

Newhaven Town Deal Board

Code of Conduct and Register of Interest Policy

July 2022

INTRODUCTION

The Code of Conduct and Register of Interest Policy (the Code) provides, by way of guidance to members of the Newhaven Town Deal Board (Board), the standards of conduct required in carrying out their duties, and in their relationships with Lewes District Council (Council) and the Department of Leveling up Housing, and Communities (DLUHC) in the management of the Town Fund.

The Code applies to all members of the Board and all members are required, on accepting or continuing office, to declare that they will be guided by the Code.

The Code also applies to all Council staff involved in delivery and advisers, whether or not they are voting representatives. The Code represents the standard against which the conduct of all involved in the Newhaven Town Deal will be judged, by the public, by their fellow board members and by the DLUHC.

There are ten principles which all involved should work to (see Annex 1).

THE CODE

General Rules

1. Members hold office as outlined in the Newhaven Town Deal Board Terms of Reference (Annex 4) and must at all times act within that capacity. You should make sure that you are familiar with the guidance contained in this Code. It is your responsibility to make sure that what you do complies with these requirements and this guidance. You should regularly review your personal involvement, particularly when your circumstances change. You should not at any time advocate or encourage anything to the contrary. If in any doubt, seek advice from your own legal adviser or from the Council. In the end, however, the decision and the responsibility are yours.
2. All Members and officers involved in the Newhaven Town Deal must complete a **Register of Members' Interest Form**, which will be held on file by the Council (see Annex 2 for template form). Members forms will be published on the website.
3. You must at all times:
 - a. Treat people with respect
 - b. Ensure you do not do anything which causes the Board to breach any of the equality enactments (as defined by the Equality Act 2010)
 - c. Intimidate or attempt to intimidate any person involved in the programme
 - d. Do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of the Board.

Public Duty and Private Interest

4. Your overriding duty as a representative is set out in the Board Terms of Reference (Annex 4), whilst you may be strongly influenced by the views of others, and of the sector or organisation that you represent in particular, it is your responsibility alone to decide what view to take on any question which members have to decide. If you have a private or personal interest in a question which members have to decide, you should never take part in the decision, except in the special circumstances described in article 16. Where such circumstances do permit you to participate, you should never let your interest influence the decision. You should never do anything as a member which you could not justify to the public or your fellow Board members. Your conduct and what the public believes about your conduct, will affect the reputation of the Board and the organisation or sector that you represent.

5. It is not enough to avoid actual impropriety. You should at all times avoid any occasion for suspicion and any appearance of improper conduct.
6. A conflict of interest can exist when either:
 - a. There is a direct or indirect financial interest in another company
 - b. There is a non-financial or personal interest in another company, organisation, person or other
 - c. A senior position held in a private, or public, company, organisation or other
 - d. Any of the above circumstances applying to an employee's family members.

Disclosure of Pecuniary and Other Interests

7. There are provisions in the Board Terms of Reference (Annex 4) requiring you to disclose interests which you may have in any matter coming before the Board or any management groups that it may arrange. Depending on the nature of the interest declared one of the following will happen in a meeting:
 - a. You will leave the room for that item
 - b. You will remain but take no part in the discussion
 - c. You will remain but contribute only factual information and clarifications
 - d. You will contribute to the discussion but not take part in the decision, and therefore not be counted towards a quorum
 - e. You will remain as a full member of the meeting.
8. The appropriate action will be decided by the Board with guidance from council officers if needed.
9. You must also declare all relevant pecuniary (financial) interests in the register kept for this purpose (Annex 2).
10. Interests which are non-pecuniary can be just as important and should be included in the register. You should not allow the impression to be created that you are, or may be, using your position to promote a private or personal interest, rather than forwarding the interest of the Board. Private and personal interests include those of your family and friends, as well as those arising through membership of, or association with, clubs, societies and other organisations such as the trade unions and other bodies active in the community.
11. Examples of relevant pecuniary and non-pecuniary interests can be found in Annex 2.
12. You must always declare a pecuniary interest beyond those held as standing interests in the register at a Board meeting or whilst conducting any other Board business.
13. If you have a private or personal non-pecuniary interest whilst conducting Board business, for example during a Board meeting, you should always disclose it, unless it is insignificant, or one which you share with other representatives of the public generally as a ratepayer, a council taxpayer or an inhabitant of the area.
14. Where you have declared a private or personal interest (pecuniary or non-pecuniary), the Council with your input will decide whether it is clear and substantial. If it is not, then you may continue to take part in the discussion of the matter and may vote on it. If, however, it is a clear and substantial interest, then (except in the special circumstances described below in article 16) you should only take such part in the proceedings allowed by the Board Terms of Reference and should always expect to withdraw from the meeting whilst the matter is being considered.

