

St Austell Town Centre Revitalisation Partnership

Terms of Reference

Aim

The aim of the St Austell Town Revitalisation Partnership (hereinafter referred to as the Partnership) is to help St Austell stakeholders achieve their aspirations for St Austell to be an even better town to work, live and study in as well as to visit by providing a forum for the working up and co-ordination of aspirational and viable projects which will secure the long term economic, social and environmental revitalisation of the town.

Role

To achieve this aim the Partnership will:

- Work with Cornwall Council, the Town Council and other key stakeholders as appropriate to identify priority projects to improve the economic, social and environmental revitalisation of the Town
- Develop a strategy for the revitalisation of the Town Centre
- Pull the required information together to help inform decisions
- Find solutions to issues through partnership working and to call on the expertise of other groups or individuals as and when required
- Offer a forum whereby community groups, individuals and other private sector companies can seek advice / feedback on their emerging projects within St Austell
- Provide a forum whereby members of the group can help to ensure co-ordination between existing and emerging projects
- Establish task and finish groups, as appropriate, to progress priority projects where required.
- Support funding applications by the Town Council.

It is important to note that it is not currently envisaged that the Partnership will be contracting for services directly.

Membership

Representatives who serve on the Partnership in a voting capacity will be from named bodies, organisations and businesses with an interest in stimulating the economy and improving quality of life whilst reflecting the diversity of both the town and its surrounding area. Members of the Partnership will be representative of three key interest groups being Business, Voluntary & community and Democratic.

Business – 6 representatives

Voluntary & Community – 6 representatives

Democratic – 6 representatives (3 Cornwall Councillors, 3 Town Councillors)
Member of Parliament – 1 representative

In addition to the membership, a range of officers from Cornwall Council and St Austell Town Council will routinely attend meetings to support the partnership.

The secretariat will be provided by St Austell Town Council.

Membership will be kept under review and will be formally reviewed in January each year. The names of Partnership members within the “Democratic” group to be updated following elections as appropriate. Where it is identified that changes to the membership of the Partnership would be beneficial, such changes will be proposed and seconded by existing Members of the Partnership and put to a vote, with decisions taken on a simple majority. The Chair shall hold a casting vote in the event of a deadlock. The Partnership will seek to maintain an equitable numerical balance between the Member groups.

Chairing Arrangements

A Chair of the Partnership will be elected annually in January from the membership listed above. The Chair will be rotated on an annual basis between the 3 member groupings (i.e. Business, Voluntary/Community, Democratic).

In addition to the Chair, the Partnership will also annually in January elect two Vice Chairs. These will be members from groups other than that from which the Chair belongs. The Chair may ask one of the Vice Chairs to deputise for him or her.

Decisions

The Town Centre Revitalisation Partnership will be asked to steer and oversee 7 workstreams and a range of deliverables and to report its recommendations to the Town Council which will, provided that it is satisfied that the proposals accord with the project deliverables and Cornwall Council’s contract, undertake appropriate procurement in a manner outlined in its Financial Regulations. It is hoped that a consensus will be achieved throughout the project. In the unlikely event that agreement cannot be reached locally, a discussion will be held with Cornwall Council to see if a solution can be reached.

Partnership decisions

This Partnership will aim to reach a consensus wherever possible. Where members of the Partnership cannot reach a consensus view, decisions may be taken through a simple majority vote, with the Chair holding a casting vote in the event of deadlock situations.

Urgent decisions

It is anticipated that most decisions of the Partnership will be made at the scheduled monthly meetings as described above. At the discretion of the Chair, when in exceptional circumstances an urgent decision is required between scheduled meetings, an urgent meeting may be arranged either in person or virtually and/or decisions may be made by canvassing all board members for their views on a matter by email. Decisions made urgently will require voting or responses by at least two members of each membership group and a clear majority view. All urgent decisions made should be reported to the next full meeting of the Partnership.

Frequency and Format of meeting

Frequency of meetings will routinely be on a monthly cycle in accordance with a meetings schedule to be agreed on an annual basis by the Partnership. This meeting schedule may be reviewed by the Partnership.

Meetings may take place via remote working technologies (e.g. Microsoft Teams or Zoom) or physically, or as a combination of the two (subject to technological capacity and prevailing government guidance).

Meeting Attendance and Quoracy

A meeting of the Partnership will be deemed quorate if the Chair plus two members from each of the membership groups are present.

Members are encouraged to make every effort to prioritise attendance. Should attendance at a meeting not be possible then apologies should be given in writing (via e-mail) to the Chair in advance of the meeting taking place. Where Members cannot attend in person they may propose to the Chair a suitably empowered and appropriately qualified representative to attend the meeting in their place. Acceptance of a representative to be at the discretion of the Chair. An approved substitute may vote on behalf of an absent member.

Should a Member not attend meetings and not be represented on three consecutive occasions, then the merits of their continued membership of the Partnership shall be considered by the Chair and Vice Chairs.

Record Keeping, Code of Conduct & Confidentiality

Partnership members are asked to declare any relevant interests at the point of discussion and to abide by the Code of Conduct.

Notes of the meeting will be recorded, together with any actions and circulated in draft format after the meetings. Each meeting will consider and approve the notes from the previous meeting. An "Actions Log" will be maintained to enable all agreed actions to be monitored by the Partnership.

In general, information discussed within the meetings, together with other correspondence relating to the Partnership and documentation developed through its activities, will not be deemed confidential and will be made publicly available. Where documents are in development or not yet in approved form they will be stored outside of the public domain. By exception, where information is created or held by the partnership which is deemed to be confidential or personal in nature, publication will be withheld in accordance with the provisions of the Data Protection Act 2018.

Meeting documents are to be made publicly available at:
<https://www.staustell.co.uk/local/town-revitalisation/>

Task & Finish Group(s)

The Partnership can establish task and finish groups to support the delivery of a specific priority project or task which has been identified. Any task and finish group formed must have at least one Partnership member from each of the three groupings, plus at the discretion of the Chair, membership of the group can comprise representatives from organisations / individuals that are not full Partnership members.