

Agenda

Smethwick Town Deal Board

Tuesday, 29 November 2022 at 4.30 pm
This meeting is held online.

This agenda gives notice of items to be considered in private as required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

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 of the last meeting

7 - 12

To confirm the minutes of the Local Board meeting held on 28 June 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 - 28 |
| | To receive the final Town Deal Board Terms of Reference and Board Membership. | |
| 6 | Social Value and Local Spend | 29 - 42 |
| | To discuss the proposed draft definition of Local Spend. | |
| 7 | Project Reporting | 43 - 118 |
| | To receive an update on project progress and monitoring information for the period of April - September 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 Taylor (Chair)

J Thompson, Cllr K Carmichael, Cllr P Hughes, Cllr B Piper, Cllr Z Ahmed,
Cllr F Shaeen, J Spellar MP, S Shingadia, D Holden, G Brown, J Singh, J
Wood, L Bird, S Partridge, S Howells and T Steele

Contact: town_deal@sandwell.gov.uk

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Minutes of Smethwick Town Deal Board

Tuesday, 28 June 2022 at 4.00 pm
This meeting was held online

Present: A Taylor (Chair)
J Thompson (Vice-Chair), Cllr P Hughes, J Spellar MP,
D Holden, J Singh and L Bird

Also present: E Parkes, R Rahim, H Insley and T McGovern

01/22 Welcome and Opening Remarks

The chair welcomed board members to the first meeting as the Smethwick Town Deal Board following the submission of project summary documentation to government in March 2022.

The chair outlined the items for discussion as per the agenda, of which focused on the governance arrangements for Phase 3 - Delivery, review of board membership, code of conduct and declaration of interest requirements and programme progress, including the proposed reporting arrangements.

02/22 Apologies

Apologies were received by: -

- Jennifer Harrison, Brasshouse Community Centre
- Rob Lake, The Albion Foundation
- John Wood, Liberty Engineering
- Councillor Bob Piper, SMBC Cabinet Member
- Councillor Farut Shaeen, SMBC Town Lead Member
- Councillor Kerrie Carmichael, SMBC Leader

03/22 Minutes of the last meeting

Board members agreed minutes of the Local Board meeting held on 14 February 2022 were a correct record.

The chair requested to adopt the 'Action Log Tracker' used for the historic Local Board to ensure actions agreed during Town Deal boards are being actioned/ reviewed on a regular basis

04/22 Declarations of Interest

The Chair asked board members to raise any declarations of interests. None were forthcoming. The chair asked board members to raise any declarations during discussions should they need to.

05/22 Governance Arrangements

Terms of Reference

Following submission of project summary documentation to government in March 2022, the Towns Fund Programme Management Office reviewed the Terms of Reference for Town Deal Boards. This was to ensure they were fit for purpose for Towns Fund Programme Phase 3 - Delivery and that they met the governance responsibilities set out by government.

A Towns Fund Phase 3 Governance Proposals document was circulated to the Sandwell Superboard Chair, Local Board Chairs and Board Members for consultation in April 2022. In May 2022, SMBC Cabinet approved the Governance Arrangements for Phase 3 and as a result, the Sandwell Superboard (Town Deal Board) structure was replaced by the three Local Boards who inherit Superboard responsibilities, each becoming Town Deal Boards. This also meant Superboard members would transfer to the new Town Deal Boards.

A list of responsibilities set out by government and updates made to the Terms of Reference were presented to board members.

Board Membership

In addition to approving Terms of Reference in May 2022, SMBC Cabinet approved the Town Deal Boards membership structure. This included the addition of one additional Ward Member.

The Programme Management Office reviewed board member attendance over 2021/22 and identified where board members had low attendance, details of which were presented to board members.

A discussion took place around the importance of having committed board members who attend meetings and have a keen interest in project delivery. Where representatives do not wish to continue as a Board Member, alternative representatives/ organisations would be identified and approached. In addition, the existing approach taken to appoint young person representatives was discussed and a suggestion was put forward that other routes should be considered including liaising with local schools. Board members were supportive of this.

In regard to frequency of meetings, the proposal is for the Town Deal Board to meet in November 2022 to review April - September claim and reporting period and then on a quarterly basis.

Board members requested that the Terms of Reference include the expectations of board members and that they should attend 50% of annual meetings.

Action: PMO to contact board members to confirm their interest to continue as a board member.

Action: Terms of Reference to be updated to include 50% attendance annually is mandatory and would trigger individual board member review.

06/22 Code of Conduct and Register of Interests

As the Accountable Body for the Towns Fund Programme, Sandwell Council has a statutory duty to promote and maintain high standards of conduct. The code of conduct sets out the expectations placed on all members of the Town Deal Board.

Board members were informed the Code of Conduct and Register of Interest Forms were updated following SMBC Cabinet approval of governance arrangements. Updates included the removal of 'Superboard' reference and updated Title of Town Deal Boards.

Following completion, the Programme Management Office would forward documentation to the council's Monitoring Officer. Documentation would also be published in the public domain on the council's committee management system.

