

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 Housing 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.