

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**NUNEATON TOWN DEAL BOARD**

**28th January, 2022**

A meeting of the Town Deal Board was held on Friday, 28th January, 2022. The meeting was held virtually.

**Present**

Sean Farnell (CWLEP) – Chair

Present: Amanda Bourne (Local SME Business Sector), Councillor Peter Butlin (WCC), Councillor Jeff Clarke (WCC), Councillor Clare Golby (NBBC), Jet Jones (Community Sector), Marcus Jones (MP), Uly Lyons (Education Sector), Marion Plant (Education Sector), Lindsey Randle (Local Business Sector), Les Ratcliffe (CWLEP), Councillor Richard Smith (NBBC) (Substitute for Councillor Kris Wilson), Alison Thompson (WCAVA) and Patricia Willoughby (WMCA).

Officers in attendance: Ian Andrew (NBBC), Wendy Bolton (NBBC), Brent Davis (NBBC), Dawn Dawson (NBBC) and Tom Hobbs (NBBC).

Apologies: Adam Dent (Advent), Catherine Marks (WCC), Jenni Northcote (Health Sector), Dr Julie Nugent (WMCA) and Councillor Kris Wilson (NBBC).

TDB115      **Chair's welcome and announcements**

The Chair welcomed Board Members to the meeting.

TDB116      **Minutes**

**RESOLVED** that the minutes of the meeting held on 3rd December, 2021, be confirmed and signed by the Chair.

TDB117      **Declarations of Interests**

Board Members' interests for the meeting were as set out in a Schedule of Declarations of Interests, attached to the agenda.

**RESOLVED** that declarations of interest be as set out in the schedule attached to these minutes.

TDB118      **Highlights Report**

The Programme Manager (NBBC) submitted a draft Highlight Report to update the Board on the status of the Towns Fund programme.

The report detailed the risks, financial situation and key upcoming activities for the Towns Fund programme over the next two months. The report also provided a status update on individual Towns Fund projects.

The Board was asked to consider the format and contents of the draft report. (A separate detailed Risk Register was presented to the Board later in the meeting as a confidential item.)

**RESOLVED** that

- a) details of ownership of risks and actions be incorporated into the report template; and
- b) the report format be approved, as amended above, for submission to future meetings of the Board.

TDB119      Business Case Progress and Sign Off Process

The Programme Manager (NBBC) gave a verbal update on the progress of project business case development and also the process for sign off.

The Board was informed that consultants had been appointed and were preparing the financial, economic and commercial cases. The Highlights Report detailed which Business Cases were near to completion.

The Business Case assurance process, to be overseen by the CWLEP, would commence in early March with final sign off by the Chair of the Board.

**RESOLVED** that business case progress and the sign off process be noted.

TDB120      Communications and Engagement Plan

The Programme Manager (NBBC), submitted a draft rolling masterplan for Communications and Engagement for consideration. The plan detailed anticipated communication and engagement opportunities for specific Towns Fund projects. This was the first draft of the masterplan and further detail would be added on a monthly rolling basis.

The Board was reminded that Advent had been commissioned to provide the business facing publicity.

Given the range of skills and expertise represented by the Board, the Chair invited members of the Board to express interest in any of the specific communication or engagement activities included in the plan.

**RESOLVED** that

- a) the contents of the initial rolling masterplan be noted;
- b) Board members express interest in any of the communications or engagement activities listed; and
- c) the updated masterplan be submitted to future meetings of the Board.

TDB121 Any Other Business

- a) Schedule of meetings

**RESOLVED** that future meetings of the Board be scheduled bi-monthly, commencing at the end of March.

TDB122 Exclusion of the Public and Press

None in attendance.

**CONFIDENTIAL ITEM**

TDB123 Risk Register

The Programme Manager (NBBC) submitted a draft working Programme Risk Register. The Board considered the specific risks raised by the Register and Highlights Report.

**RESOLVED** that

- a) the contents of the Risk Register be noted; and
- b) an updated register be submitted to future meetings of the Board to facilitate detailed consideration, on a project by project basis, of any red or amber risks.

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Chair of the Board

## SCHEDULE OF DECLARATIONS OF INTERESTS - TOWN DEAL BOARD

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
<b>Amanda Bourne</b>	<ul style="list-style-type: none"> <li>• Managing Director, FindaBiz Ltd</li> </ul>	<ul style="list-style-type: none"> <li>• Vice Chair, Nuneaton BID Steering Group</li> <li>• Secretary, Nuneaton Business Alliance</li> <li>• FSB Representative Nuneaton and Bedworth</li> <li>• Representative Warwickshire Town Forum</li> </ul>	
<b>Councillor Peter Butlin</b>	<ul style="list-style-type: none"> <li>• Elected Member: Warwickshire County Council</li> </ul>	<p>Appointed to the following outside bodies:</p> <ul style="list-style-type: none"> <li>• Coventry &amp; Warwickshire Local Enterprise Partnership (CWLEP)</li> <li>• Eastern Shires Purchasing Organisation (ESPO) Management Committee</li> <li>• Eastern Shires Purchasing Organisation - Finance and Audit Sub-Committee</li> <li>• Local Government Association (LGA)</li> <li>• Local Government Association County Councils Network (CCN)</li> <li>• Warwickshire Solihull and Coventry Local Access Forum</li> </ul>	
<b>Councillor Jeffrey Clarke</b>	<ul style="list-style-type: none"> <li>• Senior Caseworker, Office of Marcus Jones MP</li> <li>• Elected Member Warwickshire County Council – Cabinet Member for Transport and Planning</li> <li>• Owner of a property in Nuneaton</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman A5 Partnership</li> <li>• Member A46 Partnership</li> <li>• Coventry Station Masterplan Partnership/ Knuckle Board</li> <li>• Executive Member Nuneaton Conservative Association</li> </ul>	
<b>Sean Farnell FCA (Chair)</b>	<ul style="list-style-type: none"> <li>• Burgis &amp; Bullock, Chartered Accountants</li> <li>• Burgis &amp; Bullock Management Ltd (dormant)</li> <li>• Burgis &amp; Bullock Ltd (dormant)</li> <li>• CCWP Ltd (dormant)</li> <li>• Burgis &amp; Bullock (Audit) Ltd (dormant)</li> <li>• Burgis &amp; Bullock Corporate Finance Ltd</li> <li>• BB-BMG Limited</li> </ul>	<ul style="list-style-type: none"> <li>• Coventry &amp; Warwickshire Reinvestment Trust Ltd</li> <li>• Coventry &amp; Warwickshire Local Enterprise Partnership Ltd</li> <li>• Growth Hub Business Solutions Ltd</li> </ul>	
<b>Councillor C. Golby</b>	<ul style="list-style-type: none"> <li>• IPT Administration Manager, Galliford Try</li> <li>• Elected Member of Warwickshire County Council</li> </ul>	<ul style="list-style-type: none"> <li>• Bermuda Bridge Action Group</li> <li>• Bermuda Phoenix Community Centre Management</li> </ul> <p>Member of the following Outside Bodies:</p>	

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	<ul style="list-style-type: none"> <li>• Spouse: employed by RS Components</li> </ul>	<ul style="list-style-type: none"> <li>• Coventry, Warwickshire and Hinckley and Bosworth Joint Committee</li> <li>• District Leaders</li> <li>• Local Enterprise Partnership</li> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> <li>• Nuneaton and Bedworth Home Improvement Agency</li> <li>• NBBC representative on the George Eliot Hospital NHS Trust – Public/User Board</li> <li>• NBBC representative on George Eliot Hospital NHS Foundation Trust Governors</li> </ul>	
<b>Jet Jones</b>	<ul style="list-style-type: none"> <li>• Director of Regeneration and Community Transformation of the Diocesan Board of Finance, Church of England.</li> <li>• CEO of Together for Change - Together for Change lease Saints, Nuneaton</li> <li>• Director Renovate Solutions Ltd</li> <li>• Spouse/Partner: Director of Renovate Solutions Ltd</li> <li>• Funeral celebrant/minister – self-employed and contracted via Devalls Funeral Services</li> </ul>	<ul style="list-style-type: none"> <li>• Nexus ICA</li> </ul>	
<b>Marcus Jones MP</b>	<ul style="list-style-type: none"> <li>• Member of Parliament for Nuneaton</li> <li>• HM Government Whip</li> <li>• Lessee: 13-17 Hollybush House, Nuneaton</li> <li>• Owner of a property in Nuneaton</li> <li>• Spouse/Partner: e-ppl,</li> </ul>	<ul style="list-style-type: none"> <li>• Patron of Mary Ann Evans Hospice</li> <li>• Honorary Member of Nuneaton Rotary Club</li> </ul>	
<b>Ulysses Lyons</b>	<ul style="list-style-type: none"> <li>• CEO, Better Futures Multi Academy Trust</li> </ul>		
<b>Jenni Northcote</b>	<ul style="list-style-type: none"> <li>• George Eliot Hospital NHS Trust - Director of Strategy, Service Improvement and Primary Care</li> <li>• NHS Warwickshire North and NHS Coventry &amp; Rugby Clinical Commissioning Group - Chief Strategy &amp; Primary Care Officer WNCCG &amp; CRCCG</li> </ul>		

