



City Investment Board

17 February 2023

Time 1.30 pm **Public Meeting?** NO **Type of meeting** Partnership Boards
Venue Committee Room 3 - 3rd Floor - Civic Centre

Membership

Ninder Johal (Chair)	Owner, Nachural
Stuart Anderson MP	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
Adam Daniels	Regional Operations Director, Countryside Properties
Lindsey Flynn	Representative of Black Country Local Enterprise Partnership
Ray Flynn	Associate Director (Place), University of Wolverhampton
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
Pat McFadden MP	Member of Parliament for Wolverhampton South East
Maninder Mangat	Director, MM Consulting
Kevin Rogers	Executive Director, Paycare
Amit Sharma	Director, Sapphire Innovation
Cherry Shine	Director, Wolverhampton BID
Councillor Stephen Simkins	Deputy Leader: Inclusive City Economy, CWC
Jane Stevenson MP	Member of Parliament for Wolverhampton North East
Patricia Willoughby	Head of Policy (Housing & Regeneration), West Midlands Combined Authority (WMCA) Youth Council Representatives

Information

If you have any queries about this meeting, please contact:

Contact Darowen Jones, Programme Manager
Tel/Email email: Townsfund@wolverhampton.gov.uk

Information

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

Contact Darowen Jones, 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 25 November 2022** (Pages 1 - 8)
[To approve the minutes of the meeting of 25 November 2022 as a correct record.]
- 5 **Matters arising**
[To consider any matters arising from the minutes of the meeting of 25 November 2022.]
- 6 **City Investment Board Action Tracker** (Pages 9 - 12)
[To note the outcomes of actions identified at previous meetings.]

ITEMS FOR DISCUSSION OR DECISION - PART 2

- 7 **City Investment Board - Governance Documents** (Pages 13 - 38)
[To approve the refreshed City Investment Board Terms of Reference, Local Assurance Framework and Conflict of Interest Policy.]
- 8 **Levelling Up Fund Update**
[To receive a verbal update on the Levelling Up Fund.]
- 9 **Wolverhampton Prospectus**
[To receive the Wolverhampton Prospectus for noting.]
- 10 **Towns Fund Programme Update Dashboard**
[To receive a presentation on the status of Towns Fund Projects.]
 - 10a **High Street Task Force Presentation**
 - 10b **Project Updates** (Pages 39 - 50)
 - 10c **Programme Level Risk Register** (Pages 51 - 54)
- 11 **Any Other Business**



Towns Fund Board

Minutes - 25 November 2022

Attendance

Members of the Towns Fund Board

Ninder Johal (Chair)	Owner, Nachural
Stuart Anderson MP	Member of Parliament for Wolverhampton South West
Simon Archer (v)	Director, Bilston BID
Councillor Ian Brookfield (v)	Leader of the Council, City of Wolverhampton Council (CWC)
Lindsey Flynn	Representative of Black Country Local Enterprise Partnership (LEP)
Ray Flynn	Associate Director (Place), University of Wolverhampton
Ro Hands (v)	Owner, Learn Play Foundation
Harleen	Youth Council Representative
James Holland (v)	General Manager, Collins Aerospace
Tim Johnson	Chief Executive, CWC
Josie Kelly	Chief Executive Officer, Access 2 Business
Maninder Mangat	Director, MM Consulting
Peter Merry	Deputy Chief Executive, City of Wolverhampton College
Kevin Rogers (v)	Executive Director, Paycare
Cherry Shine	Director, Wolverhampton BID
Tia	Youth Council Representative

In Attendance

Liam Davies	Head of City Development, CWC
Shelley Humphries	Democratic Services Officer, CWC
Charlotte Johns	Director of Strategy, CWC
Darowen Jones	Towns Fund Programme Manager, Kinver Business Solutions
Richard Lawrence	Director of Regeneration, CWC
Ayesha Malhan (v)	Regeneration Officer, CWC
Andrew Scragg	Youth Service Participation Worker, CWC
Peter Taylor (v)	Regeneration Manager, CWC

Item No. Title

- Apologies for absence**
 Apologies were received from Towns Fund Members Jane Stevenson MP, Member of Parliament for Wolverhampton North East; Adam Daniels, Managing Director of Countryside Partnerships; Pat McFadden MP; Member of Parliament for Wolverhampton South East; Mal Cowgill, Principal and Chief Executive of City of Wolverhampton College, Councillor Stephen Simkins, Executive Deputy Leader: Inclusive City Economy for CWC and James Crowter, Managing Director of Tecman.

Apologies were also received from Ian Fegan, Director of Communications for CWC.
- Notification of substitute members**
 Peter Merry, Deputy Chief Executive of City of Wolverhampton College attended remotely for Mal Cowgill.

3 **Declarations of Interest**

There were no declarations of interest.

4 **Minutes of the meeting of 29 July 2022**

Resolved:

That the minutes of the meeting of 29 July 2022 be approved as a correct record.

5 **Matters arising**

Other than those covered in the Towns Fund Action Tracker at item 6, there were no matters arising from the minutes of the previous meeting.

6 **Towns Fund Action Tracker**

Darowen Jones, Programme Manager, Kinver Solutions presented the Towns Fund Action Tracker which outlined the outcomes of actions agreed at the last meeting.

It was highlighted that steps had been taken to ensure Board members received information prior to external communications to the media.

Resolved:

That the outcomes from the actions agreed at the meeting of 29 July 2022 be noted.

7 **Levelling Up Agenda - Briefing Note and Update**

Charlotte Johns, Director of Strategy, CWC presented the Levelling Up Agenda - Briefing Note and Update highlighting key proposals. The briefing note detailed proposals for a review of the Towns Fund Board and its scope in order for the best City response to government policy.

Proposals included a review of the Terms of Reference and an extension of membership to include other key partners whilst still honouring the previous agreement of keeping the membership at a manageable level.

It was queried whether there would be a focus on funding activity only or around the Levelling Up agenda. In response, it was envisaged that the Board's scope would encompass not only those areas, but also provide a forum to understand and seek sustainable opportunities to continually ensure the best outcomes for the City and its residents in an ever-changing financial climate. It was suggested that the Board should have strategic oversight of making the best use of all funding and investments made available, as well as monitoring implementation and delivery of improvements to the City.

It was acknowledged that building on the network of partnerships already firmly established through Towns Fund Board was a better use of resources than creating new boards for the purpose.

In respect of the proposal to rebrand the Board as part of the review, it was agreed that the name City Investment Board would befit the new arrangements whilst reflecting the broader purpose.

Resolved:

1. That proposed changes in relation to the Towns Fund Board scope, name and membership in light of current government policy be agreed.
2. That Towns Fund Board agree to the commissioning of new Terms of Reference and Local Assurance Framework for the next board meeting as required.
3. That the Towns Fund Board undergo rebranding as City Investment Board.

8 **Towns Fund Programme Update Dashboard**

Darowen Jones, Programme Manager, Kinver Solutions Ltd delivered the Programme Dashboard presentation and provided a high-level summary of the status of each of the projects. This included outputs, key milestones, projected timelines and funding positions.

8a **Brewers Yard / Culwell Street**

It was reported that the Brewers Yard / Culwell Street project was just awaiting the s.106 planning approval and was progressing well.

8b **WM5G**

It was reported that the funding package had been agreed and a Digital Festival had taken place recently as well as the delivery of eCommerce Masterclasses. This was commended by the Chair as it was noted that around 30% of the Black Country reportedly did not fully understand how the digital infrastructure worked.

It was suggested that undertaking a deep-dive into the opportunities presented by the emerging digital infrastructure may be beneficial and agreed that this discussion would form a future agenda item.

Resolved:

That an agenda item be presented at a future Towns Fund Board meeting exploring potential business opportunities created by the WM5G digital infrastructure.

8c **Events Programme**

It was reported that regular communication was being upheld between the Council and BID managers to discuss and plan future events. It was noted that events were instrumental in drawing income into the City however it was important to also incorporate ways to encourage more visitors to return to the City in the future.

