



Runcorn Town Neighbourhood Board

TERMS OF REFERENCE - Updated May 2025

1.0 Purpose of the Runcorn Town Neighbourhood Board

- 1.1 The purpose and function of the Runcorn Town Neighbourhood Board (RTNB) is to bring together those with a deep connection to the local area, and work in partnership with their local authority to develop a plan for their local area and distribute funding to the projects to deliver on this vision.
- 1.2 The RTNB shall:
- Develop a clear programme of interventions for the Plan for Neighbourhoods (PfN) driving forward a community-led vision for change, consistent with the Vision Statement agreed by the Board
 - Continue to monitor the delivery of the Town Deal funded projects over the life of the programme
 - Perform a strategic function, overseeing and ratifying the decisions and papers presented to the Board for the Town Deal and PfN
 - Influence efforts to attract additional funding, promote the Town Vision and Reconnecting Runcorn branding, and monitor, guide, advise and support the delivery of the Town Deal funded programme, in accordance with the agreed Terms and Conditions of the RTNB.
 - Work positively with Halton Borough Council to support the regeneration of Runcorn over the next decade

2.0 Board Membership - The Chairperson (or Co-Chair)

- 2.1 The RTNB will be led by an independent Chair (or Co-Chair), appointed by the local authority who are acting as accountable body and following consultation with the local MP. The role is voluntary, analogous to that of a school governor or charity trustee and should not be compensated.
- 2.2 The Chair (or Co-Chair) should be someone who holds a prominent role in the community and has a passion for the place, such as: the head of a local charity, a local campaigner, a philanthropist, head of a further education college, a director for the NHS Trust, a director of a football club.
- 2.3 The Chair (or Co-Chair) cannot be an elected representative
- 2.4 The Role of the Chair (or Co-Chair) is to:
- Uphold the Seven Principles of Public Life (the Nolan Principles)
 - Lead the Board in achieving its objectives, maintain an activity overview and champion and support partnership working.
 - Run an effective Board, manage conflicts and ensure that the business is discussed in line with the agenda.
 - Manage relationships with stakeholders.
 - Ensure the Board makes decisions by sound governance.
- 2.5 A Chair (and/or Co-Chair) is invited initially for a 24 months term of office, with options to extend for a further 12 months by agreement with the local authority and the Board.

3.0 Board Membership - The Vice Chair



- 3.1 The Board may agree to elect a Vice Chair.
- 3.2 The Vice Chair should be someone of equal standing to the Chair (or Co-Chair).
- 3.3 The Vice Chair will be asked to Chair the meeting in the case that neither the Chair or the Co-Chair are available.
- 3.4 The Vice Chair is invited initially for a 24 months term of office, with options to extend for a further 12 months by agreement with the Local Authority and the Board.

4.0 Board Membership - Board Members

- 4.1 The RTNB is to be made up of members representing all relevant sectors, ensuring an inclusive and representative selection of people from across the local community.
- 4.2 The Board **must** include the following members:
 - The local MP
 - Two local Councillors
 - A Senior Representative from the police, e.g. the Police Crime Commissioner or delegated representative
 - Other representatives from the police as deemed appropriate
- 4.3 The Chair, supported by the Local Authority, shall ensure that the right people are round the table to fully reflect the priorities of the place.
- 4.4 Membership should also include representatives of the following groups:
 - **Community Partners**, e.g.: community or faith groups, local charities, neighbourhood forums, local councils for voluntary services (CVS), or workplace representatives
 - **Local Business and Social Enterprises**, e.g. the Chair of the local Chamber of Commerce or Business Improvement District, key local employers and registered social housing providers
 - **Cultural, arts, heritage and sporting organisations**, e.g.: local sports club directors or fan representatives, local heritage groups or director of a local museum
 - **Public agencies and anchor institutions**, e.g. schools, higher education and further education institutions, mayors of combined authorities or their representatives, relevant government agencies such as Integrated Care Boards, relevant health care providers, e.g. GPs or senior NHS staff.
 - **Senior local authority officers**, e.g. Chief Executive or Regeneration Director

The organisational structure chart is attached as Appendix 1

- 4.5 The selection and appointment process of Board Members will be invitation-led. It is the responsibility of the Chair and Halton Borough Council to ensure that the Board (and any sub-Board), includes a wide variety of key stakeholders who collectively bring relevant experience and expertise to the Board. The following criteria will be taken into consideration:
 - Demonstrable passion and commitment to the development of the town's future
 - Record of commitment of time and resources into local social and economic infrastructure
 - Willingness to engage with the local authority, RTNB and any associated Boards, abiding by the Terms of Reference, Code of Conduct and any agreed decision-making processes.
 - Respected and credible local community leader
 - Ability to meet the time commitments of the Board and attend Board meetings regularly.
 - Domain knowledge or expertise, pertinent to the business of the Board
- 4.6 The duration of Board Membership will be for a period of 36 months and tenure will be staggered to allow for continuity of membership



