



# Blackpool Town Deal Board meeting 16

## Agenda Item 5

Report to: Blackpool Town Deal Board  
Subject: Town Deal Investment Panel revised terms of reference  
Relevant Officer: Nick Gerrard, Growth and Prosperity Programme Director  
Date of Meeting: 11 February 2022

### 1. Purpose of Report

To set out the proposed revisions to the terms of reference to reflect the panel's evolving role from those originally agreed on 15 January 2021.

### 2. Recommendations

To approve the revised terms of reference for the Town Deal Investment Panel at Annex A.

### 3. Background

The Town Deal Investment Panel (TDIP) was established by the Town Deal Board in January 2021 to oversee and manage the process of scheme development and project appraisal.

Having successfully completed this task with all seven schemes appraised and approved by the Town Deal Board the TDIP's role needs to evolve to support the Board in its role of overseeing the successful delivery of the Town Deal Programme.

Annex 'A' shows the proposed changes to the Terms of Reference to reflect this evolution. The Town Deal Investment Panel have been asked to comment on these changes before the Board meeting and any comments will be reported to the Board.



## Annex A

Blackpool town deal Investment Panel terms of reference (Revised Draft 11 February 2022~~Draft 18/12/2020~~)

The Blackpool Town Deal Board ~~has~~ established a Town Deal Investment Panel (TDIP) to ensure that the Town Deal Programme moves forward successfully to implementation stage. The TDIP Panel reports directly to the Town Deal Board.

The TDIP ~~was initially~~ is responsible for providing a transparent process for overseeing and managing progress on ~~scheme the~~ development of the seven schemes in the Town Deal Programme and the project appraisal process.

With five of the seven schemes now having been fully approved by the Department of Levelling Up, Housing and Communities (DLUHC) the programme now moves into delivery phase and the role of the TDIP needs to evolve to support the Town Deal Board in the effective delivery of the Town Deal Programme.

The TDIP is tasked with providing updates on the performance of the Town Deal Programme and individual Town Deal schemes to each meeting of the Town Deal Board and it will now undertake this role by providing a more "In depth" review of programme delivery including project monitoring, claims and assurance supported by the Council's Programme Monitoring Office (PMO).

## Governance structure and terms of reference

### 1. Composition

1. Unless otherwise agreed by the Town Deal Board, the TDIP Panel shall comprise a minimum of 6 members and a maximum of 10.
2. The Chair and membership of the Town Deal Investment Panel shall be appointed by the Town Deal Board.
3. The Chair of the TDIP will be a private sector ~~m~~Member of the Town Deal Board.
4. Other members of the TDIP shall be from private, public and community backgrounds with expertise and experience of the application for or management of public funding.



5. The ~~initial~~ Members of the TDIP ~~at the date of adoption of these Terms of Reference,~~ are as follows:

Steve Williams, Force Technology and Town Deal Board Member (Chair)

Cllr Mark Smith, Blackpool Council

Daryl Platt, Blackpool and Fylde College

Jane Cole, Blackpool Transport

~~Linton Brown~~ Ben Mansford, Blackpool FC

Lynn Saggerson, Volunteer Centre Blackpool, Wyre and Fylde tbc

Martin Long, Napthens Solicitors

Wendy Swift, Chair of Blackpool Football Club Community Trust

Please note these are personal appointments and no substitutes are allowed.

Additional members up to the maximum may be recommended to the Board for appointment by the Chair of the TDIP at any time.

6. The TDIP may invite any persons it sees fit to attend meetings as observers.
7. The TDIP may appoint one of its number to act as Deputy Chair ("Deputy Chair").

## 2. Quorum

8. The quorum for the TDIP meetings shall be four, including the Chair or Deputy Chair.
9. The Chair or Deputy Chair shall not have a casting vote.

## 3. Secretariat

10. ~~The secretariat of the TDIP is provided by Blackpool Council. y of the TDIP (or their nominee) shall serve as the Secretary ("The Secretary") to the Town Deal Board too.~~  
The secretariat shall produce minutes of all meetings of the TDIP and will maintain a list of conflicts of interests, in accordance with the Town Deal Board's Governance Framework. Town Deal Investment Panel agendas will include a standard item requiring declarations to be made in relation to specific items of business.

## 4. Meeting Frequency

11. The TDIP shall meet according to operational need.

## 5. Remit



12. The TDIP's primary responsibility is to ensure the implementation of the Town Deal and to make strategic recommendations to the Town Deal Board in this regard.

13. The TDIP shall:

- ~~Oversee the implementation and monitoring of~~ ~~Implement and monitor~~ the Town Deal Programme in accordance with business cases approved by the Town Deal Board, the Council's Executive and the Department of Levelling up, Homes and Communities.~~the Heads of Terms signed with the Ministry of Housing, Communities and Local Government~~
- ~~Oversee the Business Case development, appraisal and assurance role~~
- Oversee Monitoring and Evaluation activity and approve the submission of monitoring reports;
- Ensure that any conditions attached to Town Deal funding agreements are discharged appropriately;
- Refer to the Town Deal Board any issues arising if project sponsors are unable to comply with any ~~principles agreed by the Town Deal Board~~ key elements of the agreed business case;
- Make recommendations to the Town Deal Board on any proposed material changes to funding profiles, including redirecting significant resources in year and between projects; and
- Make recommendations to the Town Deal Board (who in turn would need to seek approval from Government) on any proposed material changes to project funding in the event of non-delivery, and / or the withdrawal of grant offer.

6. Governance Relationship with the Town Deal Board

14. The Town Deal Board is responsible for agreeing the Terms of Reference and Membership of the TDIP and has the power to vary the same.

15. The TDIP shall review its Terms of Reference from time to time as necessary and report their findings to the Town Deal Board.

16. The Chair shall provide update reports to the Town Deal Board at the Town Deal Board's request.

7. Relationship with Blackpool Council

17. Blackpool council, as accountable body for the Town Deal funding, shall provide programme management, ~~economic development~~, financial, administrative and legal support to the Town Deal Board and the TDIP and other such support as may be required for it to perform its responsibilities.



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18. The TDIP will be supported by consultants appointed to appraise and advise on the implementation of projects.

19. Blackpool council shall maintain an official record of the TDIP proceedings and a library of all formal Town Deal Board and TDIP documents.

#### 8. Publication of Papers

20. The reports of the TDIP to the Town Deal Board will be published with the Town Deal Board papers except those where the disclosure of commercially confidential information could impact adversely on the successful delivery of the Town Deal Programme.

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