

Agenda

Rowley Regis Town Deal Board

Thursday, 31 August 2023 at 1.30 pm
At This meeting will be 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 and Action Log

7 - 12

To confirm the minutes of the meeting held on 25 May 2023 as a correct record.

4 Declarations of Interests

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

5 Governance Arrangements

13 - 26

To receive verbal update on Terms of Reference.



6 Project Reporting 27 - 96

To receive an update on project progress and monitoring information for the period of Apr – June 2023.

Project updates from:

- Blackheath Bus Interchange
- Canal Network Connectivity
- Satellite Education Hub

7 Forward Plans 97 - 98

To present upcoming press release and site visits.

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.

Shokat Lal

Chief Executive

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 J Webb, Cllr V Smith, J Morris MP, S Shingadia, S Griffiths, A Sheridan, D Harrold, L Bird, M Wildman, M Asif, S Partridge, S Rutter and S Howells.

Contact: town_deal@sandwell.gov.uk

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Meeting Notes – Rowley Regis Town Deal Board

25th May 2023 12:30 – 14:00

Present: A Eggington (Chair), J Thompson (Vice-Chair), D Harrold, K Harris, L Bird, J Morris MP, Cllr P Hughes, Cllr V Smith

Also Present: A Reynolds, M Farid, R Rahim, T McGovern and R Barrett-Price.

Item No.	Item Description
1.0	<p>Welcome and Opening Remarks</p> <p>The Chair welcomed board members to the meeting before outlining the agenda items for discussion</p>
2.0	<p>Apologies</p> <p>To receive any apologies for absence.</p> <p>Apologies were received from the following board members: -</p> <ul style="list-style-type: none"> • Jenna Langford – SMBC • Sandeep Shingadia • Andy Miller – SMBC
3.0	<p>Minutes and Action Log</p> <p>To confirm the minutes of the meeting held on 23 February 2023 as a correct record.</p> <p><u>Minutes</u> Board members agreed minutes of the Local Board meeting held on 23 February 2023 were a correct record.</p> <p><u>Action Log</u> Updates recorded on the attached Action Log.</p>
4.0	<p>Declarations of Interests</p> <p>To receive any declarations of interest from board members relating to any item on the agenda.</p> <p>The Chair asked board members to raise any declarations of interests.</p> <p>Cllr V Smith expressed she raised a declaration of interest at another meeting where the Satellite Education Hub was discussed.</p>
5.0	<p>Governance Arrangements</p> <ul style="list-style-type: none"> • Changes to Board membership following elections • Proposed update to Terms of Reference <p>There are two suggestions for updating the Terms of Reference:</p> <ul style="list-style-type: none"> - Terms of Reference to be updated so it is clear that its required to update Register of Interest on an annual basis and any interest and on appointment which was agreed by Board Members - Scheme of delegation has been updated regarding potential sunken/abortive costs to project budget i.e. where contractors have been changed. It was initially suggested £5k or 10% of individual budget lines.

However, comments were made at other Town Deal Boards and not in agreement of this and suggested otherwise based on the size of projects. The document will be updated by PMO and circulated for approval.

The following comments were made regarding the suggestions:

It was clarified it would be 10% of individual line budget, rather than of the whole project. For example, a smaller project of £300,000, £5k would be applicable. Some board members from other board felt a percentage wasn't suitable and a set figure would be better. It was agreed more work is required regarding these suggestions and PMO will share with board members once updated.

It was enquired what would the governance arrangement be in the meantime until approval. PMO clarified Chairs/Board Members would be contacted for review. However, there are none forthcoming for Rowley Regis currently.

Appointments to annual allocations for town leads are done on an annual basis. There have been some changes this week and PMO will arrange an introduction meeting for the Chair and newly elected members.

The Cabinet Portfolio holder is still the same for Rowley Regis and new members have been elected for Town Lead and Deputy Lead.

