

Agenda

West Bromwich Town Deal Board

Monday, 18 July 2022 at 1.00 pm
This meeting is held online

1 **Welcome and Opening Remarks**

The Chair will welcome attendees to the meeting and make opening remarks.

2 **Apologies**

To receive any apologies for absence.

3 **Minutes from the last Local Board meeting**

5 - 10

To confirm the minutes of the Local Board meeting held on 15 February 2022 as a correct record.

4 **Declarations of Interest**

To receive any declarations of interest from members relating to any item on the agenda.

5 **Governance Arrangements**

11 - 24

To receive the updated Terms of Reference and agree board membership for 2022/23.



6 **Code of Conduct and Register of Interests**

To receive updated documentation for completion and return to the Programme Management Office.

7 **Programme Updates**

To receive an update on programme activity since the submission of the remaining project Summary Documentation in March 2022.

8 **Any Other Business**

To receive any other business raised by members for discussion.

9 **Closing Remarks**

The Chair will make closing remarks and close the meeting.

Kim Bromley-Derry CBE DL
Managing Director Commissioner
Sandwell Council House
Freeth Street
Oldbury
West Midlands

Distribution

C Hinson (Chair)
J Thompson, Cllr K Carmichael, Cllr P Hughes, Cllr S Hartwell, Cllr L Rollins,
Cllr S Melia, N Richards MP, S Shingadia, G Layer, J Nugent, A Bent, D
Hawthorne, E Chetcuti, G Tomlinson, L Bird, R Lake, S Ward, S Griffiths and
W Brookfield

Contact: town_deal@sandwell.gov.uk

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West Bromwich Town Deal Local Board Meeting Notes

Details: Tuesday 15 February 2022 | 15:00 | Microsoft Teams Meeting

Local Board Member/ Representative Attendees:

Chris Hinson – Sandwell Business Ambassador (Chair)
Danielle Hawthorne – Young Persons Representative
Simon Griffiths – Sandwell College
Jane Bailey – Sandwell College

Roland Barret-Price – Sandwell College
Lisa Hill – West Bromwich BID
Shane Ward – West Bromwich African Caribbean Centre
Wendy Brookfield – Greets Green Community Enterprise

Superboard Members and SMBC Cabinet Members Attendees:

Jude Thompson, Chair of Sandwell Superboard
MP Nicola Richards – Sandwell Superboard Member

Councillor Jackie Taylor

Attending in Support:

Alex Oxley - SMBC Retail Diversification Programme
Project Lead
Andy Miller – SMBC Walking and Cycling Project Lead
Emma Parkes – Towns Fund PMO
Jane Lillystone - SMBC Neighbourhoods/ Town Hall
Quarter Project Lead
Joshua Singh - SMBC Regeneration

Jenna Langford – SMBC Regeneration Manager
Kelly Thomas - SMBC Employment Strategy and Partnership
Mark Evans – SMBC Town Hall Quarter Project Representative
Santokh Singh – SMBC Neighbourhoods
Rina Rahim, Towns Fund Programme Manager

Apologies Received:

Leona Bird – SCVO
Luke Tyler – YMCA

Tony McGovern – SMBC Director of Regeneration and Growth
Tariq Karim – SMBC Youth Service
Rob Lake - Albion Foundation

Absent:

Andrew Bent – The GAP Centre
Andrew Lawley - Sandwell & West Birmingham CCG
Chris Hilton – SMBC Land and Asset Management
Emma Chetcuti (CEO) – Multistory

Monica Shafaq (CEO) – Kaleidoscope Councillor Steve Melia –
SMBC Town Lead Member
Councillor Kacey Akpoteni – SMBC Deputy Town Lead Member
Councillor Elizabeth Giles – SMBC Deputy Town Lead Member

Where the meeting notes make reference to commercially sensitive material this will be indicated next to the agenda item. A version of the minutes with commercially sensitive content redacted can be made available.

