



## Halifax Town Board

### TERMS OF REFERENCE

#### 1. AIM

To coordinate and drive plans focused on the development of Halifax and surrounding areas.

#### 2. SCOPE

The Town Board will work with both Calderdale Council and local stakeholders to promote and support investment for the town centre and surrounding area. This will be in line with the aims and objectives of related government and externally funded programmes and project initiatives.

#### 3. OBJECTIVES

- To ensure that Halifax Town Centre and the surrounding areas are attractive places to live, visit and work.
- To maximise the investment opportunities in Halifax for sustainable development
- To revitalise the built environment in Halifax.
- To link with Calderdale Council's Local Plan and any Local Neighbourhood Plans, including consideration of town centre traffic management issues.
- To feed into the development of Halifax Town Centre Masterplan, The Next Chapter and Halifax Business Improvement District (BID).
- To involve and engage local community groups, businesses, and people in the work of the Board.
- To involve and engage local community groups, businesses, and members of Halifax Town Board.

#### 4. METHODS OF WORKING

The Board will meet on a bimonthly schedule agreed for the year. At each meeting the Board will receive reports on progress with agreed priority projects. It can establish working groups for individual projects or activities.

Board meetings are open to the public and minutes will be available on the Council's website and to the Board's constituent groups. Items to be considered as exempt will be those which are commercially sensitive or contain confidential information.

#### 5. MEMBERSHIP

Membership of the Town Board will not normally exceed 15 and will comprise the following:

- 1 Cabinet Member for Regeneration and Strategy
- 1 Portfolio Holder



- 3 Labour Group Members
- 3 Conservative Group Members
- 1 Liberal Democrat Group Member
- 8 representatives from Halifax (representing residents, businesses, retailers, market traders, community groups, education and youth, and including key organisations that have a stake in the town)

Community representatives are selected for a three-year period to reflect the strategic nature of this Town Board's work. Representatives may serve a maximum of three terms (i.e. nine years).

The Board may make any co-options that it sees fit in order to achieve its aims and objectives.

The Board will be serviced and supported by Calderdale Council Officers.

### **Individual responsibilities of Board members**

- To be champions of projects within their own organisations and publicly.
- To be advocate representatives and collectively responsible for projects.
- To channel two-way communication between the Development Board, project teams and all stakeholders.

The role of a board member is outlined in the Voluntary Board Member Role Profile, which will also be used as the primary document for recruitment and selection of board members.

## **6. CONDUCT OF MEETINGS**

Board members have a responsibility to:

- Uphold high standards of integrity and probity in accordance with the Nolan principles <https://www.gov.uk/government/publications/the-7-principles-of-public-life> (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).
- Support the Chair in instilling the appropriate culture, values and behaviours in the boardroom and beyond.
- Respect other members' right to speak and express their particular opinions, even when they do not necessarily agree with them, while also ensuring they do not deliberately offend other members or engage in behaviour that might reasonably be interpreted as discriminatory, bullying or harassment.
- Members acting independently outside of Halifax Town Board meetings may reference they are members of the Board but it must be made clear that they do not represent the views of the Board unless instructed to do so by the Chair.

Board members may be asked to leave the board if:

- They fail to attend three meetings in a row without an apology.
- They fail to abide by the rules under "**6 - Conduct of Meetings**" and that this is confirmed in writing by the Chair.
- They fail to declare any personal, community or other interests that may conflict with their role as a board member.



- They do not act in the best interests of the board and improperly seek or accept any financial or other advantage for themselves or people closely connected with them.

## **7. CHAIR**

The Chair and Deputy Chair will be elected at the first meeting and their roles will be reviewed after one year.

The Chair will be a Town Ward councillor. The Deputy Chair will be an existing business or community and voluntary board member agreed by the board.

## **7. QUORUM**

A quorum will be the Chair or Deputy Chair plus 4 other members of the Board.

## **8. DECISION MAKING**

Decision making will normally be by discussion and consensus seeking wherever possible. All members of the Halifax Town Board have voting rights.

In the event of a tie, the discussion will be resumed and votes re-cast at the next meeting.

Where requests have been made for Town Board funds, applications must be completed 2 weeks prior to the board meeting to allow for a full and complete decision making process.