

St Helens Growth Board: Draft Terms of Reference

1. Purpose

- 1.1 The St Helens Growth Board purpose is to provide a coherent and collective voice for place-based economic activity in St Helens. It will provide a strategic partnership forum to consider the St Helens Borough Council Inclusive Growth Strategy, to accelerate its delivery and maximise local accountability.
- 1.2 The St Helens Growth Board will be responsible for the communication of growth in the Borough and for the promotion of opportunity to national and international external stakeholders.
- 1.3 The St Helens Growth Board will act in a non-decision-making advisory capacity to St Helens Borough Council and the Liverpool City Region Combined Authority in respect of the St Helens Growth Plan.
- 1.4 The St Helens Growth Board will at all times demonstrate a collaborative St Helens Together approach by creating a forum where the public, private and voluntary sectors can meet and collaborate for the common aim of delivering place-based growth and people based economic success.

2. Aims & Objectives

- 2.1 The aims and objectives of the St Helens Growth Board are:
 - To oversee the creation of a modern, distinctive, economically prosperous, and vibrant Borough, in which key environmental assets are protected and enhanced, with the St Helens Borough Local Plan playing a vital role in achieving these aims.
 - To function as a consultative body to help shape the delivery and implementation of a strategic framework for inclusive growth and development of the Borough up to 2037, this will include:
 - Our Borough Strategy 2021-2030
 - St Helens Borough Local Plan to 2037
 - St Helens Borough Inclusive Growth Strategy
 - St Helens Borough Housing Strategy
 - St Helens Borough Climate Change Action Plan
 - St Helens Town Deal Investment Plan
 - To facilitate and promote delivery amongst partners of key projects identified within the St Helens Inclusive Growth Strategy and any associated activities.
 - To steer the delivery of projects and guide new housing and economic development to ensure they deliver to the expected 'Quality of Place' aspirations and the quantity of economic and social outcomes.
 - To help shape the investment plans of St Helens Borough Council, other public and voluntary organisations, and the private sector.
 - To function as a consultee for infrastructure projects that require public and private sector involvement, investment and resources.
 - To engage with and obtain support from key partners and stakeholders at a strategic level to support delivery of the St Helens Inclusive Growth Strategy.
 - To provide a strategic link between St Helens, the Liverpool City Region

- Combined Authority, and other appropriate National / sub-National forums.
- To establish formal links between the St Helens Growth Board and the St Helens Peoples Board and the public health outcomes framework.
- To consider and support a community wealth building approach to economic development.
- To help maximise the social value of public and private sector investment, for example through procurement and employment initiatives.
- To acts as and promote a network of anchor institutions across St Helens Borough, in which key organisations can work together to maximise their economic and social contributions to the Borough.

3. Membership

- 3.1 The constituent members will be champions and ambassadors for the Borough, and shall include the following:

Board Member	Role
Leader of St Helens Borough Council	Chair of the Growth Board
Chief Executive of St Helens Borough Council	Representing the Council
Portfolio Holder for Regeneration and Planning	Representing the Council
Portfolio Holder for Economy, Business and Skills	Representing the Council
Executive Director Place at St Helens Borough Council	Representing Council, Parkside JV and ECF Partnership
Hazel James - Owner & Managing Director of Brendon International Ltd	Representing St Helens Business
Neil Syder - Managing Director NGF Europe (Pilkingtons)	Representing Internationally Owned Business
Neil Hargreaves - Managing Director of Knauf Insulation	Representing Green Business Sector
Richard Katz - Chief Executive Officer of Glass Futures	Representing Research & Innovation Sector
Phil Mayall - Managing Director of ECF	Representing ECF Partnership
John Downes - Group Chief Executive Langtree	Representing Parkside Joint Venture
Tracy Mawson - Chair of St Helens Chamber of Commerce	Representing SME Business Community
Steve Coffey - Chief Executive Officer of Torus	Representing Housing Sector
Duncan Inglis – Director MPP North, Homes England	Representing Housing Sector
Simon Pierce - Principal of St Helens & Knowsley College	Representing Further Education Sector
Liz Wall - (Super Curriculum) Assistant Principal of Carmel College	Representing Further Education Sector
Katherine Fairclough/Aileen Jones - Liverpool City Region Combined Authority	Representing The Combined Authority
Paul Nolan – Director of the Mersey Forest	Representing The Environmental Sector
Sarah Maxfield - Regional Director for the North, Arts Council England	Representing The Arts and Culture Economy
Ruth Du Plessis - Director of Public Health	Link to the People’s Board

- 3.2 From time to time, the Chair may invite ‘guests’ to present to the St Helens Growth Board on specific topics of relevance to the focus of the meeting.