| Ref. | Description | Officer to Action |
|------|---|-------------------|
| 1.0 | Welcome and Opening Remarks The Chair will welcome attendees to the meeting and make opening remarks. | Chris Hinson |
| 1.1 | The chair welcomed attendees to the meeting and outlined the agenda items for discussion, of which focused on receiving and agreeing Full Business Cases for Town Hall Quarter Project, Retail Diversification Programme and West Bromwich Connected. | |

| Ref. | Description | Officer to Action |
|------|--|--------------------------------|
| 1.2 | The Chair introduced Rina Rahim, Towns Fund Programme Manager. Rina was appointed in October 2021 and started employment on 31 January 2022. Rina will manage the programme through Phase 3 - Delivery. | |
| 2.0 | <p>Declarations of Interests The Chair will ask Local Board members for declarations of interests.</p> | Chris Hinson |
| 2.1 | <p><u>Declarations of Interests</u> No declarations of interest were raised.</p> | |
| 2.3 | The Chair asked local board members to raise any declarations of interests during discussions should they need to. | |
| 3.0 | <p>Minutes and Action Log To confirm the minutes of the meeting held on 18 January 2022 as a correct record and to review outstanding actions recorded on the action log.</p> | Chris Hinson |
| 3.1 | <p><u>Minutes of the previous meeting held 18 January 2022</u> Local Board Members agreed minutes are of an accurate record.</p> | |
| 3.2 | <p><u>Action Log</u> Updates recorded on the attached action log.</p> | |
| 4.0 | <p>Town Hall Quarter Full Business Case To receive final draft of the Full Business Case Documentation. Local Board to make any final input / comment and make recommendation to Superboard to agree FBC.</p> | Jane Lillystone/ Mark Evans |
| 4.1 | The Town Hall Quarter Full Business Case and supporting documentation were circulated prior to the meeting. A high-level summary of the Full Business Case was presented to Local Board Members. The key points included: - | |
| 4.2 | Throughout January and February 2022, the Full Business Case was amended to clearly demonstrate the Towns Fund grant would invest in Phase 1 - Renovation and Restoration of the Town Hall and Central Library and that Phases 2 and 3 (Demolition of out-buildings and extension) would be subject to Cabinet approval and identification of match funding. | |
| 4.3 | The project unlocks the potential for the Town Hall and Central Library to become a community hub, providing opportunity for shared service delivery and multi-agency partnership working whilst increasing the cultural arts offer. | |
| 4.4 | The project aligns to the wider regeneration of West Bromwich High Street and West Bromwich Masterplan, including an initial Cultural Action Zone (CAZ). | |
| 4.5 | Images were presented to Local Board Members to show the existing deterioration and decay of the Town Hall and Central Library, including photos of the works currently underway on the Town Hall Bell Tower. | |
| 4.6 | The Benefit Cost Ratio (BCR) calculation for this project is 1.7 - 2.66. The project offers an acceptable level of value for money with an 'acceptable' BCR score of 1.7 when considered in isolation of future phases. A higher BCR of 2.66 is estimated where Phase 1 is considered alongside planned future delivery of phases 2 and 3. | |

