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Date: 10th May, 2021

Our Ref: WEB

Dear Sir/Madam,

A meeting of the **TOWN DEAL BOARD** will be held on Friday, 14th May, 2021 commencing at 10.00 am.

Due to government guidance on social-distancing and the Covid-19 virus, this meeting will be held virtually via MS Teams.

Yours faithfully,

BRENT DAVIS

Executive Director - Operations

To: All Members of the Town
Deal Board

Sean Farnell (Chair), Marion Plant
(Vice-Chair).
Councillors Peter Butlin, Jeff Clarke,
Julie Jackson, Ian Lloyd and Kris
Wilson.
Amanda Bourne, Uly Lyons,
Jet Jones, Marcus Jones (MP),
Jenni Northcote, Lindsey Randle,
Les Ratcliffe, Alison Thompson and
Patricia Willoughby

A G E N D A

1. ANNOUNCEMENTS

Please make sure all your mobile phones are turned off or set to silent.

2. APOLOGIES - to receive apologies for absence from the meeting.

3. MINUTES - of the meeting held on 15th March, 2021, attached (Page 3).

4. DECLARATIONS OF INTERESTS - To receive declarations of Disclosable Pecuniary and Other interests in accordance with the Members' Code of Conduct.

Declaring interests at meetings

If there is any item of business to be discussed at the meeting in which you have a disclosable pecuniary interest or non-pecuniary interest (Other Interests), you must declare the interest appropriately at the start of the meeting or as soon as you become aware that you have an interest.

Arrangements have been made for interests that are declared regularly by Board Members to be appended to the agenda (**Page 7**). Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Committee Services Officer. As a general rule, there will, therefore, be no need for those Board Members to declare those interests as set out in the schedule.

There are, however, TWO EXCEPTIONS to the general rule:

1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the Board Member feels that the interest is such that they must leave the room. Prior to leaving the room, the Board Member must inform the Chair of the meeting that they are doing so, to ensure that it is recorded in the minutes.

2. Where a dispensation has been granted to vote and/or speak on an item where there is a Disclosable Pecuniary Interest, but it is not referred to in the Schedule (where for example, the dispensation was granted by the Council's Monitoring Officer immediately prior to the meeting). The existence and nature of the dispensation needs to be recorded in the minutes and will, therefore, have to be disclosed at an appropriate time to the meeting.

5. PROJECT UPDATE – report of the Director – Regeneration, Economy and Assets, NBBC, to follow.

6. TOWN DEAL ASSURANCE PANEL – report of the Director – Regeneration Economy and Assets, NBBC, to follow.

7. ANY OTHER BUSINESS

NUNEATON AND BEDWORTH BOROUGH COUNCIL**NUNEATON TOWN DEAL BOARD****15th March, 2021**

A meeting of the Town Deal Board was held on Monday, 15th March, 2021. Due to Government guidance on social-distancing and the Covid-19 virus this meeting was held virtually.

Present

Sean Farnell (CWLEP) – Chair
Marion Plant (Education Sector) – Vice-Chair

Amanda Bourne (Local SME Business Sector), Councillor Peter Butlin (WCC), Councillor Jeff Clarke (WCC), Councillor Julie Jackson (NBBC), Jet Jones (Community Sector), Councillor I. Lloyd (NBBC), Uly Lyons (Education Sector), Jenni Northcote (Health Sector), Lindsey Randle (Local Business Sector), Les Ratcliffe (CWLEP), Alison Thompson (WCAVA) Patricia Willoughby (WMCA), and Councillor K. Wilson (NBBC).

Officers in attendance: V. Barnard (WCC), W. Bolton (NBBC), D. Dawson (NBBC), A. Dent (Advent), Simone Hines (NBBC), Catherine Marks (WCC), and R. Merriman (Advent).

Apologies: I. Andrew (NBBC), B. Davis (NBBC), Marcus Jones, (MP), and Julian Pye (Arup).

TDB87 **Chair's welcome and announcements**

The Chair welcomed Board Members and other invited guests to the meeting.

TDB88 **Minutes**

RESOLVED that the minutes of the meeting held on 4th December, 2020, be confirmed and signed by the Chair.

TDB89 **Declarations of Interests**

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

Councillor Julie Jackson declared an interest as her daughter was employed by the college.

RESOLVED that declarations of interest be as set out in the Schedule attached to these minutes, and as above.

TDB90 Stage 2 Timetable and Milestones

The Director – Regeneration and Housing (NBBC) submitted a report to provide the Board with an overview of the timetable for the second stage of the Towns Fund process and identify the relevant milestones.

