



Elland Town Development Board

TERMS OF REFERENCE March 2022

1. OVERALL AIM

The Elland Town Development Board brings together key stakeholders from the private, community and public sectors to guide, steer and influence the transformation of the town with an objective to drive inclusive, sustainable, long term economic growth.

2. PURPOSE OF THE ELLAND TOWN BOARD

The Town Board will work with both Calderdale Council and local stakeholders to promote and support the investment case for the town centre and surrounding area in line with the aims and objectives of related government and externally funded programmes and project initiatives.

3. OBJECTIVES

- To ensure that Elland is attractive to live in, visit and is economically vibrant;
- To include economic, social, transport and environmental issues and aspects within the area
- To identify and realise investment opportunities in the area;
- To revitalise the built environment in the area;
- To take forward a plan for the town centre;
- To involve and engage local community groups, businesses and people in this work.

4. METHODS OF WORKING

- The Board will meet bi-monthly, on a schedule agreed for the year.
- At each meeting the Board will receive reports on progress with agreed priority projects.
- Working groups may be established for individual projects or activities.
- Board meetings will be open to the public for observation with public meetings held separately.
- Minutes will be available on the Council's website and to the board's constituent groups. Items to be considered as exempt will be those which are commercially sensitive.

5. MEMBERSHIP

Membership of the Elland Town Development Board will comprise the following:

- Cabinet representative x1
- Elland Ward Councillors x3
- Greetland and Stainland Ward Councillor x1
- Business representatives x3-4
- Community and Voluntary representatives from Elland x3-4
- Together Housing x1

Additional advisory board positions may occur from time to time, depending on the focus of the board and any funding awards and programme of delivery. Such partner organisations will be invited to join the board, or specialised delivery sub-groups, on an interim basis as required.

The Board will be serviced and supported by Calderdale Council Officers.

6. ROLES AND RESPONSIBILITIES

a. The Chair and Deputy Chair

The Chair will be an Elland councillor, the Deputy Chair an existing business or community and voluntary board member agreed by the Elland board.

The role of the Chair/ Deputy Chair is to:

- Effectively chair meetings of the board, leading it towards decisions that ensure the strategic vision and key objectives of the board are delivered
- Ensure that the board adheres at all times to high standards of ethics and appropriate procedures for governance are followed
- Achieve wherever possible consensus decisions through bringing together the board and allowing respectful debate, exerting a casting vote if circumstances so require having carefully considered the views of all other Board members.

b. Board Members

The role of a board member is outlined in the Voluntary Board Member Role Profile, which will also be used as the primary document for recruitment and selection of board members.

7. CONDUCT OF MEETINGS

Board members have a responsibility to:

- Uphold high standards of integrity and probity in accordance with the Nolan principles <https://www.gov.uk/government/publications/the-7-principles-of-public-life> (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

- Support the Chair in instilling the appropriate culture, values and behaviours in the boardroom and beyond.
- Respect other members' right to speak and express their particular opinions, even when they do not necessarily agree with them, whilst also ensuring they do not deliberately offend other members or engage in behaviour that might reasonably be interpreted as discriminatory, bullying or harassment.
- Members acting independently outside of Elland Town Development Board meetings may reference they are members of the Board but it must be made clear that they do not represent the views of the Board unless instructed to do so by the Chair.

8. REMOVAL OF MEMBERS

Board members may be asked to leave the board if:

- They fail to attend three meetings in a row without an apology
- They fail to abide by the rules under “**7 - Conduct of Meetings**” and that this is confirmed in writing by the Chair
- They fail to declare any personal, community or other interests that may conflict with their role as a board member.
- They do not act in the best interests of the board and improperly seek or accept any financial or other advantage for themselves or people closely connected with them.

9. QUORUM

A quorum will be the Chair or Deputy Chair plus 1 other councillor and 4 other members of the Board.

10. REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed annually in conjunction with membership review.

Version 1: Updated 2019

Version 2: Proposed July 2021

Version 3: Updated February 2022

Version 4: Updated March 2022