominating organisation.

Where members join the board by virtue of their office, their membership will end when they leave office.

Organisation	Member
Independent Chair	George Kieffer
Local Business, Mc Donalds	Craig Newnes
MP for Clacton	Giles Watling
Clacton Tourism Group	Billy Ball
Police & Crime Commissioner's Office	Roger Hirst
NHS/Alliance	Laura Taylor Green
University of Essex	Dr Emily Murray
Tendring District Council, Leader	Cllr Mark Stephenson
Tendring District Council, Deputy Leader	Cllr Ivan Henderson
Tendring District Council, Chief Executive	Ian Davidson
Essex County Council	Cllr Lesley Wagland
Westcliffe Theatre	Rob Mitchell-Gears
CVS Tendring	Sharon Alexander
Education, Executive Headteacher of the Clacton County High School	Neil Gallagher

OBSERVERS

The Board recognises that there is a legitimate interest by Government in being able to nominate individuals from the Cities & Local Growth Unit of the Government's Local Growth Team to attend meetings of the Board as observers.

The Board also recognises the value to its work to be derived from the Essex Police District Commander attending Board meetings as an Observer.

The Board shall consider and determine other requests for observer status at Board meetings as and when they arise.

OPERATION & ADMINISTRATION

1. Meetings will be organised at least quarterly, with the option to call additional meetings when required.

2. Public sector officers will be present at meetings to observe and contribute to discussion but will not hold voting powers.
3. Meeting formats will be flexible, including for example headline guest presentations and group discussions.
4. Non-members to be invited to Board meetings to provide input to relevant agenda items as appropriate.
5. The Town Board members will agree a communications protocol which will set out the parameters in which internal and external communications will be conducted.
6. To periodically review the Board's priorities, membership, and working practices to ensure they remain appropriate and effective.

ACCOUNTABLE BODY AND RESPONSIBLE AUTHORITY

1. Tendring District Council (TDC) is the accountable body for the programme and the responsible authority for funding for the Long Term Plan for Towns and the Levelling Up Partnership funding, and holds the funding from the Government.
2. TDC will have to perform its own governance in relation to decision making and funding in addition to engagement with the Town Board.
3. TDC will perform secretariat functions for the Board including, but not exclusive of, recording attendance, minute-taking, and convening meetings.

FUNCTION

1. It is members' responsibility to feedback information from the Town Board to their relevant organisations.
2. Sub-groups / working groups will be convened to address specific areas requiring expertise, linking in with existing partnerships where appropriate.
3. The Board will work with partners to deliver the Town Investment Plan and wider regeneration activities in Clacton.
4. In the event of a Board decision, the group will seek consensus. Where consensus is not possible, a simple majority of members present will suffice, and in the event of a 50/50 split the chair will have the casting vote.
5. The meeting will be quorate when there are at least eight Board members present either in person or virtually if the meeting is hybrid.
6. In the event that a Board member is unable to attend, they can be represented by a named deputy only.
7. New members can be adopted by a consensus vote.

CHAIR

1. The Chair will lead the Town Board and ensure effective representation across the membership.
2. The term of the Chair will be for one year initially, however extensions to this term will be permitted with the support of the Board.

3. The Chair will be the lead contact between the Board and representatives for Tendring District Council as accountably body and responsibly authority.
4. They will chair the meetings in accordance with the aims and objectives of the Board.
5. To connect, advocate for and champion partnership working across Clacton, including, celebrating achievements, promoting the town to relevant bodies on a local, regional and national level.
6. There will be no remuneration for the post of Chair
7. A Vice-Chair will be nominated by the Board.

Amendments

These Terms of Reference shall be reviewed and updated as required, by agreement of Board members.