15. In deciding whether such an interest is clear and substantial, you should ask yourself whether representatives of the public, knowing the facts of the situation, would reasonably think that you might be influenced by it. If you think so, you should regard the interest as clear and substantial.
16. In the following circumstances, but only in these circumstances, it can still be appropriate to speak, and in some cases to vote, in spite of the fact that you have declared such a clear and substantial private or personal interest:
 - a. If your interest arises from being an ordinary member or supporter of such an organisation (and you are not a member of its managing committee or other governing body), then you may speak and vote on any matter in which the organisation has an interest.
17. Records on interests declared will be maintained by the Council.
18. The requirements around declaring and recording interests must be scrupulously observed at all times.

Board Members, Advisers and Officers

19. Board members, advisers and Council officers are there to serve the interests of the programme and they are indispensable to one another. But their responsibilities are distinct. Whilst Board members have the vote and advisers/council officers do not, the guidance applies to both.
20. The job of the programme staff is to give advice to Board members and to the Board as a whole, and to carry out the Board work under the direction and control of the Board and the Council.

Use of Confidential and Private Information

21. As a representative of the Board you may acquire much information that has not yet been made public, is of commercial value and thus is confidential. It is a betrayal of trust to breach such confidences. You should never disclose or use confidential information for the personal advantage of yourself or of anyone known to you, or to the disadvantage or the discredit of the Board or anyone else.
22. Information of a confidential nature must not be disclosed to anyone unless
 - a. You have the consent of the person authorised to give it
 - b. You are required by law to do so.

Gifts and Hospitality

23. You should treat with extreme caution any offer or gift, favour or hospitality that is made to you personally. The person or organisation making the offer may be doing, or seeking to do, business with the Board, or may be interested in future investment opportunities, or support another kind of decision.

24. There are no hard or fast rules about the acceptance or refusal of hospitality or tokens of goodwill. For example, working lunches may be a proper way of doing business, provided that no extravagance is involved. Likewise, it may be reasonable for a member to represent the Board at a social function or event organised by outside persons or bodies. All gifts and hospitality should be notified in the agreed format (see Annex 3 for relevant form), in order that a register can be maintained.
25. You are personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to public confidence in the Board.

Dealings with the Board

26. You may have dealings with the Board on a personal/professional level, for instance as an applicant for a grant or support. You should never seek or accept preferential treatment in those dealings because of your position on the Board. You should also avoid placing yourself in a position that could lead the public to think that you are receiving preferential treatment: for instance, by failing to carry out a contractual duty to the Board, or by using your position to discuss an application personally with programme staff when other representatives of the public would not have the opportunity to do so. Likewise, you should never use your position on the Board to seek preferential treatment for friends or relatives, or any firm or body with which you are personally connected.

Appointments to Other Bodies

27. Should you be appointed or nominated by the Board to serve on another body or organisation you should always observe this Code in carrying out your duties on that body in the same way that you would with your own Board.

Review

29. This Code of Conduct and Conflict of Interest Policy and individual Register of Interest Forms should be kept under constant review but should be formally reviewed on an annual basis.

Date agreed: July 2022

A handwritten signature in dark ink on a light-colored background. The signature is highly stylized and cursive, starting with a large loop on the left and ending with a vertical stroke on the right.

Signed by Chair of the Newhaven Town Deal Board

Date signed: 12.09.22

Date reviewed: July 2022

Annex 1: The Ten General Principles

The general principles governing your conduct, based on the Nolan Principles:¹

Selflessness

- 1.** You should serve only the wider interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

- 2.** You should not place yourself in a situation where your honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

- 3.** You should make decisions on merit, including when making appointments, awarding project contracts, or recommending individuals for such project rewards or benefits.

Accountability

- 4.** You should be accountable to the public for your actions and the manner in which you carry out such responsibilities and should co-operate fully and honestly with any scrutiny appropriate.

