

The Crawley Economic Recovery Taskforce (CERT) and Town Deal Board

TERMS OF REFERENCE

1. PURPOSE

1.1 Inform and Input

- To inform the development of the Crawley Towns Fund Implementation Plan as the Borough's Economic Recovery Plan and to provide feedback and input to help shape the Plan's delivery priorities

1.2 Assess and Steer

- To assess Crawley's economic crisis and help gain maximum understanding of its real time impact on Crawley's economy, community and businesses in order to steer the development of the Towns Fund Implementation Plan.
- To monitor and assess the impact of government support measures in order to determine what extra emergency support for Crawley is required.

1.3 Engage and Support Dialogue

- To engage as a Taskforce with Crawley's community and its broader business base in order to secure maximum opportunity to be involved in drawing up the Towns Fund Implementation Plan / Economic Recovery Plan.
- To support dialogue as a Taskforce with the government on the definition, finalisation and delivery of Crawley's Towns Fund Implementation Plan and Economy Recovery Plan.

1.4 Develop and Enable Delivery

- To facilitate the development of priority schemes and interventions that will enable the practical delivery of Crawley's Towns Fund Implementation Plan and Economic Recovery Plan.

1.5 Monitor and Review

- To monitor and review delivery of Crawley's Towns Fund Implementation Plan and Economic Recovery Plan, reporting to government as required and making recommendations for follow up or remedial action where appropriate.

2. RESPONSIBILITIES

- 2.1 Members will take a Borough / Town wide perspective and should seek to develop consensus in the interests of Crawley as whole.
- 2.2 Members will need the appropriate authority to speak for their organisations.
- 2.3 The Taskforce / Board is fully committed to equality, diversity and inclusion in all aspects of its work. Equality Impact Assessments will be carried out, as appropriate when developing plans and projects.

3. MEMBERSHIP

- 3.1 The chair of the Taskforce and Town Deal Board should represent business or the local community and the chair should be reviewed annually.
- 3.2 The Taskforce and Town Deal Board will consist of senior representatives of business, community and public body stakeholders in Crawley.
- 3.3 The Taskforce and Town Deal Board membership may be revised, as required, to best support the evolution of the Crawley Recovery Plan / Towns Fund Implementation Plan.
- 3.4 As appropriate the Taskforce and Town Deal Board may set up sub-groups or task and finish groups to help focus or manage particular aspects of the Towns Fund Implementation Plan. All such groups will report to the Board.
- 3.5 The composition of the Taskforce/ Town Deal Board will be as inclusive as practicable covering a range of “key players” balancing this with a realistic maximum size of partnership necessary for it to be effective.
- 3.6 Where a Taskforce / Board member is unable to attend, then it will be the responsibility of that Taskforce / Board member to nominate a substitute, subject to the Chair’s agreement
- 3.7 Taskforce / Board members agree to champion and communicate the partnership arrangements of the Taskforce / Town Deal, throughout their organisation, partnership and sector.
- 3.8 If a member of the Board changes employment, then their membership of the Board will automatically cease with immediate effect.
- 3.9 The Membership of the Crawley Economic Recovery Taskforce and Town Deal Board is presented in Appendix A to these Terms of Reference.

4. MANAGEMENT AND CO-ORDINATION

- 4.1 The Taskforce / Board will meet every 6 weeks until the draft Crawley Economic Recovery Plan / Towns Fund Implementation Plan is completed.
- 4.2 Following launch of the Crawley Economic Recovery Plan, the Taskforce / Board will thereafter meet on a quarterly basis until the conclusion of the Crawley Towns Fund programme/
- 4.3 The Secretariat will be provided by Crawley Borough Council, working to the following standards:
 - The agenda and papers will be circulated at least a week before a meeting.
 - Agreed actions arising from a meeting will be circulated to attendees no more than a week after the meeting has taken place.
 - Co-ordination of meeting venue / virtual meeting arrangements, presentations and papers needed for meetings.
- 4.4 Attendance of guests at meetings will be notified in advance via the agenda. Where an external third party is invited it will be through agreement of the Chair.

4.5 In the absence of the Chair, the Vice-Chair will chair the meeting and in the absence of both, the members present will elect one of their number to be the Chair for that meeting.

5. CONFIDENTIALITY

5.1 On occasions Members will be provided with confidential information - this will clearly be marked and not for wider distribution.

6. DECLARATIONS OF INTEREST

6.1 Taskforce / Board members must declare a personal interest in any item on the agenda. This declaration involves stating the interest and the nature of the interest. Once the interest is declared then a Member may speak on the item.

6.2 A Register of Interests shall be established and completed by all members of the Board,

7. LEGAL STATUS

7.1 The Taskforce / Board is a partnership body which assists in the development of the Crawley Economic Recovery Plan and Towns Fund Implementation Plan/

7.2 It does not have a legal status to enter into contracts.

8. CRITICAL SUCCESS FACTORS

8.1 The critical success factors are:

- Successful joint action to maximise the breadth and reach of the emergency response to Crawley's economic crisis.
- A clear steer for the development of the Crawley Economic Recovery Plan / Town Investment Plan based on tangible socio-economic evidence.
- A robust and compelling Economic Recovery Plan / Town Investment Plan with broad "buy-in" from Crawley's businesses and community.
- Successful development of Towns Fund programme schemes and successful implementation of the Town Investment Plan
- A co-ordinated and harmonised voice for Crawley's economic recovery.

9. CHANGES TO THE TERMS OF REFERENCE

9.1 The Terms of Reference of the Taskforce / Town Deal Board may be amended by the Taskforce / Board at any meeting subject to a majority vote. 14 days-notice must be given of proposed changes to the Terms.

10. GENERAL DATA PROTECTION REGULATION / FOI

10.1 GDPR and Freedom of Information matters will be dealt with in accordance with Crawley Borough Council's policies and procedures.