

**Transforming Trowbridge
New Executive Board 2009**

Terms of Reference

Role

The principal role of the Transforming Trowbridge SPV is to facilitate Transforming Trowbridge (formerly The Vision) on behalf of the project's partners.

Membership

The Executive Board will have up to 12 voting members (of which a maximum of 40% should be from Wiltshire Council) plus a community or private sector Chairman. The initial Board will comprise (besides the Chair supported by the Vision Director who acts in a non-executive capacity):

- Wiltshire Council: Portfolio Holder for Economic Development and Visions
- Wiltshire Council: Director of Economy and Enterprise or substitute (non-executive)
- Wiltshire Council: Leader

Plus a nominated senior representative from each of the following:

- Trowbridge and District Chamber of Commerce
- Trowbridge Town Council (two Members supported by the Town Clerk as a non-executive member)
- Mid Wiltshire Economic Partnership Manager (non-executive)
- Trowbridge Community Area Board
- Trowbridge Community Area Futures Manager (non-executive)
- Trowbridge Community Area Partnership
- Wiltshire College
- Representative of two major Trowbridge-based employers

Overarching Aim

To grow and integrate the infrastructure and capacity of Trowbridge to meet existing need in retail, leisure, employment, commerce, housing and skills and to meet the future challenge of the planned major growth in population.

Objectives

1. Providing the forum that will enable Wiltshire Council and other interested parties to facilitate the regeneration of Trowbridge
2. Develop a Masterplan to ensure that a new Vision and its constituent projects are consistent with Trowbridge's status as a Strategically

Significant Town and with the Wiltshire Core Strategy and to monitor and maintain this document.

3. To facilitate the production and adoption of a strategic infrastructure and integrated transport plan for Trowbridge
4. Promote activities to engage the community in the planning and delivery of the Vision including involving and interfacing with networks and organisations that may have shared/overlapping objectives and/or which can contribute to the Vision

Specific Tasks (not exhaustive)

- Provide direction for, agree and oversee the work programme of the Vision Director and partners' staff supporting the delivery of the Vision (The Vision Director is responsible to Chair of the Partnership and is employed by Wiltshire Council reporting to the Director of Economy & Enterprise).
- Strategic oversight of the planning and development of the following key sites in Trowbridge: Ashton Mill, Shails Lane/Riverway, Pork Farms, St. Stephen's Place/Castle Place, Cradle Bridge, Court Street, Castle Street and Existing Town Centre; and ensuring their proper integration into a coherent and connected town centre
- Ensure that all key components, including a Strategic Transport Plan, are included in the Vision and other subsidiary work and documents
- Assume responsibility for promoting Trowbridge to third parties and assume responsibility for the cultural and educational change required in Trowbridge to sustain the town into the future.
- Maintain and monitor a list of completed and ongoing projects
- Appointment and management of consultants and other external specialists
- Consultee for all planning applications in Trowbridge town centre and to provide "first port of call" for potential major developers
- Manage the budget and report to the partners

Communications

- Media relations including the preparation and issuing of press releases
- Marketing and public relations
- Website development and maintenance

Community Involvement

- Community engagement and public consultation for Vision projects and associated activity
- Analysis, interpretation and reporting of the results from community engagement and public consultation activities and ensuring that they inform decision-making

Commitment of Partners

In undertaking to participate in the Transforming Trowbridge SPV, individuals and organisations will be expected to take part and contribute to the work of the SPV in the spirit of partnership and, in particular, each of these partners will:-

- Work together with other partners in developing and implementing Transforming Trowbridge and an associated Business Plan.
- Report back regularly and formally to their organisations on the work of the Transforming Trowbridge SPV and identify their organisation's level of contribution to Transforming Trowbridge and its Business Plan.
- Assist each other in the achievement of their organisation's priorities insofar as they are consistent with the Transforming Trowbridge and its Business Plan including the sharing of information for development and monitoring purposes of the agreed action plans;
- Include, wherever possible, the objectives of Transforming Trowbridge in their own Plans and Strategies;
- Work in a style that:
 - continues to build trust and openness within the partnership
 - recognises the value and contribution which each partner brings
 - enables all partners to share their views and have an equal say in decisions
 - enables different partners to lead where they have expertise
- Ensure that representatives appointed to the Transforming Trowbridge SPV are best placed to fulfil these roles and commitments and are empowered to speak for and make decisions on behalf of their organisation.
- Consider suggestions for membership which will be decided and agreed by the Board.
- Members may nominate a representative to attend on their behalf when necessary but will be expected to attend in person on the required number of occasions.
- Organisations are able to withdraw from membership of the Transforming Trowbridge SPV

Accountability & Liability

Wiltshire Council will act as the accountable body for the partnership, holding funds on behalf of the partnership and distributing them in accordance with the partnership's wishes and appointing staff/contractors. Other bodies can act in this capacity as required.

Liability for principal actions and matters of policy actions undertaken on behalf of the partnership will be that of Wiltshire Council, but only if these actions are consented to and formally agreed by Wiltshire Council. All partners will accept liability for their actions.

Administration

- The Vision Executive Board will meet at least six times a year.
- All meetings will be formally recorded by minutes and subject to a properly circulated agenda with clearly delineated action points and responsibilities.
- Failure to attend at least 3 meetings a year will, unless in exceptional circumstances agreed by the Chair, result in loss of position on the Executive.
- Decisions will be made by consensus, however where consensus can not be achieved, votes will be taken by simple majority and the Chair will not vote unless a

casting vote is required. 6 members need to be present for the vote to be valid, of which the Chair can be one.

- Executive members, other than those employed by the Wiltshire Council, will require confirmation by their sponsoring organisations annually.
- The Executive Board will make expenditure and procurement decisions in accordance with the Council's financial and procurement regulations and generally observe best value principles.
- The Chair will be appointed by the Board for a two year term with a review at the end of the term.
- The Chair may be reappointed once only.
- The preferred method of communication with the Executive will be email and then paper and post.
- Communications will be co-ordinated through the Vision Director.
- The Executive has the opportunity to co-opt members either to the Board or its sub-committees, as appropriate.
- There is an opportunity to claim reasonable out of pocket expenses up to local authority rates.
- The Terms of Reference will be reviewed regularly by the Executive.
- The composition of the Executive will be reviewed when and as required.
- The accounts will be open to scrutiny by Wiltshire Council and individual members of the Executive, with regular reports made to the Executive by the Vision Director.