

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date																						
2	<p>Governance</p> <p>Board Membership – Skills Matrix</p> <p>The Chair thanked the Board for returning the Skills Matrix information. There are still some gaps in responses so please return these to give a clear picture of gaps in expertise.</p> <p>Lorraine talked through the table showing the results so far / highlighted areas where there are gaps in knowledge within the board. Some key areas of note being Transport / Infrastructure, Sustainability, Construction, Surveying and Business Support. Also, a number of board members with working knowledge of Legal / Procurement and Finance / Accounting but no-one with professional expertise in this area.</p> <p>The Chair urged Board Members to return the Matrix so gaps and be clearly identified for recruitment purposes.</p> <p>Appoint Chair / Vice Chair</p> <p>The Chair (Ian Hayfield) advised that both he and the Vice Chair (Steve Kelly) would be happy to continue their roles for another term. The Board endorsed this.</p>	Agreed	Board																							
3	<p>Key Updates – since the last meeting: Lorraine Wright highlighted the business case timeline – an action from the last meeting</p> <table border="1" data-bbox="185 1352 1091 1917"> <thead> <tr> <th data-bbox="185 1352 883 1423">Project name - Keighley</th> <th data-bbox="883 1352 1091 1423">Month/Year</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 1423 883 1465">A - Development Investment Fund</td> <td data-bbox="883 1423 1091 1465">Jan 2022</td> </tr> <tr> <td data-bbox="185 1465 883 1537">B - Town Centre and Infrastructure Improvements</td> <td data-bbox="883 1465 1091 1537">Jun 2022</td> </tr> <tr> <td data-bbox="185 1537 883 1579">C - Keighley Skills Hub</td> <td data-bbox="883 1537 1091 1579">Jun 2022</td> </tr> <tr> <td data-bbox="185 1579 883 1650">D - The Manufacturing, Engineering Future Technologies Hub</td> <td data-bbox="883 1579 1091 1650">Jan 2022</td> </tr> <tr> <td data-bbox="185 1650 883 1692">E - Capital Assistance to Business Growth</td> <td data-bbox="883 1650 1091 1692">Jan 2022</td> </tr> <tr> <td data-bbox="185 1692 883 1734">F - Community Grant Scheme</td> <td data-bbox="883 1692 1091 1734">Apr 2022</td> </tr> <tr> <td data-bbox="185 1734 883 1776">G - Keighley Creative Community Arts Hub</td> <td data-bbox="883 1734 1091 1776">Jan 2022</td> </tr> <tr> <td data-bbox="185 1776 883 1818">H - WEP (Women Employment Project)</td> <td data-bbox="883 1776 1091 1818">Jan 2022</td> </tr> <tr> <td data-bbox="185 1818 883 1860">I - Keighley Art and Film Festival (KAFF)</td> <td data-bbox="883 1818 1091 1860">Jan 2022</td> </tr> <tr> <td data-bbox="185 1860 883 1917">J - Keighley Community Health and Wellbeing Centre</td> <td data-bbox="883 1860 1091 1917">Jun 2022</td> </tr> </tbody> </table>	Project name - Keighley	Month/Year	A - Development Investment Fund	Jan 2022	B - Town Centre and Infrastructure Improvements	Jun 2022	C - Keighley Skills Hub	Jun 2022	D - The Manufacturing, Engineering Future Technologies Hub	Jan 2022	E - Capital Assistance to Business Growth	Jan 2022	F - Community Grant Scheme	Apr 2022	G - Keighley Creative Community Arts Hub	Jan 2022	H - WEP (Women Employment Project)	Jan 2022	I - Keighley Art and Film Festival (KAFF)	Jan 2022	J - Keighley Community Health and Wellbeing Centre	Jun 2022			
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	<p>These dates have been discussed and agreed with sponsors. In terms of the Community Grant Scheme, this is an April submission given there is need to undertake consultation and engagement re In Board Agreed to the timeline.</p> <p>Development Investment Fund Richard provided an update on the Development Investment Fund:</p> <ul style="list-style-type: none"> • There are 5 sections to the business case. Atkins will populate 3 sections – strategic, economic and management sections. Commercial (legal) and Financial section will require specialist input; some of the management case will require some specialist Legal input. • The Council is commissioning the specialist advice. • The business case relates to the fund and how it will be managed / administered, not specific projects. • The principle is gap funding – where there is evidence of market failure - a scheme is not viable without investment. • State subsidy rules (formerly State Aid) will apply – public infrastructure is usually permissible as grant funding; for privately-led schemes, there would need to be an appraisal to demonstrate the value of the project and usually a requirement for the funding to revolve / be clawed back if the value goes above certain thresholds. • There is potential that DIF projects could also be eligible for Capital Assistance to Business Growth funding. • The business case will be supplemented by two pathfinder projects. Details of these are exempt for commercial reasons for the purpose of the minutes. The pathfinder projects will show the practical application of the business case with two projects. The Council, as the accountable body, would be the decision maker on the pathfinder projects, not the Government. The Council would not be able to sign off on any projects until the Business Case is approved by Govt. • Atkins are liaising with the two pathfinder projects to develop the application template / process / collate the necessary detail. • Funding will not be available until the Business case is approved. Payments would have to be staged to meet milestones such as planning approval etc. <p>There was a debate about the mechanics of the revolving element of the fund. The Chair asked the Board and other attendees if they understand how the revolving fund would operate.</p> <p>Jane Healey-Brown advised that ongoing support has been secured via Grant Thornton and that resource might be able to help provide</p>	Agreed		

