



TOYOTA CITY PARTNERSHIP BOARD

Terms of Reference

1. Purpose & Role of Board

1.1 The Board will have the purpose of further developing and enhancing the wider partnership vision (beyond the civic) for the Toyota friendship by bringing together key economic and cultural stakeholders to work positively alongside the three twinning Councils. The Board will have the following objectives:

- Develop of the Toyota twinning partnership through the direction of an agreed programme of activity
- Ensure all partner activity in relation to Toyota City is co-ordinated and communicated to all partners including the development of virtual/social media platforms
- Support the development of relevant exchange activity between Toyota and Derbyshire including officer, project, business, schools and colleges related activity;
- Consider and develop relevant new initiatives to enhance the partnership focusing primarily on the economic development, tourism and the environment;
- Lead the development of new sporting links in recognition of the Rugby World Cup 2019 and the 2020 Olympiad.
- Seek new methods of resourcing the partnership through commercial sponsorship and external funding
- Act as a figurehead body for Derbyshire in establishing strong working relationships with HM Government in light of the Japan-Uk Joint Vision Statement
- Promote the Board locally, regionally and nationally to further these objectives

2. Guiding Principles

2.1 The following guiding principles will underpin the work of the Board and any sub-Board and working groups:

- All partners will recognise and reference the Derbyshire-Toyota twinning friendship when developing projects and activities
- Any activity related to the Derbyshire-Toyota twinning link will be reported back to the Board to ensure all partners are aware and the programme can remain co-ordinated

- Any formal contact with Toyota City Council and the Mayor's Office should be co-ordinated through Derbyshire County Council as lead partner within the civic arrangements
- All partners will endeavour to develop activity in line with the priorities agreed by the Board

2.2 The following values will be adopted by the TCP Board in conducting its business:

- Transparency, openness and accountability
- Probity and integrity
- Equality
- Sustainability
- Ambition
- Respect
- Inclusiveness

3. Membership

3.1 The Board will consist of senior representation of partners and stakeholders currently engaged in activity with Toyota and relevant to three primary drivers of economy, tourism and the environment as well as the new theme of sport.

3.2 In recognition of the civic twinning relationship being at the heart of the relationship, it is proposed that the Board is chaired by a lead Cabinet Member from Derbyshire County Council.

3.3 The Board will include representation from the following partners and stakeholders (including appropriate level and support):

- Derbyshire County Council – Member (supported by Senior Officer)
- Derby City Council – Member (supported by Senior Officer)
- South Derbyshire District Council - Member (supported by Senior Officer)
- TMUK – Director/Senior Manager
- University of Derby – PVC/Director
- Burton and South Derbyshire College – Principal/CE
- Derby College – Principal/CE
- National Forest Company – CE/Director
- Managing Peak District & Derbyshire – CE/Director
- Repton School – Head/Senior Manager
- East Midlands Chamber – CE/Senior Rep

3.4 The Board reserves the right to co-opt additional membership if deemed appropriate as the programme develops.

4. Governance

- 4.1 Wherever possible, any actions or recommendation agreed will be decided by consensus with the Chairman acting as arbiter on any dispute.
- 4.2 The Board will have the right to establish sub groups or action focussed time limited working groups to deliver specific areas of work and can co-opt other organisations as appropriate.
- 4.3 Due to the non-executive nature of the group, substitutes for nominated members are acceptable but the level of seniority should be appropriate to the high level, strategic nature of the Board.
- 4.4 The Chair shall convene meetings of the Board with support from Derbyshire County Council.
- 4.5 The Board will seek to undertake business through any “virtual” arrangements agreed by the Board

5. Meetings

- 5.1 The Board will meet quarterly as a matter of course.
- 5.2 To be quorate, a meeting must include representatives from a minimum of 5 of the partners set out in section 3.3
- 5.3 The Chair reserves the right to call a meeting if the activities of Board require strategic direction or specific consideration to proceed.
- 5.4 If it is not possible to convene additional meeting as set out at 5.3, the Chair will seek to undertake consultation on any Board matter virtually (normally via email) if required.
- 5.5 The minutes will be recorded and distributed following sign off from the Chairman. Agenda and background reports will be circulated at least 3 days before the arranged meeting.

6. Management Arrangements & Accountability

- 6.1 The Board will be supported directly by the Economic Regeneration service at the County Council working alongside the Toyota Twinning Development Team comprising of key officers from the three local authorities.
- 6.2 Any activity undertaken by agreed sub-groups/working groups will be reported regularly to the Board.

7. Review

- 7.1 A co-ordinated programme of activity will be managed and updated by the County Council with support from the Toyota Twinning Development Team
- 7.2 A brief annual review of activity will be published for consideration and sign off by the Board.
- 7.3 The terms of reference of will be reviewed every two years to ensure continued relevance to the purpose of the Board.