

Keighley Town Deal Board Meeting Notes

9th September 2021, 5pm-7pm (MS Teams and Keighley College)

Attendees:

In person: Ian Hayfield, Steve Kelly, Cllr Peter Corkindale, Naz Kazmi, Georgina Webster, David Moore, Lorraine Wright, Angela Blake, Paul Moore

Via MS Teams: Robbie Moore MP, Cllr Alex Ross Shaw, Steve Seymour, Elizabeth Barker, Alena Horvathova, Soo Nevison, Judith Furlonger, Fayyaz Qadir (Atkins), Richard Bailey (Atkins), Mike Atherton (Airedale NHS Foundation Trust), Stuart Shaw (Airedale NHS Foundation Trust), Jane Healey Brown (Arup)

Apologies: Mark Elders, Mark Wilkinson, Adrienne Reid, Chris Joyce, Andrew Cross, Lorraine Coates

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>Minutes of the last meeting were agreed and accepted as a true record.</p> <p>Actions from the last meeting are complete or on today's Agenda.</p> <p>Introductions of new people who joined our Board meeting today: Angela Blake – Assistant Director for Place CBMDC Jane Healey Brown - Coordinator for TF delivery partner ARUP Mike Atherton - Airedale NHS Foundation Trust Paul Moore – Managing Director, Powerrun Pipe-Mech Ltd</p> <p>Chair introduced Paul Moore, who was invited today, and subject to Board's approval, will become a new member of Keighley Town Deal Board as a private sector representative.</p> <p>Paul thanked Ian for inviting him and he introduced himself to the Board. Paul was born and raised in Keighley and he spent the most of his working life in this town. Paul is Managing Director of Powerrun Pipe-Mech Ltd. He said that manufacturing industry is thriving and wants the town centre to be a thriving place where people choose to come and spend time and money.</p> <p>Paul left a room and Board all agreed to accept Paul as a new Board member. Paul was invited to attend the remainder of the meeting and was welcomed to the Board.</p> <p>Paul had been advised to read all the relevant documents to make</p>	Agreed		


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	himself familiar with the process and development so far – Lorraine to send		CBMDC	
2	<p>Governance</p> <p>Decision Making Process – S151 Officer</p> <p>Andrew Cross the Deputy S151 Officer gave his apologies for today’s meeting, however, he gave some notes to David Moore to explain a little bit about what that role entails.</p> <p>The Council is the Accountable body for the towns fund monies as stipulated by government in their Towns Fund guidelines.</p> <p>What this means is that the Council is ultimately responsible for ensuring that the Towns fund money is spent in a way that’s compliant with Government rules & legislation. This would include ensuring that there is transparency in processes, that appropriate governance arrangements are in place, ensuring that procurement legislation/ state aid rules are complied with in relation to the projects, eligibility criteria is defined, that the projects costs and any outcomes are demonstrable and in compliance with the business cases.</p> <p>The rules associated with the Towns Fund also require that the Councils Section 151 officer (Director of Finance) signs off project business cases and qualifying expenditure. The Section 151 officer is a post required by law, and it places requirements on that person to ensure the proper administration of the financial affairs of the Council, including where it is the accountable body.</p> <p>In the event that the Towns Fund monies were not spent in compliance with the relevant legislation, then any related items of expenditure would potentially be subject to Clawback – i.e the Govt would ask for the money back.</p> <p>The Board will make recommendations about the business cases, and the different projects, and be champions for the projects in line with the terms of reference, and those recommendations would then go Section 151 officer for sign off. The Section 151 officer then needs to satisfy themselves that everything is compliant/ satisfies the requirements, before being sent to Government to get the funds released.</p> <p>Liz Barker asked if there are any circumstances where government can release the funds early? 5% of the overall capital funding will be released later in the year (when the project confirmation documentation return is signed off)</p>			