Openness

- 5.** You should be as open as possible about your actions and those of Board and should be prepared to give reasons for those actions.

Personal Judgement

- 6.** You may take account of the views of others, including their political groups, but should reach your own conclusions on the issues before you and act in accordance with those conclusions.

Respect for Others

- 7.** You should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. You should respect the impartiality and integrity of the Board and Programme staff.

Duty to Uphold the Law

- 8.** You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in Board.

Stewardship

- 9.** You should do whatever you are able to do to ensure that the Board use their resources prudently and in accordance with the law.

Leadership

- 10.** You should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

¹ <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

ANNEX 2: Register of Interests Newhaven Town Deal Board

1. Introduction

1.1 You are a member of the Newhaven Town Deal Board and your actions will impact on how the Town Deal Board as a whole is viewed and your actions can have both a positive and negative impact on the Town Deal. It is essential that the Town Deal can demonstrate the highest standards of probity in all activity. There must therefore be transparency on the part of those who are in a position of authority, power or influence.

1.2 As a Member of the Town Deal Board it is your responsibility to comply with the provisions of this Policy.

1.3 This Policy applies to all Town Deal Board members and their nominated representatives.

1.4 This Policy also applies to the any members of staff involved in advising Board members on decisions of the Town Deal Boards; this includes, as a minimum, all members of Lewes District Council, Newhaven Town Council, and East Sussex County Council officers involved in the development and delivery of the initiative. As a minimum, all applicable staff should review their interests every six months, or as required by this Policy in relation to new interests pertaining to a meeting or decision.

2. Definitions

2.1 In this Policy the following phrases have the following meanings:

2.1.1 **'body in which the relevant person has a beneficial interest'** - means a firm in which you or your spouse or partner is a partner or a body corporate of which the relevant person is a director (whether or not remunerated), or in the securities of which you or your spouse or partner have a beneficial interest.

2.1.2 **'Code Interest'** – means those additional interests and relationships set out in 7.2 below, which are not covered by Disclosable Pecuniary Interests, and which the Town Deal board have determined as being so significant that they should be registered.

2.1.3 **'Disclosable Pecuniary Interest'** - is an interest defined as such by the Localism Act 2011 or regulations made there under.

The Town Deal Board is made up of representatives from both local authorities as well a wide range of other organisations and businesses. Whilst it is acknowledged that the principles of the Localism Act 2011 do not apply to business partners, the Town Deal Board have adopted those principles relating to disclosable pecuniary interests so that they are applicable to all Members of the Town Deal Board.

2.1.4 **'any member of the Town Deal Board'** – means both local authorities and all partner organisations who make up the membership of the

Town Deal board.

2.1.5 **'Town Deal area'** – means the boundary of Newhaven Town, as shown in the map available on the Newhaven Town Deal area of the Council's website:
[Newhaven Town Deal - Lewes and Eastbourne Councils \(lewes-eastbourne.gov.uk\)](http://lewes-eastbourne.gov.uk)

3. Registration of Interests

3.1 You are required to register details of your Disclosable Pecuniary Interests and your Code Interests, within 40 days of becoming a Member of the Town Deal Board in the Register of Members' Interests held by the Secretariat.

3.2 You must keep your entry in the register of interests up to date by notifying the Town Deal project team of any changes to your interests within 28 days of the change occurring.

3.3 You must review your register of interests before each board meeting and decision-making meetings, submitting any necessary revisions to the Town Deal Board Secretariat at the start of the meeting.

3.4 A copy of the form required to be completed to register your interests is attached at the end of this Policy.

3.5 The Town Deal project team/secretariat will report, on at least a quarterly basis, to the appropriate Lewes District Council officer, to confirm receipt of a register of interest from each Town Deal Board member and notification of whether any amendments have been made since the previous report.

4. Publication of the Register of Interests

4.1 The project team will arrange for the Register of Interests of members to be published on the Lewes District Council's Town Deal's website.

4.2 Where the nature of one or more of your interests is such that you and the Town Deal project team consider that disclosure of details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation then copies of the Register will be available for inspection. Any published version of the Register will not include that specific detail but shall state that you have declared an interest, details of which have been withheld in accordance with this Policy.

4.3 You must notify the project team within 28 days of becoming aware of any change of circumstances which means that information excluded from the register under

4.2 is no longer sensitive information.