A query was raised if the Code of Conduct includes reference to the number of meetings expected to attend annually and if there is a quorum attached to the Board. Members were informed the code of conduct does not include this detail however Terms of Reference can be updated to include this. In regard to a quorum, the board is not required to have this.

A suggestion was put forward to include board member attendance expectations within the Terms of Reference, for example outlining that board members must attend 50% of annual meetings.

A comment was made regarding the importance of attending the board meetings to prevent delay to decisions should meetings not go ahead if membership is not at full capacity.

07/22

Programme Updates

Since the submission of project Summary Documentation in March 2022, officers have completed a number of activities to ensure governance and delivery arrangements are in place whilst awaiting government approval. An overview of activities undertaken were shared with the board.

In May 2022, government approved all 5 Smethwick Towns Fund projects. A press release to announce this milestone was published on 24 May 2022. Funding for 2022/23 is expected in August 2022.

In June 2022, government requested Monitoring and Evaluation Returns. This primarily focused on projects approved prior 31 March 2022, which was not applicable to Smethwick Towns Fund.

Board Members received an overview of outputs including number of FTE temporary jobs, jobs created and safeguarded as a result of the project. All outputs will be verified by SMBC finance/accountable body and will be submitted as evidence to government against Monitoring and Evaluation plans.

As the programme progresses through Delivery Phase, board members will receive updates against funding profiles (spent and forecasted spend), details of risks, progress against outputs and outcomes, key milestones and social value. This information will be provided by project leads directly using a template that includes government reporting requirements in addition to the accountable body local reporting (social value, procurement contracts etc).

A discussion took place regarding social value and local spend and the approach taken to record targets. The chair emphasised the importance of local spend and board members agreed this holds significant importance to the successful delivery in Smethwick.

The proposed approach throughout the Delivery Phase includes quarterly board meetings from November 2022 to receive project progress updates prior to submitting reports back to government. A proposed forward plan was shared with board members.

It was agreed an online form would be circulated to board members to capture board member preference of a specific day and time for board meetings.

Action: PMO to circulate short survey to capture board member preference on board meeting day/ time.

08/22 Any other Business

The Chair invited board members to raise any other business. No comments were forthcoming.

09/22 Closing Remarks

The Chair thanked board members for their attendance and summarised the actions agreed during the meeting.

Meeting ended at 5.02 pm

Contact: democratic_services@sandwell.gov.uk

Smethwick Town Deal Board Action Log

Open Actions			
Date	Description	Responsible Officer(s)	Update
28.06.22	PMO to contact board members to confirm their interest to continue as a board member.	R Rahim/ E Parkes	
28.06.22	Terms of Reference to be updated to include 50% attendance annually is mandatory and would trigger individual board member review.	R Rahim/ E Parkes	
28.06.22	PMO to circulate short survey to capture board member preference on board meeting day/ time.	R Rahim/ E Parkes	

Smethwick Town Deal Board 29 November 2022

Subject:	Governance Arrangements
Contact Officer:	Rina Rahim, Towns Fund Programme Manager

1. Purpose of the Report

- 1.1. To receive the Towns Fund Programme Terms of Reference following Town Deal Board Member input.
- 1.2. To receive the updated Smethwick Town Deal Board Membership following a review undertaken during July and August 2022.

2. Background and Main Considerations

- 2.1. To co-ordinate the three Towns Deals in Sandwell, an overarching Towns Fund Superboard (Town Deal Board) was established in July 2020 with three Town-level Local Boards established as working groups of the Superboard.
- 2.2. The model of the Superboard being supported by three Local Boards was effective throughout Phase 1 – Development of Town Investment Plans (submitted to DLUHC October 2020) and Phase 2 – Development of Full Business Case (Summary Documents submitted to DLUHC by March 2022), through robust due diligence and assurance processes.
- 2.3. On 18 May 2022, SMBC Cabinet approved the Governance Arrangements for the Towns Fund Programme Phase 3 – Delivery (109/22). As a result, the Sandwell Superboard structure has been replaced by the three Local Boards, who inherit Superboard responsibilities.

3. Towns Fund Programme Terms of Reference

- 3.1. As a result of SMBC Cabinet Approval of the Governance Arrangements for Phase 3, the Towns Fund Programme Terms of Reference was updated to: -
 - i. reflect the next phases of the programme now that the Town Deals have been signed, superseding the Towns Fund Governance Arrangements agreed in July 2021 which was relevant to Phases 1 and 2.
 - ii. reflect the latest Towns Fund Guidance (released by MHCLG December 2020 and April 2021) including roles and responsibilities
 - iii. remove reference to Sandwell Superboard and Local Boards, replaced with 'Town Deal Boards'
 - iv. include written procedure for urgent decisions

- v. include S151 Officer/ Representative
- vi. include objections process following consultation
- vii. include scheme of delegation
- viii. compliance with the Council's policies and procedures
- ix. note Town Deal Board Membership will be reviewed annually
- x. update Board Membership structure