8d **Wednesfield Markets and Permeability**

It was highlighted that a new project manager had been appointed internally to oversee this and the Bilston project. Stakeholder engagement work was currently underway, with the next session planned for January 2023 to analyse feedback on the five physical interventions. It was planned to present an item to the Board in the new year detailing the plans for the interventions and to invite discussion and feedback from the Board.

A concern had been raised around communications of timescales as enquirer perceptions had been that work had slowed. A general discussion followed around communications, during which it was outlined that the Invest website was continually being updated with a focus on keeping information current and in plain English. It was acknowledged that a pro-active approach was preferable to ensure residents were kept abreast of developments.

Members suggested that it would be helpful to have information to hand to answer enquiries as they only had information around top level activity and not the finer details. It was noted that as part of the commitment to ensure Board members were informed, a newsletter had gone out in lieu of the cancelled September meeting and there were plans to issue a regular newsletter with key developments.

It was acknowledged that there had been some negative comments posted on social media channels in respect of completion timelines and queried whether anyone from the Authority had responded to them, although it was noted that it was challenging to monitor and engage with all posts across so many channels.

Suggestions were made around other communications such as hoardings in situ before and during work taking place, with information on plans and updates on completion dates, or use of the electronic signs on the ring road.

It was added that Bilston BID had included details of Bilston market updates in their newsletter and a noticeboard had been set up in Bilston to notify of events coming soon.

Resolved:

That an item be presented in early 2023 on feedback from stakeholder engagement of the five interventions at Wednesfield.

8e Bilston Markets

It was reported that this project was slightly ahead of Wednesfield and was at the design stage. It was noted that the end goal wasn't solely on the creation of an asset but to maximise other potential as well.

8f Wolves@Work

It was reported that Wolves@Work was already active and at delivery stage. It was also being linked into other projects by stipulating that contractors take on local employment as part of the contract.

8g Public Realm P2

In addition to the update, a query was raised around the pending decision of the match funding bid for £9.5 million and whether the outcome of this decision would affect the delivery of the project. It was noted that this funding would cover additional improvements but funding for delivery of the originally agreed Public Realm Phase 2 developments was already accounted for.

A comment around communicating via Twitter prompted a discussion on the use of social media platforms and Youth Council Representatives made some valuable

suggestions on a variety of additional communication methods aimed at young people. It was agreed that a separate session be arranged with Youth Council members to explore these suggestions further.

Resolved:

That a separate session be arranged with Youth Council members to further explore communications options targeted at young people.

8h City Learning Quarter

It was highlighted that the preferred contractor had been announced for the first phase and the project was on track for completion March / April 2023.

8i Arts Park

It was reported that the compulsory purchase order for 66 – 70 Lichfield Street adjacent to the Grand Theatre could no longer be progressed following legal advice. Owners had been notified as appropriate and it was noted that the building was being brought back into use for residential units and commercial space. Members were assured that discussions were ongoing with various key stakeholders, including the Grand Theatre, to explore other options. It was agreed to form a task and finish group to finalise these discussions and provide feedback to the Board.

In response to a query around any potential impact in timeline for the Arts Park project, it was reported that BEIS had been briefed with a cashflow update and it was hoped to realign the expenditure before March 2023. It was added that BEIS had mechanisms in place to ensure money could be retained if not spent. A request was made to ensure the investment was retained as close to the vicinity as possible.

Resolved:

That a task and finish group be formed to explore and finalise suitable options for reappportioning the Arts Park Funding and provide feedback to the Board.

8j Communications and Engagement

Following the circulation of a newsletter in lieu of the cancelled September meeting, it was agreed to issue a newsletter between meetings to update Board members. The Invest Wolverhampton website was being updated to bring the Towns Fund section forward from a subpage to a more central location. There were also a number of engagement activities underway and as mentioned earlier, feedback from these would be presented in the new year.

Resolved:

That a Board newsletter be shared with members in the month between scheduled meetings.

9 **Towns Fund Programme Level Risk Register**

Darowen Jones, Programme Manager, Kinver Solutions delivered a presentation on the Towns Fund Programme Level Risk Register and highlighted the two risks RAG rated as red.

It was noted that one related to the potential risk of parties or stakeholders holding any connection to Belarus or Russia, however members were reassured that vigorous checks were being undertaken and the risk would be downgraded once checks were complete. The other was the risk that the government's Towns Fund could have called in on any of the projects; this risk remained red as the Arts Park was still subject to change.

It was queried whether the current rate of inflation was considered a risk. Although it was noted that inflation at a rate of 10% had already been factored in as good practice, it was proposed that an agreed strategy to respond to inflation would be explored and brought to the Board in January 2023, whilst a sub-group could be set up to support.

It was noted that in the event that inflation rates went down and there were funds left unspent, Board members would be consulted to approve reappportioning of funds.

It was also suggested that it was worth clarifying that the government funding could only be used for specifically agreed projects to avoid misconceptions that the money could be spent elsewhere whilst the cost of living crisis was still at the forefront of people's minds.

Resolved:

1. That a strategy to respond to inflation rates be developed and presented at the January 2023 meeting.
2. That a sub-group be established to support risk management.

10 **Towns Fund Financial Profile**

Darowen Jones, Programme Manager, Kinver Solutions delivered the presentation outlining the Towns Fund Financial Profile and outlined allocations against each project. It was highlighted that all projects were still within the agreed time envelope which was positive. Public Realm P2 had been reprofiled as well as Bilston, Wednesfield and CLQ, however all remained within budget.

It was confirmed that all funding needed to be spent by financial year 2025 – 2026 and that, based on analytics, there were no concerns around funding being lost.

A query was raised in terms of the Events Programme which was thought to be an ongoing project, which didn't align with a 2025 – 2026 end date. Assurances were offered that a five-year plan was being pushed for as this was an ever-evolving area.

Resolved:

- That the Towns Fund Financial Profile be received.

11 **Towns Fund Performance Return to Government**

Darowen Jones, Programme Manager, Kinver Solutions delivered the presentation outlining the Towns Fund Performance Return to Government which was due for submission by 16 December 2022.

It was agreed that the detailed return would be shared with the Board for comment with feedback ahead of this date. Kevin Rogers, Executive Director, Paycare also offered assistance to review the return.

It was queried whether feedback from BEIS would be shared with the Board and confirmed that any feedback received would be provided as an update.

Resolved:

1. That the Towns Fund Performance Return to Government be approved subject to feedback from Towns Fund Board.
2. That Kevin Rogers, Executive Director, Paycare provide support in the review of the detailed return.
3. That any feedback from BEIS be shared as an update to the Board.

12 **Any Other Business**

The Chair closed the meeting by thanking the Board and commending all the hard work and contributions of members and stakeholders to date.

There was no other business.

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City of Wolverhampton – City Investment Board

Action Tracker (from the meeting of 25 November 2022)



CITY INVESTMENT BOARD

Agenda Item No.	Issue	Action / Resolution	Board Member/Officer Responsible	Timescale	Progress / Update
7	Levelling Up Agenda – Briefing Note and Update	<ol style="list-style-type: none"> 1. That proposed changes in relation to the Towns Fund Board scope, name and membership in light of current government policy be agreed. 2. That Towns Fund Board agree to the commissioning of new Terms of Reference and Local Assurance Framework for the next board meeting as required. 3. That the Towns Fund Board undergo rebranding as City Investment Board. 			
8b	Programme Dashboard: WM5G	That an agenda item be presented at a future Towns Fund Board meeting exploring potential business opportunities created by the WM5G digital infrastructure.			
8d	Programme Dashboard: Wednesfield Markets and Permeability	That an item be presented in early 2023 on feedback from stakeholder engagement of the five interventions at Wednesfield.			

City of Wolverhampton – City Investment Board
Action Tracker (from the meeting of 25 November 2022)

8g	Programme Dashboard: Public Realm	That a separate session be arranged with Youth Council members to further explore communications options targeted at young people.			
8i	Programme Dashboard: Arts Park	That a task and finish group be formed to explore and finalise suitable options for reappropriating the Arts Park Funding and provide feedback to the Board.			
8j	Programme Dashboard: Engagement & Comms	That a Board newsletter be shared with members in the month between scheduled meetings.			
9	Towns Fund Programme Level Risk Register	<ol style="list-style-type: none"> 1. That a strategy to respond to inflation rates be developed and presented at the January 2023 meeting. 2. That a sub-group be set up to support Risk Management. 			
11	Towns Fund Performance Return to Government	<ol style="list-style-type: none"> 1. That the Towns Fund Performance Return to Government be approved subject to feedback from Towns Fund Board. 			

