

Southampton Renaissance Board

Draft Terms of Reference

Background & Objectives

The Southampton Renaissance Board will have a remit focussed on growth, strategic skills, sustainable development and investment. The board will help to steer the future growth of the City in terms of economic development, place-shaping, investment in infrastructure and in our human capital.

It is envisaged that the Board will evolve through time, developing a strategic advisory role and initiated initially as a Shadow Board to agree a terms of reference, to then be adopted. Once adopted the Board will be formally constituted, with interdependencies with City Council's (SCC) Internal Renaissance Board focussed on the Council's emerging master planning programme, supporting the Southampton Connect partnership and major economic development initiatives, for example the Solent Freeport.

The establishment of a Southampton Renaissance Board could be agreed with the support of the City Council's Cabinet in December 2022, with additional cross-party support, established from the outset and being endorsed at Full Council in February 2023. A Shadow Board will convene prior to February 2023 and with cross-party representation on the Board.

In headline terms the Board could:

- Ensure the alignment of our public, private sector & major institutions around a growth agenda;
- Seek to revitalise the built environment by realising opportunities through a master planning & investment delivery programme;
- Have oversight of the Economic & Green Growth Strategy & major initiatives including the Solent Freeport;
- Ensure that Southampton is an attractive place to build a career, to work in and visit, as a more dynamic and vibrant place;
- Catalyse the growth of innovative new industries to drive future growth;
- Consider how the benefits of growth can be distributed more evenly and to our more disadvantaged communities;
- Engage with and be informed by the Southampton City Vision – Local Plan.
- Involve and engage local bodies, businesses, investors and residents in this work.

Net zero, new investment, skills, people and sustainable growth will be central to the Board's remit, to navigate the city's collective response to future socio-economic challenges. Investments in people, infrastructure and the fabric of the City need to be backed with unified oversight and the ideally with the board describing our future purpose.

Partners will come together to help shape our collective approach. The board will include representation from the private sector, the Cabinet of the Southampton City Council and the Southampton Connect partnership.

A fundamental principle of the board's outlook will be in recognising the centrality of Southampton as one of the most significant cities in the south of England and an international city. Southampton is an international port, a waterfront city, with a historic significance.

Relationship with other bodies

The Board will be initiated as an advisory and leadership body, to help shape the future shape and direction of the city.

It is envisaged that the Board will evolve through time, developing a remit, role and initiated as a Shadow Board to agree the constitution and with a terms of reference, to then be adopted. Once adopted the Board will be formally constituted, with interdependencies with the following bodies:

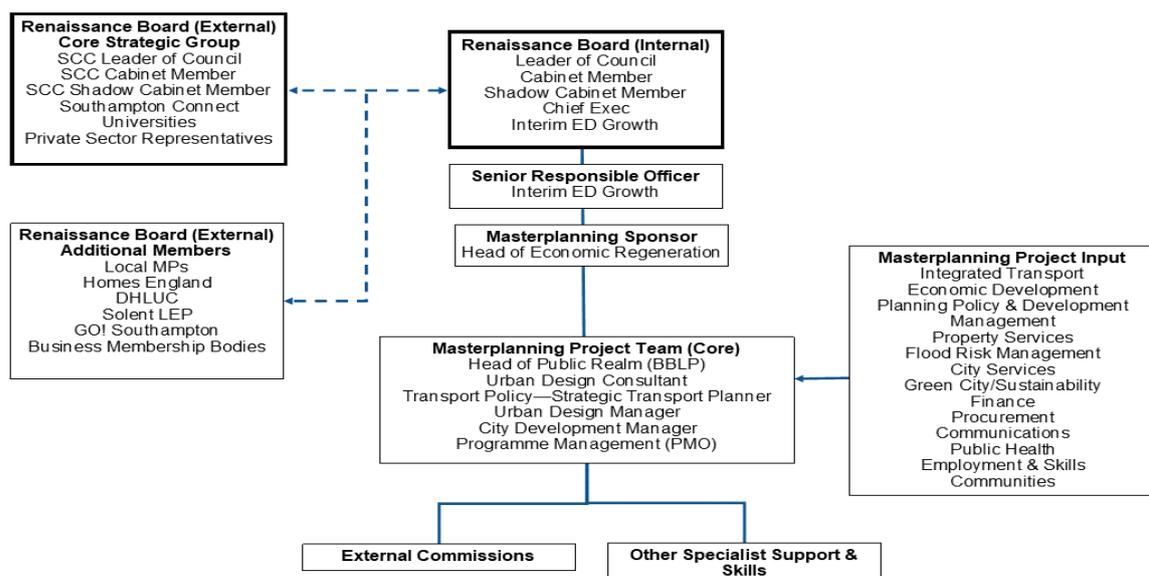
- Southampton City Council's Cabinet and;
- An internal Master Planning Delivery Board focussed on the Council's emerging master planning programme;
- The Southampton Connect Partnership and;
- Other partnership and organisational boards;
- The Solent Freeport Board and Retained Rates Investment Committee;
- HM Government.

Membership & Structure

The core membership of the Southampton Renaissance Board will be balanced with business representation. Membership will be drawn from other key city governance bodies and partnerships.

