

**Deputy Chief Executive’s Office**

The Council House, Priory Road, Dudley, West Midlands, DY1 1HF

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| Meeting title: | **Dudley Programme Board / Town Board** |
| Date & time: | **Friday 17th January 2020 at 9am** |
| Venue: | Committee Room 2 |
| Attendees: | Alan Lunt (AL)Deputy Chief Executive (Chair)  Helen Martin (HM)Director of Regeneration & Enterprise  Dudley MBC  Jim Cunningham (JC) Metro Project Lead  Vicky Smith (VS) Head of Projects & Delivery  Stuart Connelly (SC) Head of Culture, Leisure & Bereavement Services  Corin Crane (CC) Black Country Chamber of Commerce  Nick Mallinson (NM) Warwick Manufacturing Group  Andrew Lovett (ALo) Black Country Living Museum  Lowell Williams (LW) Lowell Williams Consulting Ltd  Marco Longhi (ML) Member of Parliament for Dudley North  Bill Kirk (BK) New Heritage Regeneration Ltd  Deborah Fox (DF) Transport for West Midlands (Demand Management)  Marilyn Grazette (MG) Transport for West Midlands  Kelly Perkins (KP) Transport for West Midlands (Scheme Development)  Derek Grove (DG) Dudley Zoo & Castle  Nathan Conway (NC) Diocese of Worcester (Top Church)  Robert Ellis (RE) LCP Properties  Rose Rees (RR) Midland Metro Alliance (Engagement & Skills)  Steve Johnson (SJ) Dudley College (Estates & Capital)  Stuart Everton (SE) Black Country Director of Transport |
| **Apologies:** Adam Lane, Andrew Barratt, Andy Comyn, Ian Collins, Jackie Scott, Kate Andrew, Lara Cragg, Paul Mountford, Richard Hardman, Traci Dix-Williams, Trudy Baynam, Jeremy Knight- Adams, Pete Bond, Phil Thomas, Sarah Middleton. | |

**ACTIONS**

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| Ref | Subject | Detail | Action |
| 1 | Welcome & Introductions | Members introduced themselves for the benefit of all present. |  |
| 2 | Presentation | AL set out the purpose of calling this unusual meeting – to set out the opportunities presented by Town Fund Status and ultimately, to confirm that Members resolve to become the Dudley Town Board. A presentation was delivered based largely on the content of the Towns Fund Prospectus that had been received during November 2019. |  |
|  | continued.. | LW set out the rationale for focussing upon a University Park approach and the significant opportunities that it presented  AL/LW pointed out that while it was expected that Town Funding would be in the region of £25m and the objective was to use the existing significant investment proposals for Dudley in order to ensure that the Investment Plan and Business Case were so overwhelmingly inspiring so as to ensure other investment / public funding would flow in, thus achieving the objectives of wider regeneration related activity across Dudley Town.  A wider question and answer session took place with contributions from several members. |  |
| 3 | Consent to forming the Dudley Town Board | Those present resolved to become the Dudley Town Board  It was determined that the Dudley programme Board would require a separate meeting and different membership.  It was resolved that the Programme Board would meet between 9am and 10.30am on each allotted meeting date, with the Town Board meeting commencing at 11.00am and 1.00pm. Meetings would be scheduled for Fridays to facilitate attendance by Marco Longhi MP. | All |
| 4 | Terms of Reference | It was agreed that AL would circulate draft Terms of Reference, with respondents submitting by Friday January 24th for final drafting and approval | All |
| 5 | Board Membership | It was agreed that an invitation be extended to the CCG Senior Management Team to become a standing Member of the Dudley Town Board.  It was further agreed that different Memberships would apply to the Programme Board and Dudley Town Board. Draft memberships to be circulated to all attendees for comment / conclusion | AL |
| 6 | Nominations for position of Chair | ALo nominated LW as Chair of the Board. ML commented that until the direction of travel for the Board was understood, there was no requirement to appoint a permanent Chair at the moment.  It was agreed that LW would operate as Interim Chair at the next meeting, pending agreement on a permanent Chair | LW |
| 7 | Governance & Working Practices | It was agreed that a subgroup comprising of Corin Crane, Bill Kirk and Alan Lunt would convene to discuss how the Capacity Funding of £173,000 should be expended, with a report to the Board during the next meeting.  As Accountable Body, Dudley Council had delegated authority for determining how this resource was to be allocated to the Deputy Chief Executive in consultation with the Cabinet Member for Regeneration  It was agreed that the Board would make recommendations to Dudley’s Cabinet and that Cabinet would take decisions in the normal manner, with all decisions being subject to ‘Call In’  It was agreed that the Board would operate according to the Nolan 7 principles of Public Life | CC, BK & AL |
| 8 | Schedule of Meetings | The following Schedule was agreed, All meetings to take place 9am – 10.30am (Programme Board) and 11am-1pm (Dudley Town Board, venue to be agreed unless stated below:-  21st February 2020 – Committee Room 2, Dudley Council House  20th March 2020  24th April 2020  22nd May 2020  19th June 2020  24th July 2020  21st August 2020 | All |