

# Long-Term Plan for Towns

## Peterhead Town Board

### Terms of Reference

#### Introduction

In September 2023 the UK Government launched its 'Long-Term Plan for Towns', as part of the Levelling-Up programme. In March 2024 Peterhead was added to the list of Town participating in the programme.

Funding will be released to be invested over a 10-year period.

The Peterhead Town Board has been formed to take the Long-term Plan for Town forward for the Town of Peterhead.

These Terms of Reference set out how the Peterhead Town Board operates, how decisions are made and the procedures that are followed to ensure that the Board operates efficiently, effectively and is both transparent and accountable.

These Terms of Reference are informed by guidance produced by the Department of Levelling Up, Housing and Communities in December 2023 - Long-Term Plan for Towns: guidance for local authorities and Town Boards and supplementary guidance and FAQs published March and May 2024.

#### Objectives

Peterhead Town Board will bring together community leaders, local employers, public agencies and local elected representatives to develop a shared 10-year vision for the town of Peterhead and oversee the delivery of funding across three broad investment themes of:

- Safety and Security
- High Streets, Heritage and Regeneration
- Transport and Connectivity

Peterhead Town Board should drive priorities for investment and steer the long-term vision for their town, in conjunction with the local community.

Peterhead Town Board will develop, agree and publish a Long-Term Plan for the town of Peterhead. The Long-Term Plan will consist of a 10 year vision with an initial 3 year investment plan.

Peterhead Town Board will review and monitor the milestones and outcomes of the Plan and to roll-forward the investment plans.

Further Investment Plans will be developed, agreed and published on the expiry of the previous the Investment Plan.

## Membership

Membership of the Board will be comprised as follows.

Members prescribed by the UK Government:

- A chairperson, independent of the local authority and not holding an elected position
- The relevant local MP
- Two councillors as determined by Aberdeenshire Council (or their named substitute)
- A senior representative from Police Scotland.

Other membership should be tailored at the Chair's discretion in consultation with the local authority and the Board to include:

- *Relevant local MSPs.*
- *Community partners.*
- *Local businesses and social enterprises.*
- *Cultural, arts, heritage and sporting organisations.*
- *Public agencies and anchor institutions.*

The balance of elected representatives on the Board should not exceed one third of membership.

## Terms of Appointment

Members of the Board will be appointed for an initial period of 3 years.

Members, including the Chair, may be reappointed at the end of their term.

Elected representatives will serve in their elected capacity with their ongoing membership determined by that elected position.

The selection of any Board member sitting to represent a stakeholder organisation will be a matter for each organisation, who should however act to support continuity as far as is possible.

Membership is on a voluntary, non-paid basis but travel and other reasonable expenses will be covered in line with the Aberdeenshire Council policy on Travel and Subsistence which can be requested from the secretariat to the Board.

A Register of Interest must be completed following appointment in the format provided by Aberdeenshire Council.

Town Board Members may resign from the Town Board by serving notice, in writing, on the Chair, or in the event that the Chair is the member resigning, on Aberdeenshire Council.

## Appointment of Chair of Town Board

Aberdeenshire Council is responsible for the appointment of an independent Chair of the Town Board, following consultation with the relevant Member of Parliament.

The Chair must be a prominent local community leader or local businessperson.

Elected representatives, such as Members of Parliament, Members of the Scottish Parliament or local councillors, must not chair the Town Board.

The role of the Chair is voluntary. The Chair will not be entitled to any remuneration. Reasonable expenses incurred in connection with the fulfilment of the role of Chair may be reimbursed.

## Appointment of Members of Town Board

Peterhead Town Board will have a minimum of 15 members including the Chair, reflecting the ratio of Members holding elected roles to those who do not. Members holding elected roles should not exceed one third of membership.

Members of Peterhead Town Board will be formally appointed by the Chair in consultation with Aberdeenshire Council as the accountable body.

Prospective Members must complete a nomination form, including a skills and experience profile.

Membership will be kept under review by the Chair and Board to ensure that it is consistent with guidance from the Department for Levelling Up, Housing and Communities and aligned to achieving the Town Board objectives.

Additional Members with specific expertise may be co-opted as agreed by the Board.

Membership of the Peterhead Town Board is voluntary. Members will not be entitled to any remuneration. Reasonable expenses incurred in connection with the fulfilment of the role of a Member may be reimbursed.

