Royal Sutton Coldfield Neighbourhood Board

Terms of Reference

Introduction

1.1 In September 2023, Government launched the £1.1bn Long Term Plan for Towns to help support places across the country lead change through putting local people in charge of their own town's future. In March 2025 the plan was renamed the Plan for Neighbourhoods and new guidance issued. Each town will have up to £20 million endowment-style fund to invest over a decade.

1.2 The overarching aim of the Plan for Neighbourhoods is to help to develop a cohesive plan to invest in and regenerate Towns, based on the priorities of local people.

1.3 Royal Sutton Coldfield was selected as one of the eligible places to develop a Regeneration Plan and receive up to £20m over a 10-year period to deliver this.

1.4 The Plan for Neighbourhoods funding will be split; 75% capital and £25% revenue.

1.5 The projects that should form the basis of investment for the Royal Sutton Coldfield Regeneration Plan should be focused on three strategic objectives:

- Thriving places
- Stronger communities
- Taking back control

1.6 Royal Sutton Coldfield Town Council is the Local Authority and accountable body for the Royal Sutton Coldfield Plan for Neighbourhoods Fund.

1.7 These terms of reference will be reviewed annually.

Purpose

2.1. The purpose of the Royal Sutton Coldfield Plan for Neighbourhoods Board (the Board) is, in consultation with the community and local authority, to:

- generate a vision for the future of Royal Sutton Coldfield that meets local priorities across the three strategic objectives: thriving places, stronger communities and taking back control; and

- develop a Regeneration Plan and Investment Plan that will set out a pathway to deliver that vision over the course of a 10-year programme (and beyond), considering opportunities to attract and combine new and existing private, public, and philanthropic funding streams.

Roles and Responsibilities

3.1 The role of the Board is to:

- Develop and agree a vision and Regeneration Plan for Royal Sutton Coldfield for the next ten years, in conjunction with the local community;
- Define and agree a programme of community engagement and consultation through which to 'test and develop' the priority projects/programmes;
- Oversee and agree an Investment Plan for the first four-years;
- Ensure projects in the Investment Plan are aligned to the vision of the Royal Sutton Coldfield Regeneration Plan;
- Identify opportunities for match funding and levy philanthropic investment into the Investment Plan and the Royal Town of Sutton Coldfield.
- Monitor the progress, milestones, budget, risks and issues throughout the delivery of the Investment Plan;
- Work closely with local people to consult and engage with local residents, businesses and organisations throughout the delivery of the Investment Plan;
- Ensure diversity in its engagement with local communities, stakeholders and businesses;
- Celebrate the achievements of the investments and agree a communications protocol to ensure a consistent and co-ordinated approach.
- Provide regular updates and reporting to the Ministry of Housing, Communities and Local Government (MHCLG).

3.2 The role of Royal Sutton Coldfield Town Council is to:

- Be the accountable body for funding and executing plans;
- Provide a secretariat function for the Board;
- Be the main point of contact with MHCLG;
- Coordinate the submission of quarterly monitoring and progress reports from all delivery partners and project managers;
- Lead on the preparation and submission of performance reports requested by MHCLG.

Legal Status

4.1 The Board is a strategic partnership to oversee the development of a Vision and Regeneration Plan for Royal Sutton Coldfield and development and delivery of an Investment Plan. The Board is an unincorporated group and therefore has no legal status.

4.2 The Board does not have legal status to enter into contracts.

4.3 Royal Sutton Coldfield Town Council is the accountable body for financial matters on behalf of the Board. All accounting arrangements will be made under the supervision of the Town Council's Chief Executive Officer as Responsible Finance Officer.

Membership

5.1 The Board must include the following key representatives:

- Parliamentary representative
- Local Councillors
- Senior Police representative

5.2 Other Board members should comprise representatives from a cross-section of the local community to promote community leadership, there will be greater representation from non-elected members than elected, in line with the 'community-first' principle of the programme.

5.3 The Chairperson of the Board will be an independent person who holds a prominent role within the Royal Town of Sutton Coldfield and will be appointed by the local authority acting as accountable body, following consultation with the local Member of Parliament.

5.4 At the discretion of the Board, a Deputy Chair may be appointed to support the Chair.

5.5 Council officers may provide secretariat support and can sit as an observer to the board discussions if agreed with the Chair.

5.6 With the agreement of the Board, external parties may be invited to attend meetings as and when appropriate.

5.7 Non-attendance by a community representative Board member at three consecutive meetings will lead to a review of their membership.

5.8 The Board membership may be refreshed at the end of the first 4-year investment period cycle.

5.9 The process for re-election of Board members and the selection of new Board members as required, will be defined and agreed by the Board.

Decision Making

6.1 All decisions will be by consensus unless a member requests a vote. In this case all members present at the meeting in question will have one vote. In the case of a tie the Chair will have the casting vote.

6.2 A quorum of eight must be present at any meeting for decisions to be taken.

6.3 Decisions can be made via email with all Board members outside of the Board meetings with a quorum of eight.

Meetings and Coordination

7.1 The Board will meet every quarter, or more frequently as and when required, to make key decisions and monitor the delivery of the Investment Plan.

7.2 The Board will be supported by a Secretariat from Royal Sutton Coldfield Town Council who will:

- Oversee delivery of the Regeneration and Investment Plan and the various interventions on a day-to-day basis
- Co-ordinate production and monitoring of the Regeneration and Investment Plan and associated actions
- Co-ordinate and facilitate meetings
- Circulate agenda and papers within five working days, in advance of meetings, and publish on the Town Council's website.
- Circulate draft minutes of meetings and published on the Town Council's website within 10 working days
- Approved Minutes of Meetings will be published on the Town Council's website within 10 working days after Board approval
- Provide other support as required.

Termination of the Board

8.1 In the situation that the Board agrees to terminate itself then consideration must be given by the Board, to how the purpose as set out in the Terms of reference will be taken forward.

Variation to Terms of Reference

9.1 The Board may update these Terms of Reference as and when required.

9.2 These Terms of Reference need to reflect government information and may be refreshed as new material and/or guidance is published.

Approved 20 June 2025