

# High Streets Task Force Board Terms of Reference

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# Version History

## Version Control

<i>Version</i>	<b>Date</b>	<b>Author</b>
<b>v1.0</b>	18 October 2019	HSTF PMO
<b>v1.1</b>	15 November 2019	HSTF PMO
<b>v1.2</b>	18 December 2019	HSTF PMO
<b>v1.3</b>	14 February 2020	HSTF PMO
<b>v1.4</b>	25 March 2020	HSTF PMO
<b>v1.5</b>	1 June 2020	HSTF PMO
<b>v1.6</b>	9 June 2020	HSTF PMO

# Purpose

The High Streets Task Force Board will enable the changing high street to speak with one informed voice, be an exemplar of cross-sectoral collaboration, and govern the work of the Task Force. The High Streets Task Force Board will act as the most senior governance body of the High Streets Task Force, overseeing the work of the High Streets Task Force throughout the five-year period.

Representing the collective voice of the changing high street, the High Streets Task Force Board, will also have an important role to play in working with the media to raise awareness of the High Streets Task Force and the positive impact it is having on town centres. Therefore, all High Streets Task Force Board Members will receive media training and be supported and encouraged to give interviews and presentations.

# Core Responsibilities

The High Streets Task Force Board is accountable for overseeing and guiding the work of the High Streets Task Force as well as being the public face of the High Streets Task Force.

The Board's responsibilities in relation to its role and accountabilities include, but are not limited to:

- approving changes to timetable, cost, offer or quality, before seeking contractual approval from MHCLG;
- sharing group review of the work and outputs of the Task Force;
- monitoring overall progress and performance of the Task Force;
- deciding issues of importance and research to be investigated by the Task Force Professional, Research and Data Group;
- ensuring that the Task Force meets MHCLG's four key objectives: boost local authority capacity, build place-making skills, coordinate stakeholders and share information, data and best practice;
- sharing collective feedback, suggestions or concerns with relevant stakeholders and delivery groups;
- determining decisions and information that need to be escalated to Government;
- public representation of the Task Force through media interviews and presentations to raise awareness of its work and positive impact on local high streets.
- amplification of the communications of the High Street Task Force through social media, personal networks and contacts;
- contributing to thought leadership and comment pieces produced by the High Streets Task Force.

# Frequency

The Board will meet, face-to-face, twice a year. Agendas for discussion and invitations will be provided to all Members in advance. Actions, risks, issues and decisions will be recorded during each meeting.

# Membership

The interests that must be represented at the highest level in the High Streets Task Force should be from place leaders who have significant experience of transforming high streets and town centres. High Streets Task Force Board Members will be people with a specific sectoral or personal interest who have actual, recent experience of working in partnership to transform a high street or town centre. These place leaders will come from a variety of backgrounds, including BIDs, property, finance, retail, local authorities, civic society, leisure etc. They will have been a driving force behind an initiative that has made a measurable and sustainable difference to a particular place.

Members will initially be drawn up from recognised place leaders known to the High Streets Task Force Consortium and MHCLG. Additional Board Members from the consortium and wider stakeholder network will be added over time. MHCLG will have the final decision on all appointments.

A timetable for establishing the Board is given below. The responsibility for keeping up-to-date records of membership lies with the High Streets Task Force Project Management Office (PMO).

Once appointed to the Board, members will keep their office throughout the duration of the High Streets Task Force project, unless they wish to resign, or do not meet the requirements of the role. In cases where individuals leave the board, these changes have to be communicated to the High Streets Task Force Executive Group and PMO.

## Roles

The Board will comprise the roles described below.

### Chair of the HSTF Board

The Chair of the Board will act as an inspirational figurehead of the Task Force and lead the bi-annual meetings. The responsibilities of the Chair are to:

- support the formation of a strong, authoritative, respected High Streets Task Force Board;
- chair the High Streets Task Force Board and its bi-annual meetings;
- share the insight and the achievements of the High Streets Task Force;
- represent the High Streets Task Force to the public, through presentations and media appearances;
- provide advice and guidance to the Executive team and MHCLG to ensure the successful delivery of the High Streets Task Force.

