



Agenda

Discover Ashfield - Annual General Meeting (AGM) and Board Meeting

Date: **Friday 19th March 2021**

Time: **9.00am – 9.15am start**

Venue: **Virtual Meeting via Microsoft Teams**

For any further information please contact:

Lana Mills

lana.mills@ashfield.gov.uk

07596 326792

Attendees

Name	Position on Board	Position/Organisation	Apologies
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst Engineering	
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College	
Darron Ellis	Theme Lead – More to Discover	Historian	
Liz Barrett	Theme Lead – Love Where You Live	Academy Transformation Trust Further Education	
Pete Edwards	Theme Lead – Be Happy, Be Healthy	Chair, Ashfield Health and Wellbeing Partnership	
Callum Parr	Board Member	Youth Council Leader, Ashfield District Youth Council	
Carol Cooper-Smith	Board Member	Chief Executive, Ashfield District Council	
Chloe O'Donnell	Board Member	Shopping Centre Manager, Idlewells Shopping Centre	
Christopher Baron	Observer	Office Manager, Ashfield & Eastwood MP's Office	
Cllr Christian Chapman	Board Member	Scrutiny Rep, Ashfield District Council	
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	
Cllr Matthew Relf	Board Member	Portfolio Holder, Planning & Regen, Ashfield District Council	
David Ainsworth	Board Member	Director of Clinical Commissioning Group, NHS	✓
David Jackson	Board Member	Centre Manager, East Midlands Designer Outlet	
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	
Fiona Anderson	Board Member	Head of Civic Engagement, Nottingham Trent University	
Gary Jordan	Board Member	Chair, Mansfield and Ashfield 2020	✓
Julia Terry	Board Member	Development Worker, Transforming Notts Together	
Kathryn Stacey	Board Member	Chief Executive, Citizens Advice Ashfield	
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	
Mark Spencer, MP	Board Member	MP for Sherwood	
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	
Paula Longden	Substitute for David Ainsworth	Deputy Locality Director: Mid Nottinghamshire, NHS Nottingham & Nottinghamshire Clinical Commissioning Group	
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
Rachel Quinn	Board Member	Head of People & Skills, D2N2 LEP	
Robert Orgill	Board Member	Property Manager EMEA, Rolls Royce	
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education	
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	
Theresa Hodgkinson	Board Member	Director of Place and Communities, Ashfield District Council	
Viki Dyer	Board Member	District Operations Lead, Department of Work and Pensions	

Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	
Katherine Green	Supporting Officer	Senior Communications Officer, Ashfield District Council	
Lana Mills	Supporting Officer / Minute Taker	Discover Ashfield Project Officer, Ashfield District Council	
Matthew Neal	Supporting Officer	Service Director of Investment and Growth, Nottinghamshire County Council	
Nicola McCoy-Brown	Supporting Officer	Group Manager for Growth & Development, Nottinghamshire County Council	
Sarah Daniel	Secretary / Supporting Officer	Interim Service Manager for Place and Wellbeing, Ashfield District Council	
Tracey Bird	Supporting Officer	Health and Wellbeing Officer, Ashfield District Council	
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	

AGENDA

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2. **Minutes of Previous Annual General Meeting (AGM) Wednesday 26th February 2020 and Matters Arising - Martin Rigley**
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4. **Annual Secretary's Report - Sarah Daniel**
5. **Documents**
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 - b **Code of Conduct** 19 - 24
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 - d **Draft Board Constitution and Terms of Reference** 27 – 38
6. **Any Other Business - All**
7. **Minutes of Previous Board Meeting Friday 19th February 2021 and Matters Arising - Martin Rigley**
8. **Declarations of Interest**
9. **Towns Fund and Future High Streets Fund Update - Sarah Daniel**
10. **Reports Back from Delivery Group**
 - a **Succeed in Ashfield - Martin Rigley**
 - b **Love Where You Live - Liz Barrett**
 - c **More to Discover - Darron Ellis**
 - d **Be Healthy, Be Happy - Pete Edwards**

11. **Discover Ashfield Officer Update - Lana Mills**
12. **Board Member Updates - All**
13. **Any Other Business - All**
14. **Date of Next Meeting**
Friday 16th April 2021, 9.00am – 9.15 start

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Discover Ashfield**Chairs Report - Annual General Meeting (AGM) 19th March 2021**

When I was asked to write up a Chairs Report for the AGM I had a look at what I wrote last year.

Who could have forecast just what a roller coaster ride we would have in the next 12 months? But if the pandemic has showed us anything it's the amazing spirit of community we have in Ashfield, as everyone has pulled together.

We can all be proud of our efforts as a community and these have been recognised locally, regionally and nationally.

Certainly, we are not out of the woods yet and some would say we have the biggest challenges ahead of us as we recover, rebuild and move forward into what feels like a very different world. But it is our community spirit, strength and support for each other that will enable us to move onto together to thrive.

