

Coatbridge Long Term Plan Town Board

Terms of Reference

April 2024

1. INTRODUCTION

- 1.1 These Terms of Reference (“the Terms”) set out how the Coatbridge Long Term Plan Town Board (“the Town Board”) operates, how decisions are made and the procedures that are followed to ensure that the Board operates efficiently, effectively and is both transparent and accountable.
- 1.2 Any reference to “the Council” is a reference to North Lanarkshire Council and its statutory successors. Any obligation or requirement on the Council to do something will be satisfied if the Council procures that it is done.
- 1.3 A reference to “paragraph(s)” and “Annex” is to the paragraphs and annexes of the Terms.
- 1.4 Copies of all codes of conduct, policies, guidance and any other documents referred to in the Terms can be made available on request to the Council.

2. OBJECTIVES

- 2.1 The Town Board, supported by the Council, will develop, agree and produce a Long Term Plan for the town of Coatbridge (“the Long Term Plan”). The Long Term Plan will consist of a 10 year vision which will include a 3 year investment plan which should recognise and seek to build on work that is underway, or has been undertaken already, in Coatbridge. The Long Term Plan, and the 3 year investment plan, should build on and align with the Council’s strategies, plans and objectives as set out in the Plan for North Lanarkshire or any future strategic plans which the Council may introduce. The 3 year investment plan will be reviewed and updated on an annual basis and approved by the Board.
- 2.2 The Town Board will bring together community leaders, local employers, public agencies and local elected representatives to develop a shared 10 year vision for the town of Coatbridge and oversee the delivery of funding across three broad investment themes of Safety and Security; High Streets, Heritage and Regeneration; and Transport and Connectivity.
- 2.3 The Town Board will drive the priorities for investment, convene powers and responsibilities for making change, and steer the long-term vision for Coatbridge hand-in-hand with local people.

3. RESPONSIBILITIES

- 3.1 The Town Board will be responsible for:

- 3.2.1 identifying the issues and priorities to focus on for the Long Term Plan, including supporting a process of ongoing community engagement.
 - 3.1.2 working with the local authority to develop the Long Term Plan, setting out how local partners will use their knowledge, powers, assets and new funding to deliver for their communities.
 - 3.1.3 identifying opportunities to bring in additional philanthropic or private investment to support the Long Term Plan.
 - 3.1.4 submitting the Long Term Plan to the Department for Levelling Up, Housing and Communities on, or before 1 August 2024 or by a mutually agreed date.
 - 3.1.5 overseeing the delivery of projects set out in the Long Term Plan.
- 3.2 The Chair, the Town Board Members and the Council will ensure that the Nolan Principles, set out in Annex A, are upheld in the carrying out of all business and activities of the Town Board.

4. GOVERNMENT GUIDANCE

- 4.1 The Town Board will undertake its responsibilities in accordance with guidance issued, and subsequent guidance that may be issued, by the Department for Levelling Up, Housing and Communities (or its successors), including:
- 4.2.1 Our Long Term Plan for Towns, guidance published 1 October 2023.
 - 4.2.2 Long Term Plan for Towns: guidance for local authorities and Town Boards published 18 December 2023.
 - 4.2.3 Supplementary guidance and FAQs dated 20 March 2024.

5. CHAIR OF THE TOWN BOARD

- 5.1 The Council is responsible for the appointment of an independent chair of the Town Board (“the Chair”), following consultation with the relevant Member of Parliament.
- 5.2 The Chair must be a prominent local community leader or local businessperson. They should act as a champion for the town of Coatbridge and provide leadership for the Town Board, ensuring it is community-led and embedded within the local area.
- 5.3 Elected representatives, such as Members of Parliament, Members of the Scottish Parliament or local councillors, must not chair the Town Board.
- 5.4 The role of the Chair is voluntary. The Chair will not be entitled to any remuneration. Reasonable expenses incurred in connection with the fulfilment of the role of Chair may be reimbursed.
- 5.5 The appointment of the Chair will be held until the three year check in point at the end of each investment period cycle. The Chair whose appointment expires under this provision is not excluded from re-appointment.

5.6 Notwithstanding the provisions of paragraph 5.5, the Council, at its sole discretion, may terminate the appointment of the Chair before the end of the three year check in point at the end of each investment period.

6. TOWN BOARD MEMBERSHIP

6.1 The Town Board will have a maximum of fifteen members ("Town Board Members"). Reference to Town Members includes the Chair.

6.2 Two Town Board Members will be local councillors from the Council. The Council will confirm the appointment of the local councillors to the Chair and the Town Board following completion of the Council's process for the appointment of representatives to outside organisations.

6.3 The Member of Parliament whose constituency sits within the boundary of the town of Coatbridge must sit on the Town Board.