4.4 You must review your entry on the register of interests annually and notify the project team of any changes.

5. Declaration of Interests at Meetings

5.1 A meeting means any meeting of the Town Deal Board including the Executive Delivery Group (EDG) and any working groups/sub-groups.

5.2 Where any matter to be considered at a meeting of the Town Deal at which you are present which relates to or may have an impact upon a body or matter in which you have a Disclosable Pecuniary Interest or a Code interest, you must disclose the existence and nature of that interest to the meeting.

5.3 Where a Disclosable Pecuniary Interest declaration has been made, you must:

5.3.1 withdraw from the room where the meeting considering the business is being held at the time that item of business is being discussed; and

5.3.2 not participate in any debate or vote on the matter.

5.4 When declaring an interest at a meeting you need not disclose the nature of the interest if you and the project team have agreed that it ought not to appear on the public register of interests, but you must otherwise comply with the rules about declarations of interest.

5.5 Board Members are required to declare an interest on decisions, irrespective of whether or not they are able to attend the meeting at which the decision is to be taken.

Where a Board member declares an interest, a substitute member is unable to vote on their behalf.

5.6 All declarations of interest made at meetings will be recorded together with any actions undertaken by the Town Deal as a result of the declaration. This record will form part of the formal minutes of the meeting and which are published on Lewes District Council's Town Deal [Website](#).

6. Disclosure of Interests in Discussions and Correspondence

6.1 If you have an interest in any matter which would require you to declare it at a meeting, and that matter is raised in any discussion or correspondence, whether in person, by telephone or email or otherwise, with any member, employee, contractor or agent of the Town Deal you must:

6.1.1 make a full disclosure of that interest at the outset of any discussions or correspondence, or as soon as the matter is raised; and

6.1.2 not seek improperly to influence a decision about that matter.

7. Interests to be Declared and Registered

7.1 You have a Disclosable Pecuniary Interest if you or your partner has an interest in the following:

7.1.1 Any employment, office, trade, profession or vocation carried on for profit or gain

7.1.2 Any payment or provision of any other financial benefit (other than from the Town Deal funding) made or provided within the previous twelve months in respect of any expenses incurred by the member in carrying out duties as a

Member, or towards election expenses

7.1.3 Any contract for goods, services or works which has not been fully discharged between the relevant person (or a body in which the relevant person has a beneficial interest) and any member of the Town Deal

7.1.4 Any beneficial interest in any land in the Town Deal area

7.1.5 Any license of any land in the Town Deal area (alone or jointly with others) to occupy land for a month or longer

7.1.6 Any tenancy where to the Member's knowledge (a) the landlord is any member of the Town Deal and (b) the tenant is a body in which a relevant person has a beneficial interest

7.1.7 Any beneficial interest in securities of a body where:

- a. that body (to the Member's knowledge) has a place of business or land in the area of the Town Deal; and
- b. either:
 - i. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

7.2 Further the Town Deal have determined that you will also have an interest, known as a Code Interest, in matters falling within any of the descriptions below:

7.2.1 Any contract for goods, services or works which has not been fully discharged between you, your spouse or partner or a body in which the relevant person has a beneficial interest and a body controlled by any member of the Town Deal

7.2.2 Any contract with any member of the Town Deal which has expired within the last 2 years and which was, when it was in force, a Disclosable Pecuniary Interest.

7.2.3 Any body of which you are a member or in which you hold a position of general control or management and to which you have been appointed or nominated by any member of the Town Deal

7.2.4 Any other body of which you are a member or in which you hold a position of general control or management -

- a. which exercises functions of a public nature
- b. which is directed to charitable purposes; or
- c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

7.2.5 Any matter which might reasonably be regarded as affecting the well-being or financial position of:

- a. yourself
- b. a body in which you have a Disclosable Pecuniary Interest or a Code Interest, or
- c. a friend, relative or close associate

to a greater extent than the majority of other members of the public affected by the decision.

Newhaven Town Deal Board Register of Members' Interests Form

As a Board Member/ex-officio Member of the Town Deal board, I declare that I have the following disclosable pecuniary and/or non-pecuniary interests. (Please state 'None' where appropriate, do not leave any boxes blank)

***Spouse/Partner** – In the notice below my spouse or partner means anyone who meets the definition in the [Localism Act](#), i.e. my spouse or civil partner, or a person with whom I am living as a spouse or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest having carried out a reasonable level of investigation. Where your spouse or partner has recently been involved in any activity which would have been declarable, this should be mentioned, with the date the activity ended.