3.2. The updated Terms of Reference for Phase 3 was presented to West Bromwich, Smethwick and Rowley Regis Town Deal Board Members in June/ July 2022. Board Members requested two additions: -

i. **Board Vacancies:** The inclusion of the process to appoint Elected Members:

*(4.2) **Elected Members** – SMBC Full Council nominates Councillors and Cabinet Members to represent Town Deal Boards on an annual basis (Appointments to other Bodies). Where the appointed nominees for the Town Deal Boards do not represent the appropriate wards for the funding programme, an additional elected member can express their interest, to ensure all Wards are covered. The Chair and Town Lead will make the decision should there be more than one elected member expressing interest for the same Ward. Town Deal Board members will cast votes where a decision cannot be agreed.*

(4.3) The Town Lead Member is responsible for reporting progress back to Ward Members via Town Member Board Meetings.

ii. **Membership:** The inclusion that all members are expected to attend at least a minimum of 50% of the annual meetings held:

(10.5) All Board members are expected to attend at least a minimum of 50% of the annual meetings held unless exceptional circumstances which have been agreed by the Chair.

In addition to the above, a further inclusion to ensure reporting to Cabinet on membership:

(10.4) The updated membership will be reported to Cabinet at least on an annual basis to align with Annual appointments.

4. Smethwick Town Deal Board Membership

4.1. At the Smethwick Town Deal Board meeting held on 28 June 2022, Board Members were asked to confirm their interest to remain as a Smethwick Town Deal Board Member by completing an online survey and returning their signed Code of Conduct and Register of Interest Forms. Board Members were asked to respond by Friday 19 August 2022.

4.2. Following the review of Board Membership, a number of vacancies have become available. As set out in the Terms of Reference and Board Membership Structure, where there are vacancies for identified organisations as per the agreed Board

Membership, representatives would be identified and appointed to in line with their own governance procedures, in consultation with the Chair of the Board.

- 4.3. At the last Board meeting, the PMO were given authority to approach organisation in order to fill any remaining vacancies. As a result, representatives from other organisations have expressed their interest which have been reviewed by the Chair and invited to the Board meetings moving forward.
- 4.4. Board Members will discuss any remaining vacancies during the meeting on 29 November 2022 to identify organisations to ensure the Smethwick Town Deal Board has the appropriate representatives as set out in DLUHC guidance and to ensure the Board continues to be representative of a diverse range of sectors, skills and interests.

Appendices

Towns Fund Programme Terms of Reference V3

Smethwick Town Deal Board Membership

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Towns Fund Programme Terms of Reference

V4 August 2022

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 Town Deal 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 Town Deal Boards (historic 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. DLUHC 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. Town Deal Board

3.1.1. The Town Deal Board will be responsible for: -

- Leadership/ Direction - Provide strategic direction across the Town Deal Area
- Coherent Governance - Ensure a coherent approach across the three Town Deal Areas, maximising cross town initiatives where possible
- Consistency - Ensure interventions are not competitive 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
- 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
- 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 Town Deal Board will be responsible for: -

- Upholding the Seven Principles of Public Life (Nolan Principles)
- Leading the Board 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 Board, where applicable

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 Town Deal Boards are in accordance with good governance principles.
- Ensuring transparency through the publication of agendas and minutes of the Town Deal Boards on Modern.Gov
- 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
- Engage with the Town Deal Boards regarding project changes
- Proactively consult the Towns Fund Area Lead (DLUHC representative) on any potential changes to approved plans
- Ensure that all templates submitted to DLUHC are accurate and complete representations of current circumstances

4. Board Vacancies

- 4.1. **Town Deal Board** - Vacancies occurring within the Town Deal Board are for the identified organisations to make an appointment to in line with their own governance procedures. Where no such representation is provided, the Board will review the membership to decide whether alternative organisations or community representation are to be invited.
- 4.2. **Elected Members** – SMBC Full Council nominates Councillors and Cabinet Members to represent Town Deal Boards on an annual basis (Appointments to other Bodies). Where the appointed nominees for the Town Deal Boards do not represent the appropriate wards for the funding programme, an additional elected member can express their interest, to ensure all Wards are covered. The Chair and Town Lead will make the decision should there be more than one elected member expressing interest for the same Ward. Town Deal Board members will cast votes where a decision cannot be agreed.
- 4.3. The Town Lead Member is responsible for reporting progress back to Ward Members via Town Member Board Meetings.
- 4.4. **Young People's Representatives** - Vacancies occurring in young people's representation at Town Deal Boards will be identified and appointed to via the Sandwell Council Youth Service in consultation with the Chair of the Town Deal Boards, as appropriate.

5. Code of Conduct

- 5.1. All Members of the Town Deal 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 Town Deal 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 – Town Deal Boards

- 6.1. The Council's Principles of Decision Making will apply to the Town Deal Boards, as laid out in article 13 of the Council's Constitution. 'Elected Member' is taken to refer to Town Deal 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 Town Deal 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. Where a decision cannot be concluded by a vote, the Chair will have the final decision making authority.

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 Town Deal 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 Town Deal Board Member is nominated as the Lead Officer for a project and/ or is involved in project delivery, they may attend the Town Deal 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 Town Deal Board concerning that project.

6.6. In the event that Town Deal 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 Town Deal Boards.

8. Transparency and Accountability

8.1. Town Deal Board Agendas and Minutes

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

8.2. Member profiles

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

8.3. Conflicts of Interest

- 8.3.1. Members of the Town Deal 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. Town Deal Board Members should take personal responsibility for declaring their interests before any decision is considered by the Town Deal Boards. These will be formally noted within the published minutes of meetings of the Town Deal Boards including action taken in response to any declared interest.
- 8.3.3. Town Deal 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 Town Deal 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. The updated membership will be reported to Cabinet at least on an annual basis to align with Annual appointments.
- 10.5. All Board members are expected to attend at least a minimum of 50% of the annual meetings held, unless exceptional circumstances which have been agreed by the Chair.
- 10.6. 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.
- 10.7. 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 Town Deal Boards to ensure compliance with all necessary financial regulations.
- 10.8. These terms of reference may be reviewed and modified at any time in consultation with the Monitoring Officer, 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 Town Deal 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 Town Deal Board can decide to convene a meeting where decisions need to be considered by the Town Deal 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 Town Deal 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 Town Deal 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 Town Deal Boards. The Town Deal 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 Town Deal Board and Cabinet member, a separate meeting will be held with the Leader, Cabinet Member, Chair of Town Deal 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 Town Deal Board endorsement?	Delegated Authority to approve	Approval required from DLUHC	Action following DLUHC approval
Heads of Terms	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
Financial	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 Town Deal 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 Town Deal 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 Town Deal 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 Town Deal 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

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Smethwick Town Deal Board Membership

V2 August 2022

Name	Representing/ Organisation
Alan Taylor	Chair of Smethwick Town Deal Board/ MI Glass
Cllr Bob Piper	SMBC Cabinet Member
Cllr Farut Shaeen	SMBC Smethwick Town Lead
Cllr Zahoor Ahmed	SMBC Cabinet Member
David Holden	Sandwell College
Gareth Brown	Raglan Road Church
Jatinder Singh	Guru Nanak Gurdwara
John Wood	Liberty Engineering
Leona Bird	SCVO
Cllr Kerrie Carmichael	SMBC Leader
Cllr Peter Hughes	SMBC Cabinet Member for Regeneration and Growth
Jude Thompson	Vice Chair of Smethwick Town Deal Board
Sandeep Shingadia	Transport for West Midlands
Steve Howells	Sandwell and West Birmingham CCG
Tim Steele	Black Country LEP
Samantha Partridge	West Midlands Police (<i>A no. of reps in line with rest days</i>)
<i>Abdul Ali</i>	<i>Ileys Community Association</i>
<i>Mark Wildman</i>	<i>Sandwell Leisure Trust</i>
<i>Samina Saudagar</i>	<i>Barnado's</i>
<i>Richard Flatley</i>	<i>Sandwell Visually Impaired</i>
<i>Cllr Jalal Uddin</i>	<i>Soho & Victoria Ward</i>
<i>Cllr Ashley Lewis</i>	<i>Smethwick Ward</i>
<i>Vacancy</i>	<i>MP Warley Constituency</i>
<i>Vacancy</i>	<i>Young Persons Representative</i>
<i>Vacancy</i>	<i>WMCA Officer Level</i>
SMBC Officer Representatives	
Kim Bromley-Derry	Managing Director Commissioner
Surjit Tour	Monitoring Officer
Tony McGovern	Director, Regeneration and Growth
Simone Hines	S151 Officer/ Director of Finance
Kelly Thomas	Employment and Skills
Jenna Langford	Regeneration Manager
Rina Rahim	Towns Fund Programme Manager
Emma Parkes	Towns Fund Programme Officer
Hayley Insley	Smethwick Town Lead
Clinton Felicio	Smethwick Town Lead Support



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Smethwick Towns Fund Board 29 November 2022

Subject:	Social Value and Local Spend Definition
Contact Officer:	Rina Rahim, Towns Fund Programme Manager, Sandwell MBC

1. Recommendations

- 1.1. For the Board to adopt the Towns Fund Social Value and Local Spend guidance.

2. Background and considerations

- 2.1. The Towns Fund Programme has enabled Sandwell to secure £67.5m to drive the economic regeneration in Towns to deliver long term economic and productive growth. As part of the Full Business Case, all projects have been required to indicate how they have considered Social Value as part of their project delivery.
- 2.2. Following successful DLUHC approvals, projects have been in discussion with the Councils Community Benefits Coordinator to develop Social Value Plans as part of the project delivery requirements. This is further agreed with contractors as part of the procurement phase.
- 2.3. Projects will be supported for the ongoing monitoring of the social value indicators and reporting this to the Programme Management Office as part of their quarterly Monitoring and Evaluation/ Claim returns.
- 2.4. As there have been recent changes to Sandwell Councils Contract and Procurement rules, the Programme Management Office have drafted a Towns Fund Social Value and Local Spend definition to complement SMBC policies and provide further guidance on how projects should incorporate this as part of their procurement processes.
- 2.5. Sandwell Councils definition currently states that 'local' is defined as the West Midlands Combined Authority Area. For the purposes of Towns Fund Programme, it is proposed that spend/ social value outcomes will be reported as a minimum, on an annual basis via priority areas.