City of Wolverhampton – City Investment Board
Action Tracker (from the meeting of 25 November 2022)



		<ol style="list-style-type: none">2. That Kevin Rogers, Executive Director, Paycare provide support in the review of the detailed return.3. That any feedback from BEIS be shared as an update to the Board.			
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Wolverhampton City Investment 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 place 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 The city of Wolverhampton was selected as one of the eligible places 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 City of Wolverhampton Council (CWC) was awarded £25.0m in June 2021 to deliver 9 of the original submitted projects.
- 1.6 CWC has also been successful in being awarded Future High Streets Funding of £15.7m towards the delivery of 3 projects within the City Centre.
- 1.7 Wolverhampton was named in the Levelling Up White Paper (February 2022) as a place with strong local leadership and ambition, where investment can be maximised to catalyse economic transformation. It was successful in securing funding for City Learning Quarter as part of Levelling Up Round 1 June 2022. Two bids submitted in July for the Levelling Up Round 2, expecting outcome January 2023.

2.0 City Investment Board

- 2.1. The purpose of the Board will be to oversee the development and delivery of the Town Deal, Future High Streets and Levelling Up Agenda across the City of Wolverhampton.
- 2.2 The role of the Board is to:
 - Ensure projects are staying true to the vision of the Town Investment Plan
 - Review of 6 monthly performance reporting to DLUHC
 - Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessment and fulfilling duties on public authorities under the Equalities Act, in particular the public sector equality duty
 - Ensuring communities’ voices are involved in shaping design and decision making at each phase of development
 - Ensuring diversity in its engagement with local communities and businesses
 - Coordinate resources, communications and engaging stakeholders
 - Overseeing each step of agreeing a Town Deal, and overseeing compliance with the Head of Terms Agreement with government
 - Oversee the delivery of the Future High Streets Programme

- Oversee the wider regeneration of the City of Wolverhampton through monitoring the Levelling Up bids and wider regeneration priorities.

3.0 Role and Objectives of the Board

- 3.1 The City Investment 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 role of all Board members will be to take a City-wide perspective including Future High Streets and Levelling Up Agendas
- 3.4 Board members will be required to develop consensus in the best interests of Wolverhampton as a whole.
- 3.5 Members will need the appropriate authority to speak on behalf of their organisation.
- 3.6 The Board will define and agree a programme of community engagement and consultation through which to 'test' the priority projects/ programmes.
- 3.7 The Board will agree a communications protocol to ensure a consistent and co-ordinated approach.
- 3.8 Demonstrate they are a key link to the local community and local businesses.

4.0 Scope of Board

- 4.1. The terms of reference for the Board are split into three distinct areas:

1. 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

2. Delivery of the Future High Streets Programme

- Monitoring progress of delivery of the Future High Streets programme

3. Delivery of the wider Levelling Up Agenda across Wolverhampton

- Working with relevant stakeholders to identify regeneration opportunities
- To work with CWC in prioritising regeneration initiatives
- To monitor successful Levelling Up Round 1 award
- To monitor the Levelling Up Round 2 bids through to delivery (subject to funding)

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 oversee the delivery of the Towns Deal, Future High Streets Fund and Levelling Up Agenda.

6.3 It does not have legal status to enter into contracts.

7.0 Critical Success Factors

7.1 The critical success factors are:

- Agreeing the scope of the programme,
- Agreeing clear timescales for project delivery
- Overseeing the successful completion of the Funding Programmes within agreed parameters
- Ensuring timely Evaluation & Monitoring is recorded and reported for the Funding Programmes.

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 Where board members fail to attend for 2 consecutive meetings this will be brought to the attention of the chair who will discuss with the individual board member and their involvement and should a further meeting not be attending, the board member will be asked to resign from the board.

8.5 Board members agree to champion and communicate the partnership arrangements of the Town Deal along with the Future High Streets and Levelling Up Agenda throughout their organisation, partnership and sector.

8.6 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.

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

8.8 The role of Chair and Vice Chair will be voted on by the board. The duration of any Chair should be a maximum of four years, with appointments to the role sought every second year.

8.9 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
- Liam Davies, Head of City Development, City of Wolverhampton Council
- Claire Nye, S151 Officer, City of Wolverhampton Council
- Darowen Jones, Programme Manager, City of Wolverhampton Council
- John Roseblade, Director of City House and Environment

8.10 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 bimonthly basis (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 on the Monday of the week that the meeting occurs and published on the Council's website.
- Draft Minutes of Meetings (MoM) published on the Council's website within 10 clear working days following the meeting. Approved MoM published on the Council's website 10 clear working days after board approval.
- 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 including either Chair or Vice Chair.

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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Local Assurance Framework

Town Deal

Levelling up Fund

Future High Streets Fund

Wolverhampton City Investment Board

City of Wolverhampton Council

12.01.2023 – v3

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Introduction

This Local Assurance Framework (LAF) sets out how City of Wolverhampton Council (CWC) and City Investment Board (The Board) will effectively undertake their respective roles in relation to good governance and delivery of the projects being funded through the Department for Levelling Up Housing and Communities (DLUHC) for the following funds:

- Levelling Up Fund (LUF)
- Town Deals Fund (TD)
- Future High Streets Fund (FHSF)

The LAF is a requirement of the Town Deal and identifies the roles to be undertaken by The Board, by CWC as the Accountable Body and by the Business Leads of projects. This includes the process of ensuring value for money, appraisal, business case development and risk management.

The Board and CWC are fully committed to ensuring the highest standards of governance, accountability and transparency across all aspects of activities in relation to the LUF, TD & FHSF and will review the LAF annually and make any changes necessary to ensure consistency and full compliance.

The framework sets out the structure and roles that each organisation will undertake and the processes and policies that will apply to the decision making and oversight that are required in managing the funding programmes.

Adherence to the framework should ensure:

- Accountable decision making
- Responsible use of public money including achieving value for money
- Effective monitoring and evaluation

The framework is jointly owned by The Board and CWC. Version 1 was approved by both organisations in March 2022 for Town Deal only. Version 3 include the three funding programmes expecting approval in February 2023. The document is subject to an annual review.

The Town Deal

Wolverhampton is one of the 101 towns in England selected to develop “Town Deals” with funding designed to increase economic growth with a focus on regeneration, transport, connectivity, skills and culture.

A Town Investment Plan (TIP) for Wolverhampton including Bilston and Wednesfield was submitted to government 31st July 2020 and included 11 projects to be funded and delivered. 3rd March 2021 DLUHC confirmed that Wolverhampton will receive up to £25m funding from the Towns Fund, which was a reduction from the TIP request of £48.3m.

CWC and Town Deal Board accepted the offer 1st June 2021 of £25m across 10 projects.

9 of the projects submitted their Green Book compliant business case locally assured to DLUHC by March 2022. To undertake this role CWC has set up a process which will follow this Local Assurance Framework and government guidance to assure the business cases.

Summary document of the business cases approved, and projects commence delivery. Delivery of individual projects and the wider Town Investment Plan will continue to be overseen by The Board.

Future High Streets Fund

The Future High Streets Fund has been set up to support and fund the plans of cities and towns to make their high streets and town centres fit for the future. A bid was submitted in June 2020 requesting over £20 million. The plans focus on transforming 38 acres to the west of the city centre, focusing on Victoria Street, Bell Street, Fold Street, and public realm around the Civic Halls and the Westside development.

Wolverhampton was awarded £15.7 million on the 27th of December 2020 to help deliver the council's ambitious city centre vision via these three projects. The public realm projects anticipate completion March 2023 and Bell Street Q2 2024.

Levelling Up Fund

The Government announced a £4.8 billion Levelling Up Fund (LUF) as part of the Spring Budget in March 2021. The fund will provide investment into infrastructure that improves everyday life across the UK, including regenerating town centres and high streets, upgrading local transport infrastructure, and investing in cultural and heritage assets.

