

Eastbourne Town Board

Terms of Reference

May 2024

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Purpose

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

The Eastbourne Town Board is the vehicle through which the vision and strategy for the town is defined. It will be responsible for developing and delivering a Vision and Long-Term Plan for Eastbourne.

The Eastbourne Town Board will develop a plan that meets local priorities across the three investment themes: safety and security, high streets, heritage and regeneration, and transport and connectivity through the process of community-led engagement.

Roles and Responsibilities

The role of the Board:

The Board should be a community-led institution that builds civic capacity in Eastbourne.

- Champion Eastbourne at every opportunity and have a strong natural passion for the Town.
- Develop and agree Eastbourne's Long-Term Vision for the next 10 years and the first 3-year Investment Plan, in conjunction with the local community.
- Co-ordinate resources and influence stakeholders to be defined.

- Work closely with local people to consult and engage with local residents, businesses and organisations throughout the delivery of the Investment Plan.
- To monitor the progress, milestones, budget, risks and issues throughout the delivery of the Investment Plan.
- To celebrate the achievements of the investments.
- To provide regular updates and reporting to DLUHC.

The role of Eastbourne Borough Council:

- The accountable body for funding and executing plans.
- Provide a secretariat function for the Board.
- Be the main point of contact with DLUHC.
- Coordinate the submission of quarterly monitoring and progress reports from all delivery partners and project managers.
- Lead on the preparation and submission of performance reports requested by DLUHC.

Legal Status

The Board is an unincorporated group and therefore has no legal status. The Board is not the accountable body for any grant or funding regime.

The Terms of Reference does not change, replace, substitute or amend in any way the statutory duties or other responsibilities of partners.

It does not change, replace, substitute or amend in any way partner's own management or accountability frameworks.

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 Chair will have the casting vote.

Membership

The Board will consist of the following statutory representatives;

- MP
- Leader of Eastbourne Borough Council
- Leader of East Sussex County Council
- Police and Crime Commissioner

- In addition, the selected non-statutory Board members as detailed in the LTPfT Governance Request Form

Notes:

- Statutory Board 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 non-statutory 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 Eastbourne residents, businesses and the wider community.
- Any business or individual may be invited onto the Board as required and will need to do so via the Secretariat.
- The process for re-election of Board members and the selection of new Board members as required, will be defined and agreed by the Board.

The Chair

Following a recruitment process; inviting Expressions of Interest for the role, shortlisting candidates and interviews, the Chair will be invited by the local authority, after considering who is best placed to convene partners and is a respected member of the community. The Chair will be independent; a local community leader or local businessperson, who holds a prominent role in the Town.

In the absence of the Chair at an Eastbourne Town Board meeting, those present, will vote and appoint a Chair for that meeting only.

At the discretion of the Board, a Deputy Chair may be appointed to support the Chair.

Chair responsibilities

The role of the Chair is to lead the Board in defining the vision and direction and in delivering the desired outputs, whilst ensuring that appropriate procedures for governance and management of resources are in place.

The key responsibilities of the post are to:

- Lead the Board in achieving its objectives, maintaining an overview of activity and championing and supporting partnership working
- Effectively chair meetings of the Board
- Ensure that decisions are made in accordance with good governance principles
- Be an effective influencer and ambassador for Eastbourne at a local, regional and national level
- Ensure that all Board members participate actively in the work of the Board
- Sign and submit the Long-Term Plan to Government on behalf of the Board.

Meetings and Administration

The Board will meet every quarter, or more frequently as and when required, to make key decisions and monitor the delivery of Eastbourne's Long-Term Investment Plan. The Board will be supported by a Secretariat from Eastbourne Borough Council who will:

- Oversee delivery of the Investment Plan and the various interventions on a day-to-day basis
- Co-ordinate and facilitate meetings
- Co-ordinate production and monitoring of the Long-Term Plan and associated actions
- Provide other support as required.

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

Decisions can be made via email with all Board members outside of the Board meetings with a quorum of 8.

Relationship with other bodies

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

- Groups to be defined by the Board

Sub-Groups

Theme Sub-Groups will be established to support the preparation and delivery of the Long-Term Plan for the three intervention themes.

The Sub-Groups will be led by partner organisations along with a non-statutory member of the main Board. The partner organisations for the three investment themes: Safety and Security, High Streets, Heritage and Regeneration, and Transport and Connectivity, to be defined by the Board.

The Theme Sub-Groups are expected to meet regularly during the preparation of the Investment Plan and will report to the Board.

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

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 the Terms of Reference will be taken forward.

Variation to Terms of Reference

The Board may update these Terms of Reference as and when required.