- 4.7 With the agreement of the Chair and the local authority, each year one third of the membership will be considered for re-election. This will take place at the March Board meeting each year.
- 4.8 If the current Chair is no longer fulfilling the role of Chair, they may be elected as a Board member for a period of 36 months, as per regular Board members
- 4.9 Board Members will be required to adhere to the governance standards and policies of Halton Borough Council including whistle blowing, conflicts of interest and complaints as well as the Nolan Principles. Members will be asked to sign the Code of Conduct form to confirm their agreement and relevant documents will be made available to Board members
- 4.9 Supporting observers from Halton Borough Council and supporting consultants as appropriate and agreed in advance by the Chair may also attend but will not have any voting rights.
- 4.10 A Board member shall cease to be a member of the Board in the following circumstances:
- Resignation, Bankruptcy or Death
 - Removed by resolution of the Board, for instance, due to falling short of the expected conduct of a Board member.
- 4.11 The RTNB will be comprised of not more than 30 members.

5.0 Meeting Procedures for Runcorn Town Neighbourhood Board

- 5.1 The Board will meet between four and six times per annum, at an accessible and appropriate venue, or online. Additional meetings may be added if required.
- 5.2 Secretariat support for the Board will be provided by officers of Halton Borough Council, recording the business, decisions and actions of the Board.
- Halton Borough Council will be responsible for ensuring that the RTNB:
- Aligns with the governance standards and policies of Halton Borough Council, including whistle blowing, conflicts of interest and complaints.
 - Meetings are open by default in terms of how the Board conducts its business whilst recognising commercial sensitivity.
 - Makes publicly available all evidence and supporting documents, whilst recognising commercial sensitivity
- 5.4 Board meetings will be closed to press and public unless specially invited. Designated observers will be permitted to attend with the Chair's agreement. Observers will not be allowed to comment on or address the Board unless asked by the Chair.
- 5.5 Halton Borough Council and the Chair are responsible for ensuring the accuracy of the minutes for Board meetings. Minutes remain draft until formally approved by the relevant Board.
- 5.6 Agendas, decisions and actions agreed by a Board (where required) will be made available to Members of the Public by Halton Borough Council, by publishing the minutes of the meetings on the Reconnecting Runcorn Website.
- 5.7. Costs of hosting the meeting will be met by Halton Borough Council. Costs of travel to Board meetings will not be met, but reasonable pre-approved expenses to carry out agreed business of the Board, may be met.
- 5.8 Members will endeavour to attend all Board meetings; however, they should submit their apologies to Halton Borough Council, Programmes Office Team, before the meeting if they cannot attend.

6.0 Decision-making



- 6.1 All Board members have a responsibility to ensure that adequate discussion of issues occurs before recommendations are made.
- 6.2 Board Members are expected to attend regularly, and meetings will be diarised to ensure optimal attendance. However, if Board members are not able to attend, they are still required to read the Board papers and make their views known to the Chair of the Board in advance of the Board meeting.
- 6.3 If consensus cannot be agreed by the Board, in the first instance, the Chair will mediate towards satisfactory resolution, based on an evidenced-led approach. If the Board still cannot reach consensus, decisions will be made on the basis of voting.
- 6.4 In the event that a decision needs to be made by casting a vote, each Board member is entitled to one vote. Board Members are not entitled to cast a vote if they are not in attendance when the decision is formally agreed at a Board Meeting.

7.0 Delegating Tasks and Powers

- 7.1 Sub-committees may be established by the Board to act as Task and Finish Groups for specific and appropriate elements of the Board's business. The Board should agree which Sub-Committees are required.
- 7.2 Additional non-Board members may be invited to provide skills, resources, insight and capacity to the task, but must abide by the decision-making structures, Code of Conduct and Terms of Reference of the Board.
- 7.3 Each Sub-Committee should be chaired either by a Board Member or a Board-approved nominated representative.
- 7.4 Progress on tasks of the Sub-committees should be updated and reported to the Board, to a schedule agreed by the Board as appropriate to its agenda.
- 7.5 Procurement processes will be governed by the Financial Regulations and Procurement Procedures for any goods or services procured by funds for which Halton Borough Council is the accountable body.

8.0 Standards of Behaviour

- 18.1 Members of all Boards agree to comply with the Nolan Principles, the 7 principles of public life which apply to anyone who works as a public officeholder.
- 8.2 One Code of Conduct will cover all Members of the RTNB with respect to its purpose and objectives, its sub-committees and all public sector officers supporting the development and delivery of the Town Deal funded Programme and the PfN. This will also apply to any consultants and contractors.
- 8.3 Board Members and supporting officers will be made aware of the importance and significance of upholding these standards at their inaugural Board Meeting and through regular training processes if required.
- 8.4 Board Members will be asked to declare any actual or potential conflict of interest at every Board meeting. These will be publicly recorded. Where the Board agrees that a conflict is inappropriate, the member should be excluded from both the discussion and decision making.
- 8.5 Particular care will be taken where Board members have a live, concurrent post which could give rise to conflicts of interest. Any conflict of interest for Board Members will be established at the start of the selection process and actively managed to ensure there are no material factors impeding independence of judgement.