| Ref. | Description | Officer to Action |
|------|---|-------------------|
| 4.7 | Project risks have been identified are being proactively managed through regular risk review and escalation. The key risks were outlined to Local Board Members. | |
| 4.8 | The total project value is £7.558m consisting £6.93m Towns Fund and £0.628m match funding. | |
| 4.9 | The project is managed by Sandwell Council and a project board and workstreams have been established to deliver and monitor the project. | |
| 4.10 | <p>Consultation (online, face to face, workshops) have demonstrated clear demand for the project. Consultation with tenants currently located within Town Hall and Elected Members continue.</p> <p>Discussions have been held with Think Local (Sandwell Council Service) regarding social value to identify opportunities such as apprenticeships, local economy and labour opportunities.</p> | |
| 4.11 | An initial funding plan has been completed that seeks opportunities for future funding for phases 2 and 3, both of which are subject to Cabinet approval. Should approval be sought, further discussions would take place with external funders. | |
| 4.12 | Local Board Members were asked to provide comments and raise queries. The discussion included: - | |
| 4.13 | A comment was made regarding the project scale and that restoration and refurbishment of the Town Hall and Central Library is at a large scale but desperately needed. | |
| 4.14 | A question was asked if there would be contingency funding available for the maintenance of buildings once works are completed. Local Board Members were advised an assessment has been conducted as part of the Economic Case for the consideration of the Full Business Case. Currently, both buildings are maintained by SMBC Property Maintenance budget that covers statutory requirements and reactive repairs. It was suggested the works completed via Towns Fund would result in a lot of the needed maintenance requirements to reduce significantly. | |
| 4.15 | Discussions were held to explore the possibility of a sinking fund for both Town Hall and Central Library. Further discussions would be required during construction phase. Thoughts have also been considered around Heritage Trust opportunities. | |
| 4.16 | It is hoped the Towns Fund investment would enable the opportunity to generate more income via room hire, events, etc. throughout both day and evening, to sustain the buildings and improve the night time economy within West Bromwich. | |
| 4.17 | Another Local Board Member enforced the need to ensure maintenance budgets are available. | |
| 4.18 | A question was asked regarding the building located next to the Town Hall (Court Area) and if there were plans for this. Local Board Members were advised this building is not within Towns Fund Scope however is within the Town Hall Quarter allocation via West Bromwich Masterplan, therefore regeneration of this area would be picked up via business as usual by Regeneration and Growth. | |
| 4.19 | Agreed. Town Hall Quarter Full Business Case agreed and recommended to Superboard for agreement. | |

| Ref. | Description | Officer to Action |
|------|---|-------------------|
| 5.0 | <p>Retail Diversification Programme Full Business Case To receive final draft of the Full Business Case Documentation. Local Board to make any final input / comment and make recommendation to Superboard to agree FBC.</p> | Alex Oxley |
| 5.1 | <p>The Retail Diversification Programme Full Business Case and supporting documentation were circulated prior to the meeting. A high-level summary of the Full Business Case was presented to Local Board Members. The key points included: -</p> | |
| 5.2 | <p>The project will deliver comprehensive regeneration and transformation of the West Bromwich retail submarket through major site assembly and demolition works. A map of the project area/ selected sites were shared with Local Board Members.</p> | |
| 5.3 | <p>The project aims to diversify floor space and has a focus on food, beverage and leisure to encourage public into the town centre and make West Bromwich a better place to live, work and visit. The project scope also includes the relocation and renovation of a new indoor market, as requested by current market traders.</p> | |
| 5.4 | <p>The Full Business Case relies heavily on the strategic case as the Towns Fund investment will unlock the transformation change for West Bromwich. Whilst a number of outputs and outcomes associated to this project have been identified, they have been organised into direct and indirect benefits. Details of the outputs and outcomes were shared with Local Board Members.</p> | |
| 5.5 | <p>Consultation feedback was shared with Local Board Members and has demonstrated clear demand for the investment by residents and businesses.</p> | |
| 5.6 | <p>The Benefit Cost Ratio (BCR) calculation for this project is 1.05. Whilst this calculation is acceptable for Full Business Case development, it suggests the project does not offer good value for money. This is due to the project being high value (£) with the least amount of direct benefits. However, when indirect outputs are delivered the BCR calculation would increase.</p> | |
| 5.7 | <p>Project risks have been identified are being proactively managed through regular risk review and escalation. The key risks were outlined to Local Board Members.</p> | |
| 5.8 | <p>An update was provided to Local Board Members regarding negotiations.</p> | |
| 5.9 | <p>An outline project plan was presented to Local Board Members, however is dependent on negotiations and funding received by DLUHC.</p> | |
| 5.10 | <p>The total project value is £13m consisting 100% Towns Fund. A grant of £1.3 million under a JV Agreement with WMCA was originally included in the project to demolish and remediate a significant SMBC site, the Bull Street Multi-storey car park situated at a key position within the town. This co-funding was spent as planned. However, in refining the scope of the Retail Diversification Programme, the car park was removed from the red-line boundary area. While the scheme is still highly complementary, it was determined to remove the co-funding from the Retail Diversification Programme for caution.</p> | |
| 5.11 | <p>Since the circulation of the Full Business Case, further legal costs were identified that were not previously considered. To ensure project costs are within the Towns Fund Ask, the project team have reviewed costs associated to the new indoor market. Originally, the costs included a proposal to install a full wet market,</p> | |

