



TORPOINT TOWN COUNCIL

Committee Terms of Reference

DEVELOPMENT AND LOCALISM COMMITTEE 2024-25

APPOINTMENT: - Nine Committee members shall be appointed at the annual meeting of the Town Council.

EX OFFICIO MEMBERS: - The Town Mayor is appointed to this Committee ex-officio.

CHAIRMAN: - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position (made in writing to the Clerk), resigns from the Council or becomes disqualified from being a member of the Council.

VICE CHAIRMAN: - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position (made initially in writing to the Chairman for recording by the Clerk), resigns from the Council or becomes disqualified from being a member of the Council. In the absence of the Chairman, the Vice Chairman shall deputise.

QUORUM: - The quorum of this Committee shall be four or 1/3 of members whichever is larger (Standing 5 (d) viii. refers).

TERMS OF REFERENCE REVIEW: - The Council shall review and determine the terms of reference at the annual meeting of the Council.

General: - Decisions made by this Committee serve as recommendations to Council save the following exceptions in a) to c) below: -

- a) To consider planning applications received prior to the meeting and respond to the planning authority on behalf of the council.
- b) Payment of invoices for work, services and other liabilities either previously confirmed by Council or where delegated within financial regulations to the Clerk & RFO and/or Committees.
- c) The Council may consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but excluding any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Any such delegation of responsibility shall be clearly minuted within the Council minutes.
- d) To set up and administer sub-committees and working parties to facilitate the work of this Committee [see specific responsibilities 1-9 below] and for no other purpose. The Committee shall determine the terms of reference and protocols for the sub-committees and working parties that shall report to this committee. No sub-committee or working party shall be formed or operated without terms of reference and protocols.

Where matters have been delegated to this Committee for approval, it shall comply with all Council's policies, protocols, systems and procedures including Standing Orders and Financial Regulations and any

other statute within legislation.

Specific Responsibilities –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council activity

- 1) Oversight and responsibility of the Town Council Strategy, including the ongoing management of Localism and Devolution Projects assigned to this Committee. This will include the annual review, compilation, project implementation costs (capital expenditure) and presentation to Council which include, Torpoint Library and Community Hub, all Parks, plus the Tennis Courts. To receive the monthly report from the Community Hub and Library Development Manager, who will attend meetings quarterly.
- 2) To present and include the Development Plan within the papers for the precept meetings and to identify sources of finance to implement the plan. This will be within the confines of Financial Regulations and also the Council Business Risk Management Plan with particular reference to capital projects.
- 3) To work within the Government Devolution and Localism strategy, in partnership with the principal authority localism team and other service and asset providers to identify services and assets that this Council could own, maintain and or a service that could be delivered locally.
- 4) In conjunction with 3) above to investigate the feasibility, improved efficiency and cost effectiveness of the Town Council delivering services or maintaining/owning the asset.
- 5) Together with the Clerk & RFO to review the Budget Variance and the appropriate of current budgets that have not been delegated to other Committee/Officers.
- 6) To work towards the production of a Neighbourhood Plan using the area within the parish boundaries of Torpoint as the designated plan area.
- 7) To work with the principal authority, government agencies, statutory services and other bodies as a source of guidance, advice and financial resource in the production of the plan.
- 8) To lead on community engagement and consultation with the residents of the parish as a key requirement in the production of the plan.
- 9) To lead on and make recommendations on the Vision for Torpoint following production of the strategy document.
- 10) To lead on and make recommendations on the spending of any CIL (Community Infrastructure Levy) income.
- 11) Responsible for the marketing and communication strategy of the Council, including the content of the website.
- 12) To undertake and develop the work and strategy previously allocated to the former Coastal Community Team Advisory Committee.
- 13) To receive a monthly report from the Town Team Project Board (TTPB), advising the Council

on the delegated decisions taken by the TTPB, and all also feeding back into TTPB, working in partnership with Cornwall Council on the Lower Fore Street Development, following completion of the Strategic Outline Case.