8.6 Board Members will demonstrate visible independence which is vital to ensure that there is no bias or favouritism towards or against particular projects or decisions. This freedom of action is needed to reassure investors, competitors, residents, employees and all tiers of government.

8.7 Halton Borough Council will publish the list of Board Members and keep records of any declarations of interest, gifts or hospitality given to the Neighbourhood Board or individual members.

9.0 Accountable body arrangements

9.1 Halton Borough Council (acting as Lead Council and Accountable Body) is responsible for:

- Developing a delivery team, delivery arrangements and agreements
- Ensuring all Boards make decisions by sound governance principles.
- Ensuring transparency and publication of information, including Board Agendas and Minutes, on the Reconnecting Runcorn website.
- Promoting Plan for Neighbourhood's Vision and selected projects via the Reconnecting Runcorn website, press releases and social media
- Developing agreed projects in detail and undertaking any necessary feasibility studies
- Undertaking any required environmental impact assessment or public sector equality duty assessments
- Signing Heads of Terms with the government
- Monitoring and evaluating the overall delivery of the Town Deal funded programme and the PfN Funding
- Receiving and accounting for Runcorn's funding allocation
- Supporting the RTNB and any sub-boards or working groups.

9.2 Halton Borough Council remains accountable for all the monies received for the Town Deal Programme and PfN Funding

10.0 Legal Status

10.1 The Board is not a legal entity. It is not the accountable body for any grant or funding regime.

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

11.0 Updating the Terms of Reference

11.1 The Government may publish further guidance on the operation and function of the Boards administering the Town Deal Programme and the PfN. These Terms of Reference must be reviewed alongside any such guidance.

11.2 Boards will review these Terms of Reference annually and at any other time that may be relevant or necessary.

Appendix 1

	RUNCORN TOWN DEVELOPMENT BOARD	
	Board Member	Sector/Agency Representation
1	Rachael Owen, CEO Chamber of Commerce	Co-Chair & Business Sector rep
2	Chris Bastock, Director A Place for Us & Chair of Cultivate	Co-Chair & Cultural Sector rep
3	Paul Mullane, Director of Development & Sales, Halton Housing	Vice-Chair & Housing Rep (Public Agencies & Anchor Institutions)
4	Sarah Pochin	Parliamentary Rep/MP - TBC
5	Cllr Dave Thompson, Deputy Leader	Local Councillors
6	Rosie Leck, Local Ward Councillor	Local Councillors
7	Stephen Young, Chief Executive	Local Authority rep
8	Damian Cooke, Director for Economy, Enterprise & Property	Local Authority Rep
9	Mary Murphy, Principal, Riverside College	Education Rep (Public Agencies & Anchor Institutions)
10	Lucy Gardner, Chief Strategy and Partnerships Officer, Warrington & Halton Hospitals	Health Sector Rep (Public Agencies & Anchor Institutions)
11	Lynsey Carr, Halton People into Jobs	Employment Sector Rep
12	Claire Bradbury, CEO, Power in Partnership	Youth Sector Rep
13	Graham Wallace, Chair, Runcorn Locks Restoration 6	Community Sector Rep
14	Josh Downes, Executive Director of Development, Langtree27	Business Sector Rep
15	Richard Millington, Managing Director, Sandon Global	Business Sector Rep
16	Jessica Shaw, Resident & Property Professional	Business Sector Rep
17	Sally Yeoman, Chair, Halton & St Helens VCA	Voluntary & Community Sector Rep
18	Claire Pitt, Hazlehurst Arts Collective	High Street, Regen & Heritage Intervention
19	Rob Sanderson-Thomas, CEO of Norton Priory	High Street, Regen & Heritage Intervention
20	Tony Collacott, Wat Phra Singh Temple	High Street, Regen & Heritage Intervention
21	Dan Price, Police Crime Commissioner for Cheshire	Safety & Security Intervention
22	Chief Inspector – Amber Hodson	Safety & Security Intervention
23	Cath Jones – Area Commander Halton	Safety & Security Intervention
24	TBC – Nick Smith Avanti	Transport & Connectivity
25	TBC – Connecting Cheshire rep	Digital Infrastructure

RUNCORN TOWN DEVELOPMENT BOARD	
Observer	Sector/Agency Representation
Jack Sneddon - Business & Trade	Government Observers & Advisers
Wesley Rourke, Exec Director Regeneration & Environment	Local Authority Rep
Iain Lewis	LCR Combined Authority

RUNCORN TOWN DEVELOPMENT BOARD	
Facilitators	Sector/Agency Representation
Steph Davies	Programmes Office Manager – team provide secretariat
Sara Munikwa	Regeneration Manager – team leads on delivery of Town Deal Projects
Vivid	Vivid commissioned to provide Comms & Marketing support for Town Deal & Neighbourhood Funded Projects