Action: PMO to setup introduction meeting between Chair and newly elected members.

PMO informed board members of new allocations – Cllr Webb and Cllr Millard. They will be joining the Board and will be invited to future meetings.

Action: PMO to invite new board members to future meetings.

6.0 Project Reporting

To receive an update on project progress and monitoring information for the period of Jan – Mar 2023.

Board members received Item 6a - Rowley Regis Town Deal Board Reporting Jan – March 2023 prior to the board meeting. This appendix was shared on screen to provide an update on project progress.

The following discussions were held as a result of the information presented: -

A report will be submitted to DLUHC on 9th June of all submissions/project progress received up until 31st March 2023. There is some slippage to future years. DLUHC have suggested staggered payments for this financial year.

Britannia Park

This project has been RAG rated 3 due to slippage into future years. There is still ongoing review into the design of the changing rooms. There have been some discussions with the Football foundation regarding the standard requirements of changing rooms. Architects are currently relooking at designs. The build is changed from modern method of construction to traditionally build as the cost was coming in the same.

The project lead reported that the grounds for the allotments have had some soil testing and it's not suitable for growing. Project leads are looking at alternative options.

	<p>Land remediation is coming back as overbudget. The play equipment is being looked into and design works are being reviewed. Project is on target to complete in March 2024.</p> <p>Board members made comments regarding the changing rooms. Regarding soil beds, can we get Ideal for All involved?</p> <p><u>Rowley Regis Satellite Education Hub</u> Project lead provided an update.</p> <p>A planning application has been submitted and a number of concerns have been raised. Building drawing, plans, courses were shared on screen. A board member raised there have been concerns regarding courses and not enough level 3 courses are being offered. Traineeships will be removed from the course list due to de-funding.</p> <p>It was queried regarding age range of students. There's a 70/30 split of young and adult learners. Discussions took place at the planning committee around car parking. It was asked what is being considered regarding the concerns. The college offers free bus passes and it was suggested to offer free rail passes also. A suggestion was also made if students can provide an economic need, a parking permit can be offered. There are pre-existing underutilised car parks within close proximity which can help with parking concerns. The College and SMBC are working on presenting further information as requested at the Planning Committee relating to student demographic, car parking options, site selection and member consultation. It was requested for this information to be shared with members in confidence.</p> <p>Action: PMO to share car park information with board members in the next 2 weeks.</p> <p>A board member commented they were pleased to see EHCP provision at the facility.</p> <p><u>Rowley Regis Connected</u> There are delays for this project with regards to moving funding to 2023/24. There is staffing issues currently as the current project lead is currently on sick leave.</p> <p>CCTV is currently being procured so pedestrian and cycling can be captured as DLUHC would like ongoing data.</p> <p><u>Blackheath Bus Interchange</u> There has been agreement no expenditure would be claimed until final BCR is complete, so funding has been pushed into future years. There is some match funding which has been assigned to the project. External consultant will be appointed in the interim whilst project lead is off.</p> <p><i>Chair left the meeting. Vice-Chair stepped in.</i></p> <p><u>Canal Network Connectivity</u> This project is on target and ahead of schedule. The project lead has offered to do a site visit. All payment has been received for this financial year.</p> <p>A board commented on the progress of the project after having visited it personally.</p>
7.0	<p>Forward Plans To receive an update on the forward plans:</p> <ul style="list-style-type: none"> • Press release/publicity

	<ul style="list-style-type: none"> • Site visits <p>There are plans to do a site visit to Canal Network Connectivity in the coming months. Board members were asked to make suggestions should they wish for specific projects to have site visits.</p> <p>There are plans to draft a press release end of June if Satellite Education Hub planning application is favourable and for Britannia Park once works start with play area and/or changing rooms.</p> <p>PMO will be working with Comms for project promotions using the hoarding at West Bromwich Town Hall and other shop fronts.</p>
8.0	<p>Any Other Business</p> <p>None.</p>
9.0	<p>Closing Remarks</p> <p>The Vice-Chair thanked board members for their attendance and contributions to the meeting and closed the meeting at 14:03.</p>