| Ref. | Description | Officer to Action |
|------|---|-------------------|
| 5.12 | <p>however upon reflection this is not necessary, therefore funds have been transferred to cover identified legal costs.</p> <p>Procurement for this project will be phased, using existing frameworks for demolition and open tender for new indoor market works. A social value and employment skills plan has been completed which will inform targets to be included as part of contract evaluation.</p> <p>Local Board Members were asked to provide comments and raise queries. The discussion included: -</p> <p>Clarification was sought that the indoor market would still relocate to the old Argos site on the High Street and if works would be completed by 2022. Local Board Members were informed the location is correct, however timescales are more likely to be end of 2023/ early 2024. Should Government approve the project, procurement for works would commence 2022.</p> <p>The Chair commented on the scale of this project and understood it has several challenges and key elements that are dependent on negotiations. The Chair thanked the project lead for their hard work to date.</p> <p>Agreed. Retail Diversification Programme Full Business Case agreed and recommended to Superboard for agreement.</p> | |
| 6.0 | <p>West Bromwich Connected Full Business Case To receive final draft of the Full Business Case Documentation. Local Board to make any final input / comment and make recommendation to Superboard to agree FBC.</p> <p>The West Bromwich Connected Full Business Case and supporting documentation were circulated prior to the meeting. A high-level summary of the Full Business Case was presented to Local Board Members. The key points included: -</p> <p>West Bromwich is a strategic centre for Sandwell with good connectivity between Sandwell towns, however does not accommodate short distance connectivity.</p> <p>The project aims to encourage a greater proportion of trips to be undertaken by non-car modes and achieve an uplift in the number of people using active travel modes within West Bromwich but also the wider borough and region to assist in reducing congestion, poor air quality, and other health inequalities.</p> <p>The Benefit Cost Ratio (BCR) calculation for this project is 2.41, meaning this scheme offers high value for money. The calculation was conducted using AMAT Tool.</p> <p>Project risks have been identified are being proactively managed through regular risk review and escalation. The key risks were outlined to Local Board Members.</p> <p>The total project value is £1.51m consisting 100% Towns Fund. Maintenance of the project will be funded via the existing Highways Revenue Budget.</p> <p>Procurement will proceed via existing frameworks. Each phase of the project is due to be procured separately.</p> | Andy Miller |

| Ref. | Description | Officer to Action |
|------|--|-------------------------|
| 6.8 | Local Board Members were asked to provide comments and raise queries. No comments were forthcoming. | |
| 6.9 | Agreed. West Bromwich Connected Full Business Case agreed and recommended to Superboard for agreement. | |
| 7.0 | <p>Any Other Business</p> <p>7.1 <u>Digital Den Project Update</u> Local Board Members were informed DLUHC confirmed funding for the Digital Den project would be released for this project late February 2022.</p> <p>7.2 Project Lead, Wendy Brookfield confirmed delivery would begin immediately to try and achieve spend by this financial year. Wendy advised funding was expected to be received in December 2021, therefore recommend larger projects should be mindful in regard to delivery timescales should funding be released later by DLUHC.</p> <p>7.3 <u>West Bromwich Connected</u> Project Lead, Andy Miller thanked Local Board Members for their patience as project information was brought to the board at a later date compared to other projects. The Chair acknowledged the resource issues within the project team and thanked Andy and the project team for working hard to finalise the Full Business Case within timescales.</p> <p>7.4 <u>Closing Remarks</u> The chair thanked all Local Board Members, project leads, and officers supporting the programme for their hard work to develop and shape Full Business Cases for all six projects.</p> <p>7.5 The Chair reflected on the progress made since March 2021 and summarised the successful journey, emphasising how the Town Fund projects will benefit Sandwell and West Bromwich.</p> | All |
| 8.0 | <p>Date of next meeting To be arranged.</p> <p>8.1 The Chair confirmed all Full Business Cases have been presented to Local Board, therefore subject to Superboard Agreement and Assurance Panel sign off for the remaining projects, project summary documents would be prepared and submitted to DLUHC.</p> <p>8.2 Local Board Members were informed the PMO are unaware when a response would be received from DLUHC. As a result, the Chair confirmed an update would be circulated to Local Board Members via email confirming the submissions to DLUHC and Local Board meetings would be diarised once a response has been received from DLUHC.</p> | Information Only |

