

Barry Plan for Neighbourhoods Board Terms of Reference

1. BACKGROUND

- 1.1 The UK Government has identified Barry as one of [75 towns](#) to receive [Plan for Neighbourhoods](#) funding. £2m of funding will be released per year over the ten-year period to 2035 with local areas having flexibility to manage expenditure over this time. Each town is required to establish a Partnership Board bringing together community leaders and employers to identify local priorities for long term investment.
- 1.2 The Vale of Glamorgan Council will be the accountable body responsible for executing plans and due diligence of the funding, grant payment agreements and financial reporting.
- 1.3 Each Board will, in partnership with their local authority, develop a 'Regeneration Plan,' setting out its vision for the next decade alongside a more detailed 'Investment Plan' for the first 4 years of the programme. The Board will not be a formally constituted legal entity.
- 1.4 The Board, working with the local authority, is responsible for producing a 10-year Regeneration Plan for their area, setting out the activity that will be pursued to achieve the three strategic themes of this programme:
 - thriving places
 - stronger communities
 - taking back control

The Board will comply with all relevant guidance and requirements set by the UK Government

2. MEMBERSHIP OF THE BARRY PLAN FOR NEIGHBOURHOODS BOARD

- 2.1 The Barry Plan for Neighbourhoods Board will comprise of members drawn from:
 - An independent chair
 - The Member of Parliament
 - One Representative from Vale of Glamorgan Council (elected member)
 - One Representative from Barry Town Council (elected member)
 - Senior representative from the Police
 - Community / resident Representative(s)
 - Local Business Representative(s)
 - Local School/College Representative
 - Local Culture / Heritage representative(s)

This list is not exhaustive and the Board may choose to appoint members as and when they deem it appropriate to support their work.

- 2.2 The Barry Plan for Neighbourhoods Board will have the option to co-opt additional members if considered appropriate and dependent on the issues to be addressed in the plan going forward.

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- 2.3 The Barry Plan for Neighbourhoods Board can extend invitations to individuals with specialist knowledge to attend meetings for the purpose of consultation and evidence gathering/specialist insight.
- 2.4 Thematic working groups may also be established to provide detailed examination of issues and options providing feedback and advice to the Board.
- 2.5 At least one member of the Board will sit on any thematic working group and may be the Chair of that group.
- 2.6 For the avoidance of doubt, members of thematic groups will not be considered members of the Board and will not be entitled to vote on decisions.
- 2.7 Board members shall cease to be a member in the event of:
 - Their removal/replacement by their representative authority/body
 - Such member giving written notice of resignation and notification of replacement.
 - A member's bankruptcy, making of any arrangement or composition with creditors or liquidation or in the case of an organisation winding up.
 - Such members death or otherwise incapacitated and unable to attend meetings for a considerable period of time.

3. TERM OF OFFICE

- 3.1 Individual members of the Barry Plan for Neighbourhoods Board (including the Chair) should normally continue for a period of 3 years with the option to extend for a further 3 years on a rolling basis unless occupying a single designated seat (e.g. the Member of Parliament).
- 3.2 Membership will be reviewed annually, and continued membership will be subject to satisfactory contribution in the opinion of the Chair and Vale of Glamorgan Council as accountable body.
- 3.3 The Board Chair must be an independent (non-elected) representative. Nominations for Chair will be proposed by the Vale of Glamorgan Council and discussed informally with Board members before making an appointment to Chair. The Board may, if it wishes, nominate a Deputy Chair from its members subject to that person also being independent of elected bodies.

4 REMUNERATION

- 4.1 All positions on the Barry Plan for Neighbourhoods Board **are un-remunerated** with representatives providing their time on a voluntary basis at all times. Some incidental travel expenses may be covered subject to prior agreement and in accordance with the Council's policy for elected Ward Members.

5. BOARD MEETINGS

- 5.1 The Vale of Glamorgan Council will provide administrative support to the Barry Plan for Neighbourhoods Board and assist in co-ordinating meetings, venues, and any on-line support to members.

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- 5.2 Board meetings will take place at least four times per annum for the duration of the investment programme, with subgroups and other meetings taking place as and when deemed necessary by the Chair. Meetings may take place more frequently in the first year as the Plan is developed.
- 5.3 The Board will determine the frequency of meetings required thereafter.
- 5.4 Board meetings will take place in person in the Barry area at mutually convenient times for all attendees.
- 5.5 Meetings may take place on-line using MS Teams. The split between on-line and in-person meetings will depend on the subject matter to discuss and will be agreed in advance by the Chair.
- 5.6 No formal business shall be conducted at any meeting unless a quorum of members is present. A quorum shall be no less than five board members including an independent chair or nominated independent vice chair for the meeting plus one elected member from the Vale of Glamorgan Council in attendance.
- 5.7 Wherever possible, members of the Board shall reach decisions by consensus and shall seek to achieve unanimity.
- 5.8 In exceptional circumstances where a formal vote is required the proposal will be carried by a simple majority agreement of the voting members present and voting by a show of hands. The Chair shall have the casting vote in the event of a tie.
- 5.9 Members of the public will not be able to attend Board meetings due to the commercially sensitive nature of the discussions taking place.
- 5.10 A forward plan of meetings will be published on the Vale of Glamorgan Council's web site. Agendas and public papers will be published in line with UK Government guidance. Copies of minutes and actions agreed, including any conflicts of interest reported, will also be made available in line with UK Government guidance.
- 5.11 Commercially sensitive or confidential papers and information may be excluded from publication in accordance with the Vale of Glamorgan Council's governance and finance arrangements. The amount of detail included in a minute can be decided by the Board and Secretariat.

