

# Smethwick Town Deal Board

## 23 May 2023

<b>Subject:</b>	<b>Governance Arrangements</b>
<b>Contact Officer:</b>	Rina Rahim, Towns Fund Programme Manager

### 1. Purpose of the Report

- 1.1. To review and update the Towns Fund Programme Terms of Reference following DLUHC guidance.
- 1.2. To provide update on changes Board Membership following May 2023 elections .
- 1.3. To approve update to scheme of delegation for abortive/changes to budget.

### 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 As a result, the Sandwell Superboard structure has been replaced by the three Local Boards, who inherit Superboard responsibilities.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. Smethwick Town Deal Board Membership

- 3.1. At the Smethwick Town Deal Board meeting held on 12 July 2022, Board Members were asked to confirm their interest to remain as a 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 26 August 2022.



- 3.2. Queries were received from MPs regarding the requirement to complete these forms, considering these are already submitted when elected and held at Central Government as well as being submitted as part of the Superboard. Further guidance was sought via SMBC democratic services and DLUHC who both require completion of Register of interest documentation on an annual basis.
- 3.3. The Terms of Reference have been updated to reflect this recommendation.

**Item 5 Code of Conduct**

5.1 All Members of the Town Deal Boards will sign 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 and on an annual basis, which will be maintained by the Council. Board members will be required to declare new interests by contacting the Programme Management Office or by declaring at the next Board meeting.

3.4 Following the May 2023 elections, the Annual appointment to Boards by Full Council will take place on 23 May. The Board membership will be updated where applicable to reflect these changes.

**3.5 Terms of Reference Annex 1 Scheme of Delegation**

Following discussions with the Chairs and Vice Chair of the Boards, it was recommended to updated the scheme of delegation to set out process for project leads to inform the Boards of potential sunken costs/financial implications to project costs prior to changes being made by project leads. The Scheme of delegation has been updated as follows:

Type of Variation	Scale of Variation	Action Required	Required Board endorsement?
Financial	Potential sunk/abortive costs to project budget of £5k or above or 10%, whichever is greater	Report to PMO/Update Board	Yes

**Appendices**

Towns Fund Programme Terms of Reference V5  
Smethwick Town Deal Board Membership

