

Roles and Responsibilities of Kirkby Town Board

The role of the Board is to:

- Develop and agree an evidenced based Plan for Towns.
- 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**)
- 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**)
- 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**)
- 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 Plan for Towns, 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**)
- 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.