

Tilbury Town Deal Board

Terms of Reference

1. Purpose and vision

The Tilbury Town Board is the vehicle through which the vision and strategy for the town is defined for the Towns Fund bidding process. The vision is to drive the economic regeneration of the town to deliver long term economic and productivity growth through:

- urban regeneration, planning and land use – ensuring thriving places for people to live and work
- skills and enterprise infrastructure – driving private sector investment, supporting skills and business development
- connectivity – developing local transport and supporting improved digital connectivity

The area and boundaries for Tilbury are defined by the Office of National Statistics (ONS), and this geographical area will need to be maintained for the bidding process.

2. Key objectives

Key objectives are to:

- develop and agree an evidence-based Town Investment Plan
- develop a clear programme of interventions
- co-ordinate resources and influence stakeholders
- act as an advisory function to Thurrock Council

The Town Investment Plan should set out investment priorities that could drive economic growth, supported by clear evidence and targeting investment into the economic infrastructure. It should complement existing strategic regional and local plans.

3. External liaison and working arrangements

The Board will be an independent body supported by Thurrock Council, SELEP, Essex Skills Board, local business and investors, the community and non-departmental government bodies – for example, Homes England and the Environment Agency.

4. Membership

Driving economic growth is the key focus, therefore it is vital to draw on a range of skills from stakeholders. This will help understand the challenges, key proposals and shape the Town Investment Plan. The Board will be led by a private sector chair.

5. Proposed town board members

The role of the Board is to be an advisory panel to the Council to ensure the Town Investment Plan sets out investment priorities. Board membership to include:

- Thurrock Business Board
- Port of Tilbury

- Amazon
- Tilbury CLLD Local Action Group (private sector representative)
- Stronger Together (community representative)
- Ward Councillor
- Thurrock Council Portfolio Holder
- Member of Parliament
- Local Enterprise Partnership

6. Code of conduct

The Code of Conduct for the Board will align itself with the governance structures of Thurrock Council. This includes the core priorities of:

- **people** – a borough where people of all ages are proud to work and play, live and stay
- **place** – a heritage-rich borough which is ambitious for its future
- **prosperity** – a borough which enables everyone to achieve their aspirations

In addition, Board members should conduct themselves in line with the Nolan principles:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

6.1. **Declarations of Interest:** All full and association members must give a declaration of interest at the beginning of the meeting in relation to any specific agenda items where it might be considered they have an interest.

6.2. **Conflicts of Interest:** All Board members will strive to avoid any conflict of interests between the interest of the Board on the one hand and personal, professional and business interests on the other. This includes avoiding actual conflicts of interest as well as perceived conflicts of interest. This is to protect the integrity of the Board's decision making process.

7. Meeting arrangements, decision making and voting rights

All meetings will be chaired by the Board's Chair or in his/her absence, the Vice Chair. Three Board members must attend a meeting for it to be quorate.

The Board will meet at least once a month until September 2020 or until the Town Investment Plan is produced and agreed.

To ensure decision making is equitable, each member of the Board will have equal voting rights. A majority of votes will resolve the decision, with the Chair having a casting vote in the case of a tie.

If a Board member is unable to attend, a substitute should be sent in their place. Substitutes will maintain the same voting rights as the Board member.

8. Work programme and timeline

The Board's aim is to develop a well-evidenced Town Investment Plan, which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges including:

- Set out investment priorities that could drive economic growth
- Context and evidence of need for suggested interventions
- High-level description of priority areas for the short, medium and long term, including:
 - activity that can be locally funded
 - projects that could be supported by public investment (including through the Towns Fund), with high level cost estimates
 - ambitions for private sector investment and community involvement
- the plan will complement other pre-existing strategy documents and align itself with the wider strategic approach – for example, SELEP Local Industrial Strategy
- detail high value for money interventions – to drive economic growth
- align with Government's clean growth objectives and as a minimum must not conflict with the UK's legal commitment to cut greenhouse gas emissions to net zero by 2050

National Timescale	All Town Deal Boards convened (including publication of town boundary)	End of January 2020
	Further guidance published by Government	Early 2020
	All Town Investment Plans produced	Summer 2020
	Town Deals agreed	2020-21
Local Timescale	First meeting Introductions and getting started, agree Terms of Reference and Terms of Governance	Early January 2020
	Meeting 2 – Draft priorities and approach to consultation, establish support required.	
	Meeting 3 – Review consultation, finalise priorities, agree scope and projects to include.	
	Meeting 4 – Project Development review	
	Meeting 5 – Draft Investment Plan	
	Meeting 6 – Agree submission version of Investment Plan (September 2020)	End of Summer 2020