A core membership of ten senior figures drawn from:

- Southampton Connect;
- Solent University;
- University of Southampton;
- Southampton City Council;
- Five business leaders who may also represent business organisations and memberships;
- Other bodies can be co-opted to join the Board with the consent of the Chair.



Directions on Appointments to the Board

The membership of the Southampton Renaissance Board will be by invitation after a consensus on membership is agreed with key stakeholders. The Leader of Southampton City Council will invite member organisations to appoint a Board Member.

The shadow board agree a Chairperson from the membership of private sector representatives, as the Board will be private sector led. The Leader of Southampton City Council or the Cabinet Member for Growth will act as the nominated co-chairperson, in the absence of the Chair.

All members will be entitled to equal voting rights and Board Members may nominate substitutes from their relevant organisations in the event that they are unable to attend Board meetings. Nominees will have full voting rights, however substitutes will need to be pre-notified to the Chair.

Members of the Board may resign their position at any time by giving notice, in writing, to the Chair.

Quorum

For the Board to be quorate at least six members will need to be present at meetings.

This must include the Chair and / or the Leader of Southampton City Council and at least two business representatives or their nominated representatives.

Decisions and Voting

The primary role of the Southampton Renaissance Board is as an advisory board, however the board could evolve into a decision-making body, and there is an expectation that they will primarily provide recommendations on matters relating to future growth. It is expected that the advice and recommendations of the Board will normally be reached by consensus, but if a vote is required decisions shall be made on the basis of a majority of those members attending and voting.

The Board will not have a remit to determine the financial position or budgets of any of the constituent members. If an Accountable Body is required as the Board evolves then Southampton City Council will act accordingly. Members will have the right to veto any decision that may place an undue financial risk on a constituent member so as not to place a member organisation at financial risk.

The Board requires any financial support to inform or enable independent decision-making, then the necessary resource will be drawn equally from the membership.

Attendance by Others

The work of the Board will be initially supported by the attendance of members of Southampton City Council's Executive team, and supplemented by other representatives where agreed by the Chair. These attendees will not have any voting rights.

As the Board evolves the Board may seek to develop an independent secretariat function, if appropriate, drawn from the resources of member bodies.

Policy and Review Process

The Chair can elect to undertake an independent review of the effectiveness of the Southampton Renaissance Board, annually, supported by the Southampton City Council's

Policy Unit. The effectiveness of the Board as an advisory body should be monitored and assessed. Any review should be considered and assessed by the constituent members. Any annual statement should be signed-off by the Chair and co-chair.

The Election & Role of the Chair

The Chair will be responsible for agreeing the agenda for each meeting and deciding the order of matters to be discussed.

The Chair will agree in partnership with co-chairperson and the secretariat, at the start of the new financial year, an outline programme for the forthcoming year. The programme will then be agreed and signed-off by each of the constituent members.

The Chair will chair all the meetings of the Southampton Renaissance Board. If the Chair is unable to attend a board meeting, the Chair will nominate the co-chairperson as the representative to attend and chair the meeting on their behalf.

The Chair will decide the order in which members will be called to speak ensuring that all members present, who wish to, are given an opportunity to speak and also seeking to ensure that all views are fairly represented.

The Chair may suspend the meeting if in his or her view this is necessary; for whatever period of time, he or she thinks appropriate.

The Chair, the co-chairperson and all members of Board will act as ambassadors for the City of Southampton.

Expected Conduct of Board Members

All Board Members are expected to follow "The 7 principles of public life" code of conduct.

Deputations at meetings

The Board may receive deputations on a matter from any organisation or individual, where notice has been given, which is deemed relevant to the role of the Board. The following rules will apply:

Notice of the intended deputation stating its purpose must be received in writing by 12 noon on the working day preceding the meeting;

Decisions on whether to receive deputations on a matter will be made by the Chair and the Chair may waive the giving of notice in any case they consider appropriate;

When the deputation is given it must relate to the agreed purpose in respect of which it is made;

No person may speak for more than 10 minutes per deputation;

Questions to deputations will be permitted, but only to clarify a statement.

Support and Administration Arrangements

Initially Southampton City Council will provide the secretariat for the Southampton Renaissance Board and if necessary will act as the Accountable Body for the Board.

Independent support may be commissioned by the Members of the Board, with the agreement of the Chair to inform and support the decision-making of Board. Additional resources will be drawn from the membership organisations with the discharge of their roles

and to provide further strategic advice as requested from the Board to inform evidence based decision-making and the provision of strategic advice.

In time the Board may develop an independent secretariat function drawn from the collective resources of the membership organisations.

Working Arrangements and Meeting Frequency

The Board shall meet three times per year, or as agreed by the Chair.

The Board may also hold an annual stakeholder, state of the city event, to ensure engagement and to help shape the annual programme for the Board. Stakeholders should be offered the opportunity to interact with Board and ensure the Board is focussed on the

Declarations of Interest

In accordance with the National Local Growth Assurance Framework, a register of interest will be established and all Board Members will have a duty to declare their interests (direct or indirect) in transactions or arrangements involving the remit of the Board.

This requirement has been extended to all Chairs and Members of the Board. In addition executive officers of the Accountable Body organisation or secretariat operating on behalf of the Board and any other persons with significant influence over the activities of the Board (for example, senior executives of membership organisations).