

HASTINGS AND BEXHILL TASK FORCE (STEERING GROUP)

TERMS OF GOVERNANCE

1. Purpose

This document sets out the Terms of Governance for the Hastings and Bexhill Task Force Steering Group and formalises its relationship to the Task Force Executive Team (the officer team reporting to the Steering Group) and Hastings & Bexhill Renaissance Limited (HBRL).

The Hastings and Bexhill Task Force Steering Group was set up to seek additional Government funding for regeneration following the announcement that the Hastings Bypass would not be constructed. The Steering Group, on which all the key local partners were represented, co-ordinated the preparation of the Five Point Plan that was successful in securing £38m from Government sources in addition to existing funding streams.

Following the approval of the Five Point Plan the Steering Group agreed to form HBRL to deliver the main elements of physical regeneration using the additional funding. In November 2002 the Steering Group reaffirmed its on-going role as a necessary partnership forum for achieving common consensus on the economic regeneration of Hastings and Bexhill.

The Business Plan for Coastal Regeneration, also approved by the Steering Group and the Partners, set out a first phase programme of major capital projects to be delivered by HBRL as a major contribution to the objectives of the Five Point Plan. It was agreed that HBRL would focus on property development and its activities would be confined to the letting of contracts and entering into financial arrangements to deliver the projects set out in the approved Business Plan.

2. Membership

2.1 The Hastings and Bexhill Task Force Steering Group shall be a non-incorporated partnership consisting of the following members:

Chief Executive South East England Development Agency (SEEDA) (Chair)

The nomination, which can be an elected official or appointed officer, each from:

- Local Authorities:
 - East Sussex County Council
 - Hastings Borough Council
 - Rother District Council
- MP for Hastings and Rye (Ex officio)
- MP for Bexhill and Battle (Ex officio)
- One nomination each from:
 - Government Office for the South East (GOSE)
 - English Partnerships
 - The Chair of Hastings and Bexhill Renaissance Limited
 - Project Director, Hastings and Bexhill Task Force (Ex officio)
 - The Chief Executive (ex-officio) of East Sussex County Council, Hastings Borough Council, Rother District Council

Subject to the approval of the Steering Group, others will be allowed to attend meetings as observers or advisers, and to provide the Secretariat.

3. Responsibilities

3.1. The prime purpose of the Steering Group shall be to oversee the implementation of the Five Point Plan and to put in place delivery mechanisms to secure its objectives and to promote the sustainable regeneration of Hastings, Bexhill and immediately adjacent areas.

- 3.2. The Steering Group, by consensus, shall prepare, approve and update a Business Plan and put in place delivery mechanisms to secure its implementation through a programme of sustainable regeneration utilising funding made available by SEEDA, the Steering Group partners, the European Union and other public and private agencies. The Business Plan will set out the priorities for the spending of those resources committed to the Task Force by the partners and other agencies. The Steering Group will make a clear recommendation to each partner organisation to approve or reject any proposed amendment to the Business Plan.
- 3.3. The members of the Steering Group will advise on and use all reasonable endeavours to secure additional funding for HBRL, to meet the objectives of the Five Point Plan and the Business Plan.
- 3.4. HBRL will be the preferred mechanism for delivery of the Business Plan.
- 3.5. The Task Force Executive Team will be responsible for implementing and reporting back on the decisions of the Steering Group.
- 3.6. The Steering Group will be responsible for monitoring and evaluating the performance of the Task Force Executive Team and HBRL.
- 3.7. The Local Authorities may appoint named person(s) (a maximum of three – one from each Local Authority on the Steering Group) to serve as a Director(s) on the Board of HBRL.
- 3.8. English Partnerships may appoint a named person to serve as a Director on the Board of HBRL.
- 3.9. SEEDA may appoint up to five named employees to serve as Directors on the Board of HBRL.

