

## **Constitution and Terms of Reference of the Heads of Regeneration (Working Group) to the Advisory Board of the Joint Committee**

The Black Country Heads of Regeneration (Working Group) will oversee the delivery of the programme making key recommendations to the Advisory Board of the Joint Committee.

### **CONSTITUTION**

1. The Heads of Regeneration (Working Group) shall comprise of:

#### **Decision making (voting) membership**

- Relevant Executive Directors (or their nominated proxy)

#### **Adviser/support membership (none decisions making members)**

- Programme Manager
- Regeneration Managers
- Project Managers
- Project Support Officers
- Other officers as appropriate

2. The Heads of Regeneration (Working Group) shall at its Annual Meeting (held in line with the start of municipal year) elect a Chair from among its voting members. In the event of the chair being absent from the meeting, the Heads of Regeneration (Working Group) shall elect a chair from amongst the voting members present for that meeting. Only a full voting member is entitled to be elected as Chair of the group.

3. The voting members can nominate an alternate member (nominated proxy) to attend on their behalf, who will for that meeting be considered a voting member, but may not chair the group.

4. Two voting members shall constitute a quorum.

5. All questions shall be decided by a majority of the votes of the voting members present, the Chair having the casting vote in addition to his/her vote as a member of the Group.

6. The Heads of Regeneration (Working Group) shall meet as agreed at AGM and set the forthcoming year's timetable of meetings.

7. A meeting of the Heads of Regeneration (Working Group) may also be convened by the Chair within 14 days of the receipt of a requisition of voting member of the group. All requisitions shall be in writing and no business other than that specified in the requisition shall be transacted at such a meeting. However in cases of genuine urgency a meeting of the Advisory Board may be convened at any time by the Chair, upon 5 working days notice to all members of the committee.

8. Should urgent items occur that require immediate decisions, the chair may through the appropriate mediums (phone, email etc.) contact the voting members and agree a

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decision, which must be confirmed in writing by each voting members contacted as soon as possible and discussed at the next scheduled meeting date.

9. The Heads of Regeneration (Working Group) shall from time to time appoint such sub-Working Groups to consider and deal with any of the functions of the Group as may be thought desirable. Membership of which is determined by the Heads of Regeneration (Working Group).
10. The Heads of Regeneration (Working Group) Secretary shall be Walsall Council, and all meetings of the Group shall take place at Walsall Council, unless agreed otherwise by the chair.
11. The role of the Secretary shall include:
  - i. the Secretary will be responsible for preparing the agenda and submitting reports prepared by either of the Councils or other bodies to the Group and minutes of the meetings.
  - ii. The Secretary shall be responsible for making arrangements for recommendations from the group, including supporting reports, to the Advisory Board.
12. Members of the Heads of Regeneration (Working Group) or sub- Groups that are representatives appointed by a Black Country Council must comply with their own Councils code of conduct.
13. Members of the Heads of Regeneration (Working Group) or sub- Groups with conflicts of interest must comply with the following rules:
  - a. A conflict-of-interest arises where any decision potentially gives direct commercial or financial payment or benefits to:
    - a. you,
    - b. a close member of your family, a
    - c. an organisation that you are either:
      - i. are employed by or hold office with or
      - ii. in which you own more than 10% of the issued share capital
  - b. a conflict-of-interest as set out in situations above does not arise in relation to any business regarding allocation of funding streams or Projects to be allocated to or benefit the area of any of the four Black Country Councils.
  - c. Upon a conflict-of-interest arising:
    - i. in the case of a voting member that member must declare an interest and not vote, but may remain in the room to make representations;
    - ii. in the case of non-voting members that member must declare an interest but may remain in the room to make representations.
14. Gifts and hospitality policy for elected members attending the group meeting will be the same as that of their own local authority. For non-elected voting members, they should declare any gifts or hospitality that has a value over £25 which may be seen as related to their role on the Heads of Regeneration (Working Group) and or any specific scheme, Project or funding stream.

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15. The Heads of Regeneration may invite external visitors to attend meetings; this can be for individual meeting to make for example a presentation or for a number of meetings against a theme of work commissioned etc. Visitors can take part in the debates associated with the agenda items for which they are invited, but not for the remainder of the meeting, unless invited to do so by the Chair. Visitors can not take part in any voting and must declare any conflicts of Interest on joining the meeting.
16. The following is an extract from the Joint Committee Collaboration Agreement, dated the 7<sup>th</sup> May 2014, setting these details out, which can only be changed by the Joint Committee

**Functions of the Heads of Regeneration Working Group:**

1. Manage the Programme on an operational basis.
2. To manage promotion of the programme.
3. To agree the timeline for delivery of the implementation of the Programme, monitor progress and ensure that the key milestones are achieved.
4. To undertake the initial appraisal of Project proposals and agree them being worked up in a Business Case.
5. Approve Project Business Cases and provide recommendations to the Advisory Board in the form of the Business Case with recommendations.
6. To establish a Project Register setting out Project details including, Project Authority, Project Authority Project Lead officer, Project Objectives, funding amount, Key dates, specific tasks/targets that need to be delivered to ensure Project success, Project key risks and mitigation measures in place, any relevant cut of date for funding spend and latest Project position.
7. Executive Directors will ensure that the Project Register is kept fully up-to-date by officers, in their respective authorities, who are responsible for leading on the Projects for which their Authority is the Lead Authority.
8. To devise, oversee, manage and monitor the Programme and elements of it generally and specifically review and evaluate on a regular basis ongoing individual Projects progression and delivery against the Business Case for the Project, including any key miles stones, financial spend and compliance with any central Government grant terms.
9. Receive from Lead Authorities detailed updates on Projects in accordance with the timescales set out in the Business case or otherwise as necessary, and Provide written updates along with appropriate recommendations to the Advisory Board on the progress of the specific Projects.
10. To identify and manage risk for the Programme and individual Projects.
11. To ensure appropriate financial management is in place and complies with any government grant terms, EU and UK law, and accounting good practice.
12. Make recommendations to the Advisory Board on the progress of the specific Projects.

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**Membership:****Decision making membership**

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**Adviser/support membership (none decisions making members)**

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