

Irvine Long Term Plan for Towns
Town Board
Terms of Reference
July 2024

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Town Board

1. Rationale

On 30 September 2023 the UK Government announced that 55 towns across the UK would benefit from £20 million of investment through endowment style funding over a 10-year period. Irvine was identified as one of seven towns in Scotland to benefit from this funding under the Levelling Up Fund.

The Long-Term Plan for Towns seeks to place local people at the heart of the decision-making process and to provide the funding to support delivery. The government prospectus provides a high-level framework for the investment which includes the:

- Development of a Long-Term Plan to invest in and regenerate the town, based on the priorities of local people and put to local people for consultation.
- Provision of £20 million in endowment-style funding and support over ten years to support the Plan's delivery. This includes capital and revenue funding to provide support and long-term certainty to deliver projects over multiple years and the flexibility to invest in interventions based on evolving local needs and priorities. This aims to ensure a focus on long-term strategic transformation as well as shorter-term improvements.
- Establishment of a Town Board including broad representation across the community, local business, social enterprise, local authority and public sector interests to oversee the development and delivery of the Long-Term Plan.
- Provision of a toolkit of powers in relation to anti-social behaviour, licencing and town centre living.

The Town Board will be responsible for identifying the issues and priorities on which the Long-Term Plan will focus and supporting a process of ongoing community engagement. The local authority shall support the Town Board in developing the Plan, setting out how local partners will use their knowledge, powers, assets and new funding to deliver for their communities. The Town Board will also assist in identifying opportunities to secure additional funding or private investment to support the Plan and oversee the delivery of identified projects.

It was agreed by Cabinet, and subsequently at the Irvine Locality Partnership meeting on 15 January 2024, that the Town Board would be a sub-group of the Locality Partnership.

2. Membership

Membership requirements for the Town Board are set out in UK Government guidance. The membership of the Town Board will comprise:

- Town Boards must be chaired by a local community leader or local businessperson. The chair should act as a champion for the town and provide leadership for the Town Board, ensuring it is community-led and embedded within the local area. They can be anyone who holds a prominent role such as:
 - a local charitable organisation
 - a philanthropist

- the head of a Further Education College
- a director for the NHS Board or Trust
- a director of a football club

Elected representatives, such as MPs, MSPs, MSs or local councillors, must not chair the Town Board.

- Parliamentary representatives: the relevant local MP must sit on the Town Board. The local constituency MSP for Cunninghame South can be invited to join.
- Local councillors: up to three councillors can join the Town Board
- Senior Police Officer: Town Boards must have a senior representative from the police.

Other Town Board members can include:

- Community partners, such as:
 - community groups
 - faith groups
 - local charities
 - neighbourhood forums
 - youth groups
 - the local Council for Voluntary Service (CVS) or Third Sector Interface (TSI)
- Local businesses and social enterprises, such as:
 - chair or board members for the Business Improvement District (BID)
 - key local employers or investors in the town
- Cultural, arts, heritage and sporting organisations, such as:
 - local sports club directors
 - local heritage groups
- Public agencies and anchor institutions, such as:
 - local schools, higher education and further education institutions
 - relevant government agencies for the area, for example Integrated Care Boards or Community Planning Partnerships in Scotland.
- North Ayrshire Council will be the accountable body for funding and executing the plans, it will also hold the secretariat role.
- In line with the Cabinet approval received in 2023, and with the membership requirements set out by UK Government, it was agreed the Town Board will be a sub-group of the existing Irvine Locality Partnership. Volunteers from the Irvine Locality Partnership were requested to serve on the Town Board. The local MSP may also be invited to serve on the Town Board. In line with UK Government guidance, noted above, Elected Members, the MP and Senior Police Officer are required to be members of the Town Board.

3. Co-opted Membership

The Town Board may co-opt as additional members, further representation, including representatives of an agency or organisation not already serving on the Board. Any such representative shall have knowledge or expertise in the distinct areas of the Town Board's work (Participation by Experience). The number of co-opted members must not exceed half that of the Town Board's membership. Co-opted members will have

such membership rights as the Town Board may determine. In particular, the Town Board may determine their voting rights and the period of time or defined piece of work for which such Co-opted members are appointed. The period of appointment of such co-opted members shall not exceed the normal period of office of the Locality Partnership members. Only Co-opted members who have full voting rights shall be counted as part of any quorum for meetings. Co-opted members should not exceed the number of members arrived through the Locality Partnership.

