

# Towns Fund Governance Document July 2020

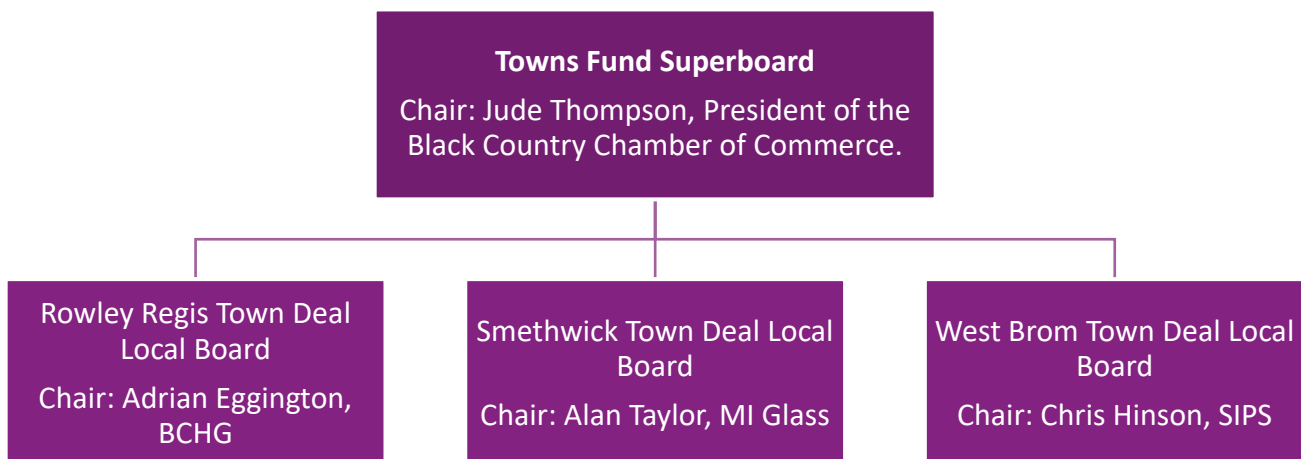
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## 1. Purpose of Document

- 1.1 The purpose of this document is to outline the governance arrangements for Sandwell's Towns Fund Programme.
- 1.2 It includes Roles and Responsibilities, Code of Conduct for Board Members, Decision Making arrangements, Scrutiny arrangements, Transparency and Accountability and a List of Members of the Towns Fund Superboard, and three Local Boards

## 2. Governance Diagram

- 2.1 Governance will be provided to this programme through the Towns Fund Superboard, and three Local Boards.



- 2.2 In accordance with the Towns Fund Guidance published June 2020, the Sandwell Superboard will be classed as the *Town Deal Board* and form the body which makes the Towns Fund Agreements with Government. The three Local Boards will be constituted as working groups of the Superboard.



### 3. Roles and Responsibilities

#### 3.1 Towns Fund Superboard

3.1.1 The Superboard will sign off each stage of a Town Investment Plan and Town Deal.

3.1.2 The Sandwell Superboard is classified as the **Town Deal Board** in accordance with the Government's Towns Fund Guidance (June 2020)

3.1.3 The Superboard is responsible for:

- **Leadership/ Direction** - Provide strategic direction across all of the Town Deal Areas
- **Coherent Governance** - Ensure a coherent approach across all of the Town Deal Areas, maximising cross town initiatives where possible
- **Consistency** - Ensure interventions are not competitive across the Town Deal Areas and act to build the local economy
- **Alignment to Strategic Priorities** - Ensure alignment of the Town Investment Plan (T.I.P) to Local, Regional and National strategies
- **Shape and Approve Town Investment Plans**
- **Approve the Stakeholder Engagement Plan** – ensuring that communities' voices are involved in shaping design and decision making at each phase of development, and ensuring diversity in its engagement with local communities and businesses
- **Town Deal** - overseeing each step of agreeing a Town Deal and overseeing compliance with the Heads of Terms Agreement with government.
- **Upholding the Seven Principles of Public Life (Nolan Principles)**

3.1.4 The Chair of the Superboard is responsible for:

- Upholding the Seven Principles of Public Life (Nolan Principles)
- Leading the Superboard to achieve its objectives, maintaining an overview of activity, and championing the supporting partnership working
- Ensuring that decision are made by the Board in accordance with good governance principles
- Signing the Heads of Terms Agreement with government

#### 3.2 Town Deal Local Boards (Rowley Regis, Smethwick and West Bromwich)



3.2.1 The Town Deal Local Boards are constituted as working groups of the Superboard.

3.2.2 The Town Deal Local Boards will be responsible for:

- Developing the strategy and vision for the town
- Develop and agree an evidence-based T.I.P and inform the Town Deal, including the amount of investment secured
- Develop a clear programme of interventions
- Coordinate resources and influence stakeholders
- Helping develop intervention business cases

3.2.3 The Chairs of the Town Deal Local Boards are responsible for:

- Upholding the Seven Principles of Public Life (Nolan Principles)
- Leading the Local Boards to achieve their objectives, maintaining an overview of activity, and championing the supporting partnership working
- Reporting progress to the Superboard

