



INVEST
City of Wolverhampton

City of Wolverhampton Town Deal Board

15 May 2020

Time	12.30 pm	Public Meeting?	NO	Type of meeting	Partnership Boards
Venue	Microsoft Teams				

Membership

Representatives from:

Access to Business
Black Country LEP
CBRE
City of Wolverhampton Council
Countryside Properties
Clever Dynamics Ltd
Collins Aerospace
LearnPlay Foundation
MP for Wolverhampton South West
MP for Wolverhampton South East
MP for Wolverhampton North East
University of Wolverhampton
West Midlands Combined Authority
Wolverhampton BID Company
Youth Council Chair

Information

If you have any queries about this meeting, please contact the Democratic Services team:

Contact Shelley Humphries
Tel/Email Tel: 01902 554070 email: shelley.humphries@wolverhampton.gov.uk

Agenda

Item No. *Title*

MEETING BUSINESS ITEMS - PART 1

- 1 **Apologies for absence**
- 2 **Notification of substitute members**
- 3 **Minutes of the meeting of 28 February 2020** (Pages 1 - 6)
[To approve the minutes of the meeting of 28 February 2020 as correct record.]
- 4 **Matters arising**
[To consider any matters arising from the minutes of the meeting of 28 February 2020.]
- 5 **City of Wolverhampton Town Deal Board Action Tracker** (Pages 7 - 8)
[To note the outcomes of actions identified at the last meeting.]

ITEMS FOR DISCUSSION OR DECISION - PART 2

- 6 **Final Terms of Reference for City of Wolverhampton Town Deal Board** (Pages 9 - 14)
[To receive the final version of the Terms of Reference for approval.]
- 7 **Sense check - COVID-19**
[Discussion on the response to COVID-19.]
- 8 **Town Investment Plan [TIP] Update - [To follow]**
[To receive a presentation on themes and priorities for the City of Wolverhampton Town Fund.]
- 9 **Working Groups Approach**
[Discussion item on Working Groups Approach.]
- 10 **Department for Business, Energy and Industrial Strategy (BEIS) Update**
[To receive a verbal update on funding arrangements from BEIS.]
- 11 **Future High Streets Fund** (Pages 15 - 16)
[To receive a presentation (slides to follow) on plans for the Future High Streets Fund and to endorse a letter of approval from the City of Wolverhampton Town Deal Board.]
- 12 **Any Other Business**



Attendance

Members of the City of Wolverhampton Town Deal Board

Councillor Ian Brookfield (Chair)
Stuart Anderson, MP
Councillor Harman Banger, City of Wolverhampton Council
Katherine Clough, University of Wolverhampton
Larissa Corr, Chair of Youth Council
James Crowter, Technology Management
Adam Daniels, Countryside Properties
James Holland, Collins Aerospace
Tim Johnson, Chief Executive, City of Wolverhampton Council
Narinder Johal, Black Country LEP
Josie Kelly, Access 2 Business
Pat McFadden, MP
Cherry Shine, Wolverhampton BID
Jane Stevenson, MP
Pat Willoughby, West Midlands Combined Authority

Guests

Rhian Davitt-Jones, Associate Director – CBRE

City of Wolverhampton Council Employees

Ian Fegan, Director of Communications and External Relations
Charlotte Johns, Director of Strategy
Richard Lawrence, Director of Regeneration
Kirsty Tuffin, Democratic Services Officer

Observers

Andrew Scragg, Participation Officer
Philip Singleton, City of Wolverhampton Council
Peter Taylor, City of Wolverhampton Council
Martin Waite, Political Assistant to Pat McFadden

1 **Apologies for absence**

Apologies were received from Deborah Cadman, Ro Hands, Geoff Layer.

2 **Minutes of the meeting of 24 January 2020**

Resolved:

That the minutes from the previous meeting held on 24 January 2020 be approved as a correct record.

3 **Terms of Reference**

Charlotte Johns, CWC Director of Strategy, presented the draft Terms of Reference for the City of Wolverhampton "Town Deal" Board. There was an agreement that earlier circulation of documents, as set out in the paperwork will be followed going forward. Comments on the draft Terms of Reference were requested from members of the Board outside of the meeting, to enable more opportunity for review.

