

Terms of Reference

King's Lynn Town Deal Board - Youth Forum

Background

The King's Lynn Town Deal Board (KLTDDB) was established in 2020 to develop a Town Investment Plan to secure a 'Town Deal' of up to £25m from Government. Town Deals represent a locally agreed set of 'interventions' that will result in economic productivity through urban regeneration, planning and land use, skills and enterprise infrastructure and connectivity. The Town Deal Board agreed set of priorities set out in the Town Investment Plan to;

- Creating a town where people want to come to live and stay
- Developing a local skills pipeline for local opportunities responding to Covid-19
- Improving digital and sustainable connectivity
- Repurposing the town centre and historic assets for visitors and residents

The KLTDDB will oversee the delivery of any funding package agreed with central government as part of the Town Fund process. The Town Deal Board's consultation and engagement strategy includes the establishment of thematic sub-groups to engage a wider range of people and organisations outside of the Board to support the development and delivery of the Investment Plan.

Purpose of the Youth Forum

The King's Lynn Town Deal Board (KLTDDB) is an open forum for young people to have their say on, and provide suggested direction to the KLTDDB in relation to the priorities and projects set out in the Town Investment Plan that directly impact upon the quality of life of, or opportunities made available to, young people in King's Lynn. This will cover a breath of topics including skills, enterprise, employment opportunities, regeneration of the town centre and riverfront, active travel and connectivity in and around the town centre.

Membership

Membership of the Youth Forum is open to any young person who meets the following criteria;

- Is aged 16-30
- Has a local connection to King's Lynn which could comprise of one or more of the following;
 - The young person lives in King's Lynn,
 - The young person schools, sixth form or college in King's Lynn
 - The young person works in the Borough, or
 - The young person attends a youth group or project in King's Lynn or,
 - Is the West & North Norfolk UK Youth Parliament representative or
 - Youth Advisory Board representative

In addition to the above, to support the Youth Forum in the undertaking of their work and administration, and to ensure a working relationship between the Town Deal Board, and the UK Youth Parliament the following representatives will be invited to attend Youth Forum meetings;

- The Elected Member of the Borough Council
- Nominated representative of the KLTDDB
- Council Officers with support and advise on specialist subjects/projects being discussed.

Operating Arrangements

- The Youth Forum will meet bi monthly. Additional meetings may be called in support of projects relating to the Town Investment Plan that requires involvement of the Youth Forum.
- A young person will be nominated as Chairperson and Vice Chair on the Youth Forum.
- The Youth Forum or a designated representative may be invited to attend other Town Deal Board working groups for their input in specific projects.
- All agenda items will be forwarded to the Youth Forum members with any attached meeting papers, at least five working days prior to the next scheduled meeting.
- The minutes of the Youth Forum will be prepared by the Council's Regeneration Team and circulated to the Youth Forum.
- Update Reports on the progress of work undertaken by the Youth Forum, will be fed back to Town Deal Board meetings, or other relevant Council forums, where required.
- Meeting will be held virtually and on occasions face to face at a King's Lynn venue subject when deemed appropriate and worthwhile in doing so by the chair.
- Meetings to be held weekdays
- The Youth Forum may request particular individuals to attend meetings in order to provide specific advice or to facilitate informed discussion.
- It is expected that members will consult within their particular interest groups or communities on non confidential matters so that the widest possible range of views are represented.
- The Youth Forum will operate for as long as deemed appropriate by the Town Deal Board.

Code of Conduct

All sub groups of the King's Lynn Town Deal Board are expected to respect the following core values of engagement;

- Act with integrity and in best interests of the group
- A non-judgemental approach that respects the views and opinions of other members
- Promote diversity and inclusivity in a non-discriminatory way
- Truthfully represent the interests of the group/organisation/cohort they represent within the town
- Hold a genuine interest in the work and purpose of the Youth Forum
- Be committed to, and be actively involved in, pursuing the outcomes sought by the sub group within its work
- Where specifically requested by the Chair, all members are expected to retain confidentiality in the context of the matters being considered.
- Any conflicts of interest which they have in any matter to be considered at the meeting should be declared to the Chair. A conflict of interest arises where a Board Member, a close associate, immediate family, business, organisation or employer has an interest in a matter which is the same as, connected to or may be affected by the matter under discussion.

Members of sub groups should also acknowledge the 'Seven Principle of Public Life' the King's Lynn Town Deal Board abide by in its own Code of Conduct;

1. **Selflessness** Board Members should act solely in terms of the public interest.

2. **Integrity** Board Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity** Board Members must act and take decisions impartially, fairly and on merit, using the best evidence and without any form of discrimination or bias.
4. **Accountability** Board Members are accountable to the best interests of BCWKLN and the principle objectives of the Board.
5. **Openness** The Board must act and take decisions in an open and transparent manner.
6. **Honesty** Board Members should act with honesty, objectivity and integrity.
7. **Leadership** Board Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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