

Blackpool Town Deal Board Meeting No. 10

Agenda Item 5B

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: 14th May 2021

1. Purpose of Report

To update the Terms of Reference (ToR) for the Town Deal Investment Panel.

2. Recommendations

That the Board approve the revised Terms of Reference attached at Annex A

3. Background

Since the establishment of the Town Deal Investment Panel, as previously agreed by the Board there have been two change of membership and an additional role added in respect of the TDIP supporting the assessment of Community Renewal bids.

These proposed changes highlighted in the revised ToR at Annex A.

Annex A

Blackpool Town Deal Investment Panel (TDIP) Terms of Reference (Revised 14/5/2021)

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
Ben Mansford, Blackpool FC
Lynn Saggerson, Volunteer Centre Blackpool, Wyre and Fylde tbc
Martin Long, Napthens Solicitors
Wendy Swift, Blackpool Football Community Trust

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.
- Support the assessment of complementary funding bids (e.g. Community Renewal Fund) where requested to do so by the Town Deal Board

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.