Section 1	Any Employment, Office, Trade, Profession or Vocation Carried On For Profit Or Gain	Myself	Spouse/Partner*
1.1	Name of: <ul style="list-style-type: none"> - your employer(s) - any business carried on by you - any other role in which you receive remuneration (this includes remunerated roles such as councilors). 		
1.2	Description of employment or business activity.		
1.3	The name of any firm in which you are a partner.		
1.4	The name of any company for which you are a remunerated director		

Section 2	Sponsorship	Myself	Spouse/Partner*
2.1	<p>Any financial benefit obtained which is paid as a result of carrying out duties as a Member.</p> <p>This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a)</p>		

Section 3	Contracts	Myself	Spouse/Partner*
3.1	Any contract for goods, works or services entered by any organisation named at 1.1 where either party is likely to have a commercial interest in the outcome of the business being decided by the Town Deal.		

Section 4	Contracts	Myself	Spouse/Partner*
4.1	<p>Any beneficial interest you or any organisations listed at 1.1 may have in land or property which is likely to be affected by a decision made by the Town Deal in a forthcoming meeting.</p> <p>This would include, within the area of the Town Deal:</p> <ul style="list-style-type: none"> • Any beneficial interest in any land in the Town Deal area, including your place(s) of residency <p>For property interests, please state the first part of the postcode and the Local Authority where the property resides. If you own/lease more than one property in a single postcode area, please state this.</p>		

Section 5	Contracts	Myself	Spouse/Partner*
5.1	<p>Any interest in securities of an organisation under 1.1 where: -</p> <ul style="list-style-type: none"> a) that body (to my knowledge) has a place of business or land in the area of the Town Deal; and b) either: <ul style="list-style-type: none"> i. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which I have an interest exceeds one hundredth of the total issued share capital of that class. 		

Other Interests

Membership of Organisations

I am a member of, or I am in a position of general control, a trustee of, or participate in the management of (*please state the organisation*):

1. Anybody to which I have been appointed or nominated by the Town Deal:

2. Anybody exercising functions of a public nature (e.g. school governing body):

3. Anybody directed to charitable purposes:



4. Any body, one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):

5. Any local authority (please state any interests you hold as LA leaders/cabinet members for LA land, resources and the LA's commercial interests):

6. Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role.



MEMBER'S DECLARATION AND SIGNATURE

I confirm that:

- having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge.
- I shall review this register of interests before each board meeting and decision-making committee meeting, submitting any necessary revisions to the Town Deal Secretariat.
- Even if a meeting has not taken place I shall, within 28 days of becoming aware of any change to the interests specified above, provide written notification to the Town Deal Secretariat, of that change.
- I have done and shall continue to comply with all other Town Deal policies, including, but not limited to, the Code of Conduct and the Conflicts of Interest Policy; I understand that all the policies are available from HBC officers on request.

Name		Date received (to be completed by Town Deal secretariat)
Signature		
Date		

Annex 3: Hospitality and Gifts Received Form

HOSPITALITY AND GIFTS RECEIVED

Name:

Organisation:

.....

Board member of:

..... Suppliers

Name:

Date Received:

.....

Nature of Hospitality or Gift

.....

.....

.....

.....

Estimated Value:

.....

Signed:

Date:

Logged and recorded

Town Deal Project Team member:

.....

Date:

Please return to: Regeneration Team for inclusion on the central Register.

Lewes District Council, Southover House, Southover Road, Lewes, BN7 1AB

Regeneration-Monitoring@lewes-eastbourne.gov.uk

Annex 4: Terms of Reference

Newhaven Town Deal Board

Terms of Reference

Last updated: 24 June 2022

1. Purpose

The overall aim of the Newhaven Town Deal Board (known as the Board) is to:

Oversee and co-ordinate the delivery of a vision and strategy for Newhaven in line with the Towns Fund and beyond, with a view to delivering long-term economic and productivity growth for the benefit of our community.

To achieve this aim, the Board will:

- *Develop and agree an evidence-based Town Investment Plan*
- *Develop a clear programme of interventions*
- *Co-ordinate resources and influence stakeholders*
- *Consult and engage with local residents, businesses and organisations to involve them in the development of the strategy*
- *Champion Newhaven at every opportunity.*

2. Legal Status

The Board is an unincorporated group and therefore has no legal status. Any current legal requirements or obligations will be discharged by the membership organisations.

