

City of Wolverhampton Town Deal Board – Final Terms of Reference

Draft for comment

1.0 Introduction

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

2.0 Town Deal Board

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

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

² Towns Fund Prospectus, Para 1.22

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

3.0 Role and Objectives of the Board

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

4.0 Scope of Board

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

5.0 Alignment with Existing Governance Structures

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

6.0 Legal Status

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

7.0 Critical Success Factors

7.1 The critical success factors are:

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

8.0 Membership

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

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

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

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

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

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

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

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

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

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

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

9.0 Management and Coordination

9.1 Meeting Frequency

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

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

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

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

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

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

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

10. Code of Conduct

DECLARATIONS OF INTEREST

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

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

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

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

CONDUCT OF BOARD MEMBERS

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