West Bromwich Town Deal Board

18 July 2022

| | |
|-------------------------|---|
| Appendix Item: | Towns Fund Phase 3 Terms of Reference |
| Contact Officer: | Rina Rahim/ Emma Parkes Town_deal@sandwell.gov.uk |

1. Purpose of Document

- 1.1 The purpose of this document is to outline the governance arrangements for Sandwell's Towns Fund Programme for Phase 3 and supersedes the Towns Fund Governance Arrangements agreed in July 2021 which was relevant to Phases 1 and 2.
- 1.2 It has been updated to reflect the next phases of the programme now that the Town Deals have been signed and to reflect the latest Towns Fund Guidance (released by MHCLG December 2020, April 2021 and December 2021).
- 1.3 The document 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 three Local Boards

2. Context

- 2.1 Governance was provided to this programme through the Towns Fund Superboard and three Local Boards, and the Council as the Accountable Body for Phases 1 and 2.
- 2.2 For Phase 3 - Delivery, the work of the Local Boards will involve reviewing progress of the Towns Fund Programme and projects, assessing change requests and ensuring compliance with Heads of Terms. In accordance with the Towns Fund Guidance published June 2020 and updated guidance in, the Local Boards will each act as the Town Deal Board for their respective Towns.

2.3 MHCLG guidance outlines the following responsibilities for the Town Deal Board: -

2.3.1 Phase 3 of the Programme (project delivery) - that the Town Deal Board should ensure an element of independent 'on-the-ground' monitoring of the deal delivery and act as a 'critical friend' throughout the programme lifecycle.

2.3.2 Through project delivery, ensure regular catch ups with the Town Deal Board to enable the board to see through the town vision, take ownership of their proposed projects and provide a level of accountability.

2.3.3 The Town Deal Board should have an ongoing role and sight of decisions, the nature and degree of which should be agreed locally.

3. Roles and Responsibilities

3.1 Local Boards

3.1.1 The Local Board will be 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 projects to Local, Regional and National strategies
- Approve the Stakeholder Engagement Approach – 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
- Support and provide a steer (as required) to the Local Town Boards
- Upholding the Seven Principles of Public Life (Nolan Principles)
- Ensure compliance with Heads of Terms Agreements
- Have sight of and be consulted over project change requests
- Agree Full Business Cases and recommend them for appraisal and approval
- Act as a critical friend throughout the programme
- Fulfil any other duties and responsibilities required of the Town Deal Board by Central Government

3.1.2 The Chair of the Local Boards will be responsible for:

- Upholding the Seven Principles of Public Life (Nolan Principles)
- Leading the Local Boards to achieve its objectives, maintaining an overview of activity, and championing the supporting partnership working
- Ensuring that decisions are made by the Board in accordance with good governance principles
- Signing the submissions to Government on behalf of the Local Boards

3.2 Sandwell Council

3.2.1 Sandwell Council is the Accountable Body for Sandwell's Town Deal Programme.

3.2.2 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 Local Boards are in accordance with good governance principles.
- Ensuring transparency through the publication of agendas and minutes of the Local Boards on CMIS
- Developing agreed projects in detail and undertaking any necessary feasibility studies
- Undertaking any required Environmental Impact Assessments or Public Sector Equality Duties
- Monitoring and evaluating the delivery of Towns Fund projects and impact
- Submitting monitoring reports, as required
- Receiving and Accounting for the Town's Funding allocation and capacity funds
- Undertake business case assurance and sign off in line with local processes (approval from SMBC Cabinet)
- Engage with the Towns Fund Local Boards regarding project changes
- Proactively consult the Towns Fund Lead (MHCLG representative) on any potential changes to approved plans
- Ensure that all templates submitted to MHCLG are accurate and complete representations of current circumstances

4. Board Vacancies

4.1 **Local Board** - Vacancies occurring within the Local Boards are for the identified organisations to make an appointment to in line with their own governance procedures.

4.2 **Young People's Representatives** - Vacancies occurring in young people's representation at Local Boards will be identified and appointed to via the Sandwell Council Youth Service in consultation with the Chair of the Local Boards, as appropriate.

5. Code of Conduct

5.1 All Members of the 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.

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

6. Decision Making – Local Boards

6.1 The Council's Principles of Decision Making will apply to the Local Boards, as laid out in article 13 of the Council's Constitution. 'elected member' is taken to refer to Local Board member: -

6.1.1 Article 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)

6.2 **Quorum** – the Local Boards will be considered quorate with one quarter of voting members present.

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

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

6.5 Declarations of Interest

6.5.1 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.

6.5.2 Where a Local Board 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.

6.5.3 Where a Local Board Member is nominated as the Lead Officer for a project and/or is involved in project delivery, they may attend the Local Board discussion relating to the project in the capacity of providing and presenting information but they may not participate in any deliberations or decision by the Local Board concerning that project.

6.6 In the event that Local Board wishes to move to a vote, any matter will be decided upon by a simple majority of those members present in the room and eligible to vote.

6.7 The Chair shall have a casting vote.

7. Scrutiny

7.1 Scrutiny of Sandwell's Towns Fund Programme will be provided by the Council's Economic, Skills, Environment and Transport Scrutiny Board on a quarterly basis and through the critical friend challenge that will be provided by the Local Boards.

8. Transparency and Accountability

8.1 Local Board Agendas and Minutes

- 8.1.1 The Council will publish Local Board meeting agendas on Modern.gov 5 clear days before the meeting.
- 8.1.2 Draft minutes of the Local Boards will be published within 10 clear working days; and
- 8.1.3 Approved minutes of the Local Boards will be published within 10 clear working days

8.2 Member profiles

- 8.2.1 Profiles of Local Board Members will be published on Modern.gov.uk

8.3 Conflicts of Interest

- 8.3.1 Members of the Local Boards 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.
- 8.3.2 Local Boards Members should take personal responsibility for declaring their interests before any decision is considered by the Local Boards. These will be formally noted within the published minutes of meetings of the Local Boards including action taken in response to any declared interest.
- 8.3.3 Local Board Members should take personal responsibility for declaring their interests prior to an item being discussed. These will be noted within the minutes including action taking in response to any declared interest. If any Member has any queries about their interests and the disclosure thereof, they should seek advice from the Monitoring Officer.

9. The Boards relationship with Sandwell Council

- 9.1 In accordance to the government guidance, the Town Deal Board will have sight and endorse Accountable Body decisions in the delivery of the Towns Fund Programme. Sandwell Council will remain the Accountable body for any Town Deal funding that is received, and any other funding received in future in relation to Town Deal projects.
- 9.2 These Terms of Reference do not change, replace, substitute for or amend in any way the statutory powers or duties or other responsibilities of any of the people or organisations represented on the Sandwell Town Deal Boards.
- 9.3 The procurement policies of Sandwell Council will apply. Where external professional advice is required, consultants will be identified using the

procurement policies of Sandwell Council and contracts will be entered into between Sandwell Council and the relevant organisation in accordance with Sandwell Councils policies and procedures including its contract procedure rules.

- 9.4 Where applicable, Sandwell Councils Cabinet will receive regular reports on progress of activities through regular performance monitoring.
- 9.5 Board Members shall make themselves available from time to time to meet Cabinet and / or Portfolio Holder and to attend meetings of the Council's Scrutiny Committee if invited.