- 14) To develop and issue a Town Council Newsletter at least four per year.
- 15) To update on actions relating to this Committee from the Climate Emergency Action Plan.
- 16) To receive an update and give feedback to the Torpoint Diverse Advisory Panel.
- 17) To consult with the Clerk and RFO where appropriate, on areas that have been delegated to the Clerk and RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees Term of Reference.

Committee Programme 2024/25

June 2024

Election of Chairman

Election of Vice-Chairman

Review Committee Terms of Reference

Receive the Council Strategy and propose acceptance to the New Council

Receive the report from the Community Hub and Library Development Manager

July 2024

Receive the report from the Community Hub and Library Development Manager

September 2024

Receive the report from the Community Hub and Library Development Manager

October 2024

Begin the budget process for next year

Receive the report from the Community Hub and Library Development Manager

November 2024

Receive the report from the Community Hub and Library Development Manager

December 2024

Receive the report from the Community Hub and Library Development Manager

February 2025

Receive the report from the Community Hub and Library Development Manager

March 2025

Receive the report from the Community Hub and Library Development Manager

April 2025

Receive the report from the Community Hub and Library Development Manager

May 2025

Receive the report from the Community Hub and Library Development Manager

Policies, protocols and procedures delegated to this Committee for consideration and to make recommendations to Council

POLICY, PROTOCOL OR PROCEDURE
Town Council Strategy
Communications and Social Media Strategy

Date of Review – First Development and Localism Committee Meeting June 2024

Date of next Review – Annual Meeting May 2025

TORPOINT TOWN COUNCIL

Committee Terms of Reference

FINANCE AND OPERATIONS COMMITTEE 2024-25

APPOINTMENT: - Eight Committee members shall be appointed at the annual meeting of the Town Council.

EX OFFICIO MEMBERS: - The Town Mayor and Deputy Town Mayor are appointed to this Committee ex-officio.

CHAIRMAN: - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position (made in writing to the Clerk), resigns from the Council or becomes disqualified from being a member of the Council.

VICE CHAIRMAN: - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position (made initially in writing to the Chairman for recording by the Clerk), resigns from the Council or becomes disqualified from being a member of the Council. In the absence of the Chairman, the Vice Chairman shall deputise.

QUORUM: - The quorum of this Committee shall be four or 1/3 of members whichever is larger (Standing Order 5 (d) viii. refers).

TERMS OF REFERENCE REVIEW: - The Council shall review and determine the terms of reference at the annual meeting of the Council.

General: - Decisions made by this Committee serve as recommendations to Council save the following exceptions in a) to c) below: -

- a) To consider planning applications received prior to the meeting and respond to the planning authority on behalf of the council.
- b) Payment of invoices for work, services and other liabilities either previously confirmed by Council or where delegated within financial regulations to the Clerk and RFO and/or Committees.
- c) The Council may consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but excluding any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Any such delegation of responsibility shall be clearly minuted within the Council minutes.
- d) To set up and administer sub-committees and working parties to facilitate the work of this Committee [see specific responsibilities 1-9 below] and for no other purpose. The Committee shall determine the terms of reference and protocols for the sub-committees and working parties that shall report to this committee. No sub-committee or working party shall be formed or operated without terms of reference and protocols.

Where matters have been delegated to this Committee for approval, it shall comply with all Council's policies, protocols, systems and procedures including Standing Orders and Financial Regulations and any other statute within legislation.