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	<p>some assistance. Judith – in WYCA experience, revolving fund is usually linked to commercial and legal agreements; with a clawback clause set out in the agreement where any monies recouped / clawed back would go back into the pot to fund other schemes in the future.</p> <p>Robbie Moore MP is familiar with the principle of revolving funds from previous experience. Understands there is more detail to be developed on projects.</p> <p>Richard Bayley explained that there are generic principles to a revolving fund and this can be set out but it's important to recognize that every project will have different calculations / thresholds and the legal agreement will be negotiated on a case by case basis.</p> <p>Action – meeting to be scheduled regarding the revolving / development investment fund.</p> <p>Project C - Keighley Skills Hub</p> <ul style="list-style-type: none"> • Business Case June 2022 <p>Project D Manufacturing, Engineering Future Technologies Hub</p> <ul style="list-style-type: none"> • Envisaged to be on Providence Park site • Business Case Jan 2022 <p>Project G - Keighley Creative Community Arts Hub</p> <ul style="list-style-type: none"> • Business Case Jan 2022 <p>Project H - WEP (Women Employment Project)</p> <ul style="list-style-type: none"> • Business Case Jan 2022 • Rising construction costs is a concern <p>Project I - Keighley Art and Film Festival (KAFF)</p> <ul style="list-style-type: none"> • Business Case Jan 2022 <p>Project J – Community Health and Wellbeing Centre</p> <ul style="list-style-type: none"> • Involves multiple stakeholders so complex • Business Case Jun 2022 <p>Question raised about funding deadline / when the Towns Funding has to be spent by. This is believed to be 2025 – spend deadline. Action – to confirm spend requirement</p> <p>Robbie Moore MP asked if any other sites (other than the former Keighley College site) are under consideration.</p> <p>David Moss – explained that the bid to the Towns Fund is a joint one</p>		<p>CBMDC</p> <p>CBMDC</p>	

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	<p>between multiple health and care partners in the locality, with its own Programme Board leading it. We are a partner on this but not leading it.</p> <p>The assessment/decision-making process for Towns Fund Bids was run and led by the Local Authority and approved by the Towns Fund Board. The Trust is not a decision maker in this process. It was a pre-requisite condition of the Health and Well Being Centre bid going forward for consideration, that it was reduced in financial value to a lesser amount from the original ask and that it would be built on the former Keighley College site, as agreed by the Health Consortium parties.</p> <p>While the Trust could theoretically work with another town centre location in the Keighley area, if a decision was made to consider a different site it would mean having to purchase a site from a third party; this would involve additional cost and risk; it would also risk losing the grant funding due to time constraints (i.e. we would not get any grant money and would need to purchase a site) and realistically would render the project non-viable.</p> <p>Robbie Moore MP advised not long ago WY Police were believed to be locating on part of the site but WY Police are advising him that they cannot locate a Police station on the other part of the site due to its size.</p> <p>Georgina Webster explained that there was a lot of support for a health and wellbeing hub in the consultation exercise and the Board were aware of this site at that time.</p> <p>Cllr Ross-Shaw – it is in the public domain that we, the council, are working closely with health partners and police to accommodate them both across the entire / combined sites. The Board endorsed the reduction in value of this project and that this site was identified as the preferred option prior to submission of the TIP. We are on a tight timescale and exploring other sites that are not in the control of the council, health or the police would jeopardise the project and the funding and introduce more costs – acquisition. We can get more clarity on the feedback from the health partners.</p> <p>Judith Furlonger – the projects do have to be deliverable and the fact this site is publicly owned does give confidence about the deliverability of the project. To consider seeking an alternative site, outside public sector control, would elongate the deliverability and introduce risk.</p> <p>Richard Bayley – explained the TIP submission identified benefits to the town centre and economic potential, the health and wellbeing would bring based on the identified location. If the scope is changed at this stage, (including the site) there will be an impact on the</p>			