The news we received at the end of 2020 in our success with the Future High Streets Fund was just the positive news we all needed at a very different festive period.

Clearly, we aim to build on this success with our Towns Fund bid, which I feel presents some extremely exciting opportunities for our community but also as an opportunity to stamp our mark nationally. Let's not underestimate the efforts and hard slog that went into the bid and I would personally like to thank Sarah Daniel and all of the team at Ashfield District Council who supported her in drafting a very professionally put together bid. All I can say is watch this space!

I would like to make a personal thank you to the theme leads; Liz Barrett, Pete Edwards and Darron Ellis for their support in driving the individual agendas forward, Louise Knott as my Vice Chair and the officers of Ashfield District Council, who have once again pulled in a lot of additional work (as well as doing their day job) to support us.

We were pleased to be able to welcome Lana Mills as our Discover Ashfield Project Officer, I think we would all agree that in the short time Lana has been in post she is starting to make a real impact.

I am a big believer in the mantra "out of adversity comes opportunity" and the opportunities for Ashfield are there for the taking.

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Constitution

MISSION

Discover Ashfield celebrates all that is best about living, visiting, working and doing business in Ashfield.

Our collective mission is:

- Promote Ashfield in a positive manner.
- Develop pride and aspiration in our communities.
- To improve the vibrancy of the town centres within Ashfield.
- To encourage and promote inward investment, through education and business to raise the skill levels of the community.
- To support tourism and the visitor economy in the Ashfield area.
- To help people improve their health and wellbeing.
- To support an environment which contributes to healthy lifestyles, where people feel safe and connected.
- Through the Ashfield Ambassadors we will lobby locally and nationally to improve the prosperity and success of Ashfield.
- To be financially self-sufficient.

POWERS

The Discover Ashfield Board will:

- Invite and raise funds, where appropriate, to finance activities which promote the area in a positive manner.
- Act as advocates and ambassadors at a senior level for Ashfield, promoting the Ashfield brand inside and outside of the area.
- Work with other sectors and organisations, e.g. Businesses, County Council, LEPs, Community groups, education to promote and develop the area.
- Continually involve Ashfield District Council as a committed member of the group.
- To develop and implement a strategic economic vision for the area and to oversee the success of implementation.

BOARD MEMBERSHIP

- The Discover Ashfield Board will comprise a maximum of 35 members including a minimum of one member from the District Council to represent the public sector plus one member representing the Community and Voluntary Sector.
- The board will be chaired by a member from the business community

- Members will declare any conflict of interest in any proposals or projects before discussion. Should any member have direct financial interest they will be excluded from discussions and not have the right to vote on the proposals. In exceptional circumstances the Chair, at his or her discretion, may waive either or both of these requirements. In the event of the Chair having a direct interest, he or she will hand that part of the meeting to the Vice Chair. Members will conduct themselves in a courteous and professional manner at all times
- Members are permitted to send a substitutes, however substitutes will have no voting rights.
- In the event of any actions by Board members which are deemed, by the majority of the members, to be detrimental to the Board's remit they may have their membership terminated. In the event of any dispute, a third party, Monitoring Officer will be appointed and any decision made shall be binding on all parties
- Whilst the aims of the board are always to have a general consensus in decision making, any items requiring a vote will be conducted in an open manner. In the event of a tied vote, the Chairman shall have one casting vote
- Board members will hold their post for a term of 2 years but may stand for re-election at the expiry of their term as long as they are nominated and seconded again at the end of their 2-year term
- New members must be nominated and seconded by any Board member and appointed by the Board by majority vote
- Any member wishing to resign before the expiry of their term must notify the Chair in writing giving one months' notice. The Board will, at its discretion, decide whether or not to call a Special Meeting to replace the departing Board member, failing which the matter will be considered at the next Board meeting
- The Chair shall be elected by the Board members
- Where the Chair resigns mid-year, a replacement shall be elected by a majority vote of board members at the Board Meeting following the resignation.

OFFICERS and ELECTION OF OFFICERS

- Formal officers of the Board will be:
 - The Chair
 - The Vice-Chair
 - The Treasurer – Ashfield District Council
- The Secretary- The secretary to the Board shall be the Place Manager or agreed substitute. Officers will be elected by the Place Board.
- The Chair will be elected for a maximum three year period and, to ensure continuity, the Vice-Chair will be elected in an overlapping period of two years.
- The Chair and vice chair may not stand for a third term.

MEETINGS

- The Discover Ashfield Board will meet at least four times a year on a schedule to be agreed by the Board
- All members will be given at least 14 days' notice of any additional meetings outside of the agreed schedule. If there are any items deemed to be urgent, every effort will be made to arrange a mutually convenient date. In the eventuality that no physical meeting can be arranged, then agreement is to be reached by WRITTEN PROCEDURES (including e-mail). A zero response will be regarded as agreement (yes vote) to any proposal.
- The quorum for any meeting will be 1/3 Members, and the Chair or Vice Chair must be present for decisions on expenditure or changes to the delivery plan
- All meetings shall have action points recorded which will be a public record and posted on the Ashfield District Council and Discover Ashfield web-sites.
- All action points shall be approved (or amended) by the Chair within 10 working days and circulated electronically to other board members by the secretary
- Any agenda items must be sent to the secretary at least 5 working days in advance of a Board Meeting
- Items not on the agenda will only be considered with the consent of the Chair
- An AGM will be held annually, close to the end of the financial year.

