



Wrexham City Board Terms of Reference v3 2025

1. Context

Wrexham is part of UK Government's Plan for Neighbourhoods programme which will see it receive up to £20 million in endowment-style funding and support to invest over a 10-year period in alignment with a new Neighbourhood Plan.

Partners have been brought together to establish a Wrexham City Board. The Wrexham City Board is responsible for overseeing the development and subsequent delivery of the Neighbourhood Plan in consultation with local people, focused on the following strategic priorities set out by UK Government:

- thriving places;
- stronger communities; and
- taking back control.

2. Status and role of the Wrexham City Board

The Wrexham City Board is an unincorporated voluntary association. Its overall purpose is to develop and oversee delivery of a Neighbourhood Plan, which includes a long-term vision for Wrexham that reflects local people's priorities. The Wrexham City Board will provide strategic overview, direction and scrutiny of delivery against the Neighbourhood Plan.

The Wrexham City Board and all board members, in their role as board members, must act in accordance with the Seven Principles of Public Life also known as the Nolan Principles (see also Code of Conduct, Confidentiality and Complaints policy).

The Wrexham City Board will support and co-operate with the local authority, Wrexham County Borough, which is the accountable body for the funding (see section 4).

3. Objectives of the Wrexham City Board

- Identify issues and priorities to focus on through the Plan for Neighbourhoods programme and how the community will be engaged.
- Work positively with Wrexham Borough County Council (the local authority) to develop the Neighbourhood Plan for the city. To set out how partners will use their knowledge, powers, assets and new funding to deliver for their communities.
- Identify opportunities to drive forward the Plan for Neighbourhoods.
- To identify opportunities to bring in additional philanthropic or private investment to support the Neighbourhood Plan.

- To oversee delivery of projects in the Long-Term Plan.

4. Role of the local authority

As the local authority, Wrexham County Borough Council is the accountable body for the Plan for Neighbourhoods Programme funding and execution of the Neighbourhood Plan. It is therefore the responsibility of the Council's Chief Financial Officer (Section 151 Officer) to undertake all the necessary checks to ensure proper administration of its financial affairs regarding the funding programme, particularly in respect to financial administration and transparency of governance.

As accountable body, Wrexham County Borough Council must also work with stakeholders to understand how proposed projects can be delivered in compliance with subsidy control and ensure that any project deliverers manage subsidy control or State Aid in line with their agreed approach.

Wrexham County Borough Council's Executive Board carries out all of the Council's functions which are not the responsibility of any other part of the Council whether by Law or under the Constitution, and so is the decision-making body in the County Borough Council with regards to the Plan for Neighbourhoods.

Senior officers from Wrexham County Borough Council may attend Wrexham City Board meetings to observe and provide advice and support, as appropriate and agreed in advance by the Chairperson.

5. Membership

The Wrexham City Board is led by a Chairperson who – as per guidance – is a businessperson or community leader.

In the absence of both the Chairperson, the Wrexham City Board will agree the appointment of a substitute Chairperson solely for the meeting which the Chairperson is not able to attend.

The Wrexham City Board may comprise (as per government guidance):

- Community partners: local community groups, faith groups, charities, neighbourhood forums and local Council for Voluntary Services representative
- Local businesses and social enterprises, including key local employers and investors.
- Cultural, arts, heritage and sporting organisations.
- Public sector: University, College and Police
- Local Member of Parliament, Member of the Senedd and local authority representation (i.e. two elected Councillors).

Supporting observers from the Council and supporting expert advisors as appropriate and agreed in advance by the Chairperson will also attend. Any observers and / or supporting persons will be clearly identified at any Board meeting and will not have voting rights.

Appointments will be for a three-year term and members can be re-appointed at the end of each term.

Wrexham City Board Members will need to provide written notice of their resignation to take effect on receipt by the Wrexham City Board or any later date in the notice.

Wrexham City Board members are not permitted to provide substitutes.

6. Meetings

Meetings will be held quarterly for a period of approximately 2 hours at a convenient and accessible location either in/or close proximity to Wrexham to be agreed by the Chairperson. Meetings for the first year to be agreed at the initial meeting. There is also provision for the Chairperson to call an extraordinary meeting additional to these as may be required.

Agendas for the meetings will be prepared and circulated by the Wrexham City Board Secretariat and agreed by the Chairperson. Minutes to be agreed by the Wrexham City Board.

All Wrexham City Board Members shall read, review, consider and consult the sector/whom they represent prior to and following Board meetings.