Rowley Regis Town Deal Board Action Log

Open Actions

Date	Description	Responsible Officer(s)	Update
25.05.23	PMO to set up introduction meeting between Chair and newly elected members	PMO	Complete.
25.05.23	PMO to invite new board members to future meetings.	PMO	Complete.
25.05.23	PMO to share Satellite Hub papers to MP Morris in the next 2 weeks.	PMO	Complete
23.02.23	PMO to circulate material/reports from Public Health in relation to benefits of cycling when available.	PMO	Complete
23.02.23	PMO to progress fixed exhibitions further.	PMO	Ongoing Publicity for projects

Closed Actions

Date Opened	Date Closed	Description	Responsible Officer(s)	Update
23.02.23	25.05.23	PMO to circulate feedback from consultations.	PMO	Complete
23.02.23	25.05.23	Keep Youngs Persons representative as an Agenda item for the next board meeting	PMO	Complete Shape conference in June and PMO will be attending. Will update at next meeting
24.11.22	23.02.23	Kelly Thomas to liaise with Chair of Young Leavers Programme and explore interests from Sandwell Council apprentices to see if they wish to join the Town Deal Board for Rowley Regis, West Bromwich and Smethwick.	Kelly Thomas	Complete
24.11.22	23.02.23	Board members to contact the Programme Management Office with details of incentives on offer to help create a package for young people to encourage their commitment to the Town Deal Board. (town_deal@sandwell.gov.uk)	All Board Members	Complete
08.07.22	24.11.22	PMO to contact board members to confirm their interest to continue as a board member.	R Rahim/ E Parkes	Complete
08.07.22	24.11.22	Terms of Reference to be updated to include 50% attendance annually is mandatory and would trigger individual board member review.	R Rahim/ E Parkes	Complete

08.07.22	24.11.22	Jude Thompson to contact relevant individuals at BCC to explore potential membership suggestions.	J Thompson	Complete
08.07.22	24.11.22	Debbie Downs to also review from a WMP perspective to understand whether they have any local contacts.	D Downs	Complete
08.07.22	24.11.22	PMO to circulate short survey to capture board member preference on board meeting day/ time.	R Rahim/ E Parkes	Complete

Towns Fund Programme Terms of Reference

V5 May 2023

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 upon their appointment, 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 upon their appointment, which will be maintained by the Council. Board members will be required to declare new interests by contacting the Programme Management Office , or declaring at the next Board meeting.

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 drawn 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
	Project leads to report on sunk/abortive costs as soon as possible, where the amount is: £5,000 + for projects below £1m (2 projects) £25,000 + for projects above £1m (14 projects) Movement of monies between individual project budget headings will also require Board endorsement as per the above criteria. This is applicable to all pre-construction costs including preliminary, design fees	Report to PMO	Yes – For changes above threshold	Towns Fund Programme Manager	No	Not applicable
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

Rowley Regis Town Deal Board Membership

V5 August 2023

Name	Representing/ Organisation
Adrian Eggington	Chair of Rowley Regis Town Deal Board/BCHG
Jude Thompson	Vice Chair of Rowley Regis Town Deal Board
Cllr Danny Millard	SMBC Cabinet Member
Cllr Lorraine Ashman	SMBC Rowley Regis Town Lead
Deborah Harrold	Agewell
Leona Bird	SCVO
Mohammed Asif	Cradley Heath Central Mosque
Cllr Kerrie Carmichael	SMBC Leader
Cllr Peter Hughes	SMBC Cabinet Member for Regeneration and Growth
Sandeep Shingadia	Transport for West Midlands
Steve Howells	Sandwell and West Birmingham CCG
James Morris	MP Halesowen and Rowley Constituency
Samantha Partridge	West Midlands Police (<i>A no. of reps in line with rest days</i>)
Simon Griffiths	Sandwell College
Mark Wildman	Sandwell Leisure Trust
<i>Sarah Rutter</i>	<i>Barnado's -to be removed</i>
Cllr Vicki Smith	Cradley Heath and Old Hill Ward Member
Cllr Julie Webb	Rowley Regis Town Lead
SMBC Officer Representatives	
Shokat Lal	Chief Executive
Surjit Tour	Monitoring Officer
Tony McGovern	Director, Regeneration and Growth
Brendan Arnold	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
Maaria Farid	Regeneration Programme Support Officer
Alan Reynolds	Senior Planner

