

Management response to Appendix A:

No	Recommendation	Response
1	<p>The TDB's Terms of Reference should be revised to include the following (as per the Towns Fund Guidance issued by Government):</p> <ul style="list-style-type: none"> • embedding arrangements in local plans (where appropriate); • undertaking Environmental Impact Assessments; • fulfilling duties on public authorities under the Equalities Act and the public sector equality duty; • ensuring local communities are involved in shaping design and decision making at each phase of development; • ensuring diversity in its engagement with local communities and businesses. 	<p>Whilst these were not included in the Town Board Terms of reference, these have, where appropriate, still been carried out as part of the development of the business cases.</p> <p>It will be a matter for the Town Board to determine if they wish to revise their terms of reference, taking account of the position that we are now entering delivery phase.</p>
2	<p>The TDB's Terms of Reference relating to the role of the Lead Council and Accountable Body should be revised to include reference to undertaking any required Environmental Impact Assessments and/or Public Sector Equalities Duties (as per the Towns Fund Guidance issued by Government, paragraph 4.10).</p>	<p>Whilst not stated explicitly in the Terms of Reference, these have been undertaken by the Borough Council where required on a Project.</p> <p>It will be a matter for the Town Board to determine if they wish to revise their terms of reference, taking account of the position that we are now entering delivery phase.</p>
3	<p>In accordance with the Government's Towns Fund Guidance and Prospectus, the TDB should include representatives from those local Parish Councils which lay within the Town Deal Boundary.</p>	<p>The decision taken at the time was that including representation at Parish level would have, due to the position of King's Lynn being unparished, resulted in a distorted misrepresentation on the Board from parishes outside King's Lynn town (but within the Town Deal boundary) and the clear direction being given from Central Government was to not</p>

		<p>have too much public sector representation on the Board compared to the private sector.</p> <p>The Towns Fund guidance made clear that it was up to each town to develop a Town Board that was relevant to their context rather than having to take everything on board as a blueprint, recognising that each town will have a different situation.</p> <p>It will be a matter for the Town Board to determine if they wish to amend their membership at this stage, taking account of the position that we are now entering delivery phase.</p>
4	<p>Consideration should be given to expanding the number and range of local businesses included as TDB Board Members and including at least one more business with experience in clean growth</p>	<p>Extensive engagement, supported by the external consultant, was carried out to attract as many private sector businesses to the Board as possible, but ultimately, we were in the hands of those who wished to participate. There was more private sector representation on the Board initially. A review of the board makeup was undertaken, led by the Chair following engagement with Chairs of other Town Boards and it was determined that the size of the Board should be downsized due to poor attendance and lack of engagement, to create a core remaining group who fully committed and engaged on taking the Town Deal forwards.</p> <p>The current Town Board has had facilitated sessions with a towns fund governance advisor funded by Central Government, to review the functioning of the Town Board, and has received extremely positive feedback on the effectiveness of the King's Lynn Town Board compared with those elsewhere in the country.</p>
5	<p>TDB meetings. It should include the agreed action, the officer responsible, the due date and the date the action was implemented. This would make it easier to track the progress of agreed actions and ensure that all actions are implemented.</p>	<p>These have been captured so far in the Matters Arising document but agree an Action Log would be a preferred option. This ultimately is a decision for the Towns Board.</p>

6	All TDB Board Members should be required to submit a declaration of interests form on an annual basis to the Monitoring Officer.	The last time forms were asked to be refreshed was March/April 2022. The governance documents require that Towns Board members <u>review</u> their forms on an annual basis and notify of any changes – therefore if there are no changes then there will be no new form. Any changes to require a new form on an annual basis would have to be approved by the Towns Board.
7	TDB Board Members should be reminded of the need to submit their completed declaration of interests form to the Monitoring Officer promptly so that their declaration of interests on the Vision King’s Lynn website can be updated in a timely manner.	There are standing DOI sections on all meeting agendas at which Members are reminded of their DOI obligations, the Monitoring Officer attends most Towns Board meetings for the purpose of providing any advice on such matters. We do therefore consider the Towns Board Members well reminded of their DOI obligations and the last time forms were asked to be refreshed was March/April 2022.
8	The TDB’s Register of Members’ Interests should be updated to reflect the current membership of the TDB	Agreed and this has been actioned
9	TDB Board Members should be reminded of the requirement to inform the Monitoring Officer of any gifts or hospitality offered or received. To assist in raising awareness of the need to declare gifts and hospitality, the Monitoring Officer should require TDB Board Members to submit an annual declaration return relating to gifts and hospitality.	Training has been added to the 30 September Town Board on gifts & hospitality and will include capturing any historic gifts/hospitality.
10	A Register of Gifts & Hospitality for the TDB should be maintained by the Monitoring Officer.	A Register of Gifts & Hospitality will be created after the training with Town Board.