Specific Responsibilities –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council activity

- 1) Oversight, responsibility for the Council finances and maintenance of Council property including buildings, land holdings and assets within the ownership or responsibility of the Town Council.
- 2) To present and include the Asset and Maintenance Development Plan within the papers for the precept meetings and to identify sources of finance to implement the plan. This will be produced within the confines of Financial Regulations and also the Council Business Risk Management Plan with reference to currently owned council capital projects. Compilation and presentation of income and expenditure forecasts for the following fiscal year.
- 3) Oversight of appropriate maintenance programmes for the above where appropriate and within budgetary and financial constraints. To implement the programmes in line with best practice and with due regard to standing orders and financial regulations. To receive the report from the Operations Manager.
- 4) To oversee the Council's annual Civic Event Calendar.
- 5) To review responses from the Council internal and external auditors and make any recommendations. To lead on and undertake the Council systems of internal controls including the self-assessment and the Council Risk assessments.
- 6) Monitor and recommend to Council all expenditure, according to the grants policy, ensuring it is within budgetary constraints and consider requests and make recommendations to Council.
- 7) Together with the Clerk & RFO to review council insurance and other procedures that could result in an impact on Council finances and make recommendations to Council.
- 8) Oversight and responsibility of relevant recording protocols both statutory and as required by this Council in relation to health and safety, maintenance and any other requirements.
- 9) Together with the Clerk & RFO to review the Budget Variance and the appropriateness of current budgets that have not been delegated to other Committees/Officers.
- 10) Compilation of the Health and Safety operational manual, implementation for the protocols and procedures ensuring statutory compliance with directives and legislation issued by the government and enforced by the Health and Safety Executive. Compilation and responsibility for the Health and Safety policy.
- 11) Responsible for condition report of all fixed assets that shall be presented to the Council for consideration from time to time but at least annually.
- 12) Responsible for ensuring compliance with the General Data Protection Regulations (GDPR), Freedom of Information and the associated protocols.
- 13) Responsible for ensuring adequate IT equipment, website and services are provided.
- 14) To update on actions relating to this Committee from the Climate Emergency Action Plan.
- 15) To consult with the Clerk and RFO where appropriate, on areas that have been delegated to the Clerk and RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees term of reference.

Committee Programme 2024/25

June 2024

Election of Chairman

Election of Vice-Chairman

Review Committee Terms of Reference

New Council – Confirm Asset Register

Review Council Standing Orders (updated Terms of Reference)

Authorisation and review payment of Mayor's Allowance

Council to submit Annual Governance and Accountability Statement, along with the required financial information to external auditor by the required date

Advertise the public right of inspection of accounts

To receive the Operations Manager report

July 2024

Advertise the Public Right of Inspection (must include first working days in July)

Annual Civic Service

To receive the Operations Manager report

September 2024

Undertake Asset Condition Survey

Review current IT equipment and services

Begin the budget process for next year

Arrange interim audit

To receive the Operations Manager report

October 2024

Begin the budget process for next year

To receive the Operations Manager report

November/December 2024

Present budget for 2023/24 for Council approval

Remembrance Service

Make precept demand on principal authority and approve budget statement for principal authority

To receive the Operations Manager report

Consider Tender Process for Insurance Renewal (3 years)

January 2025

Plan for the Annual Parish Meeting

To receive the Operations Manager report

February 2025

Undertake review of Standing Orders and Financial Regulations

Undertake review of Internal Controls and Risk Management

Commence review of Council's insurance provision

To receive the Operations Manager report

March 2025

Commonwealth Day

Review Health and Safety Policy

Review Fire Risk Assessment

Consider documents for retention and disposal (refer to the Document Retention & Disposal Policy)

Review Asset Register

To receive the Operations Manager report

April 2025

To receive the Operations Manager report

To elect the Mayor Elect and Deputy Mayor Elect for the Civic Year 2024/2025

To appoint Committee Membership for the Civic Year 2024/2025

May 2025

To receive the Operations Manager report

September 2025

Freedom of Torpoint Parade

Policies, protocols and procedures delegated to this Committee for consideration and to make recommendations to Council

