

Blackpool Town Deal Board Meeting No 8 - Agenda Item 5

Report to: Blackpool Town Deal Board
Subject: Town Deal Investment Panel
Relevant Officer: Nick Gerrard, Growth and Prosperity Programme Director
Date of Meeting: 15th January 2021

1. Purpose of the report

To provide the Board with the proposed Draft Terms of Reference (ToR) for the Town Deal Investment Panel (Annex A).

2. Recommendation

That the Board approve the Membership and Terms of Reference attached at Annex A.

3. Background

At its last meeting, part of its appraisal process for projects, the Town Deal Board agreed to establish a Town Deal Investment Panel (TDIP) to ensure that the Town Deal Programme moves forward successfully to implementation stage and to appoint Steve Williams as Chair.

The TDIP Panel will report directly to the Town Deal Board and is responsible for providing a transparent process for overseeing and managing progress on scheme development and the project appraisal process. 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.

A Terms of Reference (ToR) is required for the group, a draft of which was tabled at the inception meeting of the TDIP meeting held on the 13th January 2021 (attached at Annex A). Any issues or proposed amendments to the Terms of Reference will be reported orally to the Board.

Annex A

Blackpool Town Deal Investment Panel (TDIP) Terms of Reference (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 is responsible for providing a transparent process for overseeing and managing progress on scheme development and the project appraisal process.

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.

Governance Structure and Terms of Reference

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 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, Blackpool FC
Lynn Saggerson, Volunteer Centre Blackpool, Wyre and Fylde tbc
Martin Long, Napthens Solicitors

Nb 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").

Quorum

8. The quorum for the TDIP meetings shall be 4, including the Chair or Deputy Chair.
9. The Chair or Deputy Chair shall not have a casting vote.

Secretary

10. The Secretary of the TDIP (or their nominee) shall serve as the Secretary ("The Secretary") to the Town Deal Board too. The Secretary 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

Meeting Frequency

11. The TDIP shall meet according to operational need.

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:
 - Implement and monitor the Town Deal in accordance with 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;
- 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.

Governance Relationship with the Town Deal Board

14. The Town Deal Board is responsible for agreeing the Terms of Reference 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.

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.
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 documents.

Publication of Papers

20. The reports of the TDIP to the Town Deal Board will be published with the Town Deal Board papers.