3. Decision Making

All decisions will be by consensus unless a member requests a vote. In this case all members present at the meeting in question will have one vote. In the case of a tie the Chairperson will have the casting vote.

4. Membership

The Board will consist of representatives; from each of the following organisations:

- Lewes District Council
- Local Member of Parliament
- Newhaven Town Council
- East Sussex County Council
- Department of Business, Energy & Industrial Strategy (BEIS)
- South East Local Enterprise Partnership (SELEP)
- Newhaven Enterprise Zone
- Community, Education & Business Representatives, initially to include:
 - East Sussex College Group

- Wave Leisure
 - Sussex Community Development Association
 - Jasfic Ltd
 - Brightwell Dispensers Group
 - Newhaven Port & Properties
- Additional representatives as agreed by the Newhaven Town Deal Board.

Notes:

- Members may send substitutes in their place who will have voting rights – this should be notified to the Secretariat in advance where possible
- Non-attendance by a member at three consecutive meetings will lead to a review of their membership (except where this is unavoidable)
- Proposals for new Board members will be considered against the key criteria of being a representative body for Newhaven residents or businesses
- Any business or individual who wants to get involved with the Board will need to do so via the Secretariat.

5. Work Programme

The Board will agree a work programme based on the requirements for the Towns Fund (and any subsequent regeneration funding opportunities), and the objectives set out in Section 1.

6. Meetings and Administration

The Board will meet on a frequency to be agreed to make key decisions to take forward the Town Investment Plan and agreed work programme. The Board will be supported by a Secretariat from Lewes District Council who will:

- Oversee delivery of the work programme on a day-to-day basis
- Co-ordinate and facilitate meetings
- Co-ordinate production and monitoring of the Town Investment Plan, work programme and associated actions
- Provide other support as required

A quorum of 8 must be present at any meeting for decisions to be taken.

7. Relationship with other bodies

The Board works closely with other partnership groupings and will provide update reports, as required, to:

- Member organisations
- Greater Brighton Economic Board
- Other Groups as agreed.

8. Sub-Groups

Where required the Board may establish sub-groups in order to take forward a particular action. These must be time and task orientated with clear terms of reference and lead representative.

9. Termination of the Group

In the situation that the Board agrees to terminate itself then consideration must be given, by the Board, to how the purpose as set out in Section 1 will be taken forward.

10. Variation to Terms of Reference

The Board may update these terms of reference as and when required.

Terms of Reference: ANNEX 5 Membership of Town Deal

Lewes District Council	
○ Cllr Zoe Nicholson	Leader, Lewes District Council
○ Cllr James MacCleary	Deputy Leader, Lewes District Council
○ Robert Cottrill	Chief Executive
○ Ian Fitzpatrick	Deputy Chief Executive and Director of Regeneration
○ Lisa Rawlinson	Head of Regeneration
Newhaven Town Council	
○ Cllr Graham Amy	Newhaven Town Council
○ Ken Dry	Town Clerk
East Sussex County Council	
○ James Harris	Assistant Director - Economy
Members of Houses of Parliament and Lords	
○ Maria Caulfield	Member of Parliament
○ Baroness Janet Whitaker	Member of House of Lords
Department of Business, Energy & Industrial Strategy / Towns Fund team	
○ Adam Szczołka	Department of Levelling up, Housing, and Communities
○ Nigel Stewardson	Cities & Local Growth Unit
Local Enterprise Partnerships	
○ Adam Bryan	Chief Executive, SELEP
○ Graham Peters	Chair, Team East Sussex (SELEP)
Newhaven Enterprise Zone	
○ Corinne Day	Newhaven Enterprise Zone
Greater Brighton Economic Board	
○ Max Woodford	Brighton & Hove City Council
Community, Education and Business Representatives	
○ Sarah Burge	Sussex NHS Commissioners
○ Captain Dave Collins-Williams	Newhaven Port & Properties
○ Duncan Kerr	Wave Leisure
○ Penny Shimmin	Sussex Community Development Association
○ Dick Shone	Boutique Modern
○ Ed Wills	Brighton & Hove Buses
○ Mike Shorer	Newhaven Chamber of Commerce
○ Trevor Beattie	South Downs National Park

