



Towns Fund Board

14 May 2021

Time 2.00 pm **Public Meeting?** NO **Type of meeting** Partnership Boards
Venue TBC

Membership

| | |
|---------------------------|--|
| Ninder Johal (Chair) | Owner, Nachural |
| Stuart Anderson | Member of Parliament for Wolverhampton South West |
| Simon Archer | Director, Bilston BID |
| Councillor Ian Brookfield | Leader of the Council, City of Wolverhampton Council (CWC) |
| Mal Cowgill | Principal and Chief Executive, City of Wolverhampton College |
| James Crowter | Managing Director, Tecman |
| Adam Daniels | Regional Operations Director, Countryside Properties |
| Ro Hands | Owner, Learn Play Foundation |
| James Holland | General Manager, Collins Aerospace |
| Tim Johnson | Chief Executive, CWC |
| Josie Kelly | Chief Executive Officer, Access 2 Business |
| Professor Geoff Layer | Vice Chancellor, University of Wolverhampton |
| Pat McFadden | Member of Parliament for Wolverhampton South East |
| Maninder Mangat | Director, MM Consulting |
| Ben Reid | Board Member, International Co-Op Alliance |
| Kevin Rogers | Executive Director, Paycare |
| Amit Sharma | Director, INCO |
| Cherry Shine | Director, Wolverhampton BID |
| Jane Stevenson | Member of Parliament for Wolverhampton North East |
| Patricia Willoughby | Cabinet Member for City Economy, CWC |
| Tutsi and Ruby | Head of Policy (Housing & Regeneration), West Midlands Combined Authority (WMCA) |
| | Youth Council Representatives |

Information

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

Contact Tony Marvell, Programme Manager
Tel/Email email: Townsfund@wolverhampton.gov.uk

Agenda

PART 1 – Items open to all attendees

Item No. *Title*

MEETING BUSINESS ITEMS - PART 1

- 1 **Apologies for absence**
- 2 **Notification of substitute members**
- 3 **Declarations of Interest**
- 4 **Minutes of the meeting of 19 March 2021** (Pages 1 - 6)
[To approve the minutes of the meeting of 19 March 2021 as correct record.]
- 5 **Matters arising**
[To consider any matters arising from the minutes of the meeting of 19 March 2021.]
- 6 **Towns Fund Action Tracker** (Pages 7 - 8)
[To note the outcomes of actions identified at previous meetings.]

ITEMS FOR DISCUSSION OR DECISION - PART 2

- 7 **Refreshed Terms of Reference** (Pages 9 - 14)
[To receive the refreshed Terms of Reference for approval.]
- 8 **National Towns Fund Update**
[To receive a verbal update on the Towns Fund Programme.]
- 9 **Towns Fund Project and Funding Proposal**
[To receive the Towns Fund Project and Funding Proposals for approval.]
- 10 **Forward Programme Plan**
[To receive a presentation outlining the Forward Programme Plan.]
- 11 **Any other business**



Towns Fund Board

Minutes - 19 March 2021

Attendance

Members of the Towns Fund Board

| | |
|----------------------------|--|
| Ninder Johal (Chair) | Owner, Nachural |
| Stuart Paul Anderson | Member of Parliament for Wolverhampton South West |
| Simon Archer | Director, Bilston BID |
| Councillor Ian Brookfield | Leader of the Council, City of Wolverhampton Council (CWC) |
| Katharine Clough | Vice Chancellor, University of Wolverhampton |
| Mal Cowgill | Principal and Chief Executive, City of Wolverhampton College |
| James Crowter | Managing Director, Tecman |
| Adam Daniels | Regional Operations Director, Countryside Properties |
| James Holland | General Manager, Collins Aerospace |
| Tim Johnson | Chief Executive, CWC |
| Josie Kelly | Chief Executive Officer, Access 2 Business |
| Pat McFadden | Member of Parliament for Wolverhampton South East |
| Maninder Mangat | Director, MM Consulting |
| Ben Reid | Board Member, International Co-Op Alliance |
| Kevin Rogers | Executive Director, Paycare |
| Ruby | Youth Council Representative |
| Amit Sharma | Director, INCO |
| Cherry Shine | Director, Wolverhampton BID |
| Councillor Stephen Simkins | Cabinet Member for City Economy, CWC |
| Jane Stevenson | Member of Parliament for Wolverhampton North East |
| Tutsi | Youth Council Representative |
| Patricia Willoughby | Head of Policy (Housing & Regeneration), West Midlands Combined Authority (WMCA) |