Wolverhampton was awarded £20 million on the 10th of June 2022 to help deliver its ambitious City Learning Quarter vision.

Two further bids were submitted in July 2022 for Green Innovation Corridor and Bilston Health & Regeneration Programme. Expecting outcome January 2023.

Governance

City Investment Board (The Board)

The Board has clear systems, rules and practices and processes in place to ensure that decisions are made on a transparent basis, by the members. Members of the Board work within the agreed governance structures and will always demonstrate the highest standards of conduct. Any third party involved with The Board or who is providing a service to The Board will be made aware they are expected to act within the governance system and that their conduct is expected to be consistent with the standards applicable to members of The Board.

The Nolan Principles of Public Life underpin the LAF and all board members are expected to adhere to them, these are:

- Selflessness: Holders of public office should act solely in the public interest.
- Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.
- Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.
- Honesty: Holders of public office should be truthful
- Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

The Board will operate in line with its Terms of Reference.

The Accountable Body for the Funding programmes is City of Wolverhampton Council (CWC).

The Board is responsible for assurance of the Town Deal projects.

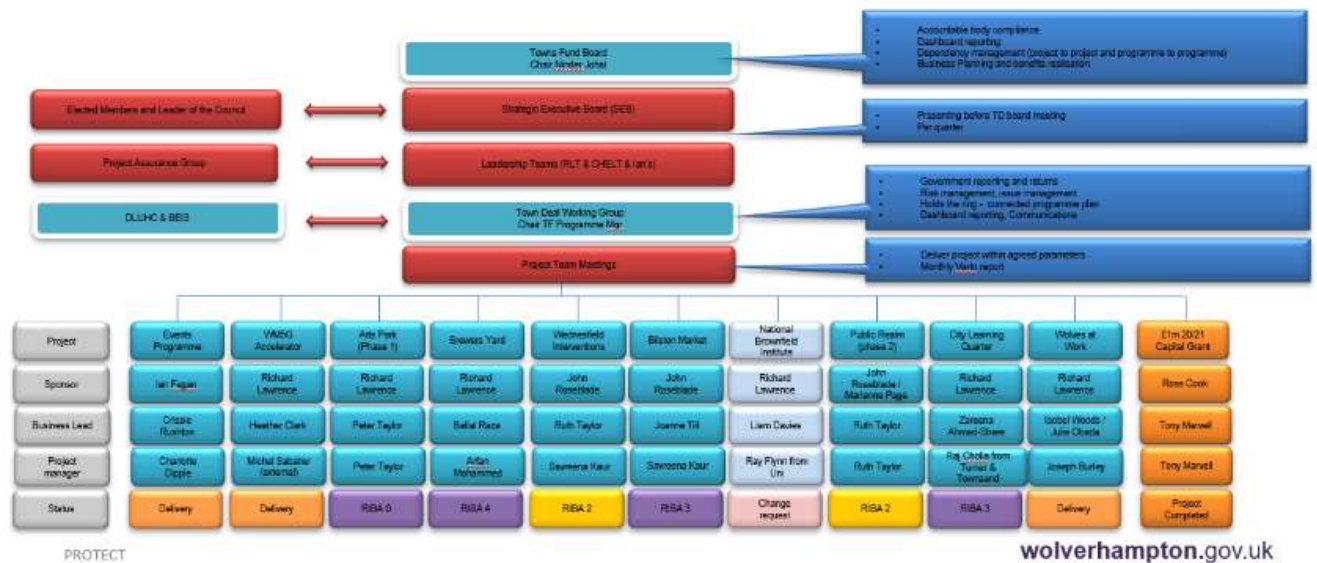
CWC as the Accountable Body is the ultimate decision-making body.

Structure of the Board: The Board will comprise a maximum of 30 members including a minimum of one member from the CWC to represent the public sector plus one member representing the community and voluntary sector. The Board composition will be reviewed once a year.

The Board is committed to diversity based on all protected characteristics and will encourage engagement and representation from across all communities.

Governance information such as Terms of Reference, Code of Conduct and Declarations of Interest and membership list is published, together with information on future board meeting dates and is available on the website.

The Town Deal governance structure is as follows:



The Board provides assurance and scrutiny of the Town Deal programme through discussions at The Board. Any financial decisions are decided by The Board and CWC.

Scheme of Delegation

The scheme of delegation is for decisions to be made by The Board.

A decision which is made in contravention of the process will be invalid based on non-compliance unless The Board has given prior approval for variation in the decision-making process.

Any decision that needs to be made by The Board that does not fit within the timeframe of the scheduled meetings can be decided through written procedures. All members of the relevant board will be written to with the appropriate documentation that would be presented in the same manner as it would be to The Board. Each member will then be able to reply with any concerns and their approval/rejection to the chair, who will confirm the decision.

Any decision coming forward by written procedures will be done so at the discretion of the Chair of The Board.

Policies and Procedures

Code of Conduct and Conflicts of Interest

The Board's Code of Conduct, which is published on the website, outlines the expectations of Board members when acting in capacity as a Board member of City Investment Board. The code includes Conflicts of Interest and outlines the process for Board members to declare and report interests, ensuring impartiality and the avoidance of perceptions of bias.

It includes guidance on pecuniary and non-pecuniary interests, individuals must declare, outlines the process that Board members follow for declaring interests and explains the process for requesting an exemption.

Individual registers of interests for Board members are updated on an annual basis.

Publication of reports and information

The Board papers are published on the website. These are published in line with the Best Practice Guidance in accordance with the Local Government Act 1972, meeting agendas and papers are published five working days before the meeting takes place and draft minutes of the meeting are published within 5 working days of the meeting taking place.

Any declaration of interest made at the meeting will be included in the minutes.

The Board follows CWC's document classification policy in terms of how documents are classified as public, controlled, or restricted.

Information which is not to be placed in the public domain is treated as exempt. Exempt information is defined in the Local Government (Access to Information) (Variation) Order 2006 which amends Part 1 of Schedule 12A to the Local Government Act 1972. Following 7 exemptions can be used:

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any person (including the Authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultation or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation, or prosecution of crime.

The Board has in place appropriate data protection arrangements in line with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The data provided by promoters is the responsibility of the promoters to make sure it complies with the appropriate legislation and that the data is accurate and correct. CWC is the data controller

for Board Members data and any other data they collect including data around projects and programmes.

Accountability and transparent decision making

The Accountable Body, through the Council's Section 151 Officer, is accountable for the proper use and administration of the Funding programmes, all of which falls under the annual audit of CWC's accounts, and for ensuring that decisions are made in accordance with this LAF or any other framework which may instead apply.

The Council will have responsibility for managing and administering Town Deal funds on behalf of The Board, reporting on performance, and ensuring appropriate governance and assurance procedures are in place.

The Council's responsibilities include:

- Ensuring the decisions and activities of The Board related to the Town Deal conform with legal requirements with regard to equalities, social value, environment, Subsidy Control (formerly State Aid), procurement etc.
- ensuring that funds are used in accordance with the conditions placed on each project.
- ensuring (through the Section 151 Officer) that the funds are used appropriately.
- ensuring that this LAF (or any other which may instead apply) is implemented and adhered to.
- maintaining the official record of The Board proceedings and holding copies of all relevant documents relating to the Town Deal.
- ensuring The Board decisions at formal meeting are recorded by way of minutes, and the minutes of each meeting are reported to the subsequent meeting to ensure accuracy. Minutes, agendas, and reports are published on CWC's website
- Responsibility for the decisions of The Board in approving projects (for example if subjected to legal challenge).
- ensuring arrangements are in place for audit of Funding programme as per Local Authority spend. The annual audit recommendations are reported to The Board. In addition, The Board and the Accountable Body have agreed timescales and operating practices to support the effective implementation of decisions. This will also include a process for monitoring delivery and specification of what information is required from project owners.
- The use of Town Deal resources is subject to the usual local authority checks and balances – including the financial duties and rules which require councils to act prudently in spending; these are overseen and monitored by the Section 151 Officer.

- While it may put in place procedures and promote proper practice, and monitor and report on the effectiveness of these, the Accountable Body is not responsible for any deficiencies in the administration of public monies among funding recipients and partner bodies. In the event of any shortcomings coming to light it will seek to safeguard, and recover where appropriate, the relevant monies.

