

APPENDIX 1 - WIRRAL REGENERATION PARTNERSHIP TERMS OF REFERENCE

Purpose	To co ordinate and accelerate the priority programmes defined by the Birkenhead 2040 Framework.
Role	<p>To consider the 5-year Business Plan which would set out the priorities and objectives for each project within the Regeneration Partnership area. Each project will have its own outline business case (delivery plan) which will be reviewed by the board in accordance with the terms of reference and operational structure. Each project will have its own focus, priority and objectives and each project will be brought to the Board for approval to proceed on a business case by business case basis to ensure areas of interdependency and sequencing are managed and addressed.</p> <p>To assist the Council in:</p> <ul style="list-style-type: none"> • Accelerating the delivery of significant housing and commercial development; • address programme interdependencies and sequencing; • contribute to the delivery of social outcomes across the programme through long term community wealth building and stewardship; • raise the profile of the regeneration programme for stakeholders and external audience; • attract investment from public and private sector partners on a project by project basis by enabling the stakeholders within it to speak with one voice; • ensure that the skills and resources are in place to drive a programme of this scale; and • lead on place making and meanwhile use strategy.
Geographic Area	The Partnership will work to the Council's geographical area
Membership	<p>Wirral Borough Council will lead selection and appointment of the Board. The Board shall comprise representatives of:</p> <ul style="list-style-type: none"> • the Council (which shall include the Leader and Group Leaders and the Chair of Economy, Regeneration and Housing Committee); • the Liverpool City Region Combined Authority; • Homes England; and • members to be recruited to support the Board in areas of business, placemaking, inward investment and communications; • A Voluntary Sector representative <p>Council representatives in the event of not being able to attend a meeting may arrange for their respective deputies to attend.</p> <p>The Director of Regeneration and Place or their authorised deputy will also attend but will not vote.</p>
Chair	The Leader of the Council

Responsibilities	<p>The Partnership brings together key stakeholders to provide the strategic leadership required to deliver the Birkenhead 2040 Framework outcomes. The responsibilities of the Board are to:</p> <ul style="list-style-type: none"> • Ensure progress is being made on delivery of the projects pursuant to the Birkenhead 2040 Framework • Proposal 'change control' options where necessary • To oversee programme Assurance • Ensure involvement of key stakeholders in the development of projects • Establish Groups to develop agreed activities, reviewing and reporting on progress as necessary
Decision Making	<p>All Members have a responsibility to ensure that adequate discussion of issues occurs before recommendations are made. If consensus cannot be agreed, in the first instance, the Chair will mediate towards satisfactory resolution, based on an evidenced-led approach. If the Partnership still cannot reach consensus, decisions will be made on the basis of voting.</p>
Voting Arrangements	<p>All Members shall have one vote each, which may be cast on matters considered at the meeting. Any decision taken by the Partnership must be a majority decision. Where a conflict of interest exists, a Member may take part in the debate but may not vote. Save where they have a personal interest, the Chair will have a casting vote. Members are not entitled to cast a vote if they are not in attendance when the decision is formally agreed at a Meeting of the Partnership.</p>
Delegating Tasks and Powers	<p>Groups may be established by the Partnership to for specific and appropriate elements of the Partnership's business. The Partnership should agree what Sub-Committees are required. Additional 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 Partnership. Each Group should be chaired either by a Member of the Partnership or a Partnership approved nominated representative. Progress on tasks of the Group should be updated and reported to the Partnership, to a schedule agreed by the Partnership as appropriate to its agenda. Procurement processes will be governed by the Financial Regulations and Procurement Procedures for any goods or services procured by funds for which the Council is the accountable body.</p>
Reporting	<p>The proceedings and resolutions of the meetings of the Partnership, including names of those present, shall be minuted by the secretariat. Draft minutes will be circulated promptly to all members.</p>
Governance	<p>The Partnership shall use the pre-existing governance structures of Wirral Borough Council. The Partnership shall align with the governance standards and policies of Wirral Borough Council.</p>
Confidentiality	<p>Members are required to preserve the confidentiality of information presented, discussed or considered by the Partnership if necessary. The meetings will not be open to attendance by the press or public.</p>
Meetings	<p>Meetings will be scheduled on quarterly basis as required by the development of business cases and implementation of projects. This will be kept under review to ensure progress. Members are expected to</p>

	<p>attend regularly, and meetings will be diarised to ensure optimal attendance.</p> <p>Should a Council, LCRCA or Homes England Member not be able to attend then a deputy, with authority to vote, can attend as a substitute. For other members of the board that are not able to attend, they are still required to read the agenda papers and make their views known to the Chair in advance of the meeting.</p> <p>Council members (Leader, Group Leaders and Chair of Economy Regeneration and Housing Committee) will be members of the Board as of right. Duration of membership for other members will be reviewed by the Council in June 2025 with a view at that point to new 4 year appointments. Secretariat support will be provided by Wirral Borough Council.</p>
Quorum	At least 5 members.
Code of Conduct	<p>Members will be required to adhere to the governance standards and policies of Wirral Borough Council. One Code of Conduct will cover all Members of the Board with respect to its purpose and objectives, its sub-committees and all public sector officers supporting the development and delivery of the Council's regeneration programmes and projects. Members will be made aware of the importance and significance of upholding these standards at their inaugural Meeting and through regular training processes if required.</p>
Declaration of Interest	<p>At every Partnership meeting, Members will be asked to declare any actual or potential conflict of interest and these will be publicly recorded. Where the Partnership agrees that a conflict is inappropriate, the member should be excused from both the discussion and decision making. Particular care will be taken where Members have a live, concurrent post which could give rise to conflicts of interest. Any conflict of interest for 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. Members will demonstrate visible independence which is vital to ensure that there is no bias or favouritism towards or against particular Members. This freedom of action is needed to reassure investors, competitors, residents, employees and all tiers of government. Wirral Borough Council, as the Lead Authority, will publish the list of Members and registered Conflicts of Interest. Members of the Partnership agree to comply with the Nolan Principles, the 7 principles of public life which apply to anyone who works as a public office holder.</p>