

# **Walsall and Bloxwich Town Deal Board decision-making process**

Walsall Council will provide the Secretariat function for the joint Walsall and Bloxwich Town Deal Board (the Board).

## **Meetings**

The Board will meet as per schedule of dates, agreed at its annual meeting.

Members of the Board will endeavour to attend all meetings of the joint Walsall and Bloxwich Town Deal Board. If they are unable to attend any meeting, they should submit their apologies in advance of the meeting to the Secretariat. As flexibility and continuity is essential to partnership working, each member may identify a named substitute who may attend on their behalf when necessary. The named substitute will be the only person to attend in the absence of the Board member.

Members of the public can observe Board meetings but not speak or participate in the meeting itself. Meetings will be open to the public unless the agenda includes confidential or exempt items (for example, relating to commercial sensitivity). In these cases, the public shall be excluded.

Board meetings will be held online. Public sessions will be recorded and uploaded to YouTube. Links to these recordings will be added to our website.

## **The Chair**

At the annual meeting, the Board will elect a Chair from among its voting members, preferably from the private sector.

If the Chair is absent from a meeting, the Board shall elect a Chair from amongst the voting members present for that meeting.

## **Voting and decision-making**

No business shall be transacted at any Board meeting unless a quorum is achieved. The quorum shall be a minimum of 6 voting members, with at least one representative from: private, local government and communities membership categories, together with Walsall Council.

Any decision of the Board must be a majority decision at a meeting. In the event of a tied vote, the Chair will have a casting vote.

If an urgent decision is required, that cannot be deferred until the next planned meeting, a special meeting can be arranged. It shall be convened by the Secretariat in consultation with the Chair (or Deputy Chair if the Chair is unavailable).

A meeting of the Board must also be convened by the Chair within 28 days of the receipt of a requisition of any two voting members of the Board, addressed to the Secretariat of the Board. All requisitions shall be in writing. No business other than that specified in the requisition shall be transacted at such a meeting.

## **Agendas, papers and minutes**

The agenda and supporting papers for public meetings will be published in the public domain five working days prior to the meeting.

Decisions and draft minutes will be published in the public domain within ten working days of the meeting. Minutes shall remain draft until formally approved by the relevant meeting Chair. Any queries arising from minutes shall be raised at the subsequent meeting.

The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the Secretariat of the Board.

## **Conflict of interest**

If any member or officer present at a meeting has a private or personal financial interest, or if their employer, partner, business associate, client, relative or friend has such an interest in any matter to be considered at the meeting, they shall:

- declare that interest at the outset
- take no part in the discussion
- not vote upon the matter

All such declarations must be included in the minutes of the meeting.