POLICY, PROTOCOL OR PROCEDURE	DATE OF LAST REVIEW	DATE OF NEXT REVIEW	PERIOD TILL NEXT REVIEW
Civic Protocols	April 2023	June 2024	Annually
Code of Conduct	May 2023	June 2024	Annually
Standing Orders	June 2023	June 2024	Annually
Investment Strategy	July 2023	July 2024	Annually
Financial Regulations and Best Value Statement	November 2023	July 2024	Annually
Safeguarding Policy & One Pager	February 2023	January 2025	Bi-Annually
Markets Policy & Application	January 2023	January 2025	Bi-Annually
Model Councillor-Officer Protocols	January 2023	January 2025	Bi-Annually
Business Risk Management Plan	January 2024	January 2025	Annually
Financial Risk Management protocols	January 2024	January 2025	Annually
Letting Policy and Hire Charges	January 2024	January 2025	Annually
Internal Controls Scrutiny Document	March 2024	February 2025	Annually

Free of Charge Use Policy	July 2024	February 2025	Annually
Health and Safety	March 2024	March 2025	Annually
Equality, Diversity and Inclusion Policy to include Best Practice Document	May 2023	April 2025	Bi-Annually
Model Publication Strategy	July 2023	July 2025	Bi-Annually
Data Protection, Document Retention and Disposal Policy	July 2023	July 2025	Bi-Annually
Council Reserves Policy	October 2024	October 2025	Annually
Audio Recordings Protocols	January 2024	January 2026	Bi-Annually
Complaints Policy	January 2024	January 2026	Bi-Annually
Budget Monitoring Policy	January 2024	January 2026	Bi-Annually
Equal Opportunities Policy	January 2024	January 2026	Bi-Annually
Grant Awarding Policy	April 2024	April 2026	Bi-Annually
Finance Policy	July 2024	July 2026	Bi-Annually
Volunteering Policy	September 2024	September 2026	Bi-Annually
Business Continuity Plan	September 2024	September 2026	Bi-Annually
Environment Statement	October 2024	October 2026	Bi-Annually
Flag Flying Policy and Protocols	October 2024	October 2026	Bi-Annually
Unreasonable Behaviour Policy	October 2024	October 2026	Bi-Annually

Date of Review – June 2024

Date of next Review – Annual Meeting May 2025



TORPOINT TOWN COUNCIL

Committee Terms of Reference

PERSONNEL COMMITTEE 2024-2025

MEMBERS: - Committee members shall be the Town Mayor and Deputy Town Mayor and the current Chairmen and Vice Chairmen of the Council's two Committees. Where the same Councillor may hold multiple positions or membership reduces below six, the Council will nominate additional members at the next Full Council meeting following the vacancy arising.

CHAIRMAN: - The Town Mayor will be the Chairman and the Deputy Town Mayor will be the Vice Chairman.

VICE CHAIRMAN: - In the absence of the Chairman, the Vice Chairman shall deputise.

QUORUM: - The quorum of this Committee shall be four members (Standing Order 5 (d) viii. refers).

TERMS OF REFERENCE REVIEW: - The Council shall review and determine the terms of reference at the annual meeting of the Council.

MEETING FREQUENCY: - Meetings will be held quarterly in June, September, December and March, unless otherwise called by the Chairman due to urgency.

Specific Responsibilities –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council activity:

- 1) Oversight and responsibility for the Council personnel matters.
- 2) Overall responsibility for the organisational design of the Council staffing structure.
- 3) All human resources and personnel matters relating to the Council's Management team also, at the request of the Town Clerk & RFO, other issues of a serious nature or with budgetary implications. This includes, but is not limited to:
 - Organisational structure and design
 - Job descriptions
 - Training including Health and Safety
 - Staff remuneration
 - Recruitment
 - Safeguarding
 - Grievances
 - Disciplinary.
- 4) The business conducted by this Committee may require the public and press to be excluded (Public Bodies (Admission to Meetings) Act 1960 1(2)).
- 5) To review the Council personnel procedures and human resources with the Clerk & RFO including review of salaries and other emoluments payable to staff and make recommendations to Council.
- 6) To set and monitor the budgetary responsibilities for salaries and training.

