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Date: 18th March, 2022

Our Ref: WEB

Dear Sir/Madam,

A meeting of the **TOWN DEAL BOARD** will be held on Friday, 25th March, 2022, commencing at 10.00 am.

This meeting will be held virtually via MS Teams.

Yours faithfully,

BRENT DAVIS

Chief Executive Officer

To: All Members of the Town
Deal Board

Sean Farnell (Chair), Marion Plant
(Vice-Chair).
Councillors Peter Butlin (WCC), Jeff
Clarke (WCC), Clare Golby (NBBC),
Chris Watkins (NBBC) and Kris
Wilson (NBBC).
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 28th January, 2022 attached (Page 4).

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. **BUSINESS CASE SUBMISSION** – verbal update from the Programme Manager (NBBC).

6. **HIGHLIGHT REPORT** – report of the Programme Manager (NBBC), to follow.

7. **COMMUNICATIONS & ENGAGEMENT PLAN** – for information (to follow).

8. **ANY OTHER BUSINESS**

9. EXCLUSION OF THE PUBLIC AND PRESS

Recommended that under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraph (iii) of Part I of Schedule 12A to the Act.

10. RISK REGISTER – presented by the Programme Manager, to follow.

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.

Chair of the Board

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 | <ul style="list-style-type: none"> Coventry & Warwickshire Reinvestment Trust Ltd Coventry & Warwickshire Local Enterprise Partnership Ltd Growth Hub Business Solutions Ltd | |
| Councillor C. Golby | <ul style="list-style-type: none"> IPT Administration Manager, Galliford Try Elected Member of Warwickshire County Council | <ul style="list-style-type: none"> Bermuda Bridge Action Group Bermuda Phoenix Community Centre Management <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"> Spouse: employed by RS Components | <ul style="list-style-type: none"> Coventry, Warwickshire and Hinckley and Bosworth Joint Committee District Leaders Local Enterprise Partnership Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL) Nuneaton and Bedworth Home Improvement Agency NBBC representative on the George Eliot Hospital NHS Trust – Public/User Board NBBC representative on George Eliot Hospital NHS Foundation Trust Governors | |
| 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 | |
| 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 | | |

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|----------------------------------|--|--|--------------|
| 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 | | |
| 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, | <ul style="list-style-type: none"> • Trustee, Milby Nursery and Kids Club | |

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|--------------------------------|---|--|--------------|
| | <p>Nuneaton, CV10 7AF</p> <ul style="list-style-type: none"> Spouse/Partner: A-Dec Dental UK Ltd Owner of a property in Nuneaton | | |
| Councillor C.M. Watkins | <ul style="list-style-type: none"> Landlord of a privately rented property | <p>Representative on the following outside bodies:</p> <ul style="list-style-type: none"> Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL) | |
| 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 | |