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	<p>programme.</p> <p>Action – Members of the Board are keen to understand the interplay with the Police Station. Council to provide an update / schedule a meeting.</p> <p>David Moss explained a design team have been appointed. They are moving from concept to detailed design on this site. The Police sit on the Project Board.</p> <p>Emerging Themes:</p> <ul style="list-style-type: none"> • Engagement with procurement and supply chain – some projects lack experience of procurement or market / supply chain engagement • Support with engagement – statutory, local and political stakeholders – • Construction cost inflation – concerns from project sponsors regarding increasing material costs <p>Lorraine explained the risk of cost inflation has been escalated to the regional / national team. This is a national concern and Government have asked us to provide any intelligence on cost increases. Jane Healey-Brown has fed back / escalated the same.</p> <p>Lorraine explained that since the TIP was submitted, the Government has published standard indicators and has asked towns to review their outputs and outcomes to align with the standard indicators where possible. There was little time to review and make the changes, (~48 hours) hence engagement with project sponsors and the board was not feasible. We have reviewed accordingly and re-submitted a Draft M+E plan. The M+E plan will be reviewed and firmed up with project sponsors as part of the business cases development and at that time, we will submit a final M+E plan that will have to be monitored throughout the entire programme and post completion.</p>		CBMDC	
4	<p>Comms and Engagement</p> <p>Community Engagement Tender</p> <p>Lorraine summarized:</p> <ul style="list-style-type: none"> • Invitation to tender issued 9th Sept – to local organisations with expertise in this area (organisations identified by CABAD) • 3 week tender period – Closed Wednesday 29th Sept • No local organisation responded but some organisations further afield have picked up the opportunity via networks and have 			

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	<p>enquired about submitting a response – some looking to engage a local / regional partner – we are following up with these organisation.</p> <p>The Board is keen to have local knowledge and recognises that might have to come from more regional organisations, if local organisations do not have capacity. The Board would be keen to see how local organisations can support the community engagement with their knowledge of local communities etc.</p> <p>Judith Furlonger – suggested touching base with other Town Deal Boards to see if needs could be packaged to attract a regional player.</p>		CBMDC	
5	<p>Resources</p> <p>Staff / Recruitment</p> <p>Lorraine updated the Board:</p> <ul style="list-style-type: none"> • Shortlisting determined no suitable candidates • Employment market for project / programme management is competitive • Reviewing options to re-advertise / look at an interim option <p>Concerns raised by the Board that resources are spread thinly. Jane Healey Brown – explained the market is challenging; there is shortage of available skills / expertise in project / programme management. Benchmarking around the salary might be an idea but salary is not always the barrier.</p> <p>Richard Bayley concurred that Aktins are experiencing the same challenges regarding skills shortages.</p> <p>Lorraine has escalated the issue within the Council.</p> <p>Action – The Board is keen to know how CBMDC intends to tackle the issue of recruitment – keen to receive an update / consideration to be given to an internal secondment +/- or interim solution.</p>		CBMDC	
6	<p>Next Steps – Activity planned</p> <p>Lorraine summarized forthcoming activity:</p> <ul style="list-style-type: none"> • Further engagement with project sponsors – meetings diarised / being scheduled • Resolve the Engagement and Recruitment challenge. • Commission legal and financial / commercial expