

Agenda

Rowley Regis Town Deal Board

Friday, 8 July 2022 at 2.30 pm
This meeting will be 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 - 11

To confirm the minutes of the Local Board meeting held on 10 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**

13 - 26

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 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

A Eggington (Chair)
J Thompson, Cllr K Carmichael, Cllr P Hughes, Cllr D Millard, Cllr L Ashman,
Cllr A Shackleton, J Morris MP, S Shingadia, G Layer, J Nugent, A Sheridan,
B Sixsmith, D Harrold, H Katarina, H Trueman, L Bird, M Patel and M Asif.

Contact: town_deal@sandwell.gov.uk

Information about meetings in Sandwell



If you are attending the meeting and require assistance to access the venue, please contact Democratic Services (democratic_services@sandwell.gov.uk).



If the fire alarm sounds, please follow the instructions of the officers present and leave the building by the nearest exit.



Only people invited to speak at a meeting may do so. Everyone at the meeting is expected to be respectful and listen to the discussion.



Agendas with reports with exempt information should be treated as private and confidential. It is your responsibility to ensure that any such reports are kept secure. After the meeting confidential papers should be disposed of in a secure way.



This meeting may be recorded and broadcast on the Internet. If this is the case, it will be confirmed at the meeting and further information will be provided.



You are allowed to use devices for the purposes of recording or reporting during the public session of the meeting. When using your devices they must not disrupt the meeting – please ensure they are set to silent.



Members who cannot attend the meeting should submit apologies by contacting Democratic Services (town_deal@sandwell.gov.uk)



All agenda, reports, minutes for Sandwell Council's meetings, councillor details and more are available from our [website](#)

Rowley Regis Town Deal Local Board Meeting Notes

Details: Thursday 10 February 2022 | 16:30 | Microsoft Teams Meeting

Local Board Member Attendees:

Adrian Eggington - Black Country Housing Group (Chair)
Councillor Thabiso Mabena – SMBC Deputy Town Lead

Councillor Lorraine Ashman - SMBC Town Lead
Manjula Patel - Murray Hall Community Trust

Superboard Members and SMBC Local Cabinet Member Attendees:

Councillor Danny Millard - SMBC Cabinet Member

Local Board Guests

James Dennison - Canal and River Trust
Jane Bailey - Sandwell College
Simon Griffiths - Sandwell College

James Morris, MP Halesowen and Rowley Constituency

Attending in Support:

Alan Reynolds – SMBC Regeneration Lead
Andy Miller - SMBC Strategic Transportation and Planning
Manager
Emma Parkes - SMBC Towns Fund Project Officer
Jenna Langford - SMBC Regeneration Manager
John Satchwell - SMBC Project Officer

Tariq Karim - SMBC Youth Services
Tony McGovern - SMBC Director Regeneration & Growth
Rina Rahim, SMBC Towns Fund Programme Manager
Santokh Singh - SMBC Neighbourhood Engagement
Officer

Apologies Received:

Councillor Maria Crompton - SMBC Cabinet Member
Deborah Harrold - Agewell
Jude Thompson – Chair of Sandwell Superboard

Councillor Ann Shackleton - SMBC Town Lead
Harvey Katarina - Young People’s Representative
Leona Bird – SVCO

Absent:

Alecia Baker - Cradley Heath Community Link
Andrew Lawley - Sandwell and West Birmingham CCG
Ann Sheridan - Sandwell College
Chris Hilton - SMBC Interim Service Manager for Assets and
Land
Helen Trueman - Grace Mary to Lion Farm Big Local
Jane Lillystone - SMBC Service Manager for Culture and
Tourism

Kelly Thomas - SMBC Employment and Skills
Lesley Jones - West Midlands Police
Sgt Cheryl Reed - West Midlands Police
Wayne Edwards - Business Representative and Local
Resident
Mohammed Asif - Cradley Heath Central Mosque

Please note where the meeting notes make reference to commercially sensitive material this will be specifically indicated. A version of the minutes with commercially sensitive content redacted can be made available.

Ref.	Description	Officer to Action
<p>1.0</p> <p>1.1</p> <p>1.2</p> <p>1.3</p>	<p>Welcome, Opening Remarks and Declarations of Interests The Chair will welcome attendees to the meeting, make opening remarks and ask board members to declare any interests.</p> <p>The Chair welcomed all members to the meeting and outlined the agenda items for discussion, of which focused on the Full Business Cases for Britannia Park Community Hub and Greenspace Improvements and Rowley Regis Connected Project and to receive an update on the Blackheath Bus Interchange and Public Realm project.</p> <p>The Chair asked Local Board Members to use the raise hand function within MS Teams and encouraged members to use the Chat function.</p> <p>Apologies for the meeting were announced. James Morris MP informed the Chair that he must leave the meeting early at 5.15pm.</p>	<p>Adrian Eggington</p>
<p>2.0</p> <p>2.1</p> <p>2.2</p>	<p>Minutes and Action Log To confirm the minutes of the meeting held on 16 December 2021 as a correct record and to review the outstanding actions recorded on the action log.</p> <p><u>Minutes of the previous meeting</u> Local Board Members agreed minutes are of an accurate record.</p> <p><u>Action Log</u> Updates recorded on the attached action log.</p>	<p>Adrian Eggington</p>
<p>3.0</p> <p>3.1</p>	<p>Assurance Panel Feedback To receive feedback from the Towns Fund Assurance Panel held 24 January 2022 and 8 February 2022.</p> <p><u>Programme Update</u> An update on overall programme progress was shared with Local Board Members. The key points included: -</p> <ul style="list-style-type: none"> • Rina Rahim, Towns Fund Programme Manager appointed in October 2021 has started employment with Sandwell Council • Towns Fund Programme Support Officer appointed in January 2022 • Two projects were presented and agreed by the Assurance Panel • The Britannia Park Community Hub and Greenspace Full Business Case and Rowley Regis Connected Full Business Case were submitted to PMO in January 2022. A review is underway as per the assurance process • VAT advice sought from VAT specialists • Required Change Requests drafted and being finalised in conjunction with project leads • Subsidy Advice received for all projects. Advice raised no concerns • Cost Centres for all projects have been set up • Advanced Funding Requests agreed and allocated to cost centres • Risk Register trajectory is down and forecasted to be 6 (green) overall by March 2022 	<p>Jenna Langford</p>

Ref.	Description	Officer to Action
	<ul style="list-style-type: none"> No project level risks escalated since last Local Board meeting. 	
3.2	<p><u>Assurance Panel Feedback - 24 January 2022</u> The Rowley Regis Satellite Education Hub Project was presented and agreed by the Assurance Panel on 24 January 2022. As a result, the project summary document will be prepared and proceed for submission to DLUHC by 24 March 2022.</p>	
3.3	<p>The recommendations agreed by the Assurance Panel were presented to Local Board Members. Recommendations included: -</p> <ol style="list-style-type: none"> 1) That the Partnership Agreement between Sandwell MBC and Sandwell College formally transfers the full financial risk of delivery and operation of the project to Sandwell College 2) That external VAT advice is sought to confirm that VAT costs will be considered eligible spend 3) That prior to entering into a funding agreement with the DLUHC, Strategic Finance review the terms and conditions of funding to assess the level of risk to the council. 4) That the agreement between Sandwell Council and Sandwell College includes a provision for payments to Sandwell College to be made in arrears, following evidence of defrayed expenditure to reduce the financial risk to Sandwell MBC. 5) That the terms of the lease agreement are reviewed and confirmed as adequate prior to the commencement of the project. 6) Project Change Request to be submitted to DLUHC to capture revised number of learners assisted and value of project Towns Fund Ask. 	
3.4	<p><u>Assurance Panel Feedback - 8 February 2022</u> The Canal Network Connectivity Project was presented and agreed by the Assurance Panel on 8 February 2022. As a result, the project summary document will be prepared and proceed for submission to DLUHC by 24 March 2022.</p>	
3.5	<p>The recommendations agreed by the Assurance Panel were presented to Local Board Members. Recommendations included: -</p> <ol style="list-style-type: none"> 1) That prior to entering into a funding agreement with the DLUHC, Strategic Finance review the terms and conditions of funding to assess the level of risk to the council; 2) That the Partnership Agreement between Sandwell MBC and CRT formally transfers the full financial risk of delivery and operation of the project to CRT; 3) That the Partnership Agreement includes a provision for payments to CRT in arrears, following evidence of defrayed expenditure to reduce the financial risk to Sandwell MBC; 4) That the Financial Case includes a full breakdown of the capital costs and a narrative confirming that soft market testing has been undertaken to demonstrate robustness in the cost estimates; 5) That the Commercial Case captures the Design, Consent, Construction, Financing and Operational (revenue) Risk allocation between CRT and the contractor. 	

Ref.	Description	Officer to Action
3.6	<p><u>VAT Implications</u> Sandwell Council have recently appointed Deloittes for VAT advice, specifically for the Smethwick Midland Met Learning Campus, Rowley Regis Satellite Education Hub and West Bromwich Sandwell MEC projects.</p>	
3.7	<p>Deloittes have reviewed Towns Fund Guidance and are unable to directly confirm the grant would cover VAT, however based on their experience of other Government funding, it is expected the grant would cover uncoverable VAT.</p>	
3.8	<p>The Rowley Regis Satellite Education Hub project costs incorporates VAT. Sandwell College are exploring options on how to recover VAT and any VAT saved would be reinvested back into the project.</p>	
3.9	<p>The Chair asked Local Board Members to raise any queries and make comment. No queries or comments were forthcoming.</p>	
4.0	<p>Britannia Park Greenspace and Community Hub Full Business Case To receive final draft of Full Business Case. Local Board to make any final input / comment and make recommendation to Superboard to agree FBC.</p>	<p>Alan Reynolds/ John Satchwell</p>
4.1	<p>The Britannia Park Community Hub Full Business Case and supporting documentation were circulated prior to the meeting. A high-level summary of each of the 5 cases were presented to Local Board Members. The key points included: -</p> <ul style="list-style-type: none"> • The strategic aim of the project is to improve the infrastructure, facilities and environmental quality of Britannia Park, promoting and enabling greater usage for a variety of purposes, and to improve the health and wellbeing of residents across Rowley Regis • The project will provide local people with new facilities for all ages and inclusive groups ensuring that the people of Rowley Regis will be able to enjoy the health and wellbeing benefits of a high standard accessible greenspace. • Engagement has demonstrated clear demand for this project • The project links to the wider strategic objectives of from Sandwell's Inclusive Economy Deal and Sandwell Vision 2030; Raising aspirations and resilience; Healthier for longer and safer; Lowering crime and ASB and Create environments in the 6 towns where people chose to live. • The Benefit Cost Ratio (BCR) calculation for this project is underway, however the project team foresee this project to offer good value for money. • Project risks have been identified are being proactively managed through regular risk review and escalation. The key risks were outlined to Local Board Members. • The total project value is £2.478m consisting £2.45m Towns Fund and £0.028m match funding from Sandwell Council (S106). Long term running 	

Ref.	Description	Officer to Action
	<p>costs will be met by Sandwell Council and the project will be maintained using existing Parks maintenance revenue budgets.</p> <ul style="list-style-type: none"> The project management is resourced through Sandwell Council and will be overseen by the Project Manager who will report frequently to the Programme Management Office, Rowley Regis Local Board and Sandwell Superboard. A Project Board has been established and will have the overall responsibility for key decisions, strategic steer and lead for the overall project. This project will be delivered via existing framework contractor(s) that have been procured in compliance with procurement regulations. Separate tender exercises may be required for some specialist items; however, this will be done in line with Sandwell Council's Procurement Policy. <p>4.2 As part of the Assurance process, SIU are required to review the Strategic and Management Cases and Mott MacDonald Consultants required to review the Financial, Economic and Commercial Cases. Comments that were recently received by Mott MacDonald were shared with Local Board Members. Following SIU feedback, the Full Business Case is to be updated to address suggestions.</p> <p>4.3 Local Board Members were asked to provide comments. The discussion included:</p> <ul style="list-style-type: none"> During previous Local Board Meetings, reference of a café facility was included within the project scope, however was not referenced specifically within the Full Business Case. Clarification was sought if this element was within scope of the project. Local Board Members were advised whilst not a direct output of the Towns Fund, there is a wider objective for Britannia Park, which aims to include community organisations to deliver more activities within the park and provide a café facility. Expression of Interests have been received and Sandwell Council are keen to work with partners to increase the opportunities available to the park and local residents/ community. A question was raised regarding public toilets and if these are part of Towns Fund. Local Board Members were advised the building within the Towns Fund project will provide changing rooms and public toilets. However, toilets will be closed to members of the public when changing rooms are not in use. <p>4.4 Agreed. Britannia Park Greenspace and Community Hub Full Business Case agreed and recommended to Superboard for agreement.</p>	
5.0	<p>Rowley Regis Connected Full Business Case To receive final draft of Full Business Case. Local Board to make any final input / comment and make recommendation to Superboard to agree FBC.</p>	Andy Miller
5.1	<p>The Rowley Regis Connected Full Business Case and supporting documentation were circulated prior to the meeting. A high-level summary of each of the 5 cases were presented to Local Board Members. The key points included: -</p>	

Ref.	Description	Officer to Action
	<ul style="list-style-type: none"> • The Rowley Regis Connected project will generate a multi phased set of multi-modal infrastructure improvements to link transport (rail, bus) and employment hubs in Blackheath, Cradley Heath and Oldbury. • The project will deliver new pedestrian and cycle routes including segregated cycle routes, resurface and widen footpaths, upgrade crossing facilities, introduce traffic calming, upgrade lighting, improve signage and road markings. • The Benefit Cost Ratio (BCR) calculation for this project is 2.41, meaning this scheme offers high value for money. Local Board Members were asked to note this BCR doesn't take into account transport benefits. • Project risks have been identified are being proactively managed through regular risk review and escalation. The key risks were outlined to Local Board Members. • The total project value is £1.5m consisting 100% Towns Fund. Long term running costs will be met by Sandwell Council and the project will be maintained using existing Highway Maintenance Revenue budgets. • A Project Board has been established and it is primarily the decision-making body for the Rowley Regis Connected project. <p>5.2 The Full Business Case review is underway and due to conclude on 14 February 2022. Comments received so far included detailed Gantt Chart and detailed costings. Local Board Members were informed detailed costings may change during the delivery period as some phases aren't for delivery until 2023/24.</p> <p>5.3 Local Board Members were asked to provide comments. No comments were forthcoming.</p> <p>5.4 <i>Agreed. Rowley Regis Connected Full Business Case agreed and recommended to Superboard for agreement.</i></p>	
6.0	<p>Blackheath Bus Interchange and Public Realm Update To receive an update on the Blackheath Bus Interchange and Public Realm project and revised submission timescales.</p> <p>6.1 <u>Full Business Case Development</u> Local Board Members were presented with an update on progress: -</p> <ul style="list-style-type: none"> • Initial project design in place • Consultation Plan produced and aim to consult in June/ July 2022 • The Transport Benefit element of the project has completed and project team have received this work on 10 February 2022 to incorporate within the Full Business Case • Further input to define the BCR and Value for money is required • Discussion held with Mott MacDonald regarding the wider economic impact of the project. The project includes the proposal to create a public space within Blackheath Town Centre. Local Board Members were advised this 	Andy Miller

Ref.	Description	Officer to Action
	work is likely to proceed throughout February, therefore will not be available for Superboard on 17 February 2022.	
6.2	In regard to consultation, discussions had taken place at previous Board Meetings regarding locations to hold consultation events. Local Board Members were advised a consultation activity for another active travel project would be taking place in Blackheath Library. The project lead advised they would report back on how successful this venue is.	
6.3	Local Board Members were asked to provide comments. No comments were forthcoming.	
6.4	<p><u>Revised Timescales</u></p> <p>As per the above, a final draft of the Full Business Case would not be available for the 17 February 2022 Superboard. As a result, a discussion took place on the 10 February 2022 with the Chair of Local Board, Chair of Superboard and Director of Regeneration and Growth to identify an approach moving forward.</p>	
6.5	A proposal was put forward to Local Board Members for consideration in that delegated authority was given to the Chair of Rowley Regis Local Board to oversee the project going through the Assurance Panel. This would mean that the Chair of Rowley Regis Local Board would sit on the Assurance Panel to provide assurance on behalf of the Local Board and ensure all outstanding actions are delivered. Local Board Members would then receive feedback from the Local Board Chair.	
6.6	As this project would not meet existing timescales set for the remaining Towns Fund projects, an additional Assurance Panel has been arranged for March 2022.	
6.7	The project Lead offered to hold 1-1 discussions with Local Board Members regarding the detail of this project.	
6.8	Local Board Members were asked to raise their hand/ use chat function to object to the proposal of delegation. No objections were received.	
6.9	<i>Agreed. Delegated authority given to Chair of Rowley Regis Local Board to oversee Blackheath Bus Interchange and Public Realm project going through the Assurance Panel.</i>	
7.0	Any Other Business	All
7.1	No other business was forthcoming.	
8.0	Date of Next Meeting To be arranged	For Information

This page is intentionally left blank

Rowley Regis Town Deal Board

8 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 councils 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
Page 23 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					
	An increase in the match funding cost of the project without impact to the agreed funding for the project, the outputs/ outcomes or project completion	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

Rowley Regis Town Deal Board

8 July 2022

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

Name	Representing/ Organisation
Adrian Eggington	Chair of Rowley Regis Town Deal Board/ MI Glass
Ann Sheridan	Sandwell College
Bel Sixsmith	West Midlands Police
Cllr Ashman	SMBC Rowley Regis Town Lead
Cllr Millard	SMBC Cabinet Member
Cllr Shackleton	<i>SMBC Ward Member for Cradley Heath and Old Hill</i>
Deborah Harrold	Agewell
Harvey Katarina	Young Persons Representative
Helen Trueman	Grace Mary to Lion Farm Big Local
Leona Bird	SCVO
Manjula Patel	Murray Hall community Trust
Mohammed Asif	Cradley Heath Central Mosque
<i>Vacancy</i>	<i>Sandwell and West Birmingham CCG</i>
<i>Vacancy</i>	<i>WMCA Officer Level</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
James Morris	MP Halesowen and Rowley Constituency
Jude Thompson	Vice Chair of Rowley Regis Town Deal Board
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

Name	Representing/ Organisation
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
Alan Reynolds	Rowley Regis Regeneration Town Lead