The Accountable Body would only refuse a decision of The Board if it were:

- Not procedurally valid, or
- Illegal, or
- would lead to the available budget being exceeded.

If a situation did occur whereby the Accountable Body had significant concerns about a decision The Board had taken, or proposed to take, then an urgent meeting within 5 working days would be convened by the Section 151 Officer of the Accountable Body with key stakeholders from both The Board and the Accountable Body.

There will be a clear separation between Business Leads (i.e. CWC led schemes) and those advising on decision-making (the Accountable Body role), to ensure The Board are acting on impartial advice.

Awards of funding delivered by external partners (not CWC) will be accompanied by a written funding agreement between the Accountable Body and the project delivery setting out the split of responsibilities and specifying provisions for the protection of public funds, such as arrangements to suspend or claw back funding in the event of non-delivery or mismanagement.

As a minimum, these agreements will include:

- Details of the project and outputs to be delivered in a specified timescale
- Arrangements for payment (up front or in arrears, quarterly or other)
- Arrangements to suspend or claw back funding in the event of non-delivery or mismanagement
- Monitoring requirements, including the metrics and frequency of reporting
- Publicity obligations and arrangements

The agreement will be signed by the Section 151 Officer (or equivalent) of the promoting organisation and by the Section 151 Officer of the Accountable Body who has the final sign off on funding decisions.

Section 151 officer

The Accountable Body will ensure they address the five principles of the CIPFA guidance:

- Embed a corporate position for the Section 151 officer at the Council
- Create a formal/structured mandate for the Section 151 officer

- Embed good governance into decision making
- Ensure effective review of governance
- Ensure appropriate skills and resourcing

All Board documents which have a financial implication will be provided to the Section 151 officer/delegate, and where decisions are being made the Section 151/delegate will have the opportunity to comment.

The Section 151 officer will ensure their oversight of the proper administration of financial affairs within the Town Deal programme continues throughout the year programme (2020/21 – 2025/26). This will include attendance at The Board where possible, and at a minimum at least one meeting each financial year.

A regular programme overview is given at The Board meeting on minimum a bi-monthly basis to update on performance, any issues and risks and mitigations of each project.

Engagement with Stakeholders

The Board is committed to effective engagement and collaboration with all its partners and stakeholders to effectively undertake its role and advocate for its area.

Examples of The Board's engagement activities include:

- Regular engagement with the local media on The Board's work.
- Board members regularly speak at local events, such as those organised by business membership organisations.
- Regular social media updates and website coverage of the Projects
- A Stakeholder and Engagement Plan has been produced for the Town Deal work and is regularly reviewed and update.

Town Deal Project Approvals Process



CWC will liaise with the Business Lead throughout the process, ultimately taking a recommendation to The Board for approval. Following which a Summary Document of the business case or change document will be submitted to DLUHC for assessment.

The final business case is to be submitted by the Section 151 officer or equivalent (CEO, MD, FD) of the project. Projects will need to meet the following key milestones:

1. A detailed 'Green Book' compliant business case has been completed detailing the project and its alignment to the 5-case model. 'The Checklist1' published by HM Treasury should be appended to the business case to confirm that all stages have been completed.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935527/Green_Book_guidance_checklist_for_assessing_business_cases.pdf
2. A Benefit Cost Ratio must be provided
3. Details of any changes to the project from the initial Towns Fund submission with reasoning behind these changes.
4. Confirmation of the status of all co-funding with details of the sources of funding and the timeframe for when the co-funding will be confirmed.
5. A risk register identifying the key risks and the project manager responsible. The risk register needs to be scored and include a mitigation plan.

The Board and the Accountable Body will progress assessment of the projects as follows:

1. The Accountable Body will carry out an assessment of the submitted draft business case in line with the requirement of the LAF and feedback to the projects on any further requirements.
2. Once the full business case (FBC) is submitted to the Accountable Body, a final recommendation whether to fund the project or not including any conditions which would be set will be prepared to The Board.
3. The Board will approve, reject, or request additional information.
4. The Chair of the Board and CWC S151 officer will sign off the FBC
5. Once ratified the summary of the business case will be submitted to DLUHC for sign off. Final deadline for submission 22 March 2022.
6. Once a Summary Document or business case is agreed by DLUHC the project can start delivery.
10. The Accountable Body and The Board will monitor and carry out an audit of processes on the delivery of the project and the outputs.

Changes to Town Deal projects

In the event that a project has, in the opinion of The Board or CWC, significantly changed (by 10% or more) from what was originally proposed (i.e. spend profile, outputs and outcomes, or delivery). CWC will request a written response detailing how and why the project has changed against the agreed objectives with DLUHC from the Business Lead.

If it is agreed that the project can be amended the Business Lead will be required to complete a project adjustment form issued by DLUHC. Once completed and approved by The Board and CWC, the form will be submitted by CWC to DLUHC for consideration.

The Board and Accountable Body will be provided with quarterly performance reports by the Town Deal programme manager. If it is reported that a project is delayed (commencement/completion/outputs/outcomes) by 3 months or more then the project will be reported as a High-Risk project.

Risk management

A risk register is maintained of all projects and this is updated on a regular basis. The risks of each project are rated using a scoring matrix based on likelihood and impact that each risk presents. A set of mitigations is also included.

Based on the risk register and as part of the programme overview report, high risk projects are highlighted to The Board.

Monitoring and Evaluation

The Funding programmes provides a unique opportunity to better understand what policy interventions are most effective in driving economic growth and living standards at the town level. This improved understanding will rely on the frequent collection of high-quality data to enable the ongoing monitoring of progress and the evaluation of the Fund's impact.

Monitoring and Evaluation will ensure that Government has better evidence of what policy levers work best to improve connectivity, spatial organisation, skills, and local authority capability in towns.

CWC is committed to undertake monitoring and evaluation of the Funding programmes and to submit monitoring information to DLUHC twice a year or as requested.

Business Lead will be provided with a table of the indicators which must be reported on.

The principles of programme management will be for CWC to manage the key programme risks, through proactive engagement with Business Leads and developing a system of regular reporting.

All projects will be subject to a post-project completion report; this will ensure CWC follows best practice using recognised project and programme management techniques to ensure sound decisions have been made.

Communications

Branding requirements will be set by DLUHC. Each Business Lead will be given the branding guidance which includes details for press and publicity and marketing and branding materials. Each project is contractually obliged to conform to the branding guidance as set out in the Memorandum of Understanding. Prior to issue all publicity must be sent to CWC's communications team for review.

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City of Wolverhampton – City Investment Board Conflicts of Interest Policy

Policy Statement

City of Wolverhampton City Investment Board (the Board) recognises the potential for actual or perceived conflicts of interest to arise throughout the conduct of its business.

The Board will support its members to conduct Town Deal (TD), Future High Street Fund (FHSF) and Levelling Up Fund (LUF) business effectively, while minimising exposure to disadvantageous outcomes and criticism arising from such potential conflicts.

The Board further recognises and accepts that this requires the highest standards of conduct, integrity, accountability, transparency, openness, and probity at each stage of the Board's business.

The Board shall act impartially, and in the public interest throughout the conduct of its business.

The Board will apply the standards and procedures set out in this document and any related local and national Town Deal guidance to address the circumstances in which actual or perceived conflicts of interest might arise.

This policy is to ensure that any conflicts of interest which may arise in the Board's business processes are recorded and managed. This is to protect the integrity of the Board and to give stakeholders confidence in the probity of the Board's decision-making. Therefore, it helps to protect the reputation of the Board and of its members.

The "Towns Fund Further Guidance" states that there should be clear processes in place for managing conflicts of interests (both commercial, actual, and potential) in decision making, and this must apply to all involved with the work of the City Investment Board.

City of Wolverhampton Council as the "Lead Council" has provided in this document the guidance on the pecuniary and non-pecuniary interests individuals must declare and outlined the process that Board members must follow for declaring interests.

Applicability

These arrangements apply to the City Investment Board, and committees, groups, and any co-opted members or advisers to the Board.