- 7) To consult with the Clerk & RFO where appropriate, on areas that have been delegated to the Clerk & RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees term of reference.

Committee Programme 2024/25

June 2024

Review Committee Terms of Reference

To receive the quarterly staffing report from the Town Clerk

September 2024

Review staffing arrangements/organisational design (to include staff appraisals, CPD and remuneration)

To receive the quarterly staffing report from the Town Clerk

December 2024

To receive the quarterly staffing report from the Town Clerk

March 2025

To receive the quarterly staffing report from the Town Clerk

Policies, protocols and procedures delegated to this Committee for consideration and to make recommendations to Council. All will be reviewed as part of a forthcoming overall review of Council policies, protocols and procedures.

POLICY, PROTOCOL OR PROCEDURE	DATE OF LAST REVIEW	DATE OF NEXT REVIEW	PERIOD TILL NEXT REVIEW
Dignity at Work (Bullying and Harassment Policy)	January 2022	June 2024	Bi-Annually
Pay and Conditions Policy	June 2023	June 2024	Annually
Employee Handbook	October 2019	June 2024	Bi-Annually
Managing Sickness Absence Policy	September 2022	September 2024	Bi-Annually
Recruitment and Selection Policy	September 2022	September 2024	Bi-Annually
Employment Grievance Policy	September 2022	September 2024	Bi-Annually
Drugs and Alcohol Policy	March 2023	March 2025	Bi-Annually
Disability Employment Policy	June 2023	June 2025	Bi-Annually
Employer’s Pension Discretion Policy	June 2023	June 2025	Annually
Whistleblowing	June 2023	June 2025	Bi-Annually
Resolution Policy	September 2023	September 2025	Bi-Annually
Training, Learning and Development Policy	March 2024	March 2026	Bi-Annually

Date of Review – First Personnel Committee Meeting June 2024

Date of next Review – Annual Meeting May 2025

TORPOINT TOWN COUNCIL

TORPOINT NEIGHBOURHOOD PLAN – STEERING GROUP Terms of Reference 2024-25

1. Name

The name of the organisation shall be the Torpoint Neighbourhood Development Plan Steering Group.

2. Purpose

The purpose of the Steering Group shall be to support the Town Council to carry out the following tasks:

- 2.1 Investigate and identify support for the Neighbourhood Development Plan.
- 2.2 Identify sources of funding.
- 2.3 Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Development Plan and report back to the Town Council on these matters.
- 2.4 Liaise with relevant authorities and organisations to make the Neighbourhood Development Plan as effective as possible.
- 2.5 Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- 2.6 Determine the types of survey and information gathering to be used.
- 2.7 Be responsible for the analysis of the survey, as well as the production and the distribution of the final report.
- 2.8 Identify priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding.
- 2.9 Regular written reports back to the Town Council on progress, issues arising and outcomes.

3. Membership

- 3.1 The Steering Group shall be made up from a good cross-section of the community, including Town Councillors nominated by the Town Council.

4. Defining Roles

- 4.1 At the first meeting, the Steering Group will elect a Chairperson.
- 4.2 The Steering Group will also appoint a Communications Co-ordinator, a Volunteer Co-ordinator.
- 4.3 The Steering Group will also appoint a Bridging Co-ordinator to liaise with the Town Council and to present a written report at Town Council meetings for endorsement.
- 4.4 The Town Council has appointed the Town Clerk as the secretary and finance co-ordinator. This post is an administrative role and contains no voting rights on motions or propositions at the meeting.
- 4.5 Wherever possible all other members should have a specific role, to be agreed by the Steering Group. (For details see Roles & Relationships.)

