

# Hastings Town Deal

## Governance/project management structures for the programme 2021-2023

### 1. Town Deal Board

The Hastings Town Deal board was set up rapidly in response to government requirements for the first meeting to be held by the end of January 2020.

The [current board](#) aims to represent different parts of Hastings through business and community representative organisations and stakeholders to guide on the implementation of the Town Investment Plan (TIP). It's role is as follows:

- To review project summary documents prior to submission to government
- Develop and agree an evidenced based monitoring of impact of the TIP
- Assist in developing clear programme of interventions for the 'wrap around' funding
- Coordinate resources and influence stakeholders
- Advise on implementation and further initiatives

Following the agreement of Heads of Terms, the role of the board will shift to an advisory role on the development of project business cases and into the delivery phase. It will also act as ambassadors for the Town Deal programme and its vision. This shift in role is set out in the governments business case guidance document:

*“Locally ultimate decision making responsibility will lie with the accountable body (HBC), but the town deal board Chair/s will be a signatory to the summary document (high level detail document for business cases that has to be submitted to government) and should make decisions in partnership and collaboration with the Town Deal board.....The Town Deal board should have an ongoing role and sight of decision as projects are developed in more detail or possible changes are made. The nature and degree of the board's oversight should be agreed locally.”*

It is proposed that Board meetings are reduced from 4 to 3 meetings during phase 2, to align with the bringing forward of summary documents for review, prior to submission to government.

### 2. HBC Town Deal Programme Board

HBC as accountable body and the Section 151 designated officer has the final decision on the investments to proceed. This was also the case with the accelerated funded projects. The level of scrutiny may vary project by project, but the S151 officer will be ultimately responsible for the Town Deal programme.

An HBC Town Deal internal programme board will be established with strategic oversight, management, and approval of the next stages of the Town Deal programme.

This will work alongside the overall Town Deal programme structure. Membership of this board will be finalised by the council following the election in May 2021.

### Membership of HBC Programme Board

Programme Director: Jane Hartnell (HBC – Managing Director)  
Programme Accountable Director: Peter Grace (HBC – Finance Director)  
Scheme Manger: Victoria Conheady (Assistant Director – Regeneration and Culture)  
Quality Assurance: Mark Bourne (HBC – Head of Information Technology)  
Legal Officer: Mary Kilner (HBC – Chief Legal Officer)  
Cllr Paul Barnett – Lead Member Regeneration

The group shall meet once every two months and as required.

Officer support: Programme Management Team

### **3. Town Deal Investment Panel (TDIP):**

A Town Deal Investment Panel will also be established to provide independent scrutiny to the assessment of business cases. It will be an advisory body, but delegated authority will be given to the co-chairs to sign off the Business Case Summary Document with the Section 151 officer as required.

This board will be a development of the Town Board Executive Delivery Group (EDG) with a wider membership drawn from those with suitable skills and expertise to ensure enough oversight and scrutiny of the business cases being brought forward. This will only be for a period of 1 year or until all the business cases are agreed and projects able to proceed to the next stage. During this period the EDG will still have the ability to be called for purposes such as setting any additional agenda items for town deal boards (over and above business as usual items) and to review prospective new board member applications.

There will be some TDIP members who will not necessarily be board members. The TDIP will also have support from external independent appraisers. It will be chaired by the private sector TD board chair (though both co-chairs are members of the TDIP) and report to the Town Deal board as and when required.

Conflict of interest will be managed by conflicted parties abstaining from decision making and removing themselves from discussion regarding a project they are lead on or that they have a pecuniary interest in. This will be noted in the minutes.

#### **Terms of Reference for the Investment Panel**

- Scrutinise all investment business cases as presented to the group for consideration
- To provide quality assurance to all business cases and provide feedback to programme team and HBC Section 151 Officer as appropriate
- Assist and advise in the development of all projects and their co-ordination
- Assist in identifying and support other private and public investments to deliver the town vision and address other challenges identified in the Town Investment Plan.
- Ensure monitoring of outputs and outcomes from the programme are in place

#### **Proposed Membership of the Town Board Investment Panel**

##### **EDG members:**

Graham Peters – Town Board Co-Chair

Carole Dixon – Town Board Co-Chair

James Harris – East Sussex County Council

Jane Hartnell – Hastings Borough Council

HBC Scheme lead - Victoria Conheady (Assistant Director – Regeneration and Culture)

##### **Business and VCSE**

Steve Manwaring (VCSE/Community Rep)

Sonia Blizzard (no-conflicted board member / Sea Change Sussex)

##### **External Quality Assurance member**

Philip Johnson - (Business Case appraisal expert)

Expert Consultants – to be appointed as required

Others co-opted board members/external advisors  
To be involved in meetings for avoidance of conflicts of interests

Officer support: Ian Sycamore and Pranesh Datta

It is expected that the TDBIP will schedule meetings quarterly, though this will be informed by the pace of work and submissions by projects.

#### **4. HBC Programme Management Team**

A dedicated HBC Programme Management Team will be established to deliver the Town Investment Plan programme with expertise recruited as required. This will mainly be drawn from existing HBC resources with additional support as made available. Capitalisation of some of the programme management teams costs will occur from Year 2 of the programme and will be subject to negotiation with the funders. A structure chart of the team will be made available once confirmed.

#### **5. Town deal board project leads and engagement working groups.**

This will again be informed by the Heads of Terms and emerging requirements and needs., However it is expected that these meetings will be more frequent than quarterly, dependent to the needs of the programme. Terms of Reference and members to be determined.

**TIP Programme Management Team**  
**June 2021**