

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 As a result, the Sandwell Superboard structure has been replaced by the three Local Boards, who inherit Superboard responsibilities.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