FINANCE

- All monies received, whether by grants or contributions shall be deposited in a bank account in the name of Discover Ashfield, Ashfield District Council
- All expenditure will be approved by a minimum of 3 Board members (including the Chair or Vice Chair and Treasurer) unless a sum has been delegated to the Place Manager by the Board in respect of a particular task or function.

CONDUCT

- Board members will adhere to the Code of Conduct
- The Board will align with the governance standards and policies of Ashfield District Council including whistle blowing, conflicts of interest and complaints.

ALTERATIONS TO THE CONSTITUTION AND DISSOLUTION

- Changes to the constitution may be proposed by any member in writing to the secretary, and must be agreed by a seventy five percent majority of the Full Board
- Any member may make a proposal for the dissolution of the Board in writing to the Secretary which will be considered at a Special Meeting of the Board
- Notice of 28 days must be given to members to convene a Special Meeting
- The Board may be dissolved at any time by a resolution passed by a seventy-five per cent majority of those present and voting at a special General meeting of the Board, provided that any property remains after satisfaction of all debts or liabilities.

This Constitution was formally adopted on 8th January 2020 at the Discover Ashfield Board Meeting.

Signed: Chairperson  Title: Martin Rigley

Signed: Vice Chair  Title Louise Knott

Signed: Member  Title Pete Edwards

Signed: Member  Title Theresa Hodgkinson



Terms of Reference	
Project	Discover Ashfield
Role	Place Board
Chair	Lindhurst - CEO
Vice Chair	West Notts College – Assistant Principal
Membership	<p>Annesley and Felley Parish Council Representative Ashfield District Council – Chief Executive Ashfield District Council - Deputy Leader of the Council/Portfolio Holder for Community Safety Ashfield District Council – Director of Place and Community Ashfield District Council – Senior Communications Officer Ashfield District Council Councillor – Hucknall Ward Representative Ashfield District Council Councillor - Portfolio Holder for Place, Planning and Regeneration Ashfield District Council Councillor – Scrutiny Representative Ashfield Voluntary Action - Manager Citizens Advice Ashfield – CEO D2N2 LEP - Capital Programmes D2N2 LEP - People and Skills Disability Nottinghamshire Representative DWP – District Operations Lead East Midlands Outlet – Centre Manager Health and Wellbeing - Chair Idlewells Shopping Centre - Manager Mansfield and Ashfield 2020 Representative MP – Ashfield Eastwood MP – Sherwood NHS - Director of Primary Care Nottingham Trent University (one representative) Notts County Council (one representative) Portland College – Assistant Principal Rolls-Royce Representative - Director Sutton Community Academy - Principal Sutton Community Academy – Principal of Further Education Sutton Community Group Representative Youth Council Representative</p>
Direction from	The Constitution of the Discover Ashfield Board Discover Ashfield Board members
Direction to	Discover Ashfield Delivery Group, Discover Ashfield sub- groups
Communication to	Discover Ashfield Delivery Group, Discover Ashfield sub- groups Sutton Town Team Kirkby Town Team Hucknall Town Team
Meeting Frequency	Monthly
Quorate requirement	1/3 of members
Minuted by	Ashfield District Council



General Responsibilities:

- Creating somewhere where local people have pride to call home.
- Creating a great place to live, work and visit.
- To work together to create an external perception and profile for Ashfield that people are proud to live in, want to visit, and businesses choose to invest in.

OBJECTIVES

- Promote Ashfield in a positive manner.
- Develop pride and aspiration in our communities.
- To improve the vibrancy of the town centres within Ashfield.
- To encourage and promote inward investment, through education and business to raise the skill levels of the community.
- To support tourism and the visitor economy in the Ashfield area.
- To help people improve their health and wellbeing.
- To support an environment which contributes to healthy lifestyles, where people feel safe and connected.
- Through the Ashfield Ambassadors we will lobby locally and nationally to improve the prosperity and success of Ashfield.
- To be financially self-sufficient.

POWERS

- Invite and raise funds, where appropriate, to finance activities which promote the area in a positive manner.
- Act as advocates and ambassadors at a senior level for Ashfield, promoting the Ashfield brand inside and outside of the area.
- Work with other sectors and organisations, e.g. Businesses, County Council, LEAs, Community groups, education to promote and develop the area.
- Continually involve Ashfield District Council as a committed member of the group.
- To develop and implement a strategic economic vision for the area and to oversee the success of implementation.

Approved Date: 26/02/2020

Signed by Chair, Martin Rigley:



Discover Ashfield Ambassador Induction Pack

Thank you for your interest in becoming an ambassador for Discover Ashfield.

