

Keighley Town Deal Board Meeting Notes

22nd April 2021, 5pm-7pm (via Webex)

Attendees:

Ian Hayfield, Steve Kelly, Robbie Moore MP, Cllr Alex Ross Shaw, Cllr Peter Corkindale, Mark Elders, Paul Howard, Steve Seymour, Adrienne Reid, Elizabeth Barker, Soo Nevison, Georgina Webster, Judith Furlonger, David Moore, Lorraine Wright, Alena Horvathova, Mark Clayton, Sophie Brown, Lily Hall

Apologies:

Mark Wilkinson, Margaret Kalaugher, Lorraine Coates, Naz Kazmi, Jason Longhurst

| ID | Notes/Actions/ Decisions | Decision | Action Owner | Due Date |
|----|---|----------|--------------|----------|
| 1 | <p>Housekeeping</p> <p>Minutes of the last meeting were agreed and accepted as a true record.</p> | | | |
| 2 | <p>Governance/Declaration of Interests/Conflict of Interests/ Confidentiality</p> <p>Board members were reminded of the obligation to declare the interests and any conflict of interest that arises at any point in the meeting.</p> <p>Georgina Webster declared her interest in reference to Keighley Creative.</p> | | All | Ongoing |
| 3 | <p>Update</p> <p>Lorraine updated the Board about the activities that took place since the last Board meeting, upcoming sessions and about new emerging opportunities – Levelling Up Fund and Community Renewal Fund.</p> <p>TIP has been submitted on 12 February 2021 and is now under the Government’s consideration. We are not expected to hear back until after the local elections.</p> <p>Challenge Session with Government is scheduled for 29th April 2021 and first preparatory took place earlier today.</p> <p>Discussion took place about the Challenge Session.</p> | | | |

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| | <p>The board was pleased to hear of the Challenge Session and the opportunity to demonstrate to Government that the full investment of £34.71m is needed and to showcase the breadth of what Keighley has to offer.</p> <p>Liz Barker to send a few bullet points regarding the tourism. Sophie Brown offered to support with health challenges overview. Georgina Webster offered to send some points on culture.</p> <p>Levelling Up Fund First round will prioritise bids that can demonstrate investment or begin delivery on the ground in 2021/22 and will focus on three themes:</p> <ul style="list-style-type: none"> • smaller transport projects that make a genuine difference to local areas; • town centre and high street regeneration; and • support for maintaining and expanding the UK's world-leading portfolio of cultural and heritage assets <p>One bid for each MP constituency for up to £20m and bidding authorities are expected to consult local MPs. The deadline for Round 1 submission is June 18th 2021, however the Local authorities may consider waiting until later rounds so that they have more time to develop their proposals. The projects are to be completed by 31st March 2024.</p> <p>David Moore to liaise with Robbie Moore MP to discuss the potential projects outside of this meeting.</p> <p>Community Renewal Fund</p> <ul style="list-style-type: none"> • support communities to pilot programmes / new approaches ahead of the UK Shared Prosperity Fund • unleash new ideas to better support people and communities in need • test greater integration of types of interventions and flexibility between investment themes than under EU structural funds <p>A competitive process with a £3 million cap per place</p> <p>Investment priorities are:</p> <ul style="list-style-type: none"> • Investment in skills • Investment for local business • Investment in communities and place • Supporting people into employment <p>Timeline:</p> <ul style="list-style-type: none"> • Projects should be delivered by March 2022 • 7 May 2021 - WYCA Deadline for Bids (WYCA consider bids and draw up shortlist) | | <p>L. Barker S. Brown G Webster</p> <p>D. Moore R. Moore</p> | <p>Complete Complete Complete</p> |

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| | <ul style="list-style-type: none"> 18 June 2021 - WYCA Submit shortlist of project bids to MHCLG <p>David Moore is the leading contact from Bradford Council; he has informed the Board that there will be an event on Monday morning where people can join to get some more information. Link to be shared with the group</p> | | L. Wright | Complete |
| 4 | <p>Milestones/Timeline</p> <p>Flowchart was presented and Lorraine gave an overview of the process, the stages, what's involved and the level of commitment required from the Board Members as we progress.</p> <p>The next Board meeting will be scheduled at short notice - when we receive the offer from the Government, we only have 3 weeks to respond. We intend to hold a meeting in that period.</p> | | | |
| 5 | <p>Heads of Terms</p> <p>Towns are given up to 3 weeks to sign off HoTs locally by the accountable body (Bradford Council) and Town Deal Board.</p> <p>After agreeing HoTs, we will be given up to 2 months to confirm which projects will be taken forward as part of Town Deal. This may be because there may be some 'red' rated projects that did not receive their full funding or local conditions/priorities have changed.</p> <p>Business Cases for each project are to be developed within 12 months of accepting the offer (HoTs sign off), applying accountable body local assurance process in partnership with Town Deal Board.</p> <p>Potential outcomes from project assessment:</p> <ul style="list-style-type: none"> All projects can proceed. Total funding request has been granted. All projects can proceed. Reduced funding amount has been offered. This will require local project prioritisation and decision making on how reductions will be applied. One or more projects cannot proceed based on assessment. This will require local project prioritisation and decision making on how reductions will be applied. | | | |
| 6 | <p>Project Re-Prioritisation</p> <p>Delivery Partner have developed a framework to help towns reconsider projects in light of HoTs funding offer.</p> | | | |

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| | <p>Lorraine explained the approach and steps for project re-prioritisation, if the offer from the Government is lower then funding asked, which help to decide which projects to take forward to business case development stage.</p> <p>Options to consider:</p> <ul style="list-style-type: none"> • Take forward all projects (assuming no individual project is rejected) and reduce the funding ask of each • De-select some projects in favour of others (against context of highest priority / scale of contribution) • Group together / merge some projects <p>There are two stages of this process:</p> <ul style="list-style-type: none"> • Reassess submitted projects against Vision and Strategic objectives, identify interdependencies and confirm stakeholder support • Assess whether the current scope of the project could be changed by reducing the scope and cost, to deliver in phases or to identify the match funding. <p>Discussion took place.</p> <p>It has been noted that consultants would support us to do this piece of work.</p> <p>It has been recognised that we need to strengthen communication and engagement; however, there is a commitment to get dedicated resource to support this area. Board Members committed to cascading information with their networks and stakeholders.</p> | | BMDC | |
| 7 | <p>Business Case Development</p> <p>a. Structure and Content</p> <p>Business case should follow a structure around 5 key dimensions. This is usually referred to as the '5 case model' and consists of the following dimensions:</p> <ul style="list-style-type: none"> • Strategic (What is the case for change including the rationale for intervention?) • Economic (What is the net value to society of the intervention compared to Business as Usual?) • Commercial (Can a realistic and credible commercial deal be struck?) • Financial (What is the impact of the proposal on the public sector budget in terms of the total cost of both capital and revenue?) • Management (Are there realistic and robust delivery plans?) <p>This is specialist activity and consultant input will be required.</p> | | | |

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| | <p>b. Stakeholder Engagement Stage 2 of the Business Case and it consists of 8 steps as follows: Review, Summarise, Communicate, Involve, Secure, Engage, Evidence and Agree.</p> <p>Discussion took place about the importance of quality stakeholder engagement and using the capacity funds to bring on board / buy-in some support from a local organisation</p> | | | |
| 8 | <p>Resources</p> <p>Slides were presented by Lorraine breaking down the funding we have received and what it has been spent on.</p> <p>Received so far was the Capacity Funding (revenue) from the Government that was matched funded by Bradford Council. We have also recently (March 2021) secured further additional funding from the Government.</p> <p>The above revenue is to be used to fund staffing to manage and coordinate the activity, external consultancy and specialist support.</p> <p>It was noted that Bradford Council is one of the few local authorities that made the commitment to match fund the government's revenue funding, hence we are in very good position compared to many others.</p> | | | |
| 8 | <p>AOB</p> <p>Composition of the board / widening the Board membership was raised – the need to increase business representation and to consider if any skills gaps (in terms of knowledge / expertise) need to be addressed. Agreed this would be considered and discussed in a future meeting.</p> | | All | |

Date of next meeting TBC