## Roles and Duties

### Duties of the Chair

The role of a chair is multifaceted, requiring a combination of strategic thinking, collaborative leadership, and effective communication skills to deliver the investment plan ensuring the town develops and thrives in a sustainable and inclusive manner. The Chair should:

- Determine that each Board meeting is properly constituted and that a quorum is present
- Manage the business of the meeting and preserve order
- Confine discussion to the scope of the meeting and the business to be considered
- Determine with advice from the Secretariat whether any proposed motions and amendments are in order
- Ascertain the sense of the meeting by:
  - Putting relevant questions to the meeting
  - where appropriate, taking a vote
  - in the event of an equality of votes, if so minded, giving a casting vote
- Declare the result of any vote
- Decide upon the admission of any business deemed urgent and not published on the agenda
- Close the meeting

The Chair may appoint a Vice-chair.

## Duties of Members

To be actively involved in making collective and collaborative decisions about investment in Peterhead and to take part in effective action that ensures the town develops and thrives in a sustainable and inclusive manner. Board members should:

- Attend Peterhead Town Board meetings a minimum of quarterly or more frequently if required by the business of the Board
- Attend workshop sessions as required by the work of the Peterhead Town Board
- Attend ad hoc openings/ launches of funded projects
- Attend community meetings as requested by groups/ or required by the work of the Peterhead Town Board

Participate in the business of the Peterhead Town Board in line with the agreed Code of Conduct for Board Members

Provide input to the Board based on skills and experience, informed by the needs of their sector and their knowledge of Peterhead.

## Duties of Aberdeenshire Council

Aberdeenshire Council shall appoint the Chair of the Board at the inception of the Peterhead Town Board

Aberdeenshire Council shall be the Accountable Body

Aberdeenshire Council shall provide a secretariat and support to the Town Board if so required, the terms of which services will be set out and agreed in writing between the Town Board and Aberdeenshire Council.

Provide guidance of Code of Conduct and Register of Interests.

## Declarations of interest

Town Board members will complete a Register of Interests, which Aberdeenshire Council will then hold.

Town Board members are responsible for declaring their interests before the Town Board considers any decisions.

Aberdeenshire Council will provide guidance on declaring interest which will be consistent with the guidance applying to Councillors.

Aberdeenshire Council must record:

- actions taken in response to any declared interest
- any gifts or hospitality given to the Town Board or individual members

## Code of Conduct

Board members are expected to act in accordance with the Code of Conduct based on the Seven Principles of Public Life (the Nolan Principles).

A copy of the Code of Conduct for Board Members will be provided by Aberdeenshire Council.

## Voting

Wherever possible a consensus of the meeting shall be sought without the need for a formal vote to be taken.

All members of the Town Board shall have a vote unless they have declared an interest in the foregoing item which would preclude them from voting.

Where a consensus is not possible, voting shall be by a show of hands unless a recorded vote is requested by one quarter of those present, whereupon a vote shall be taken by roll call.

In the event of an equality of votes the Chair may give a casting vote to break the deadlock

## Transparency

Town Boards should follow Aberdeenshire Council governance and finance arrangements when considering 'private' or exempt reports, with the default position being that all papers are open to the public. The definition of what constitutes a 'private' or exempt paper shall be as defined by Section 50A (4) Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973

Agenda packs should be published a minimum of five working days before Town Board meetings.

Town Board Minutes should be published no later than ten working days after each meeting.

Membership of the Town Board should be published.

## Ways of working

Each individual member must take responsibility for building an inclusive and collaborative culture of partnership among the Board and with wider community and town interests.

Members must act with respect, equity and recognise and value differences in experience and attitude at all times, helping to establish trust across the Board and recognising that embracing diversity will lead to the outputs of the Board being the best they can be.

All members of the Board must be leaders, motivating others to engage, enthusing and inspiring, convincing them that the work of the Board, including development and implementation of the Long-Term Plan for Peterhead, is worth investing their time and efforts in.

All have a duty to ensure the Board, in leading and driving change, remains action orientated and focussed on outcomes, recognising the importance of measuring and evaluating the progress of impacts and being accountable.

## Subgroups

The Chair, in consultation with the Board, may set up sub-groups of the Town Board to focus on specific aspects of the Long Term Plan.

Approval of the Chair will be required for the participation of non-board members in any sub-group.

Sub-groups will report their findings and insights back to the Town Board. They will not have any decision making function.

## Financial, Contractual and Legal Matters

The management of the Town Board's financial affairs will be conducted by the Council in its capacity as the Accountable Body and will follow the Council's Financial Procedure Rules.

The management of the Town Board contracts will be conducted by the Council in its capacity as the Accountable Body and will follow the Council's Contract Procedure Rules.

## Support and Secretariat

The Local Authority, or an alternative organisation such as a community group if that is agreed between the Chair and Local Authority, should act as secretariat to the Town Board.

In the first instance Aberdeenshire Council will act as a secretariat to the Town Board to support its establishment.