Please take the time to read the information in this pack, as it will give you a good understanding of the purpose of Discover Ashfield.

Discover Ashfield celebrates all that is best about living, visiting, working and doing business in Ashfield

Our collective mission:

- Promote Ashfield in a positive manner
- Develop pride and aspiration in our communities
- Encourage and promote inward investment with the support of business and educators
- Help people improve their health and wellbeing
- Support tourism and the visitor economy
- Through the Ashfield Ambassadors we will lobby locally and nationally to improve the prosperity and success of Ashfield.

As an ambassador we encourage you to know and share our collective mission, as detailed above. You may want to rephrase the mission to a language that suits your audience. We would like you to take the time to consider how you would begin a conversation about Discover Ashfield. What are the key messages you would aim to get across? Please use the space below to answer the question 'What is Discover Ashfield?'



Within Discover Ashfield there are 4 key themes. These are detailed below.

	<p>Health and Wellbeing</p> <p>This theme supports organisations across Ashfield support people to improve their health and wellbeing. The Ashfield Health and Wellbeing Partnership have taken a lead on this aspect of Discover Ashfield. Organisations are working together to reduce the health inequalities that exist across Ashfield.</p> <p>Key Contacts: Pete Edwards (Chair of Ashfield Health and Wellbeing Partnership) E-mail: ppedwards82@gmail.com Andrea Stone (Health and Wellbeing Team Leader ADC) E-mail: a.m.stone@ashfield.gov.uk Tel: 01623 457465</p>
	<p>Community</p> <p>This theme supports residents to gain a better understanding of what's great about Ashfield. It aims to share information about services, events, campaigns and more to raise awareness of what people can access in their local community and across Ashfield.</p> <p>Key Contacts: Liz Barratt (Academy Transformation Trust Further Education) E-mail: l.barrett@attfe.org.uk Andrea Stone (Health and Wellbeing Team Leader ADC) E-mail: a.m.stone@ashfield.gov.uk Tel: 01623 457465</p>
	<p>Business</p> <p>This theme supports local businesses to develop and new businesses to come into Ashfield. It encourages businesses to consider the role they can play in promoting and celebrating what is great about Ashfield, and explore what businesses can do to further improve Ashfield.</p> <p>Key Contacts Martin Rigley (Chair of Discover Ashfield) E-mail: martin@lindhurst.co.uk Trevor Middleton (Town Centres and Markets Manager ADC) E-mail: t.middleton@ashfield.gov.uk Tel: 01623 457264</p>
	<p>Visitors</p> <p>This theme aims to promote Ashfield as a destination for visitors. It recognises the need to link to key attractions close to Ashfield, to promote the attractions Ashfield has to offer.</p> <p>Key Contacts Darron Ellis (Sutton Heritage) E-mail: darron_e@hotmail.com Sarah Daniel (Place Team Leader ADC) E-mail: s.daniel@ashfield.gov.uk Tel: 01623 457249</p>

The role of the Ambassador

The role of ambassadors isn't defined. There isn't a role description, a set number of hours, or tasks we'd like you to carry out.

Ambassadors are encouraged to think about their own skills, knowledge and interests and what they'd like to do to in line with the mission statement. Some examples include:

- Use the Discover Ashfield branding on their own webpages and marketing
- Talk positively about Discover Ashfield with friends, family, residents, businesses, colleagues to raise awareness
- Share concerns or frustrations people have about Ashfield with relevant people
- Promote great things they are aware of through the Discover Ashfield website and social media – this could be an event, a new shop opening, information about the heritage of a place etc.
- Make positive changes in the place that they live, i.e. organise a litter pick, nominate someone for an award, organise a fundraising activity
- Encourage other people to sign up as ambassadors (forms to encourage people to register as an ambassador and an information sheet can be found in this pack).

As an ambassador, you may have a specific interest in one or more of the themes detailed above. Please get in touch with the key contacts identified for each theme to find out more about the activities, projects and initiatives that are happening.

Branding and Promotion

A set of Brand Guidelines is available for Discover Ashfield. These are available in your pack. They detail how you can use the branding. If you would like the logos, please contact Katherine Green by e-mail on k.green@ashfield.gov.uk.

The website for Discover Ashfield is www.discoverashfield.co.uk

The Discover Ashfield Facebook page is <https://en-gb.facebook.com/DiscoverAshfield>

Your information

Your details will be stored on a database held by Ashfield District Council and you will be contacted with information periodically. It will be held in accordance with GDPR guidelines.

Thank you

We would like to thank you for becoming a Discover Ashfield Ambassador.

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CODE OF CONDUCT

Introduction

This Code applies to you as a Member of this Board when you act in your role as a Member and it is your responsibility to comply with the provisions of this Code.

You are a representative of this Board and the public will view you as such, therefore your actions impact on how the Board as a whole is viewed and your action can have both positive and negative impacts on the Board.