There was a discussion on the requirements as set out in the Town Fund prospectus, which are currently being met. Stuart Anderson MP provided the Board with an update from a communication he had with the Rt. Hon Robert Jenrick MP, which set out that the chair of the board "must be a private sector individual" but appreciated this was not clear in the current guidance. It was agreed that nominations for a chair from the private sector be sought, and that clarification from the City of Wolverhampton's lead advisor from BEIS, Michelle Nutt, be arranged to ensure ongoing compliance with government regulations.

Stuart Anderson MP emphasised that £25 million of funding is available if we comply with the guidance. Given the terms of reference are also linked with an update due to be provided under the summary of the work since the last meeting, it was agreed that the Board moved on to this agenda item.

Resolved:

1. That a Chair from the private sector be sought.
2. That clarification was sought from Michelle Nutt, BEIS to ensure ongoing compliance with the Government regulations.

4 **Summary of the Work Since the Last Meeting**

Charlotte Johns, CWC Director of Strategy, presented the summary of the work conducted since the last meeting. Following the last Board meeting there has been an agreement from MHCLG to amend the boundary of the Town Deal for the City of Wolverhampton, but with no change to the funding offer.

It was reported that, as agreed with the Board, a letter was submitted to the Secretary of State requesting that the budgetary allocation for Wolverhampton is increased to reflect the proposed geography. No response had been received, and so the Board had three options to consider:

1. Accept the revised boundary on the condition that the funding offer changes so that our city has equality with other areas.
2. Accept the revised boundary but under the same funding offer, meaning that Bilston and Wednesfield would not be eligible for further rounds of the Towns fund.
3. Reject the revised boundary and lobby for Bilston and Wednesfield to be included in their own right in further rounds of the Towns fund.

Ministry of Housing, Communities and Local Government (MHCLG) requested confirmation from Wolverhampton by 28 February 2020 of the exact boundary.

Pat McFadden MP stressed the importance of the inclusion of Bilston. Cherry Shine, Wolverhampton BID, expressed the counterview that by taking on additional centres without additional funding it would serve to dilute the bid for Wolverhampton City centre. Stuart Anderson MP indicated he was keen to see the £25 million investment in Wolverhampton City centre.

It was agreed that in light of the discussion, Tim Johnson, CWC Chief Executive would issue a letter on behalf of the Board to the MHCLG to request additional time to consider all the options available.

Resolved:

That Tim Johnson, CWC Chief Executive issue a letter on behalf of the Board to the Ministry of Housing, Communities and Local Government to request additional time to consider all the options available, with an update to be sent round electronically to Board members on next steps.

5 Future High Street Fund Update

Richard Lawrence, CWC Director of Regeneration, presented an update on the Future High Street Fund, which Wolverhampton is also part of. The group were advised that the 'City Centre West' had been a key focus and consultants Rivington Hark were providing support in putting together the business case and bidding documents. A full bid for up to £25 million would be submitted in March 2020. To ensure synergy across funding opportunities, it was agreed that details of the Future High Street Fund be channelled through the Towns Fund Board going forward.

Resolved:

That it be agreed that details of the Future high Street Funds be channelled through the Towns Fund Board going forward.

6 Introduction to CBRE

Rhian Davitt-Jones, Associate Director - CBRE, introduced herself and advised that CBRE had been appointed to help support the Board and review current and future projects moving forward. She advised that CBRE would help create a robust and compelling Town Investment Plan, based on an understanding of processes elsewhere and Wolverhampton in particular. The group were also advised that Simon Phillips, Director – CBRE, would also be present at all future meetings.

Resolved:

That the introduction to CBRE be noted.

7 Wednesfield

Richard Lawrence, CWC Director of Regeneration, presented an update on Wednesfield. He advised that should the funding position remain the same CBRE could do a light touch review of Wednesfield that would build on current activities for an investment plan. It was noted that the next steps for Wednesfield would be to engage with stakeholders and partners on the area. Jane Stevenson MP requested that the board membership also include businesses from Wednesfield and referenced various businesses that she was engaging with in the town. It was

agreed that an update on Wednesfield be provided at the next Town Fund Board meeting, pending the review on geography.

