

# Todmorden Town Deal Board

8<sup>th</sup> July 2021

## Meeting notes

### In attendance:

#### Members

- Pam Warhurst (Chair for this meeting)
- Cllr Dacre
- Cllr Press
- Cllr Carrigan
- Craig Whittaker MP
- Tony Lawson
- Stephen Curry
- James Duffy
- Andrew Kim
- Barbara Jones
- Rebecca Greenwood (WYCA Representative)

#### CMBC Officers

- Karen Houghton, Programme Manager
- Sarah Richardson, Assistant Director of Customer Services
- Shelagh O'Neill, Director of Regeneration and Strategy
- Daisy Wilde, Neighbourhood Coordinator

#### In Attendance

- Cllr Scullion, CMBC Member (Deputy Leader and, Cabinet member and Portfolio holder for Regeneration and Strategy)

### Apologies:

- Cllr Skelton
- Cllr Fenton-Glynn
- Cllr Courtney
- Tim Benjamin
- Frankie Mullen

### Welcome:

Unanimous decision from Board Members for Pam to Chair.

Pam Warhurst chaired the meeting and welcomed all.

*Note: No outcome regarding the Towns Fund bid at present. Still awaiting to hear back.*

## Minutes from the last meeting – 17<sup>th</sup> June 2021

The minutes of the last meeting were agreed.

### Matters Arising

- Action from the last meeting completed.
- 'Impact assessment of Town Deal projects' to be on the next meeting agenda (August meeting).

## Declaration of Interests (relating to agenda items)

None declared for this meeting.

## Terms of Reference (ToR)

Karen Houghton summarised.

- Subgroup established to develop initial draft of ToR.
- Group included Frankie, Stephen, Andrew, and Cllr Dacre.
- Tried to reflect the views of all members, prospectus, further guidance, and best practice.
- Vision and values of Todmorden included.
- The updated draft has been circulated to all members via email.

During the initial discussion, the following points were raised:

- Degree of consensus of subgroup.
- Draft ToR was guided by the prospectus, guidance, and minutes from the last meeting.
- Some areas require further discussion.

In particular, concern noted regarding CMBC (Calderdale Metropolitan Borough Council) officer being a board member and the Vice Chair being appointed by the Chair and not elected by the Board.

The Chair thanked the subgroup we're thanked for developing the draft TOR.

The Chair proposed the Board discuss the drafted TOR 'section by section'.

1. Introduction

No comments.

2. Purpose of the Todmorden Town Deal Board

No comments.

3. Vision for Todmorden and Values

The following points were made:

- Discussion around inclusivity
- Suggestion for a subgroup to focus on diversity
- Consensus amongst the Board to remove the 2038 date from the ToR

Action: 2038 date to be removed from the ToR.

#### 4. Roles and Responsibilities

##### 'The Chair'

The following points were made:

- The responsibilities may be too ambitious
- Chair could delegate some responsibilities
- Towns Fund support providing development opportunities
- The Chair could grow into the role

##### 'Vice Chair'

The following points were made:

- Concern the Vice Chair should be elected by the Board and not appointed by an individual
- Chair needs to have good support and confidence in the Vice Chair
- Chair and Vice Chair periods of tenure needs to be outlined in ToR
- If Vice Chair selected from outside the Board, the Board should ratify this

There was a further discussion around how the new Chair would be elected.

The following points were made:

- Decision needs to be made about a recruitment process for the position of Chair and possibly other Board Members
- An interim Chair may be required
- Interim Chair and length of time they serve for to be included in ToR

The Chair summarised that the general consensus of the Board was that Vice Chair be appointed by the Chair with additions included in the ToR regarding length of term and regarding the Vice Chair.

##### 'Board Members'

The following points were made:

- Originally Board Members could not represent an organisation
- Reason for named substitute is in political positions i.e. the MP, CMBC elected members and Todmorden Town Council
- ToR must make clear Board Members have voting rights
- Concern 14 voting members would be limiting
- More than 14 voting members may make decision making difficult
- Could involve others through subgroups or in an advisory role
- Importance of board members being able to solicit views of others is key
- Board could start with maximum of 14 voting members, but this could be expanded at the discretion of the Board

The Chair noted the Consensus amongst the Board was to have 14 board members with voting rights, but for some additional wording about being able to expand the number at the discretion of the Board.

5. Calderdale Accountable Body Functions

No comments.

6. Board Membership

The following points were made:

- CMBC officers cannot take on this role for the Council as they work for Councillors. Cannot have an officer, would have to be an elected representative
- Two CMBC members would be fair – it would be the remit of the Council to choose these representatives.
- Numbers included were drawn from the guidance. Two CMBC is more than the guidance suggests
- WYCA would become advisory member and not voting member
- Guidance states one representative from each tier of local government
- Discussion about number of business/private sector representatives and community and voluntary sector representatives
- Skills set important
- Clarity regarding missing 3 meetings required

Action: WYCA would not take board position but remain in advisory capacity.