6.4 The Town Board must have a senior representative from Police Scotland.

6.5 The Town Board will comprise representation from local organisations. This may include, but is not restricted to:

6.5.1 Community partners, such as community groups, faith groups, local charities, neighbourhood forum, youth groups, and the Third Sector Interface.

6.5.2 Local businesses and social enterprises, such as the chair or board members for the Business Improvement District where these exist, and key local employers or investors in the town of Coatbridge.

6.5.3 Community and small businesses.

6.5.4 Cultural, arts, heritage and sporting organisations, such as local sports club directors and local heritage groups.

6.5.5 Public agencies and anchor institutions, such as local schools, higher education and further education institutions, relevant government agencies for the Coatbridge area.

6.6 Membership of the Town Board will be kept under review by the Council to ensure that it is consistent with guidance from the Department for Levelling Up, Housing and Communities and aligned to achieving the Town Board objectives.

7. APPOINTMENT OF TOWN BOARD MEMBERS

7.1 The Council, in consultation with the Chair, is responsible for the appointment of Town Board Members.

7.2 The Council will notify the Department for Levelling Up, Housing and Communities of any changes to the Town Board membership.

- 7.3 With the exclusion of the required Town Board memberships detailed at paragraphs 6.2, 6.3, and 6.4, appointments to the Town Board will be held until the three year check in point at the end of each investment period cycle. Any Town Board Member whose appointment expires under this provision is not excluded from re-appointment.
- 7.4 Notwithstanding the provisions of paragraph 7.3, the Council, at its sole discretion, may terminate the appointment of any Town Board Member before the end of the three year check in point at the end of each investment period.
- 7.5 Town Board Members may resign from the Town Board by serving notice, in writing, on the Chair, or in the event that the Chair is the member resigning, on the Council.
- 7.6 If a Town Board Member is a representative of an organisation and resigns from that organisation, they automatically resign from being that organisation's named representative on the Town Board and as a Town Board Member.

8 MEETINGS AND PROCEDURE

- 8.1 The Town Board will meet quarterly. Additional meetings may take place should the need arise at the discretion of the Chair in consultation with the Council.
- 8.2 A minimum of two weeks' notice will be given for a meeting of the Town Board. Board papers will be issued to Town Board Members, and all other Board attendees, 5 working days before any meeting of the Town Board.
- 8.3 The Town Board will follow the Council's governance and finance arrangements when considering private reports, with the default position being that all papers are open to the public.
- 8.4 The Chair will ensure that minutes of meetings of the Town Board are made. The minutes will include any conflicts of interest reported to the Town Board.
- 8.5 Draft minutes should be issued to the Town Board Members, and all other Board attendees, within 10 working days of the meeting. Once approved by the Town Board, final minutes will be published on the Council website within 10 working days.

9. QUORUM AND DECISION MAKING

- 9.1 Decisions of the Town Board will be made by majority vote of Town Board Members present at the meeting at which the decision is made or, if following the written decision procedure, by the majority of all members for the time being signifying in writing their support for a decision or proposal.
- 9.2 The Chair will not have a second or casting vote and in the event of an equality of votes, the vote is deemed not to have been carried.
- 9.3 The Town Board will not be entitled to take any decision relating to expenditure that will, or may reasonably be expected to, conflict with the Council's obligations as the Accountable Body or the Council's Section 95 Officer's duties.

- 9.4 Notwithstanding the establishment of any sub-groups in terms of paragraph 11, authority for any decision of the Town Board will remain vested in the Town Board in accordance with the Terms.
- 9.5 The quorum for a meeting of the Town Board will be 8 Town Board Members. The quorum must include:
- 9.5.1 at least one Town Board Member who is a representative of the Council in terms of paragraph 6.2;
 - 9.5.2 at least one Town Board Member who is a representative of local businesses and investors or a representative of the Community/local voluntary community sector;
- and
- 9.5.3 The Chair.
- 9.6 A duly convened meeting of The Town Board at which a quorum is present will be competent to exercise all or any of the authorities, powers, and discretions for the time being vested in or exercisable by the Town Board.
- 9.7 Council Officers will attend Town Board meetings to ensure the Council's duties as accountable body for the Long Term Plan are met and to provide the Town Board with secretariat support.
- 9.8 If a Town Board Member ceases to be a member at a Town Board meeting, he or she can continue to be present and to act as a member and be counted in the quorum until the end of the meeting if no other member objects and if otherwise a quorum of members would not be present.
- 9.9 Each meeting of the Town Board, and any sub-group, will be conducted in accordance with the Council's Code of Conduct.

