

# Re-imagining Newhaven Board

## Terms of Reference

Revised: April 2024

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### Purpose

The overall aim of the Re-imagining Newhaven Board (known as the Board) is to:

***Oversee and co-ordinate the delivery of a vision and strategy for Newhaven in line with the Re-imagining Newhaven Investment Plan and beyond, with a view to improving the quality of its public realm and delivering long-term economic, cultural and productivity growth for the benefit of our community.***

### Roles and Responsibilities

The role of the Board:

- Champion Newhaven at every opportunity
- Provide strategic oversight of all the projects being delivered within the Re-imagining Newhaven programme
- Ensure the programme is being true to the vision and objectives set out in the Investment Plan
- Consult and engage with local residents, businesses and organisations throughout the delivery of the programme
- Co-ordinate resources and influence stakeholders
- To monitor the progress, milestones, budget, risks and issues throughout the delivery of the programme
- To celebrate the achievements of the programme
- To provide regular updates and reporting to DLUHC.

The role of Lewes District Council:

- Be the lead Council and accountable body for the Re-imagining Newhaven programme, the consolidated programme made up from the Future High Streets Fund, Town Deal and Levelling up Fund (Round 1)
- Be the main point of contact with DLUHC
- Coordinate the submission of quarterly monitoring and progress reports from all delivery partners
- Lead on the preparation and submission of performance reports requested by DLUHC
- Provide secretariat for the Board.

### **Legal Status**

The Board is an unincorporated group and therefore has no legal status. The Board is not the accountable body for any grant or funding regime.

The Terms of Reference does not change, replace, substitute or amend in any way the statutory duties or other responsibilities of partners.

It does not change, replace, substitute or amend in any way partner's own management or accountability frameworks.

### **Decision Making**

All decisions will be by consensus unless a member requests a vote. In this case all members present at the meeting in question will have one vote. In the case of a tie the Chairperson will have the casting vote.

### **Membership**

The Board will consist of representatives; from each of the following organisations:

- Business representatives
- Community representatives
- Department of Levelling Up, Housing and Communities
- East Sussex County Council
- Education representatives
- Greater Brighton Economic Board
- Lewes District Council
- Local Member of Parliament
- Member of the House of Lords
- Newhaven Enterprise Zone
- Newhaven Town Council
- Team East Sussex

Additional representatives as agreed by the Re-imagining Newhaven Board.

### **Notes:**

- Members may send substitutes in their place who will have voting rights – this should be notified to the Secretariat in advance where possible
- Non-attendance by a member at three consecutive meetings will lead to a review of their membership (except where this is unavoidable)
- Proposals for new Board members will be considered against the key criteria of being a representative body for Newhaven residents or businesses
- Any business or individual who wants to get involved with the Board will need to do so via the Secretariat.

### **The Chair and Deputy Chair**

The/ Board shall appoint a Chair and Deputy Chair from the private sector. In the absence of the Chair, the Deputy Chair will assume the responsibilities of the Chair. In the absence of both the Chair and Deputy Chair at a Re-imagining Newhaven Board meeting, those present, will vote and appoint a Chair for that meeting only.

### **Meetings and Administration**

The Board will meet every two months to make key decisions and monitor the delivery of the Re-imagining Newhaven programme. The Board will be supported by a Secretariat from Lewes District Council who will:

- Oversee delivery of the work programme on a day to day basis
- Co-ordinate and facilitate meetings
- Co-ordinate production and monitoring of the Re-imagining Newhaven programme and associated actions
- Provide other support as required.

A quorum of 8 must be present at any meeting for decisions to be taken.

Decisions can be made via email with all Board members outside of the Re-imagining Newhaven Board meetings.

### **Relationship with other bodies**

The Board works closely with other partnership groupings and will provide update reports, as required, to:

- Member organisations
- Greater Brighton Economic Board
- Other Groups as agreed

### **Sub-Groups**

Strategic Programme Sub-Groups were established to support the delivery of the various strategic programme business cases. Where required the Board may establish additional sub-groups in order to take forward a particular action. These must be time and task orientated with clear terms of reference and lead representative.

### **Termination of the Group**

In the situation that the Board agrees to terminate itself then consideration must be given, by the Board, to how the purpose as set out in the Terms of Reference will be taken forward.

### **Variation to Terms of Reference**

The Board may update these Terms of Reference as and when required.