

Sandwell Town Deal Assurance Panel Notes

8 February 2022 at 13.00
This meeting will be held online.

Attendees:	Tony McGovern; Simone Hines; Cllr Iqbal Padda; Jude Thompson; Jenna Langford; Emma Parkes; Matthew Driver.
Apologies:	Joanne Wrotchford – Attendance was not required as colleague Matt Driver reviewed Full Business Cases that was presented to the Panel on 8 February 2022.

Item No.	Item Description	Responsible Officer
1.0	Welcome and Opening Remarks	Tony McGovern
1.1	The Chair welcomed all to the Assurance Panel and outlined the items for discussion as per the agenda.	
2.0	Actions of Previous Panel – 24 January 2022 To agree actions have been recorded accurately, review progress and to confirm they can be published via Mod.Gov.	Tony McGovern
2.1	Updates have been recorded on the attached action log.	
2.2	Agreed: Minutes of the meeting held 24 January 2022 to be uploaded onto Mod.Gov.	
3.0	Draft Terms of Reference To agree draft terms of reference for the Assurance Panel.	Jenna Langford
3.1	Confirmation provided that the following revisions have been made to the Terms of Reference as per the request made on 24 January 2022: - <ul style="list-style-type: none"> • Town Deal Chair agreed to delegate authority to Local Board Chair(s), should he not be able to attend an Assurance Panel, and to authorise signature on Project Summary documents; • Deputy S151 Officer to be included as authorised signatory and can attend the Assurance Panel on behalf of the S151 Officer; • Agreed for Minutes of the Assurance Panel to be published on Mod.Gov. 	
3.2	Agreed: Terms of Reference signed off by Assurance Panel.	



Item No.	Item Description	Responsible Officer
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.6</p>	<p>Ron Davis Centre (resubmission) Panel to consider report and approve for the Project Summary document to be submitted to DLUHC 24 March 2022.</p> <p>An updated Full Business Case findings report was presented to Assurance Panel Members, of which included more detail around the review feedback on the Financial, Economic and Commercial Case.</p> <p>A detailed discussion took place around the commercial case and the procurement approach.</p> <p>Assurance Panel Members made the following recommendations: -</p> <p>Action: Ron Davis Project Team to provide a breakdown of project costs to ensure no issues with affording project delivery.</p> <p>Action: Ron Davis Project Team to provide assurance of resource should design work be conducted in-house.</p> <p>Action: Ron Davis Project Team to consider a suitable framework agreement that delivers construction only projects.</p> <p>Action: In line with actions 4.5 and 4.6, Ron Davis Project Team to confirm the procurement route.</p> <p>Action: Ron Davis project BCR to be sense checked following procurement route confirmation.</p>	<p>PMO</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Canal Connectivity Panel to consider report and approve for the Project Summary document to be submitted to DLUHC 24 March 2022.</p> <p>A Full Business Case findings report was presented to Assurance Panel Members. SIU conducted a review on the Strategic and Management Cases. No issues were identified, and no specific recommendations have been made.</p> <p>A review of the Financial, Economic and Commercial Cases were conducted by Mott MacDonald. Recommendations involved the inclusion of the approach taken to soft market research, detail around risk transfer between CRT and contractor and further breakdown of capital costs to be included within FBC.</p> <p>All review recommendations have been addressed by the Project Team.</p> <p>Agreed: Project Summary Document to be prepared and proceed with the submission to DLUHC process.</p>	<p>SIU/PMO</p>
<p>6.0</p>	<p>Smethwick Walking & Cycling Panel to consider report and approve for the Project Summary document to be submitted to DLUHC 24 March 2022.</p>	<p>SIU</p>



Item No.	Item Description	Responsible Officer
6.1	A Full Business Case findings report was presented to Assurance Panel Members. SIU conducted a review of all five cases.	
6.2	A discussion took place regarding recommendation 2 and if there is a need to conduct a specific sensitivity analysis, given the project team have used the same approach used by the Department of Transport.	
6.3	Panel Members noted the indicative costs within the FBC as detailed costings are not available. The panel were advised transportation projects have more access to alternative funds should additional funding be required.	
6.4	Action: SIU to amend Recommendation 2 to read 'It is noted that no sensitivity analysis has been undertaken, however the project team have used Web Tag, a system that is Greenbook compliant'.	
6.5	Agreed: Project Summary Document to be prepared and proceed with the submission to DLUHC process.	
8.0	AOB	Tony McGovern
8.1	None raised.	
9.0	Date of next Assurance Panel 21 February 2022, 10.30.	For Information



Representative	
Chair	Tony McGovern, Director Regeneration & Growth, Sandwell MBC
Assurance Panel Members	Jude Thompson, Chair of Sandwell Superboard Simone Hines, SMBC Director of Finance, S151 Officer Cllr Iqbal Padda, SMBC Cabinet Member Regeneration & Growth
SMBC Officers (attending in advisory capacity)	Jenna Langford Emma Parkes Matthew Driver Joanne Wrotchford

