**Roles and Responsibilities of Discover Ashfield**

The role of the Board is to:

* Develop and agree an evidenced based Town Investment Plan
* Develop a clear programme of interventions
* Coordinate resources and influence stakeholders

The Chair is required to:

* Uphold the Seven Principles of Public Life [**(the Nolan Principles)**](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)
* 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
* Sign the Head of Terms Agreement with government

The Vice-Chair is required to:

* Uphold the Seven Principles of Public Life [**(the Nolan Principles)**](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)
* 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
* Lead parts of the meetings which the Chair has a direct interest in
* Sign the Head of Terms Agreement with government

The Board is required to:

* Uphold the Seven Principles of Public Life [**(the Nolan Principles)**](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)
* Embed arrangements in local plans (where appropriate) and undertake Environmental Impact Assessments and fulfil duties on public authorities under the Equalities Act, in particular, and the public sector equality duty
* Ensure communities’ voices are involved in shaping design and decision making at each phase of development
* Ensure diversity in its engagement with local communities and businesses
* Help to develop detailed business cases
* Oversee each step of agreeing a Ashfield Towns Deal, and oversee compliance with the Heads of Terms Agreement with government

Nominated substitutes are required to:

* Attend Board meetings in the absence of the Board Member who has nominated them, but not vote on any notions

The Lead Council is required to:

* Act as the Accountable Body
* Sign the Head of Terms Agreement with Government;
* Monitor and evaluate the delivery of individual Ashfield Towns Fund projects;
* Submit regular monitoring reports to Towns Hub;
* Receive and account for the Ashfield Towns’ funding allocation.
* Uphold the Seven Principles of Public Life [**(the Nolan Principles)**](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)
* Ensure that decisions are made by the Board in accordance with good governance principles;
* Ensure transparency requirements are met by publishing the information on the Discover Ashfield Website.
* Develop a delivery team, delivery arrangements and agreements
* Develop agreed projects in detail and undertake any necessary feasibility studies;
* Undertake any required Environmental Impact Assessments or Public Sector Equalities Duties;
* Help to develop detailed business cases;
* Liaise with potential private investors in identified local projects and schemes.