

Walsall Town Deal Board

Terms of Reference

30 August 2020

Purpose

The purpose of the Town Deal Board is:

- to steer and ensure the timely production and submission of the Town Investment Plans (TIPs) for both Bloxwich and Walsall Towns.
- for the Chair to sign the Heads of Terms Agreement with government and for the Board to oversee compliance with this agreement.

In the delivery of this work:

- to seek input to their work from a variety of sources, including existing and newly created partnerships, bodies and contacts to ensure that a balance of views are heard to create opportunities.
- to ensure transparency and objectivity in the delivery of their work throughout, for the benefit of the towns represented.

Once delivery has started, to:

- actively support and oversee the delivery and monitoring of those projects that sit within /form the Town Deal for both Bloxwich and Walsall.

Key responsibilities

The Town Deal Board will sign off each stage of a Town Investment Plan and Town Deal.

The Board is responsible for:

- upholding the Seven Principles of Public Life (the Nolan Principles)
- developing and agreeing an evidence-based Town Investment Plan
- establishing a clear programme of interventions
- embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act
- co-ordinating resources and engaging stakeholders
- 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
- helping develop detailed business cases
- overseeing each step of agreeing a Town Deal, overseeing compliance with the Heads of Terms Agreement with government and monitoring / overseeing performance

Membership

The Town Deal Board should reflect the diversity of the town and surrounding area.

Membership should comprise:

- a private sector chair
- all local government tiers for the geography of the town
- MP(s) and political leadership representing the town
- Local Enterprise Partnership
- Local businesses and investors
- community / local voluntary community sector representatives
- other relevant local government organisations, such as FE Colleges, health bodies, etc.
- the accountable body

Agenda

Standing items including:

- conflicts of interest action plan monitor and review tracker
- items proposed by members
- items required by the accountable body / Walsall Council

Transparency

- code of conduct for membership
- conflict of interest policy and arrangements
- publication of agendas, papers and minutes on Walsall Council website

In scope

All aspects of the Town Deal Programmes as set out by the Government Guidance (June 2020).

Out of scope

Decisions relating to non-Town Deal Programme Activity.

Inputs

- government guidance
- input from board members and appointed consultants
- data and local evidence
- members
- communities
- local businesses
- invited specialists

Outputs

- Town Investment Plan
- A clear programme of interventions
- better co-ordination of resources
- stakeholder involvement
- detailed businesses cases
- diversity
- successful delivery and compliance

Constraints

Quorum - minimum of 6 voting members, with at least one representative from: private, local government and communities membership categories, together with Walsall Council.

Assumptions

Attendees will review inputs and papers prior to each meeting. Advisory Board Chairs will report on progress etc. All members will declare interests / conflicts etc.

Schedule

Meetings taking place at least 6 times per year, with additional meetings called as required.

Duration

As required dependent upon workload and timeframes / limits set by government.

Location

Virtual meetings via Teams unless stated otherwise.

Attendance

Representatives drawn from the Walsall Economic Board, together with invitees from bodies (see membership).