Resolved:

That an update on Wednesfield, including engagement with stakeholders and partners and Board membership be brought to the next City of Wolverhampton Town Fund Board meeting.

8

Bilston

Richard Lawrence, CWC Director of Regeneration, presented an update on Bilston. He provided an update on current regeneration work in Bilston, and referenced the West Midlands Combined Authority (WMCA) had embarked on a Town Centre Programme that explored interventions for five different Town Centres, including Bilston. Pat Willoughby, WMCA provided an update that the Town Centre Programme had £20 million funding from WMCA and would allow for centres to bid for funding which would be split between the five areas. Pat McFadden, MP, requested more information and engagement on the project for Bilston and it was agreed that further work on this should be again channelled via the Towns Fund Board, should the geography be agreed to include Bilston.

The subjects of sustainability and climate change were raised as a core consideration across Town Deal. Environmental projects, for example the University's National Brownfield Institute as part of the National Centre for Sustainable Construction and Circular Economy at Springfield was mentioned as a response.

Resolved:

That further updates on Bilston, including the WMCA funded Town Centre Programme be channelled via the City of Wolverhampton Town Fund Board.

9

Communication Protocol

Ian Fegan, CWC Director of Communications and External Relations, presented the update on the communication protocol. The draft document that outlined a proposed communication protocol and how to achieve active communications was circulated for Board members to take away and provide feedback on at the next meeting. It was advised that the Communications team would also develop a webpage for all relevant information, including the terms of reference and all information as set out in the prospectus.

Following questions regarding the breakdown of the £4.4 billion total investment in Wolverhampton, Ian Fegan, Director of Communications and External Relations advised that a new hand-out was being developed which provided this information. It was noted that the hand-out was due imminently and would be shared with the City of Wolverhampton Town Deal Board.

Resolved:

1. That Board members consider the communication protocol and provide feedback for approval at a future board.
2. That Board members receive a copy of the hand-out breaking down the current £4.4 billion investment in Wolverhampton.

10 **Any other business**
There was no other business.

11 **Date of the next Meeting**
It was noted that the next meeting was scheduled for 3 April 2020.

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**City of Wolverhampton Town Deal Board
Schedule of Outstanding Matters / Action Tracker**



Agenda Item No.	Issue	Action / Resolution	Board Member Responsible	Timescale	Progress / Update
3	Terms of Reference	1. That a Chair from the private sector be sought.		Next Meeting	Nominations received from board members, and evaluation and election process in progress.
		2. That clarification was sought from Michelle Nutt, BEIS to ensure ongoing compliance with the Government regulations.		Next meeting	Tony Marvell/Rhian Davitt-Jones now in regular contact with Michelle Nutt at BEIS
4	Summary of the Work Since the Last Meeting	That Tim Johnson, CWC Chief Executive issue a letter on behalf of the Board to the Ministry of Housing, Communities and Local Government to request additional time to consider all the options available, with an update to be sent round electronically to Board members on next steps.	Tim Johnson, CWC Chief Executive	Next meeting	We are proceeding on the basis that we have extended boundary areas to include Bilston and Wednesfield, and that the overall funding of £25m will remain unchanged.
5	Future High Street Fund Update	That it be agreed that details of the Future High Street Funds be channelled through the City of Wolverhampton Town Deal Board going forward.	Richard Lawrence, CWC Director of Regeneration	Next meeting	Future High Street Fund now included in agenda planning for City of Wolverhampton Town Deal Board

**City of Wolverhampton Town Deal Board
Schedule of Outstanding Matters / Action Tracker**



Agenda Item No.	Issue	Action / Resolution	Board Member Responsible	Timescale	Progress / Update
7	Wednesfield	That an update on Wednesfield, including engagement with stakeholders and partners and Board membership be brought to the next City of Wolverhampton Town Deal Board meeting.	Richard Lawrence, CWC Director of Regeneration	15 May 2020	CBRE are leading an independent engagement process which is considering priorities for Wednesfield
8	Bilston	That further updates on Bilston, including the WMCA funded Town Centre Programme be channelled via the City of Wolverhampton Town Deal Board.	Richard Lawrence, CWC Director of Regeneration,	15 May 2020	CBRE are leading an independent engagement process which is considering priorities for Bilston
9	Communication Protocol	<ol style="list-style-type: none"> 1. That Board members consider the communication protocol and provide feedback for approval at a future board. 2. That Board members receive a copy of the hand-out breaking down the current £4.4 billion investment in Wolverhampton. 	<p>All</p> <p>Ian Fegan, CWC Director of Communications and External Relations</p>	<p>To be scheduled for a future Board meeting</p> <p>When available</p>	<p>Item deferred to the June board meeting</p> <p>Action complete; detail to be released to board members as part of board pack 15 May 20 meeting</p>

City of Wolverhampton Town Deal Board – Final Terms of Reference

Draft for comment

1.0 Introduction

- 1.1. In November 2019, Government launched the £3.6bn Towns Fund to help support 101 places across the country fulfil their economic potential. Each eligible town can secure investment of up to £25m as part of a Town Deal which supports them in delivering regeneration, improved connectivity (both transport and digital) and skills & enterprise.
- 1.2. The overarching aim of the Towns Fund is to help to rebalance the economy.
- 1.3. Wolverhampton was selected as one of the eligible towns to develop a Town Investment Plan which in turn would secure a Town Deal from Government.
- 1.4. The boundary for the Towns Fund is principally City-wide as such, projects which align with regeneration, connectivity and skills and enterprise could meet the criteria for securing Towns Deal Funding.
- 1.5. Government has published a Prospectus¹ which sets out the list of eligible Towns Fund places, their capacity funding and the initial criterion. Within the Prospectus Government notes that “*the Towns Fund will provide the core public investment in Town Deals – additional funding may come from other sources or parts of government*”².
- 1.6. The Prospectus sets out a three-stage process to secure a Town Deal:
 - Stage 1 – Completion of a Readiness checklist by 19 December 2019
 - Stage 2 – Establish and hold a Town Deal Board meeting by end of January 2020
 - Stage 3 – Towns to complete Town Investment Plans by the end of Summer 2020.
- 1.7. Capacity funding has been distributed to Councils to support them in completing their Town Investment Plan (TIP). The City of Wolverhampton Council has secured capacity funding of £173,029.
- 1.8. The Council has appointed CBRE to support the Town Deal Board with producing the Town Investment Plan.
- 1.9. Further guidance on the Towns Fund is expected to be issued by Government in March 2020.

2.0 Town Deal Board

- 2.1. The purpose of the Board will be to oversee the development and delivery of the Town Deal for the City of Wolverhampton, as defined by the map in Plan 1.
- 2.2. The role of the Board is to:
 - Identify the vision and strategy for the Town Deal for the City of Wolverhampton
 - Develop and agree an evidenced-based Town Investment Plan
 - Develop a clear programme of interventions which align with regional and national strategies
 - Consider appropriate delivery models/ vehicles

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/843843/20191031_Towns_Fund_prospectus.pdf

² Towns Fund Prospectus, Para 1.22

- Coordinate resources, communications and influence stakeholders
- 2.3 The Town Investment Plan will form the basis of negotiation with Government for the proposed Town Deal through setting out the priorities and establishing the ‘funding ask’ for each priority.

3.0 Role and Objectives of the Board

- 3.1. The Town Deal Board will be the vehicle through which the vision and strategy for the Town Deal will be defined.
- 3.2 The Board will have advisory and directive role and will take advice from City of Wolverhampton Council Officers and external parties invited to speak.
- 3.3 The Board will work to define the priority projects and/or programmes for the City, ensuring a robust evidence-based approach, and to identify the level of Towns Funding to be sought.
- 3.4 The role of all Board members will be to take a City-wide perspective.
- 3.5 Board members will be required to develop consensus in the best interests of Wolverhampton as a whole.
- 3.6 Members will need the appropriate authority to speak on behalf of their organisation.
- 3.7 The Board will define and agree a programme of community engagement and consultation through which to ‘test’ the priority projects/ programmes.
- 3.8 The Board will agree a communications protocol to ensure a consistent and co-ordinated approach.

4.0 Scope of Board

- 4.1. The terms of reference for the Board are split into two distinct areas:
1. Development of Town Investment Plan and Securing Town Deal
 - Oversight, direction, support and leadership on the development of the Town Investment Plan and associated plans and proposals
 - Monitoring progress and giving direction on any issues that have arisen
 2. Delivery of the Town Deal
 - Working with relevant stakeholders to deliver the Town Deal
 - Monitoring progress of delivery of the Town Deal
 - To hold stakeholders to account for the delivery of Town Deal

5.0 Alignment with Existing Governance Structures

- 5.1 The Board members will feedback to their existing governance structures.

6.0 Legal Status

- 6.1 The City of Wolverhampton Council will act as the Council for financial matters on behalf of the Board. All accounting arrangements will be made under the supervision of the Council Finance Department.
- 6.2 The Board is a strategic partnership to assist in agreeing a Town Deal and a Town Investment Plan for Wolverhampton.
- 6.3 It does not have legal status to enter into contracts.

7.0 Critical Success Factors

7.1 The critical success factors are:

- Establishing clear parameters for the development of the Town Investment Plan
- Agreeing the scope of the programme,
- Agreeing clear timescales for project delivery
- Agreeing a robust and compelling Town Investment Plan
- Securing a significant Town Deal for City of Wolverhampton
- Implementing the Town Deal and associated Town Investment Plan

8.0 Membership

8.1 The Board will consist of senior representatives from organisations playing a lead role in the City. The Chair should represent a private sector business or organisation.

8.2 The composition of the Board will be as inclusive as practicable covering a full range of "key players" balancing this with a realistic maximum size of partnership necessary for it to be effective and strategic. The Board also follows the membership guidance of the Town Fund as per the Town Fund Prospectus.

8.3 Where a Board member is unable to attend, then it will be the responsibility of that Board member to nominate a substitute, subject to Chair's agreement.

8.4 Board members agree to champion and communicate the partnership arrangements of the Town Deal throughout their organisation, partnership and sector.

8.5 If a member of the Board changes to a different employer or loses his or her position, then their membership of the Board will automatically cease with immediate effect.

8.6 The Council's Project Team will be ex officio members of the board.

8.7 The membership of the Board will be (subject to additions):

- Chair – Representative of the Private Sector to be agreed
- Tim Johnson – Chief Executive, City of Wolverhampton Council
- Mal Cowgill – Principal and Chief Executive, City of Wolverhampton College
- Jane Stevenson – MP for Wolverhampton North East
- Stuart Anderson – MP for Wolverhampton South West
- Pat McFadden – MP for Wolverhampton South East
- Adam Daniels – Regional Operations Director, Countryside Properties
- James Crowter – Managing Director, Clever Dynamics Ltd
- Ro Hands – Managing Director, LearnPlay Foundation
- Cherry Shine – Director, Wolverhampton BID Company
- Ninder Johal – Black Country LEP
- James Holland – General Manager, Collins Aerospace
- Professor Geoff Layer – Vice-Chancellor, University of Wolverhampton
- Josie Kelly – Business Manager, Access to Business
- Patricia Willoughby – Head of Policy, West Midlands Combined Authority
- Cllr Harman Banger – Cabinet member for City Economy, City of Wolverhampton Council
- Tutsi, Youth MP, Wolverhampton Youth Council
- Ruby, Youth MP, Wolverhampton Youth Council
- Ben Reid Global Board Member, International Co-Op Alliance, Co-op

8.8 Officers in regular attendance at meetings will include the following, plus others as appropriate:

- Richard Lawrence, Director of Regeneration, City of Wolverhampton Council
- Charlotte Johns, Director of Strategy, City of Wolverhampton Council
- Ian Fegan, Director of Communications and External Relations
- Ian Culley, Lead Planning Manager, City of Wolverhampton Council
- Michelle Nutt, Government Area Lead – , Cities and Local Growth Unit
- Town Deal Project Officers, City of Wolverhampton Council

8.9 With the agreement of the Board, other City Council officers and external parties will be invited to attend meetings as and when appropriate.

9.0 Management and Coordination

9.1 Meeting Frequency

- The Board will initially meet on a monthly basis until completion of the Town Investment Plan (or more or less frequently if agreed by members).
- The Board will meet on a quarterly basis once the Town Investment Plan has been agreed and a Town Deal for Wolverhampton is in place (or more or less frequently if agreed by members).

9.2 The Secretariat will be provided by City of Wolverhampton Council working to the following standards:

- The agenda and papers will be circulated at least a week before the board meeting
- Actions will be formally agreed at the end of each meeting circulated to attendees within five working days of the next meeting taking place
- Co-ordinate presentations and papers needed for the meetings

9.3 Attendance of guests at meetings will be notified in advance via the agenda. Where an external third party is invited it will be through agreement of the Chair.

9.4. The meetings may take place at venues across the Wolverhampton area.

9.5. The Board will be quorate with be a minimum of five members.

9.6. These terms of reference will need to reflect government information and will be refreshed as new material and/or guidance is published.

10. Code of Conduct

DECLARATIONS OF INTEREST

10.1 The Members recognise that it is essential that the business of the Board is conducted in an open and transparent manner.

10.2 The Members must therefore declare a personal interest in any item on the agenda. The following interests must be entered by each Member in the register of personal interests referenced below and also declared each time an item comes up for discussion at a meeting of the Board:

- Ownership or any other interest in any property within the area of Wolverhampton.
- Directorship of, ownership of or employment by any company or partnership owning or occupying any property within the area of Wolverhampton or carrying out work within that area

- 10.3 Declaration involves stating the interest and also the nature of the interest. Once the interest is declared, then a Member may speak on the item but must not vote on it.
- 10.4 Elected Members of City of Wolverhampton Council are bound by the Council's Code of Conduct while at meetings of the Board.
- 10.5 Members do not have an interest by virtue of employment by or membership of a body which is represented on the Board.
- 10.6 Register of Interests shall be established and completed by all members of the Board.

CONDUCT OF BOARD MEMBERS

- 10.7 All members of the Board are expected to adhere to the Nolan Principles of public life.
- 10.8 The Board will align itself with the governance standards and policies of City of Wolverhampton Council as Lead Council, including those policies on whistle blowing and complaints.

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Isobel Woods
City of Wolverhampton Council
Civic Centre
St Peter's Square
Wolverhampton
WV1 1SH

15 May 2020

Dear Isobel

Wolverhampton City Centre West – Future High Street Fund

I am writing to register the Wolverhampton Town Deal Board's strong support for Wolverhampton City Council's bid to the Future High Street Fund as part of the vision to revitalise the City Centre West Quarter.

The Wolverhampton Town Deal Board is developing a complementary set of projects focussed on regeneration, infrastructure, skills, and employment.

If successful, this funding will kickstart several key regeneration projects in the City Centre West Quarter, and elsewhere in the City from improving the public realm to providing infrastructure for event activities. We foresee this as a catalyst for future investment by private land and building owners.

Revitalising this historically significant area of the city will benefit residents and boost the economy by attracting and retaining residential, retail and commercial developments. It will also build on recent improvements, such as the new Interchange, which have already gone some way to transforming the landscape of the city.

Not only will this investment enhance Wolverhampton's appeal to investors and businesses, it will provide a lift for local people who take pride in their city and want to see it prosper.

We regard this bid as complementary to the emerging Town Investment Plan and we will ensure that these parallel bids are aligned and overseen to deliver the aspiration for a significantly changed city.

For all these reasons, we wholeheartedly support Wolverhampton City Council's ambitious vision for our city as part of its Future High Street Fund submission. The success of this bid will go some way to ensuring the centre of Wolverhampton is fit for the future.

Yours sincerely

Wolverhampton Towns Fund Board

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