Appendices

Social Value and Local Spend Guidance

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Towns Fund Social Value Local Spend Proposal

Draft V2 – October 2022

INTRODUCTION

The Public Services (Social Value) Act 2012, that came into force in Sandwell 2013, places an obligation upon all councils to consider how they can secure social, economic and environmental benefits from the procurement of public contracts. The purpose of this document is to ensure that projects:

- Achieve best value for money, including social value
- Support all relevant council priorities and policies to include the Corporate Plan and Vision 2030
- Purchases quality goods, services, and works
- Safeguard its reputation from any suggestion of dishonesty or corruption
- incorporate principles of sustainability, efficiency, quality, social value, best value for money and whole life-cycle costing
- comply with the Public Contract Regulations 2015 (PCR) and any future amendments

The Towns Fund Partnership recognises there is significant scope to support activities, approaches and services that help to deliver measurable benefits to local communities' safety, health, prosperity and quality of life. Towns Funds projects will therefore ensure procurement activity will align with Sandwell Councils Contract and Procurement Rules, undertake a Social Value Plan and provide information to support the monitoring of Local Spend and Social Value.

The definition for Local Spend as accepted by the LEP and West Midlands Combined Authority can be found in Appendix A. As the definition of 'local' covers the whole West Midlands Combined Authority Area, the Towns Fund Boards are encouraging projects to consider social value and local spend as per the following priority order:

Priority 1 - Sandwell

Priority 2 – Birmingham and Black Country

Priority 3 – West Midlands Combined Authority Area

WHAT IS SOCIAL VALUE?

Social Value is about maximising the wider benefit to be gained through meeting our needs for goods and services in a way that achieves value for money for the life of the contract.

Social value outcomes must be considered at the pre-procurement stage of a tender, they must be relevant and proportional to the contract in question and must continue to observe equal access for suppliers.

The Act does not provide a definition of Social Value itself, so this document will lay out Sandwell Towns Fund Programme definition of Local spend which aligns with SMBC Social Value guidance. For the Towns

Fund Programme, Social Value is about maximising the wider benefit to be gained through meeting needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the Council, but also to Sandwell, its residents and the economy, whilst minimising the damage to the environment.

Implementing Social Value as part of Sandwell's Towns Fund Programme provides scope to make positive changes for the borough as a whole by encouraging the creation of job opportunities for local people, supporting young people into apprenticeships and ensuring that local suppliers (and in particular SME businesses) are represented in the supply chain.

Sandwell Towns Fund Programme will where possible, contribute towards the following key areas:

SOCIAL

- Supporting the reduction of social exclusion, isolation and inequalities
- Generating education, training and employment opportunities for disadvantaged groups excluded from the workplace.
- Designing services which take account of different needs including disadvantaged groups
- Engaging the local voluntary and community sector
- Generating positive health outcomes for local people

ECONOMIC

- Creating employment opportunities for local people
- Creating training and education opportunities for local people
- Supporting local micro, small and medium enterprises by increasing their opportunities to access our direct and indirect spend

ENVIRONMENTAL

- Reducing carbon emissions to help achieve carbon neutrality by 2030 and beyond
- Seeking to reduce air pollution or eliminate where possible
- Contributing to the protection, restoration and enhancement of Sandwell's environment
- Resource efficiency and up to date processes for re-use and recycling
- Encouraging local innovation and skills to help tackle climate change in Sandwell

SMBC Procurement Considerations, Social Value and Localism

SMBC is committed to supporting the local economy by ensuring all tendering opportunities are accessible and tenderer friendly. Where practical and relevant, tenders should also address the following local social benefits, (as part of the supply chain) through the use of tender quality assessments and method statements.

- employment;
- supply chain;
- apprenticeships;

To maximise the opportunities enabled by the Towns Fund Programme, evaluation scores for social value are to be considered on all procurements, where it is possible to do so.

The decisions around weighting and indicators will be made on a case by case basis with a focus on achieving positive outcomes without creating barriers for our suppliers.

The Programme Monitoring Office will be responsible for collating information on procurement activities undertaken by projects within the Towns Fund Programme for reports to the Towns Fund Boards and DLUHC.

