

The Bishop Auckland Town Board

Terms of Reference

1. Status of this document

1.1 The purpose of these Terms of Reference is to establish and govern the operations of a partnership of voluntary, community and statutory agencies, co-operating together under the name '**The Bishop Auckland Town Board**'.

1.2 This document does not create a binding legal relationship between the Town Board's members, nor is it intended to result in the creation of a new organisation.

2. Property and contracts

2.1 As the Town Board is established as a means of co-ordinating the activities and resources of its member agencies in the furtherance of common aims, and not as a discrete organisation, the Town Board shall have no powers to acquire property, assets or liabilities or to enter into contracts in its own name.

3. Purpose

3.1 The purpose of the Town Board is to contribute positively to the social, economic and physical regeneration of Bishop Auckland and its environs, by enabling its member agencies to submit joint funding bids and contract tenders for projects that further their own objectives and to which they can contribute effectively as well as supporting greater collaborative working.

4. Membership

4.1 Membership of the Town Board shall be open to voluntary, community and statutory agencies that have an interest in the purpose of the Town Board and have been admitted to membership by a majority vote of the Board.

4.2 An organisation shall cease to be a member of the Town Board if it:

- a) resigns in writing to the Town Board;
- b) is removed from membership by a majority vote of the Town Board for conduct prejudicial to the Town Board provided that any member to be so removed shall have the right to make representation to the meeting at which the decision is to be made;
- c) is wound up.

5. Joint bidding, accountable body and implementation

5.1 The Town Board may identify and facilitate joint bids for contracts, grants and other resources which will assist its members to further the purpose of the Town Board.

Signatories to such bids shall be all or some of the Town Board's members and may also include non-members who have an interest in a particular project proposal.

5.2 Where circumstances require, it shall be standard practice for the Town Board to nominate one organisation or agency as the Accountable Body in respect of a joint bid. The role of the Accountable Body shall be to hold or channel the funds relating to the bid, and to enter into any necessary legal agreements with the funder. The Accountable Body shall also enter into agreements with such of the Town Board's members and others who are to deliver any part of the project or programme to which the bid relates.

6. The Town Board

6.1 The Town Board will comprise of one person nominated by each member.

6.2 The Town Board may at any time co-opt additional persons to the Board, who bring with them skills or experience useful to the Town Board, provided that at no time shall more than one-third of the membership of the Board comprise co-opted persons. Co-opted Board members shall have full voting rights.

6.3 The proceedings of the Town Board shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

7. Meetings and proceedings of the Town Board

7.1 The affairs of the Town Board shall be co-ordinated in such manner as the Board may see fit, including – as appropriate – meetings, electronic networking, newsletters, and telephone contact.

7.2 Members of the Board shall meet together and may adjourn and otherwise regulate their meetings as they think fit. At the request of the Chair or of two or more Board members, a meeting of the Board can be summoned at any reasonable time by giving at least seven days' notice to its members.

7.3 The Chair shall preside at all meetings of the Board. If there is no Chair or if she/he is absent fifteen minutes after the time set for the commencement of the meeting, the members of the Board present shall choose one of their number to chair the meeting before any other business is transacted.

7.4 No meeting of the Board shall proceed unless a quorum is present. A quorum shall be one-third of the Board.

7.5 It is hoped that decisions will be reached by consensus, but in situations where this is not the case, decisions shall be decided by a majority of votes of the members of the Board present and voting, and in the case of an equality of votes the Chair of the meeting shall not have a second or casting vote and the resolution shall be deemed to be lost.

7.6 The Board may from time to time make and alter rules for the conduct of their business and the summoning and conduct of their meetings. No rule may be made which is inconsistent with these Terms of Reference (noting para 10).

7.7 The Board shall ensure that proper minutes are kept of the proceedings at all meetings of the Board. Durham County Council will provide the secretariat function to the meeting.

8. Conflict of Interest

8.1 Board members are obliged to declare a conflict of interest if they, or the organisations they represent, stand to gain financially from any decision taken by the Town Board.

8.2 Should such a conflict of interest occur, the member concerned will not be able to participate in or vote on the decision in question and may, at the discretion of the Chair, be requested to leave the meeting while the issue is being discussed and decided. This clause shall not apply when the conflict of interest is shared with a majority of the other Board members present.

9. Removal of Board members from office

9.1 A member of the Town Board shall cease to hold office if she/he:

- a) is the nominee of an organisation that ceases to be a member of the Board;
- b) is absent without good cause from three consecutive Board meetings and the Board resolve that he or she shall cease to hold office for this reason;
- c) notifies to the Board a wish to resign.

9.2 Where a Board member ceases to hold office because of either of the reasons described in (b) or (c) above, the member organisation that nominated her/him shall be entitled to nominate a replacement.

10. Alterations to the Terms of Reference

10.1 These Terms of Reference may only be altered by a resolution passed at a meeting of the Board. The notice of the meeting where the resolution is to be considered must include details of the alteration(s) proposed.

11. Communications

11.1 Any media activity/communications about the actions of the Town Board should be agreed by the Chair prior to circulation.

12. Termination

12.1 These Terms of Reference shall cease to have effect, and the Town Board governed by this document shall no longer exist, if no quorate meetings of the Board are held in any period of 12 months or if it is decided to terminate these Terms of Reference by a resolution of the Board, at a meeting of which not less than 21 days' notice has been given stating the resolution to be proposed

Membership:

Durham County Council

The Auckland Project

Dehenna Davison MP

Bishop Auckland Town Council

North East Local Enterprise Partnership (need to seek nomination)

Local Businesses and Investors (need to seek nominations)

Community Representative (need to seek nomination – chair of AAP?)

Bishop of Durham (as chair of BBA Board and faith community)/additional community/social representative

Registered Provider representative?

Bishop Auckland College (large employer and FE provider)

Dated January 2020