This Code is based upon the “Nolan Principles – the seven principles of public life” which are set out below:

The Seven Principles of Public Life

Selflessness

Board Members should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Board Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, Board Members should make choices on merit.

Accountability

Board Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Board Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Board Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Board Members should promote and support these principles by leadership and example.

Interpretation

In this Code "meeting" means any meeting of:

- a) the Board;
- b) any of the Board's Delivery Group or sub-groups;

whether or not the press and public are excluded from the meeting in question by virtue of a resolution of members.

'Member' - a Board Member.

Scope

1.1. You must comply with this Code whenever you:

- (a) conduct the business of the Board; or
- (b) act, claim to act or give the impression you are acting as a representative of the Board; or
- (c) act as a representative of the Board.

and references to your official capacity are construed accordingly.

1.2 This Code does not have effect in relation to your conduct other than where it is in your official capacity.

General Obligations

2. When acting in your role as a Member of the Board:

- 2.1 **Do** treat others with respect.
- 2.2 **Do not** conduct yourself in a manner which is contrary to the Board's duty to promote and maintain high standards of conduct by members.
- 2.3 **Do not** bully any person.
- 2.4 **Do not** intimidate or attempt to intimidate any person who is or is likely to be: -
 - (a) a complainant;
 - (b) a witness;
 - (c) involved in the administration of any investigation or proceedings, in relation to an allegation that a Board member (including yourself) has failed to comply with his or her Board's Code of Conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Board.

- 2.5 **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
- (a) you have the consent of a person authorised to give it;
 - (b) you are required by law to do so;
 - (c) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (d) the disclosure is:
 - (i) reasonable and in the public interest; and
 - (ii) made in good faith and in compliance with the reasonable requirements of the Board; and
- 2.6 **Do not** prevent another person from gaining access to information to which that person is entitled by law.
- 2.7 **Do not** conduct yourself in a manner which could reasonably be regarded as bringing the Board into disrepute.
- 2.8 **Do not** improperly use knowledge gained solely as a result of your role as a board member for the advancement of yourself, your friends, your family members, your employer or your business interests.
3. When using or authorising the use by others of the resources of the Board:
- 3.1 **Do** act in accordance with the Board 's reasonable requirements;
 - 3.2 **Do** make sure that such resources are not used improperly for political purposes (including party political purposes); and
- 4.1 Where you have been involved in campaigning in a political role on an issue which does not impact on your personal and/or professional life you should not be prohibited from participating in a decision in your political role as board member,
- however **do not** place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your role.
- 4.2 When making a decision, **do** consider the matter with an open mind and on the contents before the meeting at which the decision is to be taken. When reaching decisions on any matter you must have regard to any relevant advice provided to you by:

- (a) Ashfield District Council's Chief Finance Officer; or
- (b) Ashfield District Council's Monitoring Officer, where that officer is acting pursuant to his or her statutory duties.

Interests

- 5. As a board member, your role, may, at times, overlap with your personal and/or professional life and interests, however, when performing your role as a board member, **do** act solely in terms of the public interest and **do not** act in a manner to gain financial or other material benefits for yourself, your family, your friends, your employer or in relation to your business interests.

Disclosable Personal Interests

- 6. You have a Disclosable Personal Interest where you are a member of any body which is a private club or society, such as the Freemasons, a recreational club, working men's club or private investment club.
- 7. You must publically disclose the Disclosable Personal Interest on the Register of Interests and make a verbal declaration of the existence and nature of that Interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent (unless the interest is a sensitive interest in which event you do not need to disclose the nature of the interest).

Non Disclosable Pecuniary/Other Interests

- 8. You have a "Non Disclosable Pecuniary Interest" or "Other Interest" in an item of business of the Authority where:
 - (a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you, or a member of your family, or a person with whom you have a close association to a greater extent than it would affect the majority of the District administrative area; or
 - (b) it relates to or is likely to affect any of the interests listed in Appendix A to this Code, but in respect of a member of your family (other than your spouse, civil partner or person with whom you are living as spouse or civil partner) or a person with whom you have a close association.
- 9. You are required to declare and register any gifts and hospitality accepted in excess of an estimated value of £50.00 (Fifty Pounds). You are required to declare gifts/hospitality over this amount but which were declined.

Registration of Interests

10. Within 28 days of this Code being adopted by the Board, or your election as a Member (where that is later), you must register all interests which fall within the category of Disclosable Personal Interests.
11. Upon your re-election as a board member, you must within 28 days, re-register any interests within the category of Disclosable Personal Interests.
12. You must register any change to a Disclosable Personal Interest or new interest within 28 days of becoming aware of it.
13. You need only declare any interest you believe to be a “sensitive interest”. A sensitive interest is one which, if disclosed on the public register, could lead to you or a person connected with you being subject to violence or intimidation.