Definitions

Interest

An interest in a matter is where there is a reasonable likelihood of the person (or other parties as defined below) being affected by the decision, either directly, or indirectly. This may include both gain and loss to the person/ parties which would not have happened had the interest not existed.

Interests may be associated with, for example, employment, other appointments (including trusteeships, directorships, elected office), memberships (whether corporate or personal), investments, shareholdings, personal relationships, land and property, intellectual property,

customer/client relationships, use of the Board's services or anything else which could (or could be perceived to) impact on the member's ability to act fairly (independently, impartially, and in the public interest).

Relevant Parties

The following parties should be considered when assessing the potential effect of a member's declared interest on any decision:

- the member, the member's family, including spouse or civil partner or any person living in the same household as the member;
- a business partner or close personal friend;
- a firm, business, or other organisation with which the member is connected.

Pecuniary Interest

An interest through which the member or Relevant Party stands to gain or lose financially.

Non-pecuniary Interest

An interest through which the member or Relevant Party stands to gain or lose in non-financial ways.

Conflict of Interest

A conflict of interest is a situation in which one cannot make a fair decision on a matter because one may be affected by the result due to competing interests or loyalties. Examples of conflicts of interest are included in Appendix A - Additional Guidance for Board Members.

Policy Provisions

Board members should complete a Declaration of Interests form which will then be held by City of Wolverhampton Council as the Lead Council.

City of Wolverhampton Council, on behalf of the Board, will collate individual Declaration of Interests forms and establish and keep up to date a Register of Members' Interests, which shall be available to the public.

All Board Members must take responsibility for declaring any potential conflicts of interest at the start of the meeting and again when the relevant item is reached on the agenda, regardless of whether it is already included in the Register of Interests.

Declarations shall be recorded in the minutes of meetings.

Members may not participate in the discussion or determination of matters in which they have a pecuniary interest.

For non-pecuniary interests, the member must consider whether participation in the discussion or determination of a matter could cause a bias or be otherwise inappropriate. The member is responsible for deciding whether they should:

- participate in the discussion of that matter;
- remain in the room for the discussion of that matter;
- be counted in the quorum for that part of the meeting.

Where decisions or recommendations are made by written procedure, any member with a conflict of interest must immediately notify the Chair and take no part in the voting.

A register of gifts and/or hospitality provided to individual Board members or the City Investment Board as a whole will be maintained by City of Wolverhampton Council as the Lead Council.

The Register of Declarations of Interest

City of Wolverhampton Council, as the Lead Council, will maintain the Register of Interests for all members of the Board, and any sub-boards which makes recommendations to the Board.

Members must declare their interests for inclusion in the Register immediately upon joining the Board or any sub-boards.

The Register of Interests shall be available to the public.

Members must update their declarations as and when interests change and annually.

The Board shall use the Register to monitor its compliance, and the compliance of the individuals completing it, with the Board's Conflicts of Interest Policy.

Appendix A – Additional Guidance for Board Members Examples of Potential Conflicts of Interest and Proposed Mitigation

Example 1: A Board Member participates in the commissioning process for the purchase of a service for the Board but he/she, a spouse, business associate, or close personal friend has a financial interest in one of the organisations that is a candidate for funding.

Mitigation 1: The Board Member does not attend meetings where the purchase is under consideration and does not take a role in authorising such a purchase.

Example 2: A Board Member participates in the commissioning process for the purchase of a service for the Board but he/she, a spouse, close business associate or personal friend has a non-financial interest in one of the organisations that is a candidate for funding e.g. is a member of the Board of that organisation but receives no remuneration or other financial compensation for that role.

Mitigation 2: The Board Member is excluded from the process, and if it becomes known during the process, that the process is restarted without that individual's participation.

Example 3: A Board Member is corresponding with a Board stakeholder where the views of either the Board or another organisation with which the Board Member has some association could be given and may be different.

Mitigation 3: In all forms of communication where such circumstances arise, the Board Member must be clear who they are representing e.g. if corresponding by letter or e-mail make sure the appropriate letterhead or electronic signature is used and emphasise in the text of the correspondence which organisation's interests are being represented in any Board Member response.

Example 4: A Board Member can determine a policy or strategy for the Board in such a way that will give another organisation with which they are associated an unfair advantage over its competitors.

Mitigation 4: The Board Member does not have sole responsibility for signing off such matters.



Register of Interests
(Pursuant to City Investment Board’s Terms of Reference).

Notice of Registrable Interests

I,
.....[print name]

a Member of City Investment Board give notice that I have set out below, under the appropriate headings, interests which I am required to declare under City Investment Board’s Terms of Reference. I have read Section 10 of the Terms of Reference which relates to Declarations of Interest.

I have completed every section of this form and have put "None" where I have no such interest under every heading.

NOTES:

Registration of Interests

As per the City Investment Board Terms of Reference, a Member of City Investment Board must register their personal interest in any item on the agenda.

This form must be used to record those interests.

Changes to Registered Interests

A Member of City Investment Board must, within 28 days of becoming aware of any change to the interests specified in the City Investment Board Terms of Reference, provide written notification of that change **by completing a fresh form.**

PLEASE GIVE DETAILS OF:

You must complete all parts of this form and provide information under every heading.

Disclosable Interests as per section 10.2 of the City Investment Board Terms of Reference.

1. Ownership or any other interest in any property within the area of Wolverhampton.

Address/Description of property	Nature of interest in property

2. 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.

Address and Description 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.	Nature of interest

Programme Dashboard Town Deal

17th February 2023

DAROWEN JONES

Programme
Manager

investwolverhampton.com

Brewers Yard / Culwell Depot Phase 1

Project Status

Current Stage

RIBA 4

Project Risk

AMBER

Project Delivery

AMBER

Project Budget

AMBER



Summary Outputs



Annual savings

250k



Construction jobs created

110



Renewable Energy – Photovoltaic



De-Carbonisation of Public Assets

Key Milestones

- Aug 2022 Outline Planning Application Approved
- Aug 2023 Construction Works Tender Commence
- Feb 2024 Construction Commence
- Sep 2025 New depot operating
- Oct 2025 Construction Completion & Handover
- May 2026 Culwell Depot Remediation



+ Successes

- Successful meetings with end users to ensure their requirements are incorporated to the RIBA 4 design work
- Culwell Street outline planning for residential development (up to 600 units) with approval imminent following s106 agreement
- Positive progress meant moving into RIBA 4 detailed design.

- Challenges

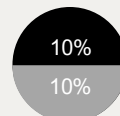
- Agreements to be reached with wholesale market traders in timely manner
- Value engineering options to maintain the project within budget
- Ground investigation taken longer than planned due to constraints Coal Authority requirements

Financial Profile

	2021/22	2022/23	2023/24	2024/25	2025/26
● Match	0	100,000	2,878,584	7,049,859	1,121,557
● Towns Fund	98,331	929,593	3,972,076	0	0
Total	98,311	1,029,593	6,850,660	7,049,859	1,121,557



Contingency (incl. in total)



Inflation (incl. in total)



WM5G Accelerator

Project Status

Current Stage

TF Delivered

Project Risk

GREEN

Project Delivery

GREEN

Project Budget

GREEN



Summary Outputs



Net GVA created

£8.2m
(TF £1.6m)



Jobs created

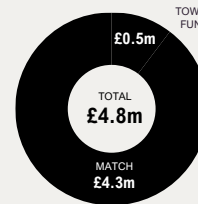
555
(TF 49)

Financial Profile

	2021/22	2022/23	2023/24	2024/25	2025/26
● Match		771,627	0	0	0
● Towns Fund	500,000	0	0	0	0
Total	4,075,903	771,627	0	0	0

Key Milestones

- Q3 2021/22 Grant Funding Agreement received
- Q4 2021/22 Grant Payment to WM5G
- Q4 2022/23 Survey targeting project beneficiaries
- 2023/24 Programme scheduled to conclude



Contingency
(incl. in total)



Inflation
(incl. in total)

N/A



+ Successes

- The programme has helped put the West Midlands on the map as the place for 5G Innovation and expertise:
 - Supported the West Midlands to achieve the highest number of companies developing new tech, surpassing Greater Manchester and Leeds City Region
 - Positioned the West Midlands as the most established out-of-capital destination for Tech and Creative industries

- Challenges

- No challenges, the Towns Fund element already delivered

Events Programme

Project Status

Current Stage

In Delivery

Project Risk

GREEN

Project Delivery

GREEN

Project Budget

GREEN



Summary Outputs



Visitor numbers

336,000
incl. British Art Show



Increase in local expenditure

£1.89m
minimum



Jobs created

1
through the project

Key Milestones

- Q1 2023
5 year event strategy
- March 2024
Completion of project implementation

+ Successes

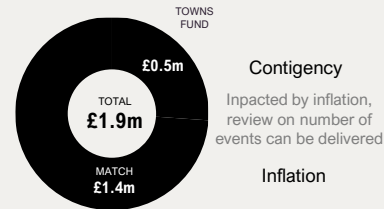
- The Towns Fund supported the delivery of a free ice rink in Bilston organised by the Bilston BID 17-23 December. The ice rink was fully booked out and enjoyed by families. The event contributed to an increase in footfall by 51% to the Town Centre compared to same period in 2021.
- Regular meetings now diarised with BID Managers to maximise coverage across the City Centre and Bilston.