In Attendance

| | |
|-------------------|---|
| Michelle Nutt | Business, Energy and Industrial Strategy (BEIS) |
| Richard Lawrence | Director of Regeneration, CWC |
| Shelley Humphries | Democratic Services Officer, CWC |
| Andrew Scragg | Youth Service Participation Worker, CWC |
| Peter Taylor | Head of City Development, CWC |
| Tony Marvell | Transformation Programme Manager, CWC |
| Ross Cook | Director of City Environment, CWC |
| Ian Culley | Section Leader, CWC |

Item No. *Title*

- 1 **Apologies for absence**
Apologies were received from Professor Geoff Layer, Vice Chancellor, University of Wolverhampton.
- 2 **Notification of substitute members**
Katharine Clough attended for Professor Geoff Layer

3 **Declarations of Interest**

There were no declarations of interest made.

4 **Minutes of the meeting of 27 November 2020**

Resolved:

That the minutes of the meeting of 27 November 2020 be approved as a correct record.

5 **Matters arising**

There were no matters arising from the minutes of the meeting of 27 November 2020.

6 **Towns Fund Action Tracker**

Tony Marvell, Programme Manager, City of Wolverhampton Council (CWC) presented the Towns Fund Action Tracker which outlined the outcomes of actions agreed at the last meeting.

Resolved:

That the outcomes from the actions agreed at the meeting of 27 November 2020 be noted.

7 **Future High Streets Fund Update**

Ross Cook, Director of City Environment delivered a verbal update and accompanying presentation on the Future High Streets Fund Update.

It was highlighted that the £15.7 million awarded to Wolverhampton was well over the £7 million initially proposed by the Government and Wolverhampton had received the 16th largest award nationally and the largest in the Black Country.

An outline of the proposals included the Civic Halls Public Realm refresh, the development of a refreshment and performance venue at Bell Street, redevelopment of Victoria Street and the work on Cleveland Parade to prepare the site for a future long-term development.

The work undertaken on the projects and planning was commended.

Resolved:

That the presentation on the Future High Streets Fund Update be received.

8 **Towns Fund Capital Accelerator Grant**

Ross Cook, Director of City Environment, CWC delivered the update on the Towns Fund Capital Accelerator Grant with supporting presentation. It was outlined that the 10 mini projects were on target to deliver the outcomes planned from within the £1 million investments by 31 March 2021. An update was provided on the progress against projects in Bilston, Wednesfield and the City Centre to date.

It was acknowledged that the traders in Wednesfield had engaged really positively with the programme and contributed to the success of the project. Particular thanks were extended to Jay Bayso for his contributions and support to the scheme.

It was also reported that the Wednesfield traders had expressed how pleased they had been with the consultation process and outcome and their thanks were passed on to the Towns Fund Board. It was highlighted that the reconfiguration of Wednesfield Market was well underway and would be prepared to launch soon.

Resolved:

That the update on the Towns Fund Capital Accelerator Grant be received.

9 **National Towns Fund Update**

Michelle Nutt, Assistant Area Director, BEIS provided an update on the National Towns Fund Bid. It was outlined that an offer of £25 million funding had been made to Wolverhampton and any acceptance would need to be made within eight weeks of receipt of the written offer.

It was confirmed that the offer was subject to an indication of which projects would be taken forward and how the conditions outlined in the offer would be met.