The award letter from the Ministry of Housing, Communities and Local Government (MHCLG), setting out heads of terms, was attached at Appendix A to the report and a Business Case Plan was attached at Appendix B.

With regards to the requirements outlined at Paragraph 4.3 of the report, on Wednesday, 10th March, 2021, NBBC Executive, as lead authority, approved the Heads of Terms and gave authority to the Executive Director – Resources and the Executive Director – Operations to sign on behalf of the Council. Approval was also requested from the Town Deal Board. The deadline date for submission of the signed Heads of Terms and confirmation of projects was 24th March, 2021.

Paragraph 4.4 and 4.5 of the report detailed that clarification was being sought from MHCLG regarding the funding split across projects and also projects identified as being fast track projects in the Heads of Terms, which did not match the information submitted in the Town Investment Plan.

Section 5 of the report set out the Stage 2 Timetable and milestones. The Director – Regeneration and Housing informed the Board that Project Groups would need to be established along with an Assurance Panel made up of Town Deal Board members. Training would be provided for the Assurance Panel.

RESOLVED that

- a) the Chair congratulate the Board and officers on the achievement of submitting the Town Investment Plan at Cohort 2A and for being awarded the full funding ask;
- b) subject to the clarifications outlined in paragraph 4.4 and 4.5 of the report, the Heads of terms be approved;
- c) the timetable and milestones set out in the report be noted; and
- d) the Director – Regeneration and Housing contact individual project organisations following the meeting, regarding the set up of project management groups, with an update on progress to be submitted to the next meeting.

TDB91 Communications Approach

The Director – Regeneration and Housing submitted a report to provide the Board with information on the proposals for proposed immediate future communications.

The Board was asked to consider approving the publication of an amended version of the Town Investment Plan (TIP) and for relevant project stakeholders to be informed of the award.

RESOLVED that

- a) formal notification be given to stakeholders of the success of their projects;
- b) a press release be drafted by Advent and circulated for approval; and
- c) an amended version of the Town Investment Plan be published alongside the press release.

TDB92 Governance Structure

A report of the Director – Regeneration and Housing was submitted to provide the Board with information on governance arrangements, as detailed within the submitted TIP.

Section 4 of the report detailed the requirements for business case development and assurance. Section 5 of the report set out the Governance Structure. The Board considered the importance and role of project teams and project leads, and also sought clarification regarding the interaction and authorisation processes between the Programme Team, Programme Board and Town Deal Board, as depicted by the diagram at 5.2 of the report.

RESOLVED that

- a) the contents of the report be noted;
- b) clarification be sought regarding the governance interaction and authorisation processes, and
- c) subject to b) above, the chair approve any required amendments to the governance diagram wording.

TDB93 Declarations of Interest Forms

RESOLVED that Board members submit updated Declaration of Interest Forms.

TDB94 Any Other Business

- a) Dates and times of future meetings.

RESOLVED that

- a) the next meeting of the Board be scheduled in May, following the elections; and
b) a schedule based on the hierarchy of meetings be submitted for approval to the next meeting.

(Chair)

SCHEDULE OF DECLARATIONS OF INTERESTS - TOWN DEAL BOARD

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

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	<ul style="list-style-type: none"> Ltd • Growth Hub Business Solutions Ltd • Spouse/Partner: DHL Logistics • Gethin House, Bond Street, Nuneaton 		
Councillor Julie Jackson	<ul style="list-style-type: none"> • Leader, Nuneaton and Bedworth Borough Council • Spouse/partner: Cleansing Driver, Nuneaton and Bedworth Borough Council, Swimming Teacher, Sports and Leisure Management • Owner of a property in Bedworth • Spouse/partner: owner of an allotment in Bedworth 	<ul style="list-style-type: none"> • Nuneaton and Bedworth Community Enterprise Ltd • West Midlands Combined Authority • Coventry & Warwickshire Local Enterprise Partnership (Substitute member) • Member, Labour Party • Member Association of Labour Councillors • Member of Unite the Union • Spouse/Partner: Member, Labour Party • Member, Unite the Union • Member, Bedworth Lions 	
Jet Jones	<ul style="list-style-type: none"> • Director of Regeneration and Community Transformation of the Diocesan Board of Finance, Church of England. • CEO of Together for Change - Together for Change lease Saints, Nuneaton • Director Renovate Solutions Ltd • Spouse/Partner: Director of Renovate Solutions Ltd • Funeral celebrant/minister – self-employed and contracted via Devalls Funeral Services 	<ul style="list-style-type: none"> • Nexus ICA 	
Marcus Jones MP	<ul style="list-style-type: none"> • Member of Parliament for Nuneaton • HM Government Whip • Lessee: 13-17 Hollybush House, Nuneaton • Owner of a property in Nuneaton • Spouse/Partner: e-ppl, 	<ul style="list-style-type: none"> • Patron of Mary Ann Evans Hospice • Honorary Member of Nuneaton Rotary Club 	
Councillor Ian Lloyd	<ul style="list-style-type: none"> • Deputy Leader, Nuneaton and Bedworth Borough Council. 	<p>Non Executive Director with Nuneaton and Bedworth Community Enterprises Limited. Representative on the following Outside Bodies:</p> <ul style="list-style-type: none"> • Nuneaton & Bedworth Sports Forum • Camp Hill Urban Village and 	