Sanctions

16. If you are found to have been in breach of this Code the Board may impose one or more of the following sanctions:
 - (a) Censure or reprimand the member;
 - (b) Publish its findings in respect of the member’s conduct;
 - (c) Recommend to the Chair that he/she be removed from any or all sub-groups
 - (d) Recommend to the Chair that the member be removed from the Board, or removed from the Delivery Group;
 - (e) Recommend to the Board that the member be replaced as Chair or Vice-Chair

Name:

Signature:

Date:

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Discover Ashfield Full Board Membership/Elections and Terms of Office

Board Members				
Name	Position on Board	Position/Organisation	Terms of Office	Elected
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst Engineering	3 years	26.02.2020
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College	2 years	26.02.2020
Darron Ellis	Theme Lead – More to Discover	Historian, Sutton Living Memory Group	2 years	26.02.2020
Liz Barrett	Theme Lead – Love Where You Live	Principal, Academy Transformation Trust FE	2 years	26.02.2020
Pete Edwards	Theme Lead – Be Happy, Be Healthy	Chair, Ashfield Health and Wellbeing Partnership	2 years	26.02.2020
Callum Parr	Board Member	Youth Council Leader, Ashfield District Council	2 years	26.02.2020
Carol Cooper-Smith	Board Member	Chief Executive, Ashfield District Council	2 years	26.02.2020
Chloe O'Donnell	Board Member	Shopping Centre Manager, Idlewells Shopping Centre	2 years	26.02.2020
Cllr Christian Chapman	Board Member	Scrutiny Rep, Ashfield District Council	2 years	26.02.2020
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	2 years	26.02.2020
Cllr Daniel Williamson	Board Member	Councillor, Annesley and Felley Parish Council	2 years	26.02.2020
Cllr Matthew Relf	Board Member	Portfolio Holder, Planning & Regen, Ashfield District Council	2 years	26.02.2020
David Ainsworth	Board Member	Director of Clinical Commissioning Group, NHS	2 years	26.02.2020
David Jackson	Board Member	Centre Manager, East Midlands Outlet	2 years	26.02.2020
Edward Johnstone	Board Member	Assistant Principal, Portland College	2 years	26.02.2020
Gary Jordan	Board Member	Chair, Mansfield and Ashfield 2020	2 years	26.02.2020
Fiona Anderson	Board Member	Head of Civic Engagement, Nottingham Trent University	2 years	26.02.2020
Julia Terry	Board Member	Development Worker, Transforming Notts Together	2 years	17.12.2020
Kathryn Stacey	Board Member	Chief Executive Officer, Citizens Advice Ashfield	2 years	26.02.2020
Lee Anderson, MP	Board Member	MP, Ashfield and Eastwood	2 years	26.02.2020
Mark Spencer, MP	Board Member	MP, Sherwood	2 years	26.02.2020
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	2 years	03.02.2021

Rachel Quinn	Board Member	Head of People & Skills, D2N2 LEP	2 years	26.02.2020
Robert Orgill	Board Member	Property Manager EMEA, Rolls Royce	2 years	26.02.2020
Sarah Daniel	Secretary	Place Manager, Ashfield District Council	2 years	26.02.2020
Teresa Jackson	Board Member	Chief Executive Officer, Ashfield Voluntary Action	2 years	26.02.2020
Theresa Hodgkinson	Board Member	Director of Place and Communities, Ashfield District Council	2 years	26.02.2020
Vicki Dyer	Board Member	District Operations Lead, Department of Work and Pensions	2 years	26.02.2020

Board Member Substitutes

Name	Position/Organisation	Substitute for:
Tom Goshawk	Head of Capital Programmes, D2N2 LEP	Rachel Quinn
Sharon Huttly	Deputy Vice-Chancellor, Academic Development and Performance, Nottingham Trent University	Fiona Anderson
Simon Martin	Vice Principal, Academy Transformation Trust Sutton Academy	Liz Barrett

Supporting Officers

Ashfield District Council	Nottinghamshire County Council
Andrea Stone	Matthew Neal
Katherine Green	
Lana Mills	
Tracey Bird	
Trevor Middleton	

Supporting Officers Substitutes

Ashfield District Council	Substitute for:	Nottinghamshire County Council	Substitute for:
		Nicola McCoy-Brown	Matthew Neil

DISCOVER ASHFIELD ANNUAL CONSTITUION REVIEW
 Friday 12th March 2021

Recommendation(s)

To consider and approve the proposed changes to the Constitution.

Reasons for Recommendation(s)

To ensure that Discover Ashfield’s Constitution and Terms of Reference remains up to date and fit for purpose, it is reviewed annually.