All Wrexham City Board Members represent their sector rather than individual, personal or business interests.

Business will be conducted with the aim of achieving an overall consensus wherever possible. In the event of failure to achieve a consensus, the Chairperson has the right to call for a vote whereby simple majority vote will rule. In the event of equality of votes, the Chairperson will have a casting vote (and carrying 2 votes).

Acting within the Code of Conduct and respecting confidentiality requirements will be of upmost importance.

7. Transparency

The operation of the Wrexham City Board must be transparent.

The Wrexham City Board will publish membership and governance arrangements (including minutes of meetings and decision logs) on its website, including:

- a documented decision-making process outlining the voting rights of the Wrexham City Board
- profiles of Wrexham City Board members
- all Wrexham City Board papers to be published 5 working days in advance of the meeting
- draft minutes of meetings following the meeting within 10 working days
- final minutes, once approved by the Wrexham City Board within 10 working days
- any Conflicts of Interest reported within the published minutes.

The Wrexham City Board should follow the Council's governance and finance arrangements when considering private reports, with the default position being that all papers are open to the public.

8. Role of Chairperson, Deputy Chairperson and Board Members

Chairperson

The Chairperson will lead the Wrexham City Board in defining, delivering and maintaining its vision and direction, whilst ensuring the appropriate procedures for governance and management are in place.

The Chairperson will act as a champion for the town and provide leadership for the Wrexham City Board, ensuring it is community-led and embedded within the local area.

The Chairperson of the Wrexham City Board has been invited by the local authority, considering who is best placed to convene partners and is a respected figure in the community with an obvious passion for the place. The local MP has been engaged as part of the process.

The Chairperson has a proven ability to meet the key responsibilities of the post and possess the skills required to effectively perform these duties.

The Chairperson must provide a minimum commitment of 75% attendance at quarterly meetings in addition to their time as reasonably agreed for associated meetings with stakeholders, agenda setting, review of papers and associated discussions, which will be supported by Wrexham County Borough Council and other partner resources.

The key responsibilities of the Chairperson are:

- Provide strategic leadership to achieve the Wrexham City Board's aims and objectives
- Lead efforts of the Wrexham City Board to agree a new Neighbourhood Plan for Wrexham and provide endorsement and strategic direction to projects and activities which work to deliver the aims of the Neighbourhood Plan
- Effectively chair meetings of the Wrexham City Board
- Be an effective advocate and representative for the Wrexham City Board, providing a 'One Voice' approach
- Be an ambassador for Wrexham working with partners and other stakeholders
- Ensure the Wrexham City Board adheres at all times to high standard of ethics, principles and professionalism
- Ensure everyone's views are heard and discussed to reach a consensus and key issues and decisions
- Effectively manage any conflict which may arise through differing viewpoints and interests
- Exercise a casting vote in Wrexham City Board matters if circumstances require.

Board member

The Chairperson and local authority will oversee recruitment to the wider Wrexham City Board to ensure that it has respected and credible representation from local organisations and provides for an inclusive, diverse membership with an array of areas of expertise and skills.

Wrexham City Board members are asked to undertake this role on a voluntary basis.

Wrexham Board members have a passion for Wrexham and commit their time and expertise. They represent the Wrexham City Board and its agreed priorities aligned to a One Voice of the board approach. They will be willing to work with the local authority and other stakeholders effectively.

Wrexham City Board members will ensure that they uphold high standards of integrity and probity. They should support the Chairperson in displaying the appropriate culture and behaviours in meetings and beyond and act to promote the Wrexham City Board and Wrexham. They will allow all Wrexham City Board members to contribute to discussion to allow for a range of viewpoints to be heard.

The key responsibilities of Wrexham City Board members:

- Regularly attend meetings of the Wrexham City Board and associated discussions (including potential sub-groups) as is reasonable. Wrexham City Board members are required to attend at least 50% of the scheduled meetings each year.
- Wrexham City Board members are not able to provide a substitute. Where they are not able to attend, they must notify the Secretariat to the Wrexham City Board no later than 24 hours before the Board meeting.
- Support the Chairperson and the Wrexham City Board by contributing their experience and knowledge to support work to collective aims and objectives.
- Be an active and effective ambassador for the Wrexham City Board and Wrexham.
- Exercise good and independent judgement in the consideration of matters before the Wrexham City Board for their endorsement.
- Reflect the agreed position of the Wrexham City Board in all discussions.
- Abide by the Terms of Reference for the Wrexham City Board, respecting confidentiality at all times, and adhere to the Code of Conduct.