


| <b>Terms of Reference</b>  |   |
|----------------------------|---|
| <b>Name</b>                | Discover Ashfield Towns Fund sub-group  |
| <b>Role</b>                | To undertake the role for local assurance of the business cases and to act as a critical friend for the Towns Fund projects.  |
| <b>Chair</b>               | Simon Martin, ATTFE   |
| <b>Vice Chair</b>          | TBC   |
| <b>Membership</b>          | Ashfield District Council – Executive Lead Member for Growth, Regeneration and Local Planning<br>ATTFE – Vice Principal<br>Business Consultant<br>Vision West Notts College – Vice Principal<br>Nottingham Trent University – Associate Director<br>Department for Work & Pensions – Performance Lead |
| <b>Direction from</b>      | The Constitution of the Discover Ashfield Board, Discover Ashfield Board  |
| <b>Direction to</b>        | Discover Ashfield Board   |
| <b>Communication to</b>    | Discover Ashfield Board, Ashfield District Council S151 Officer, Ashfield Towns Fund project team.  |
| <b>Meeting Frequency</b>   | As and when required  |
| <b>Decision Making</b>     | Whilst the aims of the subgroup are always to have a 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.  |
| <b>Quorate requirement</b> | 1/3 of members  |
| <b>Minuted by</b>          | Ashfield District Council   |

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| <b>Responsibilities</b>  | <ol style="list-style-type: none"> <li>1. Critically review the final business cases (FBC) for the Towns Fund projects, utilising the Local Assurance Framework.</li> <li>2. Raise any identified matters for discussion at the Towns Fund Subgroup meetings.</li> <li>3. Ensure resourcing capacity is available to review the FBC within the agreed business case project programme.</li> <li>4. Provide feedback on the FBCs to project sponsors, via the Towns Fund project team.</li> <li>5. Provide recommendations to the Board regarding approval of the FBCs.</li> <li>6. Follow the Discover Ashfield Constitution, including declarations of interests etc.</li> <li>7. Uphold the Seven Principles of Public Life (the Nolan Principles).</li> </ol> |
| <b>Approved Date:</b> 8 <sup>th</sup> August 2024  |  |
| <b>Signed by Chair - Simon Martin:</b>  |  |