

ACCRINGTON TOWN CENTRE PARTNERSHIP BOARD TERMS OF REFERENCE

Aim

The key aim of the Accrington Town Centre Partnership Board will be to support and provide recommendations to Hyndburn Borough Council, which contribute to the implementation of the Levelling Up Fund Delivery Plan, the Long-Term Plan for Towns funding and the wider 10-15 year strategic Town Centre Improvement Plan.

The Board will also oversee the implementation of the Levelling Up Fund Delivery Plan, the Long-Term Plan for Towns funding and the wider Town Centre Improvement Plan

Structure and Operation

Chair / Deputy Chair

1. The Board will appoint a Chair and a Deputy Chair.
2. The Chair must not be a member or officer of either Hyndburn BC or Lancashire CC
3. The Chair and Deputy Chair will be appointed for a 3 year term, at the end of which they will be eligible for reappointment if they so wish
4. In the absence of the Chair and Deputy Chair, the Board may nominate an acting Chair from the other board members.

Composition of the Board

5. The Board will be composed of a range of stakeholders who have a relevant interest in Accrington town centre. The current membership of the Board is included with these Terms of Reference.
6. New members of the Board will be appointed by the Board. All members will be appointed for a 3 year term, at the end of which they will be eligible for reappointment if they so wish.
7. Whilst there are no limits set on the number of Board Members, it is envisaged that this will not exceed 15 Members.
8. The Board will include the following: the MP for Hyndburn, one member of Hyndburn BC, one member of Lancashire CC and a representative of Lancashire Constabulary

Conduct of Business

9. The Board will be quorate when five Members are present.
10. The Board will make its recommendations through a consensus of those present. Where this is not possible, decisions will be made by a simple majority on a show of hands, with the Chair holding the casting vote.
11. Voting will be done on the basis of one member, one vote.
12. An officer of Hyndburn BC may attend the meetings of the Board to advise (for example in respect of financial and legal matters)
13. The Board will keep minutes to record its decisions and recommendations.

14. The Chair will determine at his / her discretion whether any meeting of the Board will be open to the public, either in whole or in part, having regard to the nature of the business to be discussed.
15. The Chair will determine the items to be placed on the agenda at each meeting of the Board and will determine the frequency of meetings (subject to the minimum number of meetings being four per annum).

Remit

16. The Board will operate solely in an advisory and consultative capacity. For the avoidance of doubt the Board:
 - (i) has no power to make decisions on behalf of the Council but may make recommendations to the Council;
 - (ii) does not act as the agent of HBC nor is it a partnerships or joint venture of the Council;
 - (iii) is not intended to be a legal entity.
17. Members of the Board are required to be transparent in respect of their decision-making and will comply with the Board's code of conduct when conducting the business of the Board.
18. Where items under consideration are of a confidential nature, members will be required to treat these accordingly.
19. There is no intention for the Board to keep personal data, but the Chair will ensure that the requirements of the Data Protection Act 2018 are met in cases where this is required and must report any concerns of potential data protection breaches to HBC's Data Protection Officer

Review

20. Membership of the Board will be reviewed from time to time in order to respond to the development of programmes and projects.
21. Any requests to widen the focus of the Board's work will need to be proposed by the Chair and agreed by board members.

Current Chair and Board Members (March 2024)

Forename	Surname	Position	Representing
Board Members			
David	Sanderson	Independent Chair of Board	Resident
Purves	Ali	Chair / Deputy Chair of Board	Accrington Stanley Community Trust
Sara	Britcliffe	Member of Parliament	Hyndburn and Haslingden
Steph	Ames	Chief Inspector	Lancashire Police / PCC Representative
Miranda	Barker	Chief Executive Officer	East Lancashire Chamber of Commerce
Kath	Gregson	President	Hyndburn Chamber of Trade
Andrew	Parkin	Asst. Principal Adult Learning	Accrington & Rossendale College
Sharon	Hendrie	Chief Officer	Ynot Aspire - Supporting Young People
Lyndsey	Sims	Chief Executive / Chair	Hyndburn Leisure / Hyndburn Health and Wellbeing Partnership
Elaine	Barker	CEO	Hyndburn Community Voluntary Service
Steve	Burns	Head of Strategic Development	Lancashire County Council
Edward	Matthews-Gentle	Programme Leader	Creative Lancashire
Richard	Hooper	Trustee	Accrington Heritage Trust & CHIP
Marlene	Howarth	Leader of Council	Hyndburn Borough Council
Munsif	Dad	Group Leader - Labour	Hyndburn Borough Council
Advisors to the Board			
David	Welsby	Chief Executive	Hyndburn Borough Council
Steve	Riley	Executive Director	Hyndburn Borough Council
Tom	Lees	Managing Director	Bradshaw Advisory
James	Doran	Project Manager	Rider Levett Bucknall
Jess	Simkin	Board Admin Support	Hyndburn Borough Council