### 3.3 Sandwell Council

3.3.1 Sandwell Council will be the Accountable Body for the Town Deal.

2.3.2 Sandwell Council is responsible for:

- Upholding the Seven Principles of Public Life (Nolan Principles)
- Developing a delivery team, delivery arrangements and agreements
- Ensuring that decisions are made by the Superboard are in accordance with good governance principles.
- Ensuring transparency through the publication of agendas and minutes of the Superboard on CMIS
- Developing agreed projects in detail and undertaking any necessary feasibility studies
- Undertaking any required Environmental Impact Assessments or Public Sector Equality Duties
- Helping develop detailed business cases
- Liaising with potential private investors in identified local projects and schemes
- Signing the Heads of Terms Agreement with Government
- Monitoring and evaluating the delivery of individual Towns Fund projects
- Submitting regular monitoring reports to Towns Hub
- Receiving and Accounting for the Town's funding allocation



## 4. Code of Conduct

All Members of the Superboard and Local Boards will sign the Councillor Code of Conduct which is based on the Seven Principles of Public Life (Nolan Principles) and contained within Article 13 of the Council's constitution.

Members of the Superboard and the Superboard as a whole will be required to declare and register any gifts and/or hospitality which will be maintained by the Council.

## 5. Decision Making

4.1. The Council's Principles of Decision Making will apply to the Superboard, as laid out in article 13 of the Council's Constitution. 'elected member' is taken to refer to Superboard member:

### 13.02 Principles:

- Proportionality (i.e. the action taken is proportionate to the desired outcome);
- Decisions are taken on the basis of due consultation and professional advice from officers (Decisions taken by elected members will be based on information provided in a written report prepared by the responsible officer/s);
- Respect for human rights and giving due regard to the Public Sector Equality Duty;
- A presumption in favour of openness (Reports will only be considered in private where they contain exempt information as defined in Schedule 12A to the Local Government Act 1972 (as amended)(see Part 4 Access to Information Rules – Rule 10);
- Clarity of aims and desired outcomes (The written reports submitted to elected members will contain a clear recommendation of the professional officer for every decision they are asked to take)

4.2 Quorum – the Superboard will be considered quorate with one quarter of voting members present.

4.3 Voting – any matter will be decided upon by a simple majority of those members present in the room and eligible to vote.

4.4 Confirmation of minutes - The Chair presiding shall put the question that the minutes submitted to the meeting be approved as a correct record.

### 4.6 Declarations of Interest

4.6.1 Members shall be required to declare interests in accordance with any relevant statutory provisions and the Members' Code of Conduct as set out in Part 5 of the Constitution.



4.6.2 Where a Superboard member has a disclosable pecuniary interest or pecuniary interest in the business of the authority he/she must withdraw from the room or chamber where the meeting considering the business is being held unless the member has obtained a dispensation from the Council's Monitoring Officer.

## **6. Scrutiny**

Scrutiny of Sandwell's Towns Fund Proposals will be provided by the Council's Overview and Scrutiny Arrangements.

## **7. Transparency and Accountability**

### **7.1 Superboard Agendas and Minutes**

- 7.1.1 The Council will publish Superboard meeting agendas on CMIS 5 clear days before the meeting.
- 7.1.2 Draft minutes of the Superboard will be published within 10 clear working days; and
- 7.1.3 Approved minutes of the Superboard will be published within 10 clear working days

### **7.2 Member profiles**

- 7.2.1 Profiles of Superboard Members will be published on CMIS.

### **7.3 Conflicts of Interest**

- 7.3.1 Members of the Superboard will be required to declare any conflicts of interest (commercial, actual and potential). This will be maintained by the council in a declaration of interest register which will be managed by Sandwell Council.
- 7.3.2 Members should take personal responsibility for declaring their interests before any decision is considered by the Superboard. These will be formally noted within the published minutes of meetings of the Superboard including action taken in response to any declared interest.



## 8. Membership

### 8.1 Towns Fund Superboard

Representative	Organisation	Individual
Chair	Jude Thompson - President of the Black Country Chamber of Commerce	
Board Members	Federation of Small Businesses (FSP)	Karen Woolley
	Homes England Rep	Philip Farrell
	LEP/ Local Business Leader	Ninder Johal
	Liberty Group – CEO Jahama Group	Dilip Awtani
	Local Board Chair – West Bromwich	Chris Hinson
	Local Board Chair – Smethwick	Alan Taylor
	Local Board Chair – Rowley Regis	Adrian Eggington
	MP (Halesowen and Rowley Regis)	James Morris
	MP (Warley)	John Spellar
	MP (West Bromwich East)	Nicola Richards
	MP (West Bromwich West)	Shaun Bailey
	Sandwell College CEO	Graham Pennington
	SCVO CEO SVCO Board Member	Mark Davis Geoff Foster
SMBC Leader SMBC Cabinet Member for Inclusive Economic Growth	Cllr Maria Crompton Cllr Danny Millard	
Transport for West Midlands	Sandeep Shingadia	
WMCA	Gareth Bradford	
Sandwell Youth Parliament	Rep to be confirmed	
Police Representative	Rep to be confirmed	
SMBC Officers (attending in advisory capacity)	SMBC CEO SMBC Executive Director, Children Services SMBC Executive Director, Neighbourhoods	David Stevens Lesley Hagger Alison Knight Tammy Stokes