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	<p>and the remaining sums are only released when the Business Case is submitted and signed off.</p> <p>Board Membership – Skills Matrix</p> <p>At the last Board Meeting we agreed to a couple of actions regarding Board Membership:</p> <ul style="list-style-type: none"> • To ask Board Members to re-affirm their commitment to the Board for another 12 month term; and • To collate the skills of the current Board Members to help identify any skills gaps <p>Correspondence has been circulated to the Board Members and responses will be collated into a Skills Matrix.</p> <p>Naz said in reference to Board membership that there is underrepresentation of Asian businesses and that this Board should be reflective of the community and seek to address this as part of reviewing the board membership.</p> <p>Update Terms of Reference – Recommendation</p> <p>Some minor amendments have been made to the Terms of Reference. A copy of the changes were circulated with the meeting papers. At section 4 the Board members will be asked to reaffirm their commitment to the board annually, at section 11 to reflect the content of the board papers in July regarding declarations / conflict of interest, and Appendix 1 to update the Board composition.</p> <p>Recommendation was made to the Board to endorse the changes. The Board endorsed the changes.</p> <p>Paul Moore to be added in to the Board members section.</p> <p>Declarations of Interest – Annual Review</p> <p>Lorraine said that we have reviewed and refined the Declarations of Interest form and in doing so carried out Research on other Towns' Terms of Reference. Declaring interests protects the probity and integrity of the Board as well as individual Board Members and ensures transparency. A register of interests will be held by the Council as the accountable body and will be available on request.</p> <p>Updated form will be circulated for completion by all Board members with the minutes..</p>	<p>Agreed</p>	<p>CBMDC</p> <p>All</p>	

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3	<p>Key Updates – since the last meeting:</p> <p>Project Confirmation</p> <p>Lorraine said that all Project Confirmation documentation was submitted to the Government before the deadline.</p> <ul style="list-style-type: none"> • Project Confirmation Forms – one per project; the detail reflects the TIP2 spreadsheet submitted in February • Financial Profile – a high level summary of the expected spend by year and the split between revenue and capital. It's a predominantly capital programme but some projects included an element of revenue – as an example, projects that require governance / management. Again, this reflects TIP 2. • Monitoring and Engagement Plan – each town is required to provide annual / 6 monthly monitoring information to Government in respect of the projects. The indicators to be tracked are largely mandatory / defined by Government but in addition, we include any data / outcomes that we expressed in TIP 2. <p>Monitoring and Evaluation – Mandatory Indicators for all Projects</p> <p>Lorraine explained that these are prescribed by the Government. Project sponsor / proposers will be required to provide regular information to the Council to ensure we meet our obligations in this regard.</p> <p>Discussion took place. Some Board members were keen that all project sponsors receive a copy of the mandatory indicators and project outputs. Other Board members were concerned that this had to be managed carefully and proportionately to the scale and complexity of the project as not all indicators would apply to all projects. It was agreed that indicators would be agreed directly with sponsors as part of the business case development and it would be best managed through that route.</p> <p>In connection with this, Board is keen for there to be engagement with the Community Grant Scheme projects – the approach is to be agreed at the next Board Meeting and followed up by a session with the 12 organisations in that category. The vice chair will work on a proposal for discussion at the next Board.</p> <p>Business Case / Development Investment Fund (DIF)</p> <p>Richard Bayley from Atkins said that they attended two workshop sessions with Grant Thornton (part of the Towns Fund Delivery Partner resource with a specialism in assurance, tax and advisory</p>		<p>CMBDC / Atkins</p> <p>Steve Kelly</p>	

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	<p>services) and other Local Authorities with a DIF and also one session with Grant Thornton based on our DIF.</p> <p>The model is based on Gap funding to meet an identified viability gap and could be either /or a mix of public infrastructure & revolving funds. Projects might also be able access other funding pots (e.g. Capital Assistance to Business Growth).</p> <p>Richard advised that there is a pipeline of projects established; projects that were submitted / proposed at the initial stakeholder / community engagement in autumn 2020.</p> <p>The approach is that overall Business Case will be produced for each town setting out the approach to the allocation of funds; eligibility criteria and appraisal process. The business case will also set out the templates / documentation to be completed by potential projects and will include 2 pathfinder projects submitted at the same time – to illustrate how the fund will be managed, governed in practical terms.</p> <p>The Business Case will consist of 5 elements:</p> <ul style="list-style-type: none"> • Strategic: importance of industrial/engineering & affordable housing • Economic: more detailed BCR (benefit, cost ratio) & analysis of social benefits • Financial: ranges for benchmark costs & revenues + affordability • Commercial: either supporting private led or public led serviced land • Management: CBMDC govern/manage + legal/financial advice + audit • Procurement – applicable procurement rules will depend on the individual circumstances – the lead organisation / land involved <p>Discussion took place.</p> <p>Judith asked Richard to clarify how the revolving element of the model would work.</p> <p>Richard said in response that to a degree it will depend on the specifics of each development but there is an expectation that gap funding would be repaid at some point in the future should values increase / certain triggers be met. Richard explained this approach is common with this type of fund; Judith concurred.</p> <p>Richard gave his apologies and left the meeting.</p> <p>Chair requested that going forward he would like the consultants to stay throughout the duration of the whole meeting.</p>			