Following a query around whether resubmitting the bid may result in the offer being lower, it was confirmed that to resubmit the bid would mean starting the process again from the beginning. The bid would need to go through a repeated process and it may be a different group of individuals considering the bid. There were no guarantees of a higher offer however Michelle agreed to provide further clarification on the potential of a lower offer should the bid be resubmitted.

In response to a question around why the full amount bid for was not awarded, it was confirmed that full funding had only been offered to authorities with exceptional bids to drive growth, such as the update of Blackpool Illuminations for example.

It was acknowledged that £25 million was the average maximum amount and any award above that level would have been a bonus.

Resolved:

That the National Towns Fund Update be noted.

10 **Levelling Up Fund**

Richard Lawrence, Director of Regeneration, CWC delivered a verbal update on the Levelling Up fund. It was outlined that £4 billion had made available nationally over the next four years. It was reported that bids would need to be submitted by 18 June 2021 with announcements on successful bids due to be made in the autumn.

The Levelling Up Fund would invest the money in projects that had an impact on residents and communities and Members of Parliament for the bidding authority would back one bid that they saw as a priority. The three main themes for priorities focused on transport investments; regeneration and town centre investments and cultural investments.

In response to a query around who would write the bids, it was confirmed that they would be authored by local authorities with endorsement from local Members of Parliament. It was clarified that one bid could be submitted for every Member of Parliament representing each local authority, which meant Wolverhampton could potentially submit three bids for £20 million.

It was agreed that there was an opportunity for the Towns Fund Board to be utilised as a platform for oversight of the bid as it had the advantage of a partnership membership as well as the three Wolverhampton Members of Parliament sitting on the Board.

It was queried whether, if successful, Levelling Up Fund monies could go towards bridging the gap in funding offered by MHCLG. It was noted that the concept of applying for various methods of funding would maximise the potential to fund more of the proposed projects and was certainly being explored.

It was acknowledged that the Authority would need to propose robust bids as there were potentially 30 other level one priority authorities across the country bidding for a share of the funding.

Resolved:

1. That the Levelling Up Fund presentation be received.
2. That the Towns Fund Board have oversight of any Levelling Up Fund bids submitted.

11 **Towns Fund Projects Funding Discussion**

Tony Marvell, Programme Manager – Regeneration, CWC led the discussion on the funding for the Towns Fund Project. A precis of the projects had been provided in advance of the meeting and the next stage of the programme for the next three to four months were outlined.

It was queried whether projects would be chosen according to priority or if projects would be delivered in part or whole. It was noted that the possibility of other funding options may be available therefore an examination of timescales for other funding bids as well as project timescales was required. Additional funding may mean more projects may be able to move forward.

Information on projects, project timescales, funding available, potential funding and bidding timescales would be made available to Board members prior to the next meeting. This would inform decision-making when taking projects forward.

At this point Michelle Nutt returned with the clarification that, should the Town Deal bid be resubmitted and reconsidered, there was a chance that the resulting offer may be for less.

Members of Towns Fund present agreed on a named vote process to determine whether to accept the offer. Following this vote, it was unanimously agreed that the offer of £25 million be accepted.

The Chair thanked everyone including partner organisation representatives and City of Wolverhampton officers for their efforts and contributions in the submission of the bid and shaping the Town Investment Plan, as well as to Members of Parliament who had lobbied hard for the funding. It was acknowledged that the success of the Town Fund Board bid was a positive example of what could be achieved by private and public sector collaboration.

Resolved:

1. That members of Towns Fund Board agree to accept the offer of £25 million Town Deal funding from MHCLG.
2. That information on projects and additional funding timescales be collated and shared with Towns Fund Board members prior to the next meeting.

12 **Any other business**

Josie Kelly, Chief Executive Officer, Access 2 Business offered the opportunity for Board Members to volunteer as vaccination campaign champions to promote take-up of the COVID-19 vaccine and dispel any concerns for those who were hesitant.

