

Terms of Reference	
Name	Discover Ashfield Towns Fund sub-group
Role	To undertake the role for local assurance of the business cases and to act as a critical friend for the Towns Fund projects.
Chair	Frank Horsley, D2N2 LEP
Vice Chair	Simon Martin, ATTFE
Membership	Ashfield District Council – Portfolio Holder for Regeneration and Planning ATTFE / Sutton Community Academy – Vice Principal D2N2 LEP – Head of Business and Innovation Idlewells Shopping Centre – Shopping Centre Manager Lindhurst Engineering – Managing Director MPs Office for Ashfield Eastwood – Constituency Office Manager Nottingham Trent University - Head of Economic Programmes Vision West Nottinghamshire College – Vice Principal
Direction from	The Constitution of the Discover Ashfield Board, Discover Ashfield Board
Direction to	Discover Ashfield Board
Communication to	Discover Ashfield Board, Ashfield District Council S151 Officer, Ashfield Towns Fund project team
Meeting Frequency	As and when required
Decision making	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.
Quorate requirement	1/3 of members
Minuted by	Ashfield District Council

Responsibilities	<ol style="list-style-type: none"> 1. Critically review the final business cases (FBC) for the Towns Fund projects, utilising the Local Assurance Framework. 2. Raise any identified matters for discussion at the Towns Fund Subgroup meetings. 3. Ensure resourcing capacity is available to review the FBC within the agree business case project programme. 4. Provide feedback on the FBCs to project sponsors, via the Towns Fund project team 5. Provide recommendations to the Board regarding approval of the FBCs. 6. Follow the Discover Ashfield Constitution, including declarations of interest, etc. 7. Uphold the Seven Principles of Public Life (the Nolan Principles)
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Approved Date: 29th September 2021

Signed by Chair:



Frank Horsley