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	<p>Liz Barker raised a query that some projects within the community grant scheme feel that they have been put in to the wrong project category.</p> <p>Steve Kelly said that it has been agreed that all queries from project proposers should be directed to one point of contact below: TownsFundKeighley@bradford.gov.uk</p>			
4	<p>Business Case Development</p> <p>Chair handed to Fayyaz to present the slides and explained that proposed timelines were developed by prioritizing projects based on the following criteria:</p> <ul style="list-style-type: none"> • Projects that are most shovel ready should be prioritised • Most complex / time consuming – need to start but will need more time to develop • ‘Quick win’ projects – to be prioritized so • Synergies across both Towns – DIF and Capital Assistance to Business Growth <p>Discussion took place and Board members were keen to see more detailed breakdown of the time blocks. The Board felt this was not sufficiently detailed to endorse.</p> <p>Fayyaz explained that some projects need higher level of stakeholder engagement than the others hence the timeline for Business Case development varies, with the ‘quick wins’ being completed first // most shovel ready. Atkins will be contacting project sponsors to identify their requirements / support needed for the business case and this will inform the more detailed timeline.</p> <p>Lorraine explained that the proposed timelines for business cases has been developed for discussion with the Board and to achieve some consensus as to the approach and prioritization. When consensus is achieved, detail will be added / milestones to the timeline. Lorraine also explained that Government has recently changed / brought forward the January 2022 submission date from 28 Jan to 14 Jan – this communication was received after the papers were issued and hence was not reflected on the timeline. Board asked for the timeline to be updated to include any key dates such as this. Updated timeline to be submitted to Board for endorsement.</p> <p>All business cases will have to be submitted by end of June 2022.</p> <p>Fayyaz explained that some degree of design work will be required for the business case submission to inform costs estimates and ensure certainty in respect of capital cost. As such, it is recommended that projects are designed to RIBA stage 2 – see</p>		Atkins	

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	<p>below / link https://architectureforlondon.com/news/the-riba-plan-of-work/</p> 			
5	<p>Comms and Engagement</p> <p>Community Engagement Tender</p> <p>Lorraine has been working with Soo Nevison and the scope has now been finalized. Soo has provided the list of suitable organisations with local knowledge. There will be 3 week tender period and minimum of 3 organisations will be invited to tender for each town. Update will be provided in October meeting.</p> <p>It has been noted that his resource will be available for all of the projects.</p> <p>Liz asked for the documentation to be sent to her. Soo Nevison forwarded the info during the course of the meeting.</p>			
6	<p>Resources</p> <p>Staff / Recruitment</p> <p>The council have advertised a role to support the Towns Fund activity. Applications closed this week. An update will be brought to the next meeting.</p> <p>Consultants</p> <p>Richard and Fayaz from Atkins will continue supporting us on the development of business cases and there will also be local resources from Leeds office available in person.</p>		CBMDC	
7	<p>Next Steps – Activity planned</p> <ul style="list-style-type: none"> Engagement tender / responses Finalise the business case template(s) needed to secure approvals from MHCLG and Bradford’s S151 officer Contact scheme promoters to discuss the business case 			

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	<p>approach and data requirements</p> <ul style="list-style-type: none"> • Arrange inception meetings for 'quick win' projects with Atkins and scheme promoters • Engage with Delivery Partner and BEIS/MHCLG regarding the level of details needed for the business cases 			
8	<p>AOB</p> <p>Terms of Reference The Board to appoint a Chair and Deputy Chair who will serve for a period of 12 months before re-election - to be picked up in the next meeting.</p> <p>David Moore advised he is leaving CBMDC as he was only covering for the interim period.</p> <p>New permanent Assistant Director for Place Angela Blake will be joining us in the future.</p> <p>David wished people all best in the future and we have also thanked David and wished him all the very best in his future endeavors.</p> <p>Cllr Corkindale advised he had been contacted by some local people regarding the location of the Health and Wellbeing Hub. The Board agreed there was no time to discuss at this meeting as it was past 7pm.</p> <p>***Post meeting notes below***</p> <p>Chair has recently visited Keighley & Worth Valley Railway who have offered a tour for Board members should they wish to visit. Chair has asked that the Board considers this offer / advise if they would be interested.</p>		All	

Date of the next meeting: 7th October 2021, 5pm-7pm