Action: Karen to clarify the points raised, reword, and circulate to all Board Members via email.

7. Board Meetings and Conducting of Business

The following points were made:

- Board operating under the current ToR – end of the first year's term is this month – Board needs to decide about whether terms starts from when first appointed or from now
- Need to specify date for 12-month meetings to be circulated. May need some provision included regarding additional, extraordinary meetings being arranged
- Could count this last year as the shadow board and now full board moving forward i.e. 2 years from receipt of money or when this ToR adopted
- Task and finish groups to report to Chair
- 7.8 needs to make clear the meeting is to be held in public; therefore, members of the public would not have a right to speak but would be asked to speak
- Resolving hybrid option would require investment in technology
- TLC (Todmorden Learning College) can offer conferencing in person and virtually

Chaired noted consensus that the meetings be held in public, that the two year term for board members starts from confirmation of a successful bid, with the previous

twelve months being treated as a shadow board, and that the task and finish groups report to the Chair.

**Action: Daisy and Karen to liaise with Todmorden Town Council about their plans for hybrid meetings, and to link CMBC IT into any conversations.**

#### 8. Board Members' Conduct

The following points were made:

- Suggestion 60% majority to dismiss – engaging Council's procedures could lead to long waits for issues to be concluded
- CMBCs Head of Democratic Services seemed comfortable with 50% +1 for dismissal
- There should be some provision for people to have a right to appeal

Chair summarised that as there were clear concerns re operability of appeals process the board agrees we leave 8.6 as is and see if it works.

#### 9. Conflict of Interest

No comments.

#### 10. Changes to these Terms of Reference

No comments.

The Chair summarised that some points in the ToR need clarity – these need to be circulated to all Board Members via email for final decision before the next board meeting.

### **Holding Meetings in Public**

This has been accepted as part of the ToR. We should aim for the next meeting (19<sup>th</sup> August) to be held in public.

The following points were made:

- After July 19<sup>th</sup> we should be able to hold meetings in person.
- Could advise people if they feel uncomfortable to take LFT.
- The Council are still reviewing face to face meetings – protecting staff and ensuring business continuity key considerations.

The Chair noted that if people are not comfortable meeting face to face, they should not be excluded.

### **Comms Subgroup Update**

Stephen Curry updated.

- Comms waiting for the announcement, running out of 'filler' stories.

- We have kept people updated about accelerator funding projects.

A question was asked regarding Comms around the Town Hall ballroom.

It was explained that at the last working group meeting, it was agreed we would hang on as we were waiting on the Towns Fund announcement. CMBC comms team could liaise with Stephen to do some joint press work regarding this.

**Action: CMBC comms team to liaise with Comms group to do some joint press work regarding the ballroom.**

## **Youth Engagement Subgroup Update**

Tony Lawson updated.

- Subgroup went back to Billy and Shannon regarding their proposed plan.
- They came back with a more realistic plan.
- Engaging with comms groups to publicise the events.
- Engaging with businesses to sponsor events.
- Announcement – integrate into the projects.

The following comments were made:

- TLC are working closely with Shannon and Billy – arranged to do four sessions in August on their behalf through consultation with them. At TLC there is a lot of focus on youth provision and they already have a lot of engagement with young people i.e. the Scouts, Princes Trust, groups for Karate and Roller-skating. Open day on the 17<sup>th</sup> July. Making space for a group called White Pearl (a Muslim based education group)
- Still early days with the youth subgroup – and explaining clearly to them what we want to achieve and how they can be part of that. I think we are nearly at the stage where we can bring a youth position onto the Board.

**Action: Youth group to explore possibility of youth rep on the board.**

### **AOB**

Q: when may we hear about the Bid?

Craig Whittaker MP suggested possibly the next 2-3 weeks, before parliamentary recess.

Q: had anyone considered our offer of meeting face to face, at TLC?

Chair said there needs to be a discussion outside of the meeting about where is the most appropriate place to hold face to face meetings when they can resume.

Q: what is happening with Chair?

Karen informed need to set a subgroup up with immediate effect to focus on recruiting a Chair.

Discussion between Board Members about having an interim Chair.

Chaired noted general consensus for an interim Chair until a new Chair appointed.

**Action: Until the new Chair is appointed by external advert an interim Chair needs to be chosen from the existing private sector Board Members subject to same terms of reference.**

**Action: Karen to organise three subgroups for chairs appointment, diversity, and sustainable development via email.**

**Research possible venues for future meetings in public.**

### **Date of next meeting**

Thursday 19<sup>th</sup> August 4-6pm.

DRAFT