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Rowley Regis Town Deal Board August 2023

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 - June 2023.
- 1.2. For Board members to approve the change request submitted for Satellite Education Hub.
- 1.3. For Board members to approve any underspend (c150k) on Canal Connectivity Project to be utilised for works on Weights Bridge.

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. 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.
- 2.3. DLUHC return for year ending 22/23 was submitted on the 9th June and is currently being processed. Further progress meetings with DLUHC has taken place which has enabled the receipt of project payments for 23/24. Payments for Blackheath Bus Interchange will be held until BCR has been submitted.
- 2.4. Board members are invited to consider the detailed project updated as per Item 6 on the Agenda. Brief summary to date is as follows:
 - Actual spend to March 2023 was £2,729,926.62 including contractual commitments, resulting in carry forward of £1,940,513.88, a 41% underspend
 - Claims submitted in Quarter 1 total £275,615 with the financial year forecasted at £2,668,990 spend.

With the forecast spend the slippage will stand at 65%. This can be mitigated if projects enter into contracts by the end of the financial year

- **Satellite Education Hub** – Planning application approved which enables the project to progress. Land transaction underway. Change request submitted by Satellite Education Hub to replace 100 traineeships to 16-24yr old NEETS supported with 75% of learners progressing onto further education/employment.
- **Canal Network Connectivity** –the project is currently utilising other funding that is time limited before drawing down the remaining towns fund monies.
- **Blackheath Bus Interchange** – Final designs still being completed which will enable BCR to be submitted to DLUHC.
- **Rowley Regis Connected** – project works slipped to February 2024
- **Britannia Park Improvements** – Planning application submitted for the changing rooms with a determination expected early Sept 23. Procurement of play equipment and skatepark to complete October 23.

2.5 **Satellite Education Hub Change Request**

Members are invited to consider the change request attached for the Satellite Education Hub which is requesting the following:

1. To change the name to Cradley Heath – Skills Centre
2. To change 100 traineeships to 100 learners supported with 75% onto further progression (requires DLUHC approval)

2.6 **Canal Connectivity Change Request**

The project is forecasting underspend which has been achieved by enabling works straight after the DLUHC approval. This underspend is being proposed to be utilised on works on Weights bridge. This works was originally considered during Full Business Case stage, however, was not included due to funding concerns. The full costs is expected to be c£250k with underspend of c£100-£150k from Towns fund being utilised. The remaining balance will be funded by Canal River Trust/match.

Members are required to approve the utilisation of the underspend.

Appendices

- 6a Rowley Regis Town Deal Reporting April - June 2023 (to be emailed as private pack)
- 6b Satellite Hub Change Request
- 6c Canal River Trust report

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Project	Jul	Aug	Sept	Oct	Nov	Dec
Brittania Park	DLUHC Site Visit		Elected/Board Members Site Visit Planning application determination for Changing Rooms		Sports Pitch improvement, tree planting	
Canal Network	DLUHC Site Visit		Site works complete Elected/ Board Members Site Visit			
Rowley Regis Satellite Education Hub	Planning application determination					
Blackheath Bus Interchange			Consultation on final design			
Rowley Regis Connected			Pre-site works complete			

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