### Executive Director of the HSTF

Simon Quin will attend the Board in his role as Executive Director of the High Streets Task Force. The responsibilities of the Executive Director as a Member of the Board are to:

- provide updates on the progress and performance of the Task Force;
- raise any issues, risks and operational matters that the Board should be aware of;
- support the Chair of the Board alongside Institute of Place Management colleagues as and when required.

When required, the HSTF Research Lead will attend the Board, to support the Executive Director in this role.

## **HSTF Project Management Office (PMO)**

The HSTF PMO will be responsible for providing administrable support to this group, through preparing the agenda, collating inputs to the meetings and capturing the discussions.

The PMO's responsibilities in relation to its role and accountabilities in the Board include, but are not limited to:

- oversee the HSTF Board, to ensure all meetings run effectively;
- prepare the agenda and any papers in advance of each meeting;
- manage the invite and attendees list for each meeting;
- capture the discussion during each meeting, and circulate minutes and any other outputs post-meeting;
- provide updates on the delivery and performance of the HSTF, through providing updates on progress against the four outcomes of the HSTF;
- provide intelligent reporting ahead of the meeting to enhance decision making during the forum.

# **HSTF Board Member Job Description**

Members of the High Streets Task Force Board will be responsible for the Board achieving its purpose of ensuring that one informed voice of the changing high street is shared, being an exemplar of cross-sectoral collaboration and governing the work of the Task Force.

Representatives will adhere to a code of conduct and have distinct responsibilities which will contribute to the oversight and guidance of the High Streets Task Force.

## **Code of Conduct**

All members of the High Streets Task Force Board are expected to abide by the Code of Conduct for Board Members of Public Bodies<sup>1</sup>, published by the Cabinet Office in June 2019. This upholds the seven principles of public life<sup>2</sup> summarised below.

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<sup>1</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/809093/Code-of-Conduct-for-Board-Members-of-Public-Bodies-2019-WEB.PDF](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/809093/Code-of-Conduct-for-Board-Members-of-Public-Bodies-2019-WEB.PDF)

<sup>2</sup> <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

<i>Principle</i>	<b>Description</b>
<b>Selflessness</b>	<b>Holders of public office should act solely in terms of the public interest.</b>
<b>Integrity</b>	<b>Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.</b>
<b>Objectivity</b>	<b>Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.</b>
<b>Accountability</b>	<b>Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.</b>
<b>Openness</b>	<b>Holders of public office should act and take decisions in an open and transparent manner.</b>
<b>Honesty</b>	<b>Holders of public office should be truthful.</b>
<b>Leadership</b>	<b>Holders of public office should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.</b>

Copies of the Code of Conduct will be circulated to potential board members and further explanation on the expectations will be provided by the High Streets Task Force PMO.

## **HSTF Board Member Responsibilities**

Board Members will be high-calibre place leaders with extensive expertise and experience in helping to transform a town centre. Members are expected to include a diverse range of people from the public, private and community sectors, different sized towns and different parts of the country. Member responsibilities in relation to their role and accountabilities include, but are not limited to:

- attend Task Force Board meetings twice a year;
- provide expertise in relation to their sector(s) of experience to inform Task Force direction;
- provide timely and quality review of the work and outputs of the Task Force;
- publicly represent the Task Force through presentations and media appearances;
- amplify the communications of the High Street Task Force through social media, personal networks and contacts;
- raise any issues of importance that could affect the Task Force's work and performance;
- raise issues of importance and research topics to be investigated by the Task Force Professional, Research and Data Group;
- contribute to thought leadership and comment pieces;
- share feedback with the Board and relevant stakeholders, and escalate concerns early;
- share timely escalations with the Board that require Government input/awareness;
- share materials with the Board to strengthen the Task Force's offering to its users;
- adherence to the Board Code of Conduct

# Reporting and Escalation

The High Streets Task Force Board will act as the most senior governance body of the Task Force. The Task Force Executive Group will be responsible for reporting on Task Force progress, performance and quality to the Board in advance of a Board meeting. The Executive Director of the Task Force will also act as a Board Member, providing a direct channel for escalation of issues.