It was reported that Suzi Perry, a popular television presenter who hailed from Wolverhampton, had featured in a video showing her receiving her vaccine and encouraging others to do the same. Any interested Board members were invited to record themselves receiving the vaccine to use in the campaign or get in touch with Josie Kelly.

This page is intentionally left blank

City of Wolverhampton - Towns Fund Board
Action Tracker (from the meeting of 19 March 2021)



| Agenda Item No. | Issue | Action / Resolution | Board Member/Officer Responsible | Timescale | Progress / Update |
|-----------------|--|---|---|---|---|
| 11 | Towns Fund Projects Funding Discussion | 1. That members of Towns Fund Board agree to accept the offer of £25 million Town Deal funding from MHCLG. 2. That information on projects and additional funding timescales be collated and shared with Towns Fund Board members prior to the next meeting. | Tony Marvell, Programme Manager – Regeneration and City Environment (CWC) | Before the next scheduled meeting (14 May 2021) | The Heads of Terms Letter was signed by the Chair of Towns Fund Board (Ninder Johal), Chief Executive of the accountable body (Tim Johnson, City of Wolverhampton Council) and the MHCLG Secretary of State on 23 March 2021. A closed meeting was held 30 April 2021 where additional funding and timescales were discussed amongst Towns Fund Board members. |

This page is intentionally left blank



Wolverhampton Towns Fund Board –Terms of Reference

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 Town 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 Towns Fund 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 Towns Fund 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 Towns Fund boundary map.
- 2.2 The role of the Board is to:
 - Identify the vision and strategy for the Town Deal for the City of Wolverhampton

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

- 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
 - 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 Towns Fund 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 Towns 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 the 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 City of Wolverhampton Council's Project Team will be ex officio members of the board.

8.7 The membership of the Board will be (in alphabetical order, subject to additions):

| No | Board Member | Organisation | Title |
|----|-----------------------|-------------------------------|--|
| 1 | Simon Archer | Bilston BID | Director |
| 2 | Stuart Anderson | MP (Conservative) | Wolverhampton South West |
| 3 | Cllr. Ian Brookfield | CWC (Labour) | Leader of the Council |
| 4 | Mal Cowgill | City of Wolverhampton College | Principal and Chief Executive |
| 5 | James Crowter | Tecman | Managing Director |
| 6 | Adam Daniels | Countryside Properties | Regional Operations Director |
| 7 | Lindsey Flynn | Well Consultancy | Chief Executive and LEP member |
| 8 | Ro Hands | Learn Play Foundation | Owner |
| 9 | James Holland | Collins Aerospace | General Manager |
| 10 | Ninder Johal (Chair) | Nachural | Owner |
| 11 | Tim Johnson | CWC | Chief Executive |
| 12 | Josie Kelly | Access 2 Business | Chief Executive Officer |
| 13 | Professor Geoff Layer | University of Wolverhampton | Vice Chancellor |
| 14 | Patrick McFadden | MP (Labour) | Wolverhampton South East |
| 15 | Maninder Mangat | MM Consulting | Director |
| 16 | Kevin Rogers | Paycare | Executive Director |
| 17 | Ben Reid | Co-op | Board Member, International Co-Op Alliance |
| 18 | Amit Sharma | INCO | Director |
| 19 | Cherry Shine | Wolverhampton BID | Director |
| 20 | Cllr Stephen Simpkins | CWC (Labour) | Cabinet Member for City Economy |
| 21 | Jane Stevenson | MP (Conservative) | Wolverhampton North East |
| 22 | Patricia Willoughby | WMCA | Head of Policy |
| 23 | Ruby | Youth Council | (communicate through Andrew Scragg) |
| 24 | Tutsi | Youth Council | (communicate through Andrew Scragg) |

8.8 City of Wolverhampton Council 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
- Tony Marvell, Programme Manager, 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.

This page is intentionally left blank