

# Oakham Town Regeneration Partnership

## Terms of Reference

### 1. Introduction

- 1.1 The purpose of this document is to establish and govern the operations of a partnership of voluntary, community and statutory agencies, co-operating together under the name 'Oakham Town Regeneration Partnership' ('the Partnership').
- 1.2 This document does not create a binding legal relationship between the Partnership's members, nor is it intended to result in the creation of a new organisation.

### 2. Purpose

- 2.1 The purpose of the Partnership is to bring together local organisations and statutory bodies with an active interest in the regeneration and economic growth of Oakham who will develop an action plan to deliver on the recommendations made by the Oakham Task and Finish Group in its report to Rutland County Council dated October 2018.
- 2.2 Specifically the Partnership will:
  - Set a vision reflecting local and national policy agendas;
  - Agree priorities to improve the sustainability prosperity and wellbeing of Oakham residents and business;
  - Set strategy and projects from the priorities of all the partners within resources available;
  - Identify resources/ bids that can accommodate the Partnership's aspirations;
  - Review our ambition, outcomes and success.

### 3. Vision and Aims

- 3.1 Vision statement:

'Oakham will be a busy, vibrant, social place, with a thriving visitor economy.'

- 3.2 The key aims of the Partnership are:

- A town with adequate car parks and on-street parking for local users and visitors, creating a positive perception that when people come into town they will easily find parking, and be encouraged to return.

- A town centre with a safe, comfortable environment for pedestrians, but still accessible by local road users without undue stress, and with increased ease of movement about the town.
- All signage from the outskirts of Oakham to the centre and within the town should be appropriate, clear, well sited, and promote the benefits of the town to its best advantage.
- To conserve and enhance the heritage street scene, preventing further erosion, and to promote tourism and invigorate local pride by building on its strengths and positive local and visitor perceptions to increase the vitality of Oakham, and thus increase footfall throughout the town.
- Develop improved local Community Engagement by increasing the attractiveness and vitality of the town and through good publicity of events and attractions.
- Lift the profile of a vibrant Historic Oakham as a destination to visitors in Rutland and beyond.
- Support retail and business cooperation to boost the existing offer of Oakham as a place for local residents and visitors to shop and enjoy hospitality, and increase footfall in all areas of the town.

#### **4. Membership and Structure**

4.1 The following organisations shall have membership of the Partnership.

- Anglian Water
- Barleythorpe Parish Council
- Discover Rutland
- Oakham Residents Group
- Oakham Town Council
- Oakham Town Partnership
- Rutland Access Group
- Rutland County Council
- Rutland Local History Society
- Rutland Youth Council

4.2 The Partnership shall be governed by a Steering Group. The County and Parish Councils shall be entitled to nominate 2 representatives each, all other organisations shall be entitled to nominate one representative onto the Steering Group, all with full voting rights.

4.3 Membership of the Partnership shall be open to voluntary, community and statutory agencies that have an interest in the purpose of the Partnership and have been admitted to membership by a majority vote of the Steering Group.

4.4 An organisation shall cease to be a member of the Partnership if it:

- (a) resigns in writing to the Partnership;
- (b) is removed from membership by a majority vote of the Steering Group for conduct prejudicial to the Partnership provided that any member to be so removed shall have the right to make representation to the meeting at which the decision is to be made; or
- (c) is wound up.

4.5 The Partnership shall continue to reflect the following sectors:

- Local authority /parish
- Police
- Community Sector/Voluntary Sector
- Health
- Further & Higher Education
- Private Sector

4.6. The Steering Group may appoint working groups from time to time as it deems necessary and these shall have clear terms of reference set out by the Steering Group as part of their establishment.

4.7 The Steering Group may invite specialists to attend meetings to advise on matters from time to time. These may be officers of the County Council or other organisations as necessary. Such advisors shall not have voting rights.

4.8 Where a representative of a member organisation is absent without good cause from three consecutive Steering Group meetings and the Steering Group so resolves, the member organisation shall be asked to nominate a replacement representative.

## **5. Chairman and Secretariat**

5.1 The Chairman and Vice-Chairman of the Steering Group shall be chosen from amongst the Member representatives annually. These shall be the first items of business on the agenda at the Partnership's Annual General Meeting.

5.2 Secretariat of the Partnership shall be volunteered by a Member organisation on an annual basis. A full handover to the next Member organisation shall be conducted after the Partnership's Annual General Meeting.

## **6. Meetings and Proceedings of the Steering Group**

6.1 Meetings of the Partnership Steering Group shall occur on a bi-monthly basis initially. This shall be reviewed as necessary by the Group and can be altered by a majority vote.

6.2 The Annual General Meeting shall occur on the anniversary of the Inaugural Meeting of the Partnership Steering Group. The first item of business on the agenda shall be the appointment of a Chairman.

6.3 No meeting of the Steering Group shall proceed unless a quorum is present.

A quorum shall be one-third of the Steering Group members, subject to a minimum of 3.

- 6.4 The Chairman shall preside at all meetings of the Steering Group or, in their absence, the Vice-Chair. If neither are present fifteen minutes after the time set for commencement of the meeting, the members of the Steering Group present shall choose one of their number to chair the meeting before any other business is transacted.
- 6.5 All questions shall be decided by a majority of votes of the members of the Steering Group present and voting, and in the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
- 6.6 The Steering Group may from time to time make and alter rules for the conduct of the Partnership's business and the summoning and conduct of their meetings. No rule may be made which is inconsistent with these Terms of Reference.
- 6.7 The Steering Group shall ensure that proper minutes are kept of the proceedings at all meetings of the Steering Group.
- 6.8 At the request of the Chairman or of two or more Steering Group members, a meeting of the Steering Group can be summoned at any reasonable time by giving at least seven days' notice to its members.

## **7. Conflict of Interest**

- 7.1 Steering Group members are obliged to declare a conflict of interest if they, or the organisations they represent, stand to gain financially from any decision taken by the Partnership.
- 7.2 Should such a conflict of interest occur, the member concerned will not be able to participate or vote on the decision in question and may, at the discretion of the Chairman be requested to leave the meeting while the issue is being discussed and decided. This clause shall not apply when the conflict of interest is shared with a majority of the other Steering Group members present.

## **8. Funding, Property and Contracts**

- 8.1 Rutland County Council, as the accountable body, shall hold and administer all funding on behalf of the Partnership. Rutland County Council shall enter into any necessary legal agreements with the funder and any contractors required for delivery of the associated project.
- 8.2 As the Partnership is established as a means of co-ordinating the activities and resources of its member agencies in the furtherance of the common aims, and not as a discrete organisation, the Partnership shall have no powers to acquire property, assets or liabilities or to enter into contracts in its own name.

## **9. Alterations to the Terms of Reference**

- 9.1 These Terms of Reference may only be altered by a resolution passed at a meeting of the Steering Group. The notice of the meeting where the resolution is to be considered must include details of the alteration(s) proposed.

## **10. Termination**

- 10.1 These Terms of Reference shall cease to have effect, and the Partnership governed by this document shall no longer exist, if no quorate meetings of the Steering Group are held in any period of 12 months or if it is decided to terminate these Terms of Reference by a resolution of the Steering Group, at a meeting of which not less than 14 days' notice has been given stating the resolution to be proposed.

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