5. Roles & Relationships

- 5.1 Town Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but Steering Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached.
- 5.2 The Town Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- 5.3 Working Groups will carry out duties specified by the full Steering Group, which may include, but is not limited to:-
 - i) Data gathering
 - ii) Consultations
 - iii) Making recommendations
- 5.4 The make-up and purpose of Working Groups will be regularly reviewed by the full Steering Group.
- 5.5 It is expected that all Steering Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest.

6. Meetings

- 6.1 The Steering Group shall meet monthly or as may be required.
- 6.2 At least seven clear calendar days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member, with the right to reduce to three clear days' notice, if required.
- 6.3 The notices of meetings should detail the matters to be discussed.
- 6.4 The Secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Town Council in a timely fashion. The latter will publicise the notes via their usual methods.
- 6.5 It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites.
- 6.6 All meetings should be open to the public.
- 6.7 Copies of the Town Council's Code of Conduct will be available at all Neighbourhood Planning meetings.

Steering Group Programme 2024/25

First Meeting 2024

Election of Chairman

Election of Vice-Chairman

Review Steering Group Terms of Reference

Appendix 1

Working Groups

- The Steering Group may establish such Working Groups as it considers necessary to carry out the functions specified by the Steering Group.
- Each Working Group should have a lead person.

Finance

- All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.
- Notification of all planned expenditure will be given to the Town Council before actual costs are incurred.

- The Finance Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the RFO.
- The Finance Co-ordinator in partnership with the RFO, will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
- The Finance Co-ordinator will report back to the Steering Group and the Town Council on planned and actual expenditure for the project.
- Invoices will be made out in the name of the Town Council who will pay them at their next scheduled Council or Committee meeting.
- Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Development Plan. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.

Dissolving the Steering Group

- At the conclusion of the Neighbourhood Development Plan project the Town Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the Town Council.

Town Team Project Board - Terms of Reference

1. Background

In November 2020 Torpoint Town Council (TTC) resolved to submit a funding bid for TCRF, to support the Lower Fore Street redevelopment. At the December 2020 Council meeting it was further resolved to: -

- i.) To agree the establishment of a Town Team Advisory Group (TTAG) of TTC, with enduring members and constitution to be agreed at the January 2021 Full Council meeting. The initially identified members to meet and propose enduring members and constitution in the first week of 2021.
- ii.) To submit a funding application for TCRF by 7th January 2021, for an amount in the region of £40k, to employ a team of consultants to work with the Town Council and Cornwall Council. Dependent upon the advice from Cornwall Council, it is expected for the team of consultants to be employed by Cornwall Council, with contracts via the Town Council.

The lead consultant would be nominated as Les Allen of L & L Diverse Solutions Limited in Plymouth, who is already employed/contracted by Cornwall Council and who is undertaking similar works, which include work on the £150m Langarth development in Truro. The Town Vitality Funding guidance is directed towards having a 'town team' that would be representative of the area (public/private/third sector); it is noted that Torpoint had various groups closely linked (for example: Torpoint Town Partnership), the Town Team Project Board is initially there to show a group is in place which will work with the lead consultant.

On 1st February 2021 Torpoint Town Council were informed that they had been successful in achieving the funding to support the delivery of a Strategic Outline Case (SOC) to be submitted to Cornwall Council post the Election in May 2021. Following completion of the SOC, the Town Team Project Board continued to contract L & L Diverse Solutions Limited to support bids and project manage the various projects connected to the redevelopment of Lower Fore Street and supporting projects.

2. Function of the Project Board

The main function of the Town Team Project Board is to support the lead consultant on the Lower Fore Street Redevelopment project. Information from the partnership group will be presented back to Torpoint Town Council, the Project Board will have delegated authority with the Clerk & RFO on the decision making for projects and report back to the Town Council.

The Town Team Project Board will provide the ownership of the project within the context of Torpoint and the Rame Peninsula, as well as ensuring alignment of the project with the objectives for the Town and the area providing the strategic direction required for the delivery of the project. This will enable the project to be delivered on time, to budget, and within the appropriate quality and risk parameters to meet the requirements set out in the project brief.