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
<b>Marion Plant (Vice-Chair)</b>	<ul style="list-style-type: none"> <li>• Principal &amp; Chief Executive, North Warwickshire and South Leicestershire College</li> <li>• North Warwickshire and South Leicestershire College Property/land</li> <li>• Nuneaton academies within the Midlands Academies Trust: Hartshill School, The Nuneaton Academy and George Eliot School</li> <li>• Long lease for part of the site from Warwickshire County Council for The Nuneaton Academy</li> <li>• Spouse/Partner: Relations Relations Manager, Christian Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive Officer, The Midland Academies Trust</li> <li>• Director, South Leicestershire Colleges Enterprises Ltd</li> <li>• Director, NWHC Services Ltd</li> <li>• Director, The Learning Chain Ltd</li> <li>• Director, Coventry &amp; Warwickshire Local Enterprise Partnership Ltd</li> <li>• Director, The Skills Show Ltd</li> <li>• Director &amp; Deputy Chair, Worldskills UK</li> <li>• Board Member, National Society Council, Church of England</li> <li>• Member, Colleges West Midlands</li> <li>• Member, Skills Advisory Panel, WMCA</li> <li>• Programme Board Member, Leicester and Leicestershire Local Enterprise Partnership Ltd</li> <li>• Member, ESFA Skills Advisory Group</li> <li>• Governor &amp; Chair of Academic Affairs Committee, Coventry University</li> </ul>	
<b>Lindsey Randle</b>	<ul style="list-style-type: none"> <li>• MIRA</li> <li>• Spouse/Partner: MIRA</li> <li>• Owner of a property in Hartshill</li> </ul>		
<b>Les Ratcliffe</b>	<ul style="list-style-type: none"> <li>• Managing Director - Community Engagement Limited</li> <li>• Director - Engineering in Motion Ltd.</li> <li>• Non Executive Director - Verity Housing</li> <li>• Spouse/Partner: Director Community Engagement Ltd.</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman – Coventry &amp; Warwickshire Place Board</li> <li>• Board Member – CWLEP Growth HUB</li> <li>• Deputy Lieutenant – West Midlands Lieutenancy</li> <li>• Board Member – Coventry &amp; Warwickshire NSPCC Business Group</li> </ul>	
<b>Alison Thompson</b>	<ul style="list-style-type: none"> <li>• Area Manager, Warwickshire Community and Voluntary Action</li> <li>• WCAVA NBBC Lease Newtown Centre</li> <li>• Service Level Agreement between WCAVA and NBBC for services to support the voluntary and community sector</li> <li>• Leases: Newtown Centre, Newtown Road, Nuneaton, CV11 4HG and 1 Donnithorne Avenue,</li> </ul>	<ul style="list-style-type: none"> <li>• Trustee, Milby Nursery and Kids Club</li> </ul>	

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	Nuneaton, CV10 7AF <ul style="list-style-type: none"> <li>• Spouse/Partner: A-Dec Dental UK Ltd</li> <li>• Owner of a property in Nuneaton</li> </ul>		
<b>Councillor C.M. Watkins</b>	<ul style="list-style-type: none"> <li>• Landlord of a privately rented property</li> </ul>	Representative on the following outside bodies: <ul style="list-style-type: none"> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> </ul>	
<b>Councillor K. Wilson</b>	<ul style="list-style-type: none"> <li>• Acting Delivery Manager HMCTS – Nuneaton &amp; Warwick County Courts</li> <li>• Elected Member of Nuneaton and Bedworth Borough Council</li> <li>• Election Expenses Paid By Nuneaton Conservative Association</li> <li>• HMCTS has a lease With The Warwickshire Police And Crime Commissioner for the Warwickshire Justice Centre</li> <li>• As Deputy Chairman Of Nuneaton Conservatives we have a lease to occupy an office at Hollybush House, Bond Gate, Nuneaton</li> </ul>	<ul style="list-style-type: none"> <li>• Director Of Nuneaton And Bedworth Community Enterprises Ltd</li> <li>• Representative on Transforming Nuneaton Board</li> <li>• Deputy Chairman Of Nuneaton Conservative Association</li> </ul>	
<b>Patricia Willoughby</b>	<ul style="list-style-type: none"> <li>• Head of Policy (Housing &amp; Regeneration), West Midlands Combined Authority</li> <li>• Spouse: Director, Process Technique Ltd</li> </ul>	<ul style="list-style-type: none"> <li>• Wolverhampton Town Fund Board</li> </ul>	