- Challenges

- Resources and increase infrastructure cost and less spend due to increased living cost.

Financial Profile

	2021/22	2022/23	2023/24	2024/25	2025/26
Match				0	0
Towns Fund	28,386	149,614	320,000	0	0
Total	521,161	647,513	734,165	0	0



Wednesfield Interventions

Key Milestones

- Ongoing Stakeholder Engagement
- Q3 2023 RIBA 3 End Stage
- Q4 2023 Planning Approval
- Q4 2023 RIBA 4 End Stage
- Q1 2024 Construction Commence
- Q4 2024 Construction Complete

Summary Outputs



improved public realm (total length)

8,125m²



Jobs safeguarded

100



Pedestrian paths improved

2km



Increased dwell time



Higher footfall



Accessibility improvements to High Street

+ Successes

- Engagement with stakeholders
- Planning & invitation to High Street Task Force (HSTF) Placemaking workshop 7th February
- Invitation to Tender documentation compiled to support the agreed Scape framework

- Challenges

- Procurement to commence RIBA 2
- Input from traders requires further review of the 5 physical interventions, HSTF discussions will support this



Project Status

Current Stage

RIBA 2

Project Risk

AMBER

Project Delivery

AMBER

Project Budget

AMBER

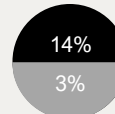


Financial Profile

	2021/22	2022/23	2023/24	2024/25	2025/26
● Match	0	0	0	0	0
● Towns Fund	103,070	461,686	2,186,587	531,000	0
Total	103,070	461,686	2,186,587	531,000	0



Contingency (incl. in total)



Inflation (incl. in total)

Bilston Market

Project Status

Current Stage

RIBA 3

Project Risk

AMBER

Project Delivery

AMBER

Project Budget

AMBER



Key Milestones

- Q2 2022 RIBA 2 Concept Design
- Q3 2023 Planning Approval
- Q3 2023 Construction Works Commence
- Q1 2023 RIBA 3 Design Development
- Q3 2023 Tender for Construction Partner
- Q3 2024 Construction Complete & Opening

Summary Outputs



improved public realm (total length)

2,110m²



New commercial floorspace

1,215m²



Renovate / improved retail space

1,880m²



New retail space, markets office and public toilets

230m²



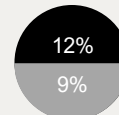
Increased footfall, visitor numbers, and perceptions

Financial Profile

	2021/22	2022/23	2023/24	2024/25	2025/26
● Match	0	0	0	0	0
● Towns Fund	112,397	283,699	2,051,900	2,799,661	0
Total	112,397	283,699	2,051,900	2,799,661	0



Contingency (incl. in total)



Inflation (incl. in total)



+ Successes

- Invitation to Tender documentation compiled and shared with Faithful and Gould using CCS Framework. Discussions held with F&G to finalise the tender.
- Appointment of F&G mid February

- Challenges

- Staged delivery to minimise disruption for traders and customers
- Review of impact of LUF round 2 funding not received

City Centre Public Realm Phase 2

Summary Outputs



improved public realm (total length)

10,009m²



new cycleway created (total length)

765m



New public events space created

3,890m²



Support the reduction of vacancy rates within the city core



Increased footfall, visitor numbers, and perceptions to city centre and events/venues

Key Milestones

- Q4 21/22
Options Appraisal Complete
- Q2 23/24
Construction Commence
- Q3 22/23
Stakeholder Engagement
- Q3 23/24
Construction Complete



Project Status

Current Stage

RIBA 2

Project Risk

GREEN

Project Delivery

GREEN

Project Budget

AMBER



+ Successes

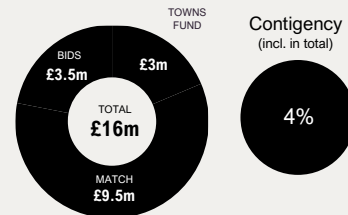
- The public, stakeholder and business engagement on the concept design took place between 8th November and 9th December 2022, and the outcome of the engagement will be confirmed in a report to the Council's Cabinet 22 February and City Investment Board shortly.

- Challenges

- Match funding bid is awaiting a decision from City Region Sustainable Transport Settlement Fund (CRSTS) and other sources.

Financial Profile

	2021/22	2022/23	2023/24	2024/25	2025/26
Additional bids	0	0	0	0	3,558,000
Match CRSTS	0	0	0	0	0
Towns Fund	0	56,300	1,650,000	1,265,700	0
Total	0	56,300	1,650,000	6,015,700	8,308,000



City Learning Quarter Phase 2

Summary Outputs

Key Milestones

- Q2 22/23
Main works Contractor Appointed
- Q3 24/25
College Works Completed
- Q3 24/25
AE & Library Completion
- Autumn 2024
Main College opens
- 2026 Onwards
Disposal of Paget Road Site

Project Status

Current Stage

RIBA 4

Project Risk

GREEN

Project Delivery

GREEN

Project Budget

AMBER



Jobs created

51



Jobs safeguarded

366



Learner assists at Year 10

44,961



Apprenticeships started at Year 10

7,539



Business assists

115

New build training / learning floorspace

7,503m²

Refurbished training / learning floorspace

3,339m²

Floor space rationalised

5,633m²

Financial Profile

	2021/22	2022/23	2023/24	2024/25	2025/26
Match	7,975,193	3,203,677		5,737,502	0
Towns Fund	7,123	486,776	3,831,706	674,395	0
Total	7,982,316	3,690,453	33,466,844	6,411,897	0



+ Successes

- Packages of works continue to be tendered by the Contractor and reviewed by Cost Management
- The project team is working with the Contractor to understand the areas of potential cost increase due to inflation and the implications
- The PSSC contract has been signed by the Council and Contractor.
- Library façade tender complete and preferred contractor appointed Midlands Restoration Ltd

- Challenges

- Close monitoring of the budget in the climate of inflationary pressures, being addressed through reviewing scope and costs which will be firmed up in later stages of the procurement / design process.



Wolves at Work

Key Milestones

- Through to 25/26
On plan blended delivery
- 31 Mar 2026
Programme completion



Project Status

Current Stage

In Delivery

Project Risk

GREEN

Project Delivery

GREEN

Project Budget

GREEN

Page 4

Summary Outputs



People supported into employment

1,002



Programme participants sustaining employment

428



New employment opportunities created

1,963



People into training

437



Full-time permanent jobs created

2

Financial Profile

	2021/22	2022/23	2023/24	2024/25	2025/26
Match	77,900	122,571			117,600
Towns Fund	200,000	200,000	200,000	200,000	200,000
Total	277,900	322,571	322,750	317,600	317,600



Contingency
(incl. in total)



Inflation
(incl. in total)

+ Successes

- The following comms, marketing and engagement activity has taken place: Weekly attendance at the Ukrainian Centre, The Way Youth Zone, Central Baths, Civic Centre and Ignite Enterprise Hub
- Digital engagement provided by Wolves Workbox: The City's online skills and employment resource, promoting a large number of training opportunities and job vacancies. This is supported by social media promotion on Twitter (@WolvesatWork)
- Skills Service Team gained matrix accreditation February 2023

- Challenges

- Wolverhampton still faces high youth unemployment and watching the impact on employment from current economic challenges.