Proposed Amendments

The proposed changes to the Constitution are outlined below:

	Proposed Amendments
General	The Terms of Reference and the Board Constitution have been merged into one document. A Full Board Membership list with terms of office is published on the Discover Ashfield website.
Part of the Constitution	
MISSION	No changes.
OBJECTIVES	Previous title ‘Our collective mission’ changed to ‘Objectives’. Amendments have been made to the sentence structures in this section and a few words have been deleted.
POWERS	No changes.
BOARD MEMBERSHIP	The following amendments and notions have been added: - Board members must read, sign and return all onboarding documents to the secretary before they can attend any board meetings. - If a board member is unable to attend a meeting and would like to send a substitute, they should inform the secretary of any changes. - Previously, if a board member wanted to resign they had to give one months’ notice. The new proposal states that a board member may give up to one months’ notice or resign with immediate effect. - A board member may be replaced by a representative from the same organisation or business. In this circumstance, the election date will be carried over to the new representative.

ELECTION OF BOARD MEMBERS AND OFFICERS	Some notions from other headings have been incorporated and moved into this heading. New proposal that the DA project officer will take over the secretary role from the Place Manager.
GENERAL ROLES AND RESPONSIBILITIES OF FORMAL OFFICERS	*New heading* - This heading will define the Chair's, Vice-Chair's, Secretary's and Treasurer's general roles and responsibilities.
MEETINGS	Amendments have been made to this heading. In particular, the notion that the Board will review the schedule for board meetings for the following year every December. A brief explanation has also been included to state that the project officer, or an agreed substitute, will record meeting minutes and action plans for the board meetings.
FINANCE	No changes.
CONDUCT	No changes except the second notion has been moved from another heading.
ALTERATIONS TO THE CONSTITUTION AND DISSOLUTION	No changes.
BRANDING AND PROMOTION	*New heading* - This item has been moved from the previous Terms of Reference document. This section asks members to observe the branding guidelines and who to contact for them.
INFORMATION GOVERNANCE	*New heading* - This item has been moved from the previous Terms of Reference document and informs members that their information will be held on a database by Ashfield District Council in accordance to the GDPR.
KEY CONTACT	*New heading* - Provides contact details of the project officer for Discover Ashfield.
CONSTITUTION APPROVAL	Heading created to be place board member's signatures under once the constitution has been approved.

A copy of the amended Constitution (with track changes) can be viewed below.



DISCOVER ASHFIELD BOARD CONSTITUTION AND TERMS OF REFERENCE

MISSION

Discover Ashfield celebrates all that is best about living, visiting, working and doing business in Ashfield.

OBJECTIVES

- Promote Ashfield in a positive manner.
- Develop pride and aspiration in our communities.
- Improve the vibrancy of the town centres within Ashfield.
- Encourage and promote inward investment, through education and business to raise the skill levels of the community.
- Support tourism and the visitor economy in the Ashfield area.
- Help people improve their health and wellbeing.
- Support an environment which contributes to healthy lifestyles, where people feel safe and connected.
- Through the Discover Ashfield Ambassador scheme, we will lobby locally and nationally to improve the prosperity and success of Ashfield.
- Be financially self-sufficient.

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POWERS

The Discover Ashfield Board will:

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- Invite and raise funds, where appropriate, to finance activities which promote the area in a positive manner.
- Act as advocates and ambassadors at a senior level for Ashfield, promoting the Ashfield brand inside and outside of the area.
- Work with other sectors and organisations, e.g. Businesses, County Council, LEPs, Community groups, education to promote and develop the area.
- Continually involve Ashfield District Council as a committed member of the group.
- To develop and implement a strategic economic vision for the area and to oversee the success of implementation.

BOARD MEMBERSHIP

- The Discover Ashfield Board will comprise a maximum of 35 members including a minimum of one member from the District Council to represent the public sector plus one member representing the community and voluntary sector.
- Members must carefully read all of the onboarding documents and return any signed or completed documents to the secretary before they can attend any board meetings.
- Members will declare any conflict of interest in any proposals or projects before discussion. Should any member have direct financial interest they will be excluded from discussions and not have the right to vote on the proposals.

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In exceptional circumstances the chair, at his or her discretion, may waive either or both of these requirements. In the event of the chair having a direct interest, he or she will hand that part of the meeting to the vice-chair.

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- Members are permitted to send one substitute to board meetings if they are unable to attend, however substitutes will have no voting rights. Members should inform the secretary of this change before the meeting.

- Members will conduct themselves in a courteous and professional manner at all times.

- Whilst the aims of the board are always to have a general consensus in decision making, any items requiring a vote will be conducted in an open manner. In the event of a tied vote, the chair shall have one casting vote.

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- Any member wishing to resign before the expiry of their term must notify the chair in writing. The member resigning can either give up to one months' notice or leave their role with immediate effect. The chair will, at their discretion, decide whether to call a Special Meeting or discuss the matter at the next Board meeting.

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- A board member representing a business or organisation can be replaced by another representative from the same business or organisation. The board member currently elected will need to resign before the new representative can join any board meetings following the above process. The new representative must sign and read through all onboarding documents before attending any board meetings. In this circumstance, the election date will be carried over to the new representative.

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ELECTION OF BOARD MEMBERS AND OFFICERS

- The chair shall be elected by the board members will be a member from the business community.