- 9.6 The council's Data Protection Officer and the PMO will support the Board in dealing with any data protection questions. The council's framework can be found at [Information Governance and Data Protection](#)

10. Membership

- 10.1 The Lead Council has responsibility for establishing the Town Deal Boards for the development and implementation of the Town Investment Plans
- 10.2 The Local Boards will now assume responsibility for future governance under these Terms of References in consultation with the Accountable Body.
- 10.3 Membership will be reviewed annually and seek to continue to be representative of a diverse range of sectors, skills and interests in Sandwell in order for the Sandwell Towns Boards to be a valuable resource to draw on at all stages of the Town Investment Plan implementation.
- 10.4 Advisors – Advisors are invited by Board Members and participate in the meetings but will have no voting rights or ability to make decisions on behalf of the Board.
- 10.5 S151 Officer – Sandwell Council is the Accountable Body for the Town Board. The Council's S151 Officer or substitute will have a standing invite on the Local Boards to ensure compliance with all necessary financial regulations.
- 10.6 These terms of reference may be reviewed and modified at any time in consultation with the , Director of Law and Governance .

11. Scheme of Delegation

- 11.1 The Scheme of delegation in relating decision making are included as an annex to these Terms of Reference.
- 11.2 A decision which is made in contravention of the process will be invalid based on non-compliance unless the Local Board has given prior approval for variation in the decision-making process.
- 11.3 Any financial decision must be signed off by Sandwell's S151 Officer as the Accountable Body. The Council's S151 Officer will ensure compliance with all necessary financial regulations, in order to protect the Accountable Body and ensure proper administration of all financial affairs.

- 11.4 The Chair of the Local Board can decide to convene a meeting where decisions need to be considered by the Local Boards which does not fit within the timeframe of the scheduled meetings. Where possible, the standard notice period will apply for any such meeting.
- 11.5 Where a meeting cannot be convened, urgent decisions can be endorsed by the Local Board through a written procedure.
- 11.6 Only in the most exceptional circumstances might it be considered necessary and appropriate for a matter of strategic importance usually reserved to the Main Board to be decided through this procedure. This will apply where a project cannot continue without a decision being approved, therefore posing a significant risk to project deliverability. This includes, but is not limited to:
- a) Time limited reallocation of funding
 - b) Changes to Heads of Terms
 - c) Changes to Mandatory Indicators and financial profiles
- 11.7 Written/Urgent Procedure:
- 11.7.1 Following consideration by Director of Regeneration and Growth/S151, a report in the usual meeting format and including reasons for urgency, will be circulated to the Chair/Vice chair to consider whether, due to the urgent nature of the decision to be made, it is necessary and appropriate for the decision to be made before the next meeting.
- 11.7.2 The Chair/Vice Chair may consult with Director of Regeneration and Growth /S151 or other officers to provide further information where required.
- 11.7.3 Within 5 working days of the report being presented, the Chair/Vice Chair will inform whether the decision is endorsed on behalf of the Board.
- 11.7.4 For transparency the report, reasons for urgency, and decision will be presented to the next Local Board meeting.

12. Objections following Consultations

- 12.1 Project Leads will present any objections that have been received following consultation on Towns Fund projects to the Local Boards. The Local Board will consider the objections and alternative options prior to making a decision in consultation with the appropriate Cabinet member.

- 12.2 In the event that a decision cannot be agreed between Local Board and Cabinet member, a separate meeting will be held with the Leader, Cabinet Member, Chair of Local Board and Director of Regeneration and Growth to discuss/resolve difference of view.
- 12.3 The project will not proceed in the delivery phase until a decision has been made.