	SMBC Interim Director - Regeneration and Growth SMBC Monitoring Officer	Surjit Tour
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## 8.2 Town Deal Local Boards

<b>West Bromwich</b>		
<b>Representative</b>	<b>Organisation</b>	<b>Individuals</b>
<b>Chair</b>	Chris Hinson (SIPS) – Business Ambassador	
<b>Core Representatives</b>	Local Cabinet Members  Town Lead Member WMCA Officer Level West Bromwich BID West Midlands Police  Sandwell & West Birmingham CCG	Cllr Taylor Cllr Hadley Cllr Underhill Steve Melia Officer Level TBC Lisa Hill Sgt Michael Bradley Sgt Steve Horton Andrew Lawley
<b>Local Community Representatives</b>	Albion Foundation Kaleidoscope	Rob Lake Monica Shafaq (CEO)
<b>Cultural Representative</b>	Multistory	Emma Chetcuti (Manager)
<b>Town Specific</b>	YMCA Sandwell College	Steve Clay (CEO) Simon Griffiths
<b>BME and/or Faith Representative</b>	West Bromwich African Caribbean Centre	Shane Ward
<b>Voluntary Sector Representative</b>	Greets Green Community Enterprise The Gap Centre SCVO	CEO Wendy Brookfield  Andrew Bent Leona Bird
<b>Young People's Representative</b>	Representative tbc	
<b>SMBC Officers attending in an advisory capacity</b>	SMBC Director Town Lead SMBC Employment and Skills SMBC Service Manager for Culture SMBC Interim Director – Regeneration and Growth SMBC Service Manager – Assets	Stuart Lackenby Kelly Thomas Jane Lillystone  Tammy Stokes David Harris



<b>Rowley Regis</b>		
<b>Representative</b>	<b>Organisation</b>	<b>Individuals</b>
<b>Chair</b>	Adrian Eggington – Black Country Housing Group (BCHG)	
<b>Core Representatives</b>	Local Cabinet Members	Cllr Crompton Cllr Millard
	Town Lead Member	Lorraine Ashman
	WMCA Officer level	Officer level TBC
	Business Ambassador	Andy Smith
	Business Rep and Local Resident	Wayne Edwards
	West Midlands Police	Sgt Nicola Rock Sgt Cheryl Reed
	Sandwell and West Birmingham CCG	Andrew Lawley
<b>Local Community Representatives</b>	Lion Farm Big Local	Helen Trueman
	Agewell	Deborah Harrold
	Murray Hall Community Trust	Manjula Patel
<b>Cultural Representative</b>	Black Country Touring	Ruth Harvey
<b>Town Specific</b>	Sandwell College	Graham Pennington
<b>BME and/or Faith Representative</b>	Central Methodist Church	Mrs C Chambers
	Cradley Heath Central Mosque	TBC
<b>Voluntary Sector Representative</b>	Cradley Heath Community Link	Alecia Baker
	SVCO	Leona Bird
<b>Young People's Representative</b>	Representative tbc	
<b>SMBC Officers attending in an advisory capacity</b>	SMBC Employment and Skills	Kelly Thomas
	SMBC Service Manager for Culture	Jane Lillystone
	SMBC Interim Director – Regeneration & Growth	Tammy Stokes
	SMBC Service Manager – Assets	David Harris





<b>Smethwick</b>		
<b>Representative</b>	<b>Organisation</b>	<b>Individuals</b>
<b>Chair</b>	Alan Taylor (MI Glass) – Business Ambassador	
<b>Core Representatives</b>	Local Cabinet Members  Town Lead Member WMCA Officer level Business Rep and Local Resident West Midlands Police  Sandwell and West Birmingham CCG	CLlr Ali CLlr Shaeen Zahoor Ahmed Officer level TBC Omar Rashid Sgt Joanne Parke Sgt Carl Fox Andrew Lawley
<b>Local Community Representatives</b>	Brasshouse Community Centre	Jennifer Harrison
<b>Cultural Representative</b>	Brushstrokes	David Newall
<b>Town Specific</b>	Sandwell College Action for Children Liberty Engineering	David Holden Kerry Hall John Wood
<b>BME and/or Faith Representative</b>	Guru Nanak Gurdwara	Jatinder Singh
<b>Voluntary Sector Representative</b>	St Albans Dorothy Parkes SCVO	Tonia Flannagan Robert Bruce Leona Bird
<b>Young People's Representative</b>	Representative tbc	
<b>SMBC Officers attending in an advisory capacity</b>	SMBC Director Town Lead SMBC Employment and Skills SMBC Service Manager for Culture SMBC Interim Director – Regeneration & Growth SMBC Service Manager – Assets	Lesley Hagger Kelly Thomas Jane Lillystone Tammy Stokes  David Harris