IMPLEMENTING SOCIAL VALUE IN PROCUREMENT

The following steps should act as a guide for considering Social Value outcomes in a tender:

Step 1: Identify Council/organisational strategies and plans relevant to the procurement

Step 2: Identify relevant Social Value outcomes

Step 3: Add evaluation questions to the tender, examples provided at Appendix B

Step 4: Define the weighting of those questions and publish as part of tender documentation (minimum 10%)

Step 5: Tender evaluation process

Step 6: Review and ongoing monitoring of outcomes and benefits

The key deliverables that the project wishes to achieve will be set out in the contract specification or scope of services or works. Inclusion of social value criteria in a tender process will add further economic, environment and social benefits to the service. This is known as 'Additionality' or 'Added Value' and would not have occurred without the inclusion of social value as part of the tender evaluation criteria.

For example, a specification may require a building contractor to be carbon neutral by 2030. If the contractor commits to reaching that requirement by this date this would not be added value. However, if that contractor makes a voluntary commitment to be carbon neutral by 2025, this would be considered added value.

When it has been established that Social Value considerations should apply to a contract, the project lead officer should begin by thinking about the broad strategic themes that apply to it. From here relevant and proportionate outcomes should be identified that the procurement could contribute towards, and these should be embedded in the tender as questions. Examples of such questions are attached as **Annex B**.

For example, under the broad theme of 'promoting local employment' a relevant outcome might be more local people in employment. A practical question relating to this outcome is the number of local employees hired on a contract. In this example the standardised definition of 'local' will need to be used as indicated in **Annex A**.

Flexibility and discretion is needed to be able to consider Social Value in a proportionate and transparent way with a focus on achieving positive outcomes without creating barriers for suppliers. Therefore, all decisions around weighting and indicators should be made on a case by case basis with support from the procurement team.

MONITORING AND EVALUATION

This guidance is applicable to all Towns Fund projects in order to report on the Social Value/Local Spend offer the Towns Fund Programme has been able to deliver.

The PMO, with the support of the Community Benefits Co-ordinator, will support projects in the inclusion of Social Value/Local spend during the procurement stages as well as ongoing monitoring.

Third parties (such as suppliers) will be monitored as part of ongoing contract management by service areas on the delivery of the Social Value commitments that they have made to the project. These commitments will be set out as key performance indicators agreed with the successful contractor/supplier. Any challenges forecast in the delivery of these commitments will initially be subject to discussion between the project and the suppliers to see if there are any measures that can be put in place to aid the realisation of the agreed commitments. It may be necessary in some instances to review the Social Value agreed outcome and amend to a suitable alternative.

Sandwell Towns Fund Partnership will work closely with partners to further build upon our Social Value offer and refine the metrics used to measure outcomes. This is a learning process for all parties and regular review of the Social Value methodology will be undertaken to ensure fit for purpose.

IN SUMMARY

1. Social value is 'Added Value or 'Additionality' that would not have occurred without the inclusion of social value is included as part of the tender evaluation criteria. Model evaluation questions are included in **Appendix B** as guidance.
2. It would usually be the case that Social Value will be attributed to 10% of the evaluation criteria in a tender process (if applicable). In exceptional circumstances a higher weighting may be used.
3. Where appropriate Social Value outcomes are to be published in the tender documentation, included as contract KPI's and be reviewed as part of the contract management process. SMBC Community Benefits Coordinator (Karen Richards) is available to support projects through this process.
4. Where applicable, Towns Fund projects are requiring to consider the Social Value/Local Spend as per the following priority :

Priority 1 Sandwell,
Priority 2 Birmingham & Black Country,
Priority 3 Other West Midlands Combined Authority Areas
5. Projects are required to include details of procurement undertaken as part of quarterly claims process, providing details of contract value and social value indicators achieved.
6. PMO will collate procurement information to present a breakdown of social value/local spend information annually to the Towns Fund Boards.
7. As per DLUHC Assurance Framework, procurement is subject to scrutiny by DLUHC as part of the 6 monthly Monitoring & Evaluation returns and will be selected on a random sampling basis.
8. All projects to refer to [SMBC Social Value Act Guidance](#) and Local Spend definition (Annex A)

ANNEX A - SUPPORTING LOCAL SUPPLIERS [\(Local supplier definition\)](#)

At Sandwell we are committed to supporting local suppliers wherever possible whilst retaining the Value For Money/Return On Investment approach.

To drive more spend locally, we have made the inclusion of Sandwell of WMCAA suppliers a requirement for all procurement whenever possible.

Below you will find an interpretation of what a local supplier is and the Councils/LEP that make up the WMCAA.

What is a Local Supplier?

A supplier is considered "Local" where the organisation's operations are carried out within Sandwell or the WMCAA. This can be local suppliers or national employers with workers in the region.