- 3.3 The St Helens Growth Board will provide a larger platform to promote the work of the other supporting groups including the Town Deal Board, St Helens Housing Partnership, Climate Change Board, and a new emerging Skills Board. New groups are likely to emerge as priorities become clearer. The Growth Board will oversee the formation of Task and Finish Groups whose members will be recruited to the roles appropriate to the task at hand.
- 3.4 Membership of the Board shall be reviewed annually.
- 3.5 Duration of Board Membership will be for a period of 24 months initially, with options for extension with the agreement of the Board and St Helens Borough Council as the Lead Authority.
- 3.6 The selection and appointment process of Board Members will be invitation-led by St Helens Borough Council, and the following criteria will be taken into consideration:
- Demonstrable passion and commitment to the development of the town's future.
 - Record of commitment of time and resources into local social and economic infrastructure.
 - Willingness to engage with St Helens Borough Council and the St Helens Growth Board, abiding by the Terms of Reference and its Code of Conduct and Decision-making processes.
 - Ability to meet the time commitments of the Board and attend Board meetings regularly.
 - Domain knowledge or expertise, pertinent to the business of the Board

4. Roles & Responsibilities

- 4.1 Members of the St Helens Growth Board have the responsibility to:
- Represent their organisation or partnership and to provide feedback information to the organisation or partnership they represent.
 - Inform the St Helens Growth Board of their organisations commitment to deliver individual projects.
 - Make every effort to prioritise attendance at scheduled meetings and are asked to nominate a relevant substitute from the same organisation or partnership.
 - Agree the strategic framework.
 - Agree a 5-year delivery plan with annual review.
 - Be prepared to represent the St Helens Growth Board in the press.
 - Ensure a regular flow of relevant information to and from the St Helens Growth Board.
- 4.2 All board members have a responsibility to ensure that adequate discussion of issues occurs before recommendations are made.
- 4.3 Board Members will be required to adhere to the governance standards and policies of St Helens Borough Council, which include whistle blowing, conflicts of

interest and complaints, as well as the Nolan Principles.

5. Code of Conduct

- 5.1 One Code of Conduct will cover all Members of the Board with respect to its purpose, aims and objectives, its Task and Finish Groups and all public sector officers supporting the St Helens Growth Board. This will also apply to any secondees, consultants and contractors.
- 5.2 Board Members and supporting officers will be made aware of the importance and significance of upholding these standards at their inaugural Board Meeting and through regular training processes if required.

6. Meetings

- 5.1 The St Helens Growth Board shall aim to meet once per quarter for a period of approximately two hours, or more frequently where required, and the dates will be set at an Annual General Meeting.
- 5.2 Meetings will be diarised to ensure optimal attendance and Members will use best endeavours to attend all meetings of the St Helens Growth Board; however, if Board Members are unable to attend any meeting, then apologies shall be submitted in advance and they are still required to read the board papers and make their views known to the Chair of the Board in advance of the Board meeting. A deputy may only substitute for a Board Member if pre-authorised by the Chair of the Board.
- 5.3 Board meetings will be held at an accessible and appropriate venue within the town centre, with in-person attendance required. Hybrid meetings will only be held at the sole discretion of the Chair.
- 5.4 Costs of hosting the meeting will be met by St Helens Borough Council. The costs of travel to Board meetings will not be met, but reasonable pre-approved expenses to conduct the agreed business of the Board may be considered.
- 5.5 Decision making will remain in the remit of the constituent organisations.
- 5.6 Papers will be prepared and published 7 days in advance.
- 5.7 Minutes will be taken and published on St Helens Borough Council website.

7. Task and Finish Groups

- 6.1 The Growth Board will oversee the formation of Task and Finish Groups, with members recruited relative to the task subject matter.
- 6.2 Additional non-Board members may be invited to Task and Finish Groups to provide skills, resources, insight and capacity to the task, but they shall abide by the decision-making structures, Code of Conduct, and Terms of Reference of the St Helens Growth Board.
- 6.3 Progress on tasks should be updated and reported to the St Helens Growth

Board, in accordance with a schedule agreed by the Board as appropriate to its agenda.

8. Resourcing

7.1 The administration of the St Helens Growth Board will be resourced by St Helens Borough Council. It will have one named Partnership Officer who will provide administrative support and guidance. Meetings will be recorded by the Democratic Services Team at St Helens Borough Council and the St Helens Growth Board will be supported by the Management Team of the Council's Place Directorate namely:

- Director of Strategic Growth
- Director of Operations
- Director of Communities
- Assistant Director of Property and Economy
- Assistant Director of Planning and Regeneration
- Assistant Director of Housing
- Assistant Director of Infrastructure
- Assistant Director of Environment

7.2 Any procurement activity will be governed by the Financial Regulations and Procurement Procedures of St Helens Borough Council.

9. Review

8.1 The Terms of Reference will be reviewed annually but may be amended in the interim to reflect changing priorities and resources.

Approved by:

Date: 27 October 2023

DOCUMENT CONTROL
Change History

Version	Author	Date	Change	Approved
V1.0		02/08/2023	Appendix 1 of Cabinet Report	