4. Conduct of Meetings

- 4.1 The Steering Group will meet regularly, the frequency, time and venue to be decided by the members. The agenda and supporting papers will be circulated 5 working days prior to meetings and minutes will be kept of each meeting by the Secretariat and circulated to members within 5 working days of the meeting.
- 4.2 The Task Force Executive Team will provide the Secretariat for meetings of the Steering Group and will advise and report to the Steering Group on all matters relating to the implementation of the Five Point Plan.
- 4.3 In the spirit of partnership decisions will be reached by consensus.
- 4.4 No decision of the Steering Group will be valid unless a quorum of 4 is present. Members may nominate a substitute to attend meetings and act on their behalf.
- 4.5 Decisions may be taken outside of a meeting of the Steering Group provided that all members provide their written agreement.
- 4.6 The Steering Group may set up such advisory sub committees as may be appropriate for the efficient conduct of its business.
- 4.7 If any member or officer present at a meeting has a private or personal financial interest, or if his/her employer, partner, business associate, client relative or friend has such an interest in any matter to be considered at the meeting, he/she shall declare that interest at the outset and shall withdraw from the meeting and shall not vote upon the matter.

PROVIDED always that this paragraph shall only apply where that interest constitutes a 'prejudicial interest' and shall not apply where the interest arises solely from membership of, or employment by a public body, or which is so remote or insignificant

that a reasonable person would not believe that he/she might be influenced by it in speaking and voting on the matter.

- 4.8 The papers, proceedings and discussions of the Steering Group will be treated as strictly confidential by all members unless previously agreed otherwise by the Steering Group. This should not preclude members from repeating Task Force decisions to their respective organisations. However, members will observe the conventions of common corporate responsibility in respect of decisions made by the Steering Group.

5. Restrictions

- 5.1 The Steering Group will not enter into or undertake any direct contractual and financial arrangements.
- 5.2 The Steering Group will have no budget, no income and no expenditure. Any costs incurred (for example, travel cost to meetings), will be met by the respective members. Administration costs of the Secretariat will be met by HBRL/SEEDA.
- 5.3 The Steering Group will not directly employ any staff or incur any direct staffing and associated costs. Members will not charge for their time and services that arise out of the proceedings of the Steering Group.

6 Hastings and Bexhill Renaissance Limited

- 6.1 The sole purpose of HBRL is to implement the approved Business Plan in accordance with the financial procedures of SEEDA, the DTI and English Partnerships, the requirement of bank and other funding bodies, and the provisions of the Companies Acts.
- 6.2 The Task Force Executive Team will provide the development management resources and Secretariat for the Company.
- 6.3 HBRL will act in accordance with the Memorandum and Articles of Association of the Company and any development agreements required by SEEDA and English Partnerships in relation to the release of funding.
- 6.4 Requests to seek a material variation to the Business Plan may arise from the Steering Group, its constituent Partners or HBRL. Such variations will be subject to the approval of the Steering Group and the Partners before being implemented by HBRL. The Steering group will make a clear recommendation to each Partner organisation to approve or reject the variation.
- 6.5 HBRL may enter into joint ventures or other arrangements with private or public sector partners for the delivery of projects approved in the Business Plan and seek finance for this purpose through the private market or by securing further public funding.
- 6.6 SEEDA will provide funding to HBRL for the implementation of the approved Business Plan from the ring-fenced budget and other funds as may be requested for the implementation of discrete projects approved in accordance with SEEDA/DTI project appraisal procedures and corporate policy.
- 6.7 SEEDA and the Partners will, by agreement, provide appropriate funding to meet the core overhead costs of the Task Force Executive Team that are not otherwise recoverable from HBRL and may also provide funding for specific initiatives such as business support, education, skills and training and broadband roll-out.
- 6.8 SEEDA and the Partners will use reasonable endeavours to provide funding for activities in support of the Five Point Plan and Business Plan either directly or through the AIF Action Plan and subject to the availability of resources.

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