The following Councils make up the West Midlands Combined Authority Area (WMCAA): -

- Sandwell Metropolitan Borough Council
- Birmingham City Council
- City of Wolverhampton Council
- Dudley Metropolitan Borough Council
- Walsall Council
- Coventry City Council
- Solihull Metropolitan Borough Council
- Cannock Chase District Council
- North Warwickshire Borough Council
- Nuneaton and Bedworth Borough Council
- Redditch Borough Council
- Rugby Borough Council
- Shropshire Council
- Stratford-on-Avon District Council
- Tamworth Borough Council
- Telford and Wrekin Council
- Warwickshire County Council

Where applicable, Towns Fund Projects are required to consider Social Value/local spend in priority order as highlighted below. The PMO will collate procurement activity undertaken by projects and provide a breakdown of spend within the following priorities for each town:

Priority 1: Sandwell

Priority 2: Birmingham & Black Country

Priority 3: Other West Midlands Combined Authority Area

ANNEX B

Outcomes	Social Value Indicator	Suggested questions to be included in specification	Indicator
<p>6 3 7</p> <p>Creating more jobs with specific focus on hard-to-reach groups) and improving existing jobs</p>	<p>Creating Jobs for Hard-to-Reach Groups Direct jobs created across hard-to-reach groups (persons with physical and learning disabilities, the homeless, NEETs, long-term unemployed, over 55s with a pre-existing health condition, ex-offenders, veterans, care leavers)</p>	<p>1) How many jobs has your organisation created in the last year for long-term unemployed people?</p> <p>2) How many jobs will you create, as part of the contract, for long-term unemployed residents of Sandwell?</p>	<p>Number of employees (FTE) taken on who are long term unemployed (unemployed for a year or longer)</p>
		<p>3) How many jobs has your organisation created in the last year for the following hard-to-reach groups (delete as appropriate: BAME/Homeless/Ex-offenders/NEETS)?</p> <p>4) How many jobs will you create as part of the contract for hard-to-reach groups resident in Sandwell (delete as appropriate: BAME/Homeless/Ex-offenders/NEETS)?</p>	<p>Number of employees (FTE) taken on from hard-to-reach groups (delete as appropriate: BAME/Homeless/Ex-offenders/NEETS)</p>
	<p>Ensuring Local² People are in Employment Number of local people in sustainable employment (twelve months or more or if not applicable for the duration of contract)</p>	<p>5) What percentage of your current workforce are local residents?</p> <p>6) What percentage of the workforce which will work on the contract will be local residents?</p>	<p>Percentage of Sandwell residents employed on contract (FTE)</p>
<p>Employment Support Activities Activities to support people back into the workplace or into better work?</p>	<p>7) What types of activities do you currently provide to support unemployed people into work?</p> <p>8) What types of activities will you provide, as part of the contract, to support unemployed Sandwell residents into work?</p> <p>9) How many hours will be dedicated to supporting unemployed Sandwell residents into work as part of the contract?</p>	<p>Number of hours dedicated to supporting unemployed Sandwell residents into work</p>	

² Local refers to the Sandwell in first instance, please indicate separately for Birmingham & Black Country, West Midlands, National

ANNEX B

Outcomes	Social Value Indicator	Suggested questions to be included in specification	Indicator
Page 38	Apprenticeship Opportunities Creation of Apprenticeships	10) How many apprenticeships has your organisation created in the last year? 11) How many apprenticeships will you create and complete as part of the contract?	Number of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years
		12) How many weeks of apprenticeships have you created and supported in the last year? 13) How many weeks of apprenticeships for Sandwell residents will you create and support as part of the contract?	Number of weeks of apprenticeships created during the year
	Improving the Quality of Existing Employment Practices Ensuring that both the direct workforce and contractors are employed in fair, democratic, inclusive, and flexible workplaces	14) Sandwell MBC is committed to the delivery of high-quality public services, and recognises that this is critically dependent on a workforce that is: <ul style="list-style-type: none"> • well-rewarded, • well-motivated, • well-led, • has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. <p>These factors are also important for workforce recruitment and retention, and thus continuity of service. Sandwell Metropolitan Borough Council is adopting fair work practices, which include:</p> <ul style="list-style-type: none"> • A fair and equal pay policy that includes a commitment to supporting the Living Wage, including, for example being a Living Wage Accredited Employer. 	% employees receiving the Real Living Wage ³ Employee survey data- % employee engagement score

³ The real living wage as established by the Living Wage Foundation.

ANNEX B

Outcomes	Social Value Indicator	Suggested questions to be included in specification	Indicator
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 39</p>		<ul style="list-style-type: none"> • Clear managerial responsibility to nurture talent and help individuals fulfil their potential, including for example, a strong commitment to Modern Apprenticeships and the development of a young workforce. • Promoting equality of opportunity and developing a workforce which reflects the population in terms of characteristics such as age, gender, religion or belief, race, sexual orientation, and disability. • Support for learning and development. • Stability of employment and hours of work, and avoiding exploitative employment practices, including for example no inappropriate use of zero-hours contracts. • Flexible working (including for example practices such as flextime and career breaks) and support for family friendly working and wider work life balance • Support progressive workforce engagement, for example Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice. <p>To ensure the highest standards of service quality in this contract we expect contractors to take a similarly positive approach to fair work practices as part of a fair and equitable employment and reward package. Please describe how you will commit to fair work practices for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract.</p>	