Arts Park

Key Milestones

- Winter 2022
Scoping of alternative premises
- Q1 2023
Feasibility and scheme design
- Q1 2023
Project Adjustment Form

Summary Outputs



improved cultural facilities

1



Residential units improved/refurb

6



Amount of capacity of new/improved facility

1,440



Temporary full-time jobs supported

5



Full-time permanent jobs created

10

Financial Profile

	2021/22	2022/23	2023/24	2024/25	2025/26
● Match	0	0	0	0	0
● Towns Fund	0	0	1,459,418	40,582	0
Total	0	0	1,459,418	40,582	0



Contingency
(incl. in total)



Successes

- Alternative delivery options are being considered for the progression of the Arts Park Towns Fund project with the intention of updating board once the outline business case, demonstrating consistent output delivery has been developed further.

Challenges

- Change control processes to be managed alongside DLUHC dealing with assurance on delivery within the funding window.

Project Status

Current Stage

Innovation

Project Risk

AMBER

Project Delivery

AMBER

Project Budget

AMBER



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Towns Fund Programme Risk Register

Risk ID	Project Title	Risk Description (cause / Event)	Overall Impact Description	Impact				Mitigating Actions	Action Progress Update	Target Resolution Date	Current		
				Time	Cost	Quality	Health and Safety (if applicable)				Likelihood Score	Impact Score	Overall Score
00003	Towns Fund Programme	Authority H&S Policies not adhered to within individual projects.	Reputational Damage	No	No	No	Yes	Ensure all H&S policy and guidance is followed and monitored during the implementation of the projects.	Communication to all Project Leads to be issued in December 22 to remind of H&S policy.	31/03/26	2	2	4
00004	Towns Fund Programme	Statutory approvals for programme outputs are delayed or not achieved	Delays or redesign of overall programme deliverables and individual project outputs	Yes	Yes		No	Project Plan development that clearly identifies statutory approvals. Seek pre-planning and other advice where possible. Regular review of project plans.	Project Plans are in place and regularly reviewed by Project Leads.	31/03/26	2	4	8
00005	Towns Fund Programme	Brexit & Covid-19 effect on supply chain -Labour/Materials price increase/fluctuation	Negative impact on programme affordability due to increased costs	No	Yes		No	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews. Sufficient contingency budget built into the projects.	Cost Plans to be reviewed with all Project Leads prior to February 2023 Project Board.	22/12/23	4	4	16
00006	Towns Fund Programme	Individual project costs increase above agreed parameters	Impact on collective affordability of the programme	Yes	Yes		Yes	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews. Potential for re-allocation of project funding. Review monthly and finance have dedicated Towns Fund/FHSF officer.	Project parameters to be reviewed and discussions with SRO's planned in terms of increased expenditure.	31/01/24	3	3	9
00007	Towns Fund Programme	Drawdowns of funds are not received in line with expected deadlines	Impact on programme cashflow forecasts negatively impacting on the wider Council cashflow position	No	Yes	No	No	Ensure fund drawdowns are clearly identified and owned by individuals within the programme. Close collaboration with BEIS/DLUHC.	Drawdown requests are based from latest project cashflow reports.	31/01/23	2	2	4

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Agenda Item 10c

00008	Towns Fund Programme	Partner organisation suffers catastrophic change in financial standing once in	Impact on individual project deliverability	Yes	Yes		Yes	Continual dialogue and engagement with partner organisations to consistently gauge delivery potential	Project Leads have detailed discussions with any partner organisations.	31/05/24	3	3	9
00009	Towns Fund Programme	Inability to action capital funding spend to ensure the allocated Towns Fund funding is fully utilised in each financial year.	Impact on overall programme deliverability due to non-compliance with Towns Fund requirements.	Yes	Yes		No	Continual dialogue and engagement with partner organisations to ensure spend profiling information is continually monitored to identify project slippage in advance to ensure corrective action can be taken so that spend requirements are met. Continual dialogue with DLUHC to raise an early warning and agree mitigation actions.	Regular Working Group Meetings are diarised and attended by Project Leads. Each project is monitored on a monthly basis including internal CWC reporting and separate assurance by Programme Managers	31/03/23	2	3	6
00010	Towns Fund Programme	Necessary sub-funding agreements with partner agencies aren't correctly in place	The Council is placed at risk of delivering a programme where necessary legal agreements aren't in place ensuring correct	Yes	No	No	No	Develop 'Boiler Plate' ready documents for partner agencies in advance of the risk proximity	Grant agreements in place for WM5G. Discussions with Business Improvement Districts regarding Events Programme.	31/03/23	2	2	4
00011	Towns Fund Programme	Contracts with suppliers/contractors are not correctly in place	Reduced or zero legal remedy for The Council should poor performance be observed	Yes	Yes		Yes	Ensure that sub contracts with suppliers/contractors are based on industry standard forms with legal support. Early engagement with procurement.	CWC Procurement Team are engaged with all projects and attend the monthly Working Group Meetings where they	12/01/24	2	3	6
00012	Towns Fund Programme	Town Deal Board are in-effective as oversight committee	Ineffective overall governance structure and management of programme			Yes		Ensure effective Terms of Reference are in place along with strong leadership including regular meetings with necessary outputs. If meeting being cancelled, email key updates to allow board members to raise any concerns.	ToR's are in place for the Project Board and are reviewed in line with requirements. Project Board meets regularly and where necessary sub-groups are proposed for specific requirements.	31/03/23	1	1	1
00013	Towns Fund Programme	Change in Programme Lead at The Council	Temporary impact on overall programme delivery including potential missed deadlines	No	No		No	Ensure that processes, procedures and governance structures are recorded and documented to assist with potential change in Programme Lead	Programme Managers are external consultants and current appointment may run through to Oct 2023.	28/04/23	3	3	9

00014	Towns Fund Programme	Failure to engage with wider internal Council stakeholders to gain buy in and support to Town Deal Programme	Failure to comply with the Constitution or achieving the benefits of wider stakeholder skill sets and resource	No	No	No	No	Ensure internal stakeholder review group is implemented, meets regularly with meaningful agendas and clear Actions & Minutes. Implementation of newsletter.	Internal teams are included in Working Group Meetings and additional scrutiny and governance comes via internal management	27/03/26	2	2	4
00015	Towns Fund Programme	Changes at national or local level to political stakeholders or policies over the life of the programme	Changing views in relation to projects resulting in delays to project delivery	Yes	No	No	No	Ensure effective communication and engagement with stakeholders in relation to projects, outputs and delivery.	Local Elections not due until May 2023. National Elections are prior to Jan 2025.	04/05/23	3	2	6
00016	Towns Fund Programme	Negative local and regional press/social media relating to programme delivery	Impacts and negative responses to major capital works intervention schemes	No	No		No	Ensure that Communications Strategy is agreed and signed off by the Engagement Group.	A newsletter has been developed and further work is ongoing regarding website and other social	27/03/26	2	4	8
00017	Towns Fund Programme	Failure to gain recognition for the Council, Town Deal Board and DLUHC for the levels of investment in the area	Failure to generate positive stories linked to investment and project deliverables	No	No	No	No	Ensure the communications strategy both at programme and individually at project level identify the Towns Deal and also monies or equivalent from the Council	Communications Strategy is driving the updates to the newsletter and social media & website	27/03/26	2	2	4
00018	Towns Fund Programme	There is a risk in exposure of matched funding in respect from Russian and Belarusian interests.	If any of the Towns Fund project had funding in relation to Russia and Belarussia interest could lead to negative publicity and delays in the delivery of the	Yes	Yes		No	Each business lead to review match funding sources and supply chains. Discussions to be held a TF Working Group meeting.	All match funding has been reviewed and no links identified.	31/12/24	2	4	8
00019	Towns Fund Programme	Increased inflation leading to negative impact on individual projects affordability due to increased	Increased inflation impact on deliverability of the project, reducing project scope, not	Yes	Yes		No	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews		22/12/23	4	4	16