6. MEMBER CONDUCT

- 6.1 All members of the Barry Plan for Neighbourhoods Board shall observe the "Seven Principles of Public Life" (the Nolan Principles) as set out in Annex A and will be bound by their own authority's/organisations code of conduct in their work with other members of the Board and the wider community. Any members not subject to a formal Code of Conduct or similar document should have regard to the Vale of Glamorgan Council's Code of Conduct when declaring personal and financial interests.

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- 6.2 No decision can be taken by the Board, which compromises the legal/statutory responsibilities of the Vale of Glamorgan Council or brings the Council in any way into disrepute.

7. DECLARATIONS OF INTEREST

- 7.1 All Board Members are required to complete a declaration of personal and financial interests within the Barry area immediately on appointment and will not be permitted to take part in Board business until such document or record of interests has been submitted to the Vale of Glamorgan Council. Details of interests to be recorded are set out in Annex B.
- 7.2 Board Members will be expected to provide immediate notice of any changes to the general declarations of interest prior to attend further meetings.
- 7.3 Where either personal, financial/non-financial or organisation interests arise related to specific topics or meeting agenda items then the member should notify the Chair of the nature of the potential conflict (real or perceived) in advance of the meeting or immediately it becomes apparent during any discussion.
- 7.4 Whenever a person has a conflict of interest in any matter to be discussed, the person will not be entitled to remain in attendance during the discussions, contribute to the discussions, make representations in relation to the matter, nor entitled to vote on the matter.
- 7.5 Solely at the discretion of the Chair, a person may be allowed to remain in attendance for the discussion where they can provide additional insight or experience but at no point will they be permitted to vote.

8. ROLES & RESPONSIBILITIES

- 8.1 The role of the **Independent Chair** is to lead the Board in shaping the regeneration plan for Barry and oversee the ongoing delivery. The key responsibilities are to:
- Provide leadership and direction to ensure the Board achieves its goals.
 - Effectively chair Board meetings, encouraging participation and input from members and guiding the group to effective decisions by consensus.
 - Be an advocate for Barry on behalf of the Board and wider community.
 - Be an effective influencer for Barry at local, regional, and national levels.
 - Ensure the Board adheres to high standards of ethics and governance.
 - Exercise a casting vote if necessary during meetings
- 8.2 The role of **Board Members** is to support the Chair in shaping the regeneration plan for Barry, develop a consensus on priorities for Barry and support partnership delivery. Board members will be required to:
- Be an advocate for Barry on behalf of the Board and wider community
 - Attend and contribute effectively to Board meetings
 - At all times, reflect the consensus view in external discussions with other partners and stakeholders.

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- Take account of views of other stakeholders and be mindful of different opinions and perspectives.
- Support other Board members in seeking a consensus decision on local priorities.

8.3 Where Board Members are representing an organisation or a group they will be expected to communicate back to the organisation they represent and seek agreement to speak on behalf of the organisation they are representing at the Board meetings.

9. COMMUNICATION PROTOCOLS & CONFIDENTIALITY

9.1 Members of the Board will be required to maintain confidentiality of all matters discussed at Board meetings and follow agreed communication protocols at all times. This will ensure open and transparent discussions can take place and mitigates the risk of premature or out of context announcements being made.

9.2 The Chair, in discussion with the Vale of Glamorgan Council will agree all formal communications including approval of meeting notes, press releases and social media communications.

10. EMERGENCY POWERS

10.1 The Chair, in consultation with the Vale of Glamorgan Council, may exercise appropriate decisions/approvals where timescales do not allow a meeting to take place and in accordance with the Vale of Glamorgan Councils operating procedures. Any exercise of this emergency power is to be recorded comprehensively in writing and reported to the next meeting of that body. Emergency powers will not relate to the awarding of grants but may be applied to changes within approved projects and reporting requirements to the UK Government.

11. COMPLAINT HANDLING PROCEDURE

11.1 The Board will adhere to the Vale of Glamorgan Council's complaints handling procedures for Councillors. Any complaint in respect of a member of the Board or the Board activity should be directed, in the first instance, to the Council's Monitoring Officer, details of which can be found on the Council's website.

12. ALTERATIONS TO TERMS OF REFERENCE

12.1 The Terms of Reference may be amended by a two-thirds majority of the votes cast at a meeting of the Board, but no amendment is valid if it would make a fundamental change to the objectives and responsibilities of the Board.