ANNEX B

Outcomes	Social Value Indicator	Suggested questions to be included in specification	Indicator
<p>Page 40</p> <p>Improve skills in Sandwell area</p>	<p>Training Opportunities Creation of training and upskilling opportunities for direct workforce</p>	<p>15) What types of training opportunities do you currently provide for your employees? 16) What types of training opportunities will you provide for your employees as part of the contract? 17) How many weeks of training opportunities will you provide for your employees as part of the contract?</p>	<p>Number of weeks of training opportunities on contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+</p> <p>Number of employees upskilled (NVQ 2/3/4)</p>
	<p>Work Experience Work Experience opportunities created as part of contract</p>	<p>18) What types of activities do you currently undertake around schoolwork experience placements? 19) What types of activities will you provide as part of the contract around schoolwork experience placements for Sandwell residents? 20) How many schools, work experience placements will be provided as part of the contract for Sandwell residents? 21) How many undergraduate project placements per year will you offer to Sandwell residents? 22) How many graduate internships per year will you offer for graduates living in Sandwell?</p>	<p>Number of school work experience placements</p> <p>Number of undergraduate project placements per year offered to Sandwell residents.</p> <p>Number of graduate internships per year offered to graduates</p>
<p>Diversified local business base and supply chains</p>	<p>Diversity of Spend Amount spent with diverse supply chain organisations (local organisations, VCS, SMEs, Co-operatives etc.)</p>	<p>23) How many of your supply chain providers will be provided by Sandwell businesses %/£?</p>	<p>Total amount (£) spent in Sandwell supply chain through the contract</p>
	<p>Building Capacity of co-operative and Voluntary Sector Support provided to strengthen the co-operative and voluntary sector as part of the contract</p>	<p>24) What opportunities will you provide as part of the contract for the co-operative and voluntary sector organisations?</p>	<p>Number of hours of expert business advice (HR, financial, legal, HSE)</p>

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Smethwick Town Deal Board 29 November 2022

Subject:	Project Reporting
Contact Officer:	Rina Rahim, Towns Fund Programme Manager

1. Purpose of the Report

- 1.1. To receive an update on project progress and monitoring information for the period of April – September 2022.

2. Background and Main Considerations

- 2.1. As West Bromwich, Smethwick and Rowley Regis enter Phase 3 – Delivery, monitoring will be a key aspect to ensure the Accountable Body and DLUHC track progress of the fund and the projects it is delivering.
- 2.2. In April 2021, DLUHC issued Monitoring and Evaluation (M&E) Guidance that detailed mandatory reporting requirements for the fund, the frequency of when DLUHC expect this to be collected and how Towns should do it.
- 2.3. In September 2022, DLUHC issued further guidance; Local Authority Assurance Framework that detailed further guidance on Monitoring and Evaluation requirements.
- 2.4. The guidance confirms Local Authorities must provide six monthly reporting using an Excel template designed to report progress against baseline data agreed in the MOU and the Monitoring and Evaluation (M&E) plan. The template issued by DLUHC will request six-monthly updates on:
 - Financial expenditure on Towns Fund activity within the reporting period and forecasts for future quarters
 - Committed contractual expenditure
 - Progress against delivery plans
 - Mitigating and/or identifying risks
 - Identifying opportunities for publicity activity
 - Achievement against output targets
 - Achievement against outcome targets
- 2.5. Guidance also confirms Town Deal Boards are required have sight of performance reporting returns, and the opportunity to feed into them, before they are submitted to DLUHC. The Town Deal Board Chair must sign the performance reporting return before it is submitted to DLUHC.

2.6. To ensure the Accountable Body and Town Deal Boards receive reporting on a regular basis to monitor project progress, expenditure and risks, it is a requirement set by the Programme Management Office that West Bromwich, Smethwick and Rowley Regis project leads must submit Monitoring, Evaluation and Claim Returns on a quarterly basis, as a minimum.

2.7. The Programme Management Office have amalgamated the DLUHC reporting template with the Accountable Body Reporting requirements. The amalgamated template issued to project leads will request quarterly updates on:

DLUHC Reporting Requirements

- Financial expenditure on Towns Fund activity within the reporting period and forecasts for future quarters
- Committed contractual expenditure
- Progress against delivery plans (Spend, Delivery, Risks)
- Mitigating and/or identifying risks
- Identifying opportunities for publicity activity
- Achievement and forecast against output targets
- Achievement and forecast against outcome targets

Accountable Body Reporting Requirements

- Progress against delivery plans (Resources, Outputs, Outcomes)
- Achievements and forecast against Local Measures
- Achievements and forecast against project milestones
- Procurement activities
- Progress against social value plans (if applicable)
- Claim Form and evidence of defrayal

2.8. The information submitted by project leads will be presented to Town Deal Board members for review and final input prior to S151 Officer sign off and submission to DLUHC in December 2022.

Appendices

Smethwick Town Deal Reporting April – September 2022

Source Documents

LUF and Towns Fund Local Authority Assurance Framework (September 2022)

Towns Fund Monitoring and Evaluation Local Authority Guidance v1 (April 2021)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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