

MILLOM TOWN DEAL BOARD

AGENDA

Venue: This meeting will be a virtual meeting

Date: Wednesday 1st December 2021

Time: 14.00hrs

1. **Meeting protocol**
2. **Attendances and apologies for absence**
3. **Minutes of meeting held on 28th September 2021**
[millom tf draft minutes 28_09_21.pdf \(copeland.gov.uk\)](#)
4. **Register of Interests review**
For the Board to note/ update any declarations of interests in Agenda items
5. **Millom Town Deal – Local Assurance Framework**
For the Board to endorse the Local Assurance Framework for Millom Town Deal
6. **Millom Town Deal Board – Terms of Reference**
For the Board to agree updates to their Terms of Reference in line with the Local Assurance Framework for Millom Town Deal and current priorities

Contacts:

Email: towns.fund@copeland.gov.uk

Website: <https://www.copeland.gov.uk/regeneration-projects>

Item 5 – Millom Town Deal Board

Millom Town Deal – Local Assurance Framework

Why is this report coming to the Millom Town Deal Board?

An assurance framework is a published document that sets out the policies, rules and processes needed to provide the necessary assurances around the use of public money.

Copeland Borough Council and the Millom Town Deal Board are required to put in place a Local Assurance Framework as part of their Heads of Terms to enable the Council to receive Town Deal funding on behalf of Millom. The Framework provides clarity around the differing roles and responsibilities of the Accountable Body, the Town Deal Board and the Project Owners, as well as providing transparency and openness.

The content of the Assurance Framework includes:

- Town Deal governance – clear description of roles and responsibilities;
- Transparent decision-making arrangements – setting out how decisions are taken and accounted for including how conflicts of interest are managed;
- Programme management and assurance – processes and procedures including scheme prioritisation, value for money, contracting, risk management, engagement and scrutiny.

Some aspects of the current Local Assurance Framework will need to be updated once we have additional detail from Government on grant conditions and further definitions with regards to issues including scheme variation requirements. Additional information will also become available as Local Government Reorganisation moves forward. It is anticipated that the Local Assurance Framework will be reviewed in line with Government requirements and local conditions prior to Business Case submission in July 2022.

Recommendation:

That Millom Town Deal Board:

- a) Endorse the Millom Town Deal Local Assurance Framework prior to consideration at the Copeland Borough Council Executive Committee on 14th December 2021.
- b) Note that the Local Assurance Framework will be reviewed in line with Government requirements and local conditions prior to Business Case submission in July 2022.

Item 6 – Millom Town Deal Board

Millom Town Deal Board – Terms of Reference

Why is this report coming to the Millom Town Deal Board?

In support of the Assurance Framework, some changes are being proposed to the current Millom Town Deal Board Terms of Reference (ToR) to ensure alignment between both documents and to update the document to reflect stage 2 of the Towns Fund process and current priorities of the Board.

Updates include:

- Amended wording to reflect current stage of process – change from Stage 1 Town Investment Plan development to Stage 2 Business Case development;
- Amended wording on role and responsibilities, conduct and conflicts of interest to align with Millom Town Deal Board Local Assurance Framework.
- Amended wording on Meeting Papers in ToR to align with current practice and Towns Fund guidance;
- Addition of Vision and Strategic Objectives;
- Additional wording to confirm role of deputies;
- Addition of Communications & Engagement Sub-group.

In keeping with the Nolan principles, Board members have also been asked to review their Declarations of Interests to ensure that it remains up to date.

Recommendation:

That Millom Town Deal Board:

- a) Agree the updated Millom Town Deal Board Terms of Reference.