10. MEMBERS' INTERESTS

- 10.1 When accepting membership to the Town Board, each Town Board Member must complete a register of interests in the form and in accordance with the instructions set out at Annex B and accept the membership code of conduct in accordance with the Council's Code of Conduct.
- 10.2 Each Town Board Member must ensure that the register of interests is up to date before the start of each Town Board meeting they attend.
- 10.3 Each Town Board Member must complete the register of gifts and hospitality, which is set out in Annex C, and circulate to the Council on an ongoing basis.
- 10.4 If a proposed decision at a meeting of the Town Board is concerned with an actual or proposed transaction or arrangement with which a Town Board Member is interested, that member is not to be counted as participating in the decision making process for quorum or voting purposes. The Town Board Member will declare an interest at any meeting of the Town Board and will absent themselves from the discussion of and or making decisions relating to the transaction or arrangement unless it is agreed by the Chair and the Council that the member's interest cannot reasonably be regarded as likely to give rise to a conflict of interest.

10.5 A Town Board Member should notify the Chair of any interests occurring in terms of paragraph 10.4 as soon as the member becomes aware of the potential conflict of interest. The Town Board Member should not wait until a meeting of the Town Board to notify the Chair. The Chair will provide details of the interest to the Council for consideration in terms of paragraph 10.4.

10.6 A Town Board Member who becomes aware of an interest which potentially conflicts with the business of the Town Board, is not obliged to disclose information that is confidential and where to do so would amount to a breach of confidence. The Town Board Member will make arrangements with the Chair not to receive documents and information relating to the conflict.

11. SUB-GROUPS

11.1 The Chair, in consultation with the Council, may set up sub-groups of the Town Board to focus on specific aspects of the Long Term Plan.

11.2 Approval of the Chair and the Council will be required for the participation of non-board members in any sub-group.

11.3 Sub-groups will report their findings and insights back to the Town Board. They will not have any decision making function.

12. FINANCIAL, CONTRACTUAL AND LEGAL MATTERS

12.1 The management of the Town Board's financial affairs will be conducted by the Council in its capacity as the Accountable Body and will follow the Council's Financial Procedure Rules.

12.2 The management of the Town Board contracts will be conducted by the Council in its capacity as the Accountable Body and will follow the Council's Contract Procedure Rules.

13. LEGAL STATUS

13.1 The Town Board is not a legal entity. It is not the accountable body for any grant or funding regime.

13.2 The Terms constitute the formal constitution of the Town Board.

14. REVIEW AND REVISION OF THE TERMS OF REFERENCE

14.1 The Council may, in consultation with the Chair, amend the Terms where necessary as the work of the Town Board progresses.

15. DISSOLUTION

15.1 The Council will dissolve the Town Board after the end date of the Long Term Plan or when the function of the Board is no longer required.

Annex A: Nolan Principles

Nolan Principles: The Seven Principles of Public Life

- **Selflessness:** Holders of public office should act solely in terms of the public interest;
- **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships;
- **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias;
- **Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this;
- **Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing;
- **Honesty:** Holders of public office should be truthful; and
- **Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support

Annex B: Register of Declarable Interests

The Town Board is obliged to hold an open register of members' declarations of financial and personal interests to ensure that all decisions reached are open and fair and to enable the Town Board to decide what steps to take in accordance with paragraph The Town Board Terms of Reference.

Declaration

I have read The Town Board Terms of Reference and Code of Conduct and wish to declare my interests as follows.

Personal Interests:

ORGANISATION	NATURE OF INTEREST	DATE COMMENCED

Financial Interests:

ORGANISATION	NATURE OF INTEREST	DATE COMMENCED

I wish to declare the following interests / employment of my family as I feel there is a potential conflict of interest with my membership of the Board:

ORGANISATION	NATURE OF INTEREST/ EMPLOYMENT OF FAMILY	DATE COMMENCED (IF KNOWN)

I undertake to notify the Chair of the Town Board of any changes to the above without delay.

Signed:

Name (CAPITALS):

Annex C: Register of Gifts and Hospitality

REGISTER OF GIFTS AND HOSPITALITY – Coatbridge Long Term Plan Town Board Members

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I, (full name) (capitals)

a Member of The Town Board

GIVE NOTICE, as I am required to do under The Town Board Terms of Reference that I have been offered gifts and/or hospitality (all gifts and hospitality must be disclosed within 28 days)

Please insert nature of gift / hospitality with an estimated value of at least £10.00

Name of person or body making or offering the gift / hospitality	

The gift was:	Declined / Accepted (Delete as necessary)
Date of gift / hospitality	

MEMBER'S SIGNATURE – Please note that physical signatures are required on this form.

Date	
Member's signature	

RECEIPT ON BEHALF OF NORTH LANARKSHIRE COUNCIL

Date received on behalf of the Council	
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Signature on behalf of the Council	
Print Name	

ENTERED IN REGISTER

Date entered	
Entered by (sign)	
Print Name	