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- Where the chair resigns mid-year, a replacement shall be elected by a majority vote of board members at the board meeting following the resignation.

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- The chair will be elected for a maximum three-year period and, to ensure continuity, the vice-chair will be elected in an overlapping period of two years.

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- The chair and vice-chair may not stand for a third term.

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- New members must be nominated and seconded by any board member and appointed by the board by majority vote.

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- Board members will hold their post for a term of 2 years but may stand for re-election at the expiry of their term as long as they are nominated and seconded again at the end of their 2-year term.

- The secretary to the board shall be the Discover Ashfield Project Officer or an agreed substitute. The secretary will be elected by the Place Board as well as the board's supporting officers.

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GENERAL ROLES AND RESPONSIBILITIES OF FORMAL OFFICERS

The chair is required to:

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- Uphold the Seven Principles of Public Life (the Nolan Principles)

- Lead the Board in achieving its objectives and maintain an overview of activity.
- Champion and support partnership working.
- Ensure that decisions are made by the Board in accordance with good governance principles.

The vice-chair is required to:

- Uphold the Seven Principles of Public Life (the Nolan Principles)
- Support the chair to lead the Board in achieving its objectives and maintain an overview of activity if the chair is absent.
- Champion and support partnership working.
- Ensure that decisions are made by the board in accordance with good governance principles.
- Leads parts of meetings which the chair has a direct interest in.

The secretary is required to:

- Support the board in achieving its objectives and help to develop initiatives in the delivery plan
- Facilitate and support partnership working
- Support the administration of the board by organising meetings and recording meeting minutes

The treasurer (Ashfield District Council) is required to:

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- Administer and manage the receipt, care and disbursement of funds.

MEETINGS

- The Discover Ashfield Board will meet at least four times a year but often monthly or bimonthly. The board meeting schedule is to be agreed by the Board every December for the following year.
- All members will be given at least 14 days' notice of any additional meetings outside of the agreed schedule. If there are any items deemed to be urgent, every effort will be made to arrange a mutually convenient date. In the eventuality that no physical meeting can be arranged, then agreement is to be reached by WRITTEN PROCEDURES (including e-mail). A zero response will be regarded as agreement (yes vote) to any proposal.
- The quorum for any meeting will be 1/3 Members, and the chair or vice-chair must be present for decisions on expenditure or changes to the delivery plan.
- All meetings shall have minutes and action points recorded by the Discover Ashfield Project Officer or an agreed substitute. The minutes and action points will be a public record and posted on the Discover Ashfield website.
- All action points shall be approved (or amended) by the chair within 10 working days and circulated electronically to other board members by the secretary.
- Any agenda items must be sent to the secretary at least 6 working days in advance of a board meeting.
- Items not on the agenda will only be considered with the consent of the chair.

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- An Annual General Meeting (AGM) will be held annually, close to the end of the financial year.

FINANCE

- All monies received, whether by grants or contributions shall be deposited in a bank account in the name of Discover Ashfield, Ashfield District Council.
- All expenditure will be approved by a minimum of 3 Board members (including the chair or vice-chair and treasurer) unless a sum has been delegated to the Place Manager by the board in respect of a particular task or function.

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CONDUCT

- Board members will adhere to the Code of Conduct.
- In the event of any actions by board members which are deemed, by the majority of the members, to be detrimental to the board's remit they may have their membership terminated. In the event of any dispute, a third party, monitoring officer will be appointed and any decision made shall be binding on all parties.
- The board will align with the governance standards and policies of Ashfield District Council including whistle blowing, conflicts of interest and complaints.

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ALTERATIONS TO THE CONSTITUTION AND DISSOLUTION

- Changes to the constitution may be proposed by any member in writing to the secretary, and must be agreed by a seventy five percent majority of the Full Board.

- Any member may make a proposal for the dissolution of the board in writing to the Secretary which will be considered at a Special Meeting of the board.
- Notice of 28 days must be given to members to convene a Special Meeting.
- The board may be dissolved at any time by a resolution passed by a seventy-five per cent majority of those present and voting at a special General meeting of the board, provided that any property remains after satisfaction of all debts or liabilities.

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BRANDING AND PROMOTION

A set of brand guidelines is available for Discover Ashfield. Members can contact Katherine Green by e-mail on k.green@ashfield.gov.uk if they would like the logos. Members should observe the branding guidelines.

INFORMATION GOVERNANCE

Board members details will be stored on a database held by Ashfield District Council and you will be contacted with information periodically. It will be held in accordance with General Data Protection Regulation guidelines.

KEY CONTACT

Lana Mills, Discover Ashfield Project Officer
Email: lane.mills@ashfield.gov.uk

APPROVAL

This Constitution was formally adopted on January 8th 2020 at the Discover Ashfield board meeting.

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Signed: Chairperson

Title: Martin Rigley MBE

Signed: Vice Chair

Title Louise Knott

Signed: Board Member

Title Pete Edwards

Signed: Board Member

Title Theresa Hodgkinson

DRAFT

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