



## Blackpool Town Deal Investment Panel Term of Reference (Revised further to Town Deal Board Approval 02 September 2022)

The Blackpool Town Deal Board 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 responsible for providing a transparent process for overseeing and managing progress on the development of the 7 schemes in the Town Deal Programme and the project appraisal process.

With the 7 schemes now having been fully approved by the Department of Levelling Up, Housing and Communities (DHLUC) 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

#### 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 Members of the TDIP, 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

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

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").

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.

Secretariat

10. The Secretariat of the TDIP is provided by Blackpool Council. 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.



#### 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. To provide oversight of other regeneration programmes and major projects such as the Community Renewal Fund, Shared Prosperity Fund and Levelling-Up Fund.

13. The TDIP shall:

- Oversee the implementation and monitoring of 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
- 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 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.
- To oversee the implementation and monitoring of regeneration programmes and major projects such as the Community Renewal Fund, Shared Prosperity Fund and Levelling Up fund.

#### Members' Conduct

14. Members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life:



- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example.

#### Conflicts of Interest

#### 15. The following provisions shall apply to all members:

- In the event that there is a conflict of interest the person so conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from any business where the conflict would be relevant.
- Whenever a person has an interest in a matter to be discussed at a meeting the person concerned will not be:
  - Entitled to remain present at the meeting during discussion of that matter.
  - Counted in the quorum for that part of the meeting.
  - Entitled to vote on the matter.



- Members may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.
- A Gifts and Hospitality register will be kept only for matters relevant to the transactions of the Town Deal Board business.

#### Governance Relationship with the Town Deal Board

16. 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.
17. The TDIP shall review its Terms of Reference from time to time as necessary and report their findings to the Town Deal Board.
18. The Chair shall provide update reports to the Town Deal Board at the Town Deal Board's request.

#### Relationship with Blackpool Council

19. Blackpool Council, as accountable body for the Town Deal funding, shall provide programme management, 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.
20. The TDIP will be supported by consultants appointed to appraise and advise on the implementation of projects.
21. Blackpool Council shall maintain an official record of the TDIP proceedings and a library of all formal Town Deal Board and TDIP documents.

#### Publication of Papers

22. 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



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information could impact adversely on the successful delivery of the Town Deal Programme.