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
		Pride in Camp Hill • Poor's Piece Charity Committee of Management of Hartshill & Nuneaton Recreation Group	
Ulysses Lyons	<ul style="list-style-type: none"> • CEO, Better Futures Multi Academy Trust 		
Jenni Northcote	<ul style="list-style-type: none"> • George Eliot Hospital NHS Trust - Director of Strategy, Service Improvement and Primary Care • NHS Warwickshire North and NHS Coventry & Rugby Clinical Commissioning Group - Chief Strategy & Primary Care Officer WNCCG & CRCCG 		
Marion Plant (Vice-Chair)	<ul style="list-style-type: none"> • Principal & Chief Executive, North Warwickshire and South Leicestershire College • North Warwickshire and South Leicestershire College Property/land • Nuneaton academies within the Midlands Academies Trust: Hartshill School, The Nuneaton Academy and George Eliot School • Long lease for part of the site from Warwickshire County Council for The Nuneaton Academy • Spouse/Partner: Relations Relations Manager, Christian Aid 	<ul style="list-style-type: none"> • Chief Executive Officer, The Midland Academies Trust • Director, South Leicestershire Colleges Enterprises Ltd • Director, NWHC Services Ltd • Director, The Learning Chain Ltd • Director, Coventry & Warwickshire Local Enterprise Partnership Ltd • Director, The Skills Show Ltd • Director & Deputy Chair, Worldskills UK • Board Member, National Society Council, Church of England • Member, Colleges West Midlands • Member, Skills Advisory Panel, WMCA • Programme Board Member, Leicester and Leicestershire Local Enterprise Partnership Ltd • Member, ESFA Skills Advisory Group • Governor & Chair of Academic Affairs Committee, Coventry University 	
Lindsey Randle	<ul style="list-style-type: none"> • MIRA • Spouse/Partner: MIRA • Owner of a property in Hartshill 		

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
Les Ratcliffe	<ul style="list-style-type: none"> • Managing Director - Community Engagement Limited • Director - Engineering in Motion Ltd. • Non Executive Director - Verity Housing • Spouse/Partner: Director Community Engagement Ltd. 	<ul style="list-style-type: none"> • Chairman – Coventry & Warwickshire Place Board • Board Member – CWLEP Growth HUB • Deputy Lieutenant – West Midlands Lieutenancy • Board Member – Coventry & Warwickshire NSPCC Business Group 	
Alison Thompson	<ul style="list-style-type: none"> • Area Manager, Warwickshire Community and Voluntary Action • WCAVA NBBC Lease Newtown Centre • Service Level Agreement between WCAVA and NBBC for services to support the voluntary and community sector • Leases: Newtown Centre, Newtown Road, Nuneaton, CV11 4HG and 1 Donnithorne Avenue, Nuneaton, CV10 7AF • Spouse/Partner: A-Dec Dental UK Ltd • Owner of a property in Nuneaton 	<ul style="list-style-type: none"> • Trustee, Milby Nursery and Kids Club 	
Councillor K. Wilson	<ul style="list-style-type: none"> • Acting Delivery Manager HMCTS – Nuneaton & Warwick County Courts • Elected Member of Nuneaton and Bedworth Borough Council • Election Expenses Paid By Nuneaton Conservative Association • HMCTS has a lease With The Warwickshire Police And Crime Commissioner for the Warwickshire Justice Centre • As Deputy Chairman Of Nuneaton Conservatives we have a lease to occupy an office at Hollybush House, Bond Gate, Nuneaton 	<ul style="list-style-type: none"> • Director Of Nuneaton And Bedworth Community Enterprises Ltd • Representative on Transforming Nuneaton Board • Deputy Chairman Of Nuneaton Conservative Association 	
Patricia Willoughby	<ul style="list-style-type: none"> • Head of Policy (Housing & Regeneration), West Midlands Combined Authority • Spouse: Director, Process Technique Ltd 	<ul style="list-style-type: none"> • Wolverhampton Town Fund Board 	