

Wincanton Town Centre Regeneration Programme Board *Draft Terms of Reference*

1. Purpose

The Wincanton Town Centre (WTC) Programme Board is responsible for managing, directing and delivering the broad aims of the Wincanton Town Centre Regeneration Programme. The board will operate with a degree of decision making and financial delegation in order to move the programme forward efficiently and to also create clear accountability.

2. Membership

This Board will comprise:

- Councillor Henry Hobhouse, Area East Chair
- Councillor Val Keitch , Leader of the Council
- Area Committee Members - at least one member from each of the political groups in and around the town (including a Ward Member for the town)
- Clare Pestell, Lead Director
- Alex Parmley, Chief Executive Officer (CEO)
- Wincanton Town Council representative
- SCC representative

3. Aims & Objectives

The key aims of the board are:

- To ensure the delivery of the Wincanton Town Centre Regeneration Programme
- To work with the Stakeholder Group to ensure that clear messages are given and feedback is received and circulated to all partners engaged in the regeneration process.

4. Roles & Responsibilities

The board is responsible for delivering the broad aims of the Wincanton Town Centre Regeneration Programme and is required to put in place robust project management arrangements including risk log mitigation measures. The project management arrangements must follow the councils prescribed methodology.

The board must also produce an outline programme, details of the objectives and outcomes, a delivery plan and a programme risk log.

The board is responsible for developing business cases for project investment which follow the approach detailed in the council's Commercial Strategy.

5. Meetings

The meetings will be chaired by the Area Chair to ensure strong links are maintained with the Strategic Development board and the Area Committee work plan. The Board will meet every quarter, but more frequent meetings may be called, for instance to sign off business plans — and will be held at SSDC offices unless decided otherwise.

6. Decision-making

The board and its delivery have been granted executive powers by Full Council. The Strategic Regeneration Board will ensure consistency amongst the Chard, Wincanton and Yeovil Boards. It will also receive progress and update reports. Area East Committee will maintain an overview of the work of the board and will receive updates from time to time. Progress with the programmes will be reported through performance management systems including the quarterly performance reports.

It is intended that the board will operate by consensus. However, if differences occur that cannot be reconciled, then they will be referred to the CEO and Leader for a decision and in exceptional circumstance to District Executive.

The Board has been allocated a gross spend budget and a net cost to the council budget. The Board is responsible for achieving the aims of the Wincanton Town Centre Regeneration Programme within this budget. The budget has been delegated to the Lead Director, who can authorise spending in consultation with the Chair and Section 151 Officer. Any request for funding will only be considered upon production of a detailed delivery plan including objectives, outcomes and a clear financial plan.

7. Financial Approach

The Board will be allocated a gross spend budget and a net cost to the Council budget. The Board is responsible for delivering the broad aims of the scheme within both the gross spend budget and the net spend budget. Projects that can generate surpluses will seek to generate the maximum return in regeneration and financial terms in order to provide support to those projects which are not self-financing and require a subsidy. In practice, the actual delegation of the budgets will sit with the Lead Director in consultation with the Chair of the Board and S151 Officer (or his Deputy) having put the proposals before the Board for agreement.

7.1 The gross spend budget

This is the maximum amount the Board can spend on the scheme but is not the true cost to the Council. It is based on the assumption that the Programme will seek to maximise the leverage of other sources of funding within the entirety of the programme. To achieve this it will require the Council to spend money in order to gain a return. This recognises that some aspects of programmes are likely to represent a net cost and others are likely to represent a net income but will require investment to achieve that income.

Therefore, the gross expenditure does not represent the true final cost to the Council which will be much lower than the gross expenditure budget.

7.2 The net cost budget

This is the maximum true cost to the Council over the term of the Programme. It represents the money the Council will spend that will not be directly returned to the Council in some way. It is the product of the gross spend budget minus the income generated by the scheme. The income could be generated through capital receipts e.g. sales of property, through revenue generated over a term of an invested asset above operating costs or grants secured towards the scheme from other agencies or sources.

If the Board needs to go outside of its gross spend or net cost budget, or wants to change the programme substantially to that which was agreed, the Board will need to go back through the democratic process for further approval.

Financial performance will be managed through delegated arrangements and periodically reported to Full Council in line with the Council's performance and reporting framework.

8. Review

The Terms of Reference will be reviewed annually.

Wincanton Town Centre Regeneration Stakeholder Group *Draft Terms of Reference*

Purpose

The Stakeholder Group (SG) has an important role to play in providing insight and guidance which will provide positive drive to the Wincanton Town Centre Regeneration Programme and process. The SG will support engagement, consultation and communication with those who live and work within Wincanton and whose business or organisation can make a positive difference to the regeneration programme. The stakeholder group will not be a decision-making body.

Role

The group will:

- Act as a forum that the Wincanton Town Centre Regeneration Board can use to effectively share ideas in relation to the progress of various projects and potential regeneration opportunities.
- Provide specialist business advice and share specialist knowledge with the Wincanton Town Centre Regeneration Board when required.
- Ensure that clear messages are given and feedback is received and circulated to all stakeholders engaged in the regeneration process, when appropriate (some information may potentially be commercially sensitive and subject to a confidentiality agreement).

Membership

Achieving representative membership will enable the widest input of stakeholder views into each regeneration project. The SG will comprise of representatives from local organisations and businesses that can contribute to by the regeneration proposals for the town centre and those who are 'indirectly impacted' and have a continued interest in the development of these proposals.

Suggested initial membership:-

Area Committee Members up to 3, at least one member from each of the political groups in and around the town (including a Ward Member for the town)

Chamber of Trade and Commerce x1

Town Council representative x 2

Key partner representatives (tbc)

Business representative x1

Governance

The Stakeholder Group will:

- Meet every three months or more frequently as required to discuss items related to the regeneration plans within Wincanton town centre.
- Put forward views and opinions of the organisations, communities and businesses that the members represent.

- Agree methods of communication and feedback to their representatives and wider communities.

Code of Conduct

All group representatives will:

- Work within the Terms of Reference.
- Act as representatives of their group/organisation/business.
- Support the Vision for the Town Centre
- Agree to disagree and abide by the majority conclusions made by the group.
- Abide by the agreed methods of communication to wider stakeholders as set out by Wincanton Town Centre Regeneration Programme Board in agreement with the group.
- Where confidential information is discussed, it must not be disclosed to any other persons/party”.

Breaching the terms of reference

Persistent minor breaches will be considered by Wincanton Town Centre Regeneration Programme Board and may result in the participant being asked to leave the group.

Serious breaches, such as providing confidential information about the group’s discussions, will result in the participant being asked to leave the group.