

**Supported by**

**Havant**  
BOROUGH COUNCIL

## **HAVANT TOWN CENTRE PARTNERSHIP BOARD**

### **VISION**

Havant Town Centre is a cherished hub, fostering pride among residents and delighting visitors who choose to return time and again.

### **TERMS OF REFERENCE**

#### **1. Constitution**

Havant Borough Council (“HBC”) has established the Havant Town Centre Partnership Board (“Board”) for the purposes set forth below in relation to Havant town centre (broadly as shown in Appendix B), the Board has no executive powers. The Board is independent of HBC.

#### **2. Purpose**

The purpose of the Board is to:

- Develop a vision
- Support HBC’s strategic priority “Pride in Place – creating a great place to live, work and enjoy”
- Provide input to HBC
- Collaborate with HBC
- Be a champion
- Provide place leadership
- Support driving positive change
- Develop an action plan of community-led initiatives and projects
- Develop an action plan to enhance the quality of the environment
- Develop innovative solutions and collective campaigns to support and strengthen retail and leisure offerings

In fulfilling its purpose, the Board will ensure that the needs, perspectives, views and feedback of the community, including residents, community groups, businesses and other stakeholders, are considered and represented. The Board understands that there are other community interest and advisory groups who may be working on similar subject area plans. It understands the value that this multi perspective approach brings as well as the

opportunities to collaborate. The Board may request reasonable information in relation to such other work streams and will provide reasonable information to other community interest and advisory groups when requested.

### **3. Membership**

- 3.1 The Chair and Vice Chair will be appointed by members of Board.
- 3.2 Membership will be limited to 18 individuals including the Chair and Vice Chair.
- 3.3 Membership is for a period of two years, at the end of the term membership may be renewed.
- 3.4 Members will be appointed on the basis of living, working, or being able to demonstrate an interest in Havant town centre and will be drawn from the following:
  - Chair
  - Vice Chair
  - Local councillors
  - Businesses and traders, both tenant and landlord representatives
  - Individual residents and resident group representatives
  - Community, voluntary, youth and faith organisations
  - Local schools and colleges representatives
  - Community services representatives
  - Community safety representative
  - Transport infrastructure representative

Ex-officio members with non-voting rights

- Council officers – Providing secretariate support

- 3.5 Co-option of members in addition to core membership for specific issue may take place as required.
- 3.6 If membership falls below five members, the viability of the Board will be re-considered.

### **4. Meeting Protocols and Procedures**

- 4.1 A minimum of six Board meetings shall be held each year.
- 4.2 The Board may arrange additional meetings if deemed necessary by its members, subject to least seven days advance notice.
- 4.3 In the absence of the Chair the Vice Chair will preside over a meeting, if neither the Chair nor Vice-Chair can attend, the Chair may nominate a substitute from amongst the other board members.
- 4.4 The Board will be quorate when with the Chair or the Vice Chair and at least 4 number Board members are present at least one of which must be a member from the private sector.
- 4.5 Where matters are agreed to be confidential, members are required to treat all such papers and discussion as confidential.
- 4.6 Members of the local community may attend from time to time as observers and/or may be invited to speak at the discretion of the Board.

- 4.7 Board meeting minutes will be available to the public and published on HBC website unless it is agreed that they are confidential.
- 4.8 Names of Board members and, where relevant, the interest group they are representing will be published on HBC's website, including where substitutes attend meetings on behalf of a Board member.

## **5. Decision-making**

- 5.1 The Board has the authority to make decisions at Board meetings only in relation to matters that form part of its Purpose. Decisions will be made via open vote, secret ballots may only be held in exceptional circumstances and where a majority of members indicate this is a necessity.
- 5.2 The Board will have the right, if necessary, to set up sub-committees (or working groups) to work on specific initiatives/projects which will continue to report into the Board. Subgroups can only be created with the approval of Board members.

## **6. Havant Borough Council Duties**

Havant Borough Council will provide secretariat support to the Board including:

- 6.1. Understand the role of Board, relevant policies and decision-making structures.
- 6.2. Liaising with the Chair about meeting dates and agendas.
- 6.3. Collate agenda items, which need to be raised 14 days in advance to ensure that they can be adequately dealt with at the meeting.
- 6.4. Organising meetings.
- 6.5. Circulating details of meetings with at least seven days' notice
- 6.6. Circulating meeting agendas and papers with at least seven days' notice
- 6.7. Taking minutes, agreeing them with the Chair, issuing them to members within seven working days of the relevant meeting.
- 6.8. Ensure that agreed actions are followed up.
- 6.9. Manage membership enquiries.

## CODE OF CONDUCT AND DECLARATIONS OF INTEREST

1. Board members will act in accordance with the [Nolan Principles](#) (see below).
2. Board members must declare interests (direct and indirect, pecuniary or otherwise). Board meeting minutes will record any declarations of interest, and whether the Member withdrew from the meeting for that item.
3. Meetings must be conducted in a manner that does not exclude any Board member.
4. Board members will be expected to be respectful of other people's opinions and mindful that working within a group can mean that individuals may not always agree with decisions and must accept the responsibility of abiding by majority decisions.
5. Board members will demonstrate a collaborative approach, and a desire to work co-operatively and constructively.
6. If a Board member fails to comply with this Code of Conduct, the Chair may, after consultation with the Vice Chair, issue a verbal warning to such Board member. If such Board member repeatedly fails to comply with this Code of Conduct the Chair may, after consultation with the Vice Chair, give a written warning. If such Board member repeatedly fails to comply with this Code of Conduct the Chair may following consultation with the Vice Chair and each of the steps above remove such Board member from the Board.
7. If the Chair or the Vice Chair has failed to comply with this Code of Conduct the process stated in 6. above will be undertaken but with another Board member taking the place of the Chair or the Vice Chair as the case may be. If the Chair and the Vice Chair have each failed to comply with this Code of Conduct the process stated in 6. will be undertaken but with the place of each the Chair of Vice Chair being taken by other Board members.
8. A Board member may be removed from the Board by notice in writing from the Chair, after consultation with the Vice Chair, if he or she has been absent for more than three consecutive meetings or is unable or unfit to carry out their responsibilities as a Board member.

## **Appendix A**

### **The Seven Principles of Public Life**

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public officeholder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

#### **1.1 Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **1.2 Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **1.3 Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **1.4 Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **1.5 Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **1.6 Honesty**

Holders of public office should be truthful.

#### **1.7 Leadership**

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

## Appendix B. Town Centre