Annex 1

| Type of Variation | Scale of Variation | Action Required | Requires Local Board endorsement? | Delegated Authority to approve | Approval required from DLUHC | Action following DLUHC approval |
|---|--|-------------------------------------|-----------------------------------|---|-----------------------------------|---|
| Heads of Terms Financial | Any Changes to the Heads of Terms | Submit Project Adjustment Request | Yes | Director of Regeneration & Growth in consultation with Cabinet Member and S151 Officer *(subject to May 22 Cabinet approval) | Yes S151 sign off required | Issue Deed of Variation |
| | A decrease/increase of grant funds to be drawn down by the project which is less than £250,000 | | | | | |
| | A decrease/increase of grant funds to be drawn down by the project which is greater than £250,000 | | | | | |
| | Any decrease of match funding | Update PMO | n/a | Towns Fund Programme Manager | No | Issue Re-profile letter Report to Local Board |
| Time/ Schedule | Slippage of milestones with no effect on total grant, completion date, outputs/outcomes | Update PMO | No | Towns Fund Programme Manager | Tbc | Issue Re-profile letter Report to Local Board |
| | Slippage of outcomes and/ or grant claim profile, requiring re-profiling across future financial years with no overall change to project | Submit Project Adjustment Request | Yes | Director of Regeneration & Growth in consultation with S151 Officer* | Yes S151 sign off required | Issue Re-profile letter Report to Local Board |
| Outcomes/Outputs | An increase in the outputs and outcomes of the project. | Quarterly reporting by project lead | No | Towns Fund Programme Manager | No | Report to Local Board |
| | Any decrease to Mandator indicators outputs and outcomes of the project. | Submit Project Adjustment Request | Yes | Director of Regeneration & Growth, in consultation with S151 Officer and Cabinet Member | Yes S151 sign off required | Issue Deed of Variation |
| | Any decrease to Local Measures | Submit Project Adjustment Request | Yes | Director of Regeneration & Growth | Tbc | Issue Re-profile letter |
| Other | Changes to project contact information, administrative errors and others which have no impact to approved outcomes, outputs or grant. | Inform Project Lead/PMO | No | Towns Fund Programme manager | Tbc | Update documentation and Local Board where applicable |

West Bromwich Town Deal Board

18 July 2022

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| Appendix Item: | West Bromwich Town Deal Board Membership (As approved by Cabinet May 2022) |
| Contact Officer: | Rina Rahim/ Emma Parkes Town_deal@sandwell.gov.uk |

| Name | Representing/ Organisation |
|---|---|
| Chris Hinson | Chair of West Bromwich Town Deal Board |
| Andrew Bent | The GAP Centre |
| Cllr Laura Rollins | SMBC Cabinet Member |
| Cllr Steve Melia | SMBC West Bromwich Town Lead |
| Cllr Suzanne Hartwell | SMBC Cabinet Member |
| Danielle Hawthorne | Young Persons Representative |
| Emma Chetcuti | Multistory |
| Glynis Tomlinson | West Midlands Police |
| Leona Bird | SCVO |
| Lisa Hill | West Bromwich BID |
| Monica Shafaq | Kaleidoscope |
| Rob Lake | The Albion Foundation |
| Shane Ward | West Bromwich African Caribbean Centre |
| Simon Griffiths | Sandwell College |
| Wendy Brookfield | Greets Green Community Centre |
| <i>Vacancy</i> | <i>Sandwell and West Birmingham CCG</i> |
| <i>Vacancy</i> | <i>WMCA Officer Level</i> |
| <i>Vacancy</i> | <i>West Bromwich Ward Member</i> |
| Transferred from Sandwell Superboard | |
| Cllr Carmichael | SMBC Leader |
| Cllr Hughes | SMBC Cabinet Member for Regeneration and Growth |
| Geoff Layer | Black Country LEP |
| Jo Nugent | Homes England |
| Nicola Richards | MP West Bromwich East Constituency |
| Jude Thompson | Vice Chair of West Bromwich Town Deal Board |

| Name | Representing/ Organisation |
|-------------------------------------|---|
| Sandeep Shingadia | Transport for West Midlands |
| SMBC Officer Representatives | |
| Kim Bromley-Derry | Managing Director Commissioner |
| Surjit Tour | Monitoring Officer |
| Tony McGovern | Director, Regeneration and Growth |
| Chris Hilton | Interim Service Manager for Assets and Land |
| Jane Lillystone | Service Manager for Culture and Tourism |
| Kelly Thomas | Employment and Skills |
| Jenna Langford | Regeneration Manager |
| Rina Rahim | Towns Fund Programme Manager |
| Emma Parkes | Towns Fund Programme Officer |
| Joshua Singh | West Bromwich Town Lead |
| Alex Oxley | West Bromwich Town Lead Support |