3. Responsibilities

The Town Team Project Board will be responsible for the following: -

- 3.1 To deliver a clear vision for the delivery of the redevelopment;

- 3.2 To ensure a holistic view of the need across the town and strategic fit with other services and developments across the area;
- 3.3 To communicate clearly, honestly and openly with all members of the Group,
- 3.4 To act as one body for the benefit of the community;
- 3.5 To monitor and guide on issues and risks that may impact on successful delivery of the redevelopment and agree on mitigations;
- 3.6 To ensure commercial viability of the preferred routes in procurement to achieve the delivery of the redevelopment;
- 3.7 To ensure commercial viability of the preferred option ensuring long term financial stability for the building and ensuring financial probity of the business plan to maintain through life asset management;
- 3.8 To review options as required for inclusion or rejection from the project scope;
- 3.9 To review any interdependencies, including those from support services and Cornwall Council and agree appropriate mitigation steps and escalate where required;
- 3.10 To review and approve any change notices, early warning notices gateway reviews, RIBA (Royal Institute of British Architects) stage reviews and project appointments;
- 3.11 To consider opportunities for efficiency and innovation including capturing examples of best practice;
- 3.12 To monitor, manage and control communications throughout the project to ensure the Councils expectations are achieved;
- 3.13 To monitor programme performance;
- 3.14 To agree project closure.

4. Membership

The Project Board will consist of the following members: two Town Councillors, two Cornwall Councillors, Antony Estate (key stakeholder), one Torpoint Town Partnership representative, one Neighbourhood Development Plan representative, two business representatives and a voluntary group representative. A representative from the Torpoint Ferry will be invited to attend, in an Advisory capacity. Cornwall Council Officers are Advisors to the Project Board. At the discretion of the Project Board, further members will be recruited as necessary as the Lower Fore Street redevelopment project develops. This Group will act as the Strategic Project Board constituted to successfully deliver the Lower Fore Street redevelopment and supporting projects.

5. Proxies to Meetings

Members of the Project Board may nominate a named substitute to attend meetings when they are not able to attend themselves.

6. Defining Roles

At the first meeting of the civic year, the Project Board will elect a Chairperson and Deputy Chairperson. Meetings will be administered by the Town Clerk and RFO, this role contains no voting rights. The Chairperson will act as the Senior Responsible Person for the purposes of the Project.

7. Administration

Agenda and notes of meetings will be prepared and circulated by the Town Clerk and RFO with Actions, Decisions, Risks and Issues clearly noted. At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.

8. Meetings

Meetings can either be physical or virtual, at the discretion of the Chairman. Matters arising from previous meetings which have not already been dealt with will continue to be raised at subsequent meetings until they have been addressed to the satisfaction of the Project Board, or are no longer relevant.

The notes of meetings including Actions Decisions, Risks and Issues, incorporating any amendments as agreed, will be approved by the Project Board (if quorate) at a subsequent meeting and agreed as a true record of the meeting. The notes of each meeting will be stored electronically by all members.

9. Frequency of Meetings

The Project Board will meet as agreed at the end of each meeting in line with the pace of progress being made, the volume of business to be discussed and the timing of key milestones. These may be more frequent than once per month, according to the urgency of the business being considered/undertaken.

10. Suggested Agenda

- Introductions & Apologies;
- Minutes of the previous meeting and updates on assigned actions;
- Report on:
 - Project progress against plan
 - Current Risks and Issues
 - Opportunities
 - Current Financial Position
 - Questions and Answers
 - Escalations/additional help required;
- Decisions required for the next meeting;
- Any other business;
- Date and Time of next meeting.

11. Quorum Requirements

A minimum of four members (or half the number of members) is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

12. Decision Making

All recommendations of the Project Board should be reached by consensus.

13. Dissolving the Project Board

The Project Board will operate as an advisory group to the Town Council and the decision to dissolve the group shall reside with the Town Council.