4. Deputies

Named Depute Members for Members may be appointed by the constituent authority which nominated the Member, or the Member as appropriate. The appointment of such Deputies will be subject to the same rules and procedures for Members. Deputies shall receive papers for Meetings of the Town Board but shall be entitled to attend or vote at a Meeting only in the absence of the principal Member they represent. If the Chair is unable to attend a meeting of the Town Board, any Depute Member attending the meeting may not preside over that meeting.

5. Period of Membership

The term of office of Elected Members of the Town Board shall be until the day of the next ordinary Elections for Local Government Councillors. The term of office of all other Community members shall be a period of three years from the date of appointment, unless they cease to be a member of the Locality Partnership, whereby their membership of the town board will end. The term of office of Officers shall continue until the nominating body replaces them or they cease to be an employee of the nominating body.

6. Chair

The Town Board Chair is invited by North Ayrshire Council in consultation with the local MP. They must be a local community leader or local businessperson. The chair should act as a champion for the town and provide leadership for the Town Board, ensuring it is community-led and embedded within the local area. They can be anyone who holds a prominent role such as:

- a. a local charitable organisation
- b. a philanthropist
- c. the head of a Further Education College
- d. a director for the NHS Board or Trust
- e. a director of a football club

The role of the Chair is to:

- Lead the Town Board to achieve its objectives, maintain an overview of activity and champion and support partnership working in relation to the Long Term Plan;
- Ensure that the Town Board operates in line with these Terms of Reference, associated Town Board policies and conduct the business of the Town Board accordingly;

- Ensure that decisions of the Town Board are in accordance with good governance principles;
- Sign, as required, any relevant documents as advised by the Secretariat to the Town Board.

The Chair, in consultation with North Ayrshire Council, may appoint a Vice Chair. In the absence of the Chair, the Vice Chair will assume the responsibilities.

7. Code of Conduct

Members shall subscribe to and comply with the Model Code of Conduct for Members of Devolved Public Bodies.

8. Standing Orders

Standing Orders will be prepared for meetings of the Town Board, which will incorporate the relevant parts of the Terms of Reference.

9. Quorum

The quorum will be one quarter of the members of the Town Board, excluding co-opted members.

10. Voting

As more particularly detailed in the Standing Orders of the Town Board, every effort shall be made by members to ensure that as many decisions as possible are made by consensus. In the event that such consensus is not possible, then members with full voting rights shall be entitled to vote.

11. Delegated Powers

In common with North Ayrshire Community Planning Partnership, the Town Board will normally make recommendations, which will be referred for consideration to the body responsible for exercising the function which is the subject of the recommendation. Alternatively, an officer of bodies attending the Town Board may have authority delegated by their parent organisation to implement the recommendation without further decision by their parent organisation. In addition, Community Planning Partners or other organisation may, in due course, delegate specific powers to the Town Board.

12. Minutes and Meetings

The Town Board will meet at least quarterly and publish:

- a documented decision-making process outlining the voting rights of the Board
- profiles of board members
- all board papers in advance of the meeting within 5 working days
- draft minutes of meetings following the meeting within 10 working days
- final minutes, once approved by the board within 10 working days
- any conflicts of interest reported, within the published minutes

The Town Board will follow North Ayrshire Council governance and finance arrangements when considering private reports, with the default position being that all papers are open to the public.

13. Functions Referred

The Irvine Town Board should drive priorities for investment and steer the long-term vision for their town, in conjunction with the local community. It will do this through developing the Long-Term Plan (the Plan) for Irvine, comprising:

- A 10-year vision
- A 3-year investment plan

Irvine Town Board shall use the funding available to it to ensure that the Plan should reflect local priorities and be co-designed with communities, businesses and residents, drawing on available evidence and data.

Thereafter to review and monitor the milestones and outcomes of the Plan and to roll-forward the investment plans.

The Town Board and the accountable body will continue to be led by the investment plan and vision, and subject to the ongoing guidance of the relevant UK Government department.