

## **Terms of Reference**

### **Berwick Coastal Community Team**

**June 2017**

#### **Background**

The Berwick Coastal Community Team (BCCT) has been established as the result of a successful bid to the DCLG Coastal Community Team Fund. DCLG are encouraging the establishment of CCTs to enable local communities to come together and develop a common vision and plan for their area.

A Coastal Community Team is a local partnership consisting of stakeholders in a coastal community who have an understanding of the issues facing that area and can develop an effective forward strategy for that place. The Team should include a range of local stakeholders and have broad support.

While Coastal Community Teams may choose their own priorities, suggested areas of focus, particularly for very new partnerships, are as follows:

- Enhancing the attractiveness and accessibility of public areas,
- Providing increased community facilities,
- Promoting the visitor economy,
- Encouraging sustainable uses of heritage/cultural assets, and
- Creating links to support the growth and performance of the retail sector.

The BCCT is a partnership based application submitted by Berwick Community Development Trust as the Accountable Body for the BCCT Partnership. This funding has enabled the CCT to develop and produce an Economic Plan for Berwick, incorporating the Parishes of Berwick upon Tweed, Tweedmouth and Spittal.

#### **Responsibilities**

The BCCT is responsible for leading and co-ordinating the action of partners in taking forward the findings and recommendations of the Economic Plan and working to implement tangible deliverables which improve the local economy of the Berwick area.

The BCCT is the partnership (not legally constituted) responsible for developing and delivering the Berwick Economic Plan. It has responsibility for the leadership, implementation, monitoring and review of the Economic Plan. An important part of the BCCTs role will be in supporting applications to the Coastal Community Fund (CCF). Whilst projects can apply directly to the fund it is beneficial for projects to have the support of the BCCT prior to application.

The BCCT is a voluntary body and is reliant on the good will and involvement of its members who ultimately retain democratic and financial responsibility for their own organisations role and remit which relate as appropriate to developing and supporting a range of initiatives which will contribute to the implementation of the Economic Plan.

### **The Coastal Community Team will:**

1. Develop and agree the Economic Plan (EP).
2. Approve the Economic Plan.
3. Recruit a wide range of CCT members, reflecting the makeup of the area and the priorities of the EP.
4. Conduct its business in an open and compliant manner.
5. Promote Berwick Coastal Community Team, its plans and objectives throughout the local area.
6. Monitor the implementation of the EP, and review as necessary.
7. Make effective links with other key organisations within and outside the CCT area.
8. Lobby and represent the interests of the Programme area across the North East LEP area and nationally.
9. Attract additional resources to develop the EP ambition and objectives.
10. Promote learning and good practice.
11. Support and endorse project funding applications confirming the 'local strategic fit' of applications with the EP.

### **BCCT Membership**

1. The BCCT will comprise members of the public, private, community and voluntary sectors, ensuring that it represents a broad range of interests across the area. Membership should reflect both the area's geographical extent and its sectoral composition.

2. Membership will be made up of (but not limited to) representatives from the following organisations:

Berwick Community Trust,

Northumberland County Council,

Berwick Town Council,

Berwick Civic Society,

Berwick Chamber of Trade,

Guild of Freemen,

Berwick Archive and Museum Action Group,

Port of Berwick,

Maden Eco Ltd,

ARCH (The Northumberland Development Company),

The Maltings Berwick Trust,

Woodhorn Charitable Trust,

3. Members must identify whether they represent themselves, as individuals, or are representing an organisation. If representing an organisation, they may nominate one named substitute who may vote on their behalf.
4. The BCCT shall elect a Chairperson and Vice Chair at the first appropriate meeting. The Chairperson must preferably be from the private/community sector but not exclusively.
5. Members engaged in activity related to their position on the BCCT must comport themselves appropriately and respectfully in relation to other BCCT members, staff, and members of the public. Inappropriate behaviour may result in exclusion from the BCCT at the discretion of the Chairperson.
6. Regular attendance at meetings is required. Non-attendance for more than 3 consecutive meetings may result in loss of a place on the BCCT, at the discretion of the Chairperson.

### **Meetings**

1. BCCT Meetings will be held every four to twelve weeks, unless cancelled by giving 7 days prior notice.
2. A calendar of meetings will be agreed each year for the next twelve months.
3. Decisions will be by a majority of those present. The Chairperson or Vice-Chair has a casting vote.
4. The quorum for meetings will be one third of voting members.

### **Working Arrangements**

1. The administrative arrangements for BCCT meetings will be undertaken by staff from Berwick Community Trust.
2. The staff will circulate the agenda and papers seven days (where practicable) before each meeting, and will record decisions and issue minutes for approval at the next BCCT meeting.
3. The staff will attend BCCT Meetings to provide information. Information for meetings should be sufficiently detailed to allow informed decisions to be made. Information should include:

Details of projects future and present

Quarterly financial statement on overall spend

Quarterly statement on achievement of outputs, outcomes, targets, milestones as detailed in the EP

Notification of significant gaps in achievement of objectives, spend or outputs as detailed in EP

Notification of significant problems.

4. Late business may be introduced by tabling papers with the approval of the staff in conjunction with the Chair or Vice-Chair of the BCCT.

## **Conflict of Interest**

Definition: A conflict of interest can arise when a BCCT member may gain or be perceived potentially to gain, financial, commercial or personal advantage as a result of partnership business.

## **Declaration of Interests**

When a BCCT member has an interest in a matter arising they should disclose this at the beginning of the meeting to the Chair. The Chair in consultation with attending BCCT members will then decide whether the member should withdraw from the meeting whilst the matter is being considered. Meeting minutes should record the matter and the decision.

## **Decisions and Reporting**

1. Views and decisions of the BCCT will be recorded by the staff and, subject to the approval of the BCCT members present, be signed by the Chair at the beginning of the following meeting.
2. The BCCT will review project proposals, submitted on a Project Endorsement Application form, in terms of their strategic fit to the Berwick Economic Plan. On this basis the BCCT will support project proposals which address the Priority Themes and ambitions of the Economic Plan, other project proposals being determined as not a priority for the current Economic Plan. Where competing proposals achieve the strategic fit requirement, and funding conditions require, the BCCT will prioritise projects which have a robust business case and deliver the best return, in terms of outputs and outcomes, for the Economic Plan.
3. The BCCT's recommendation as to whether a project should be endorsed to proceed, be declined or deferred will be delivered through a show of hands to identify the majority view.

## **Variance to Terms of Reference**

The Terms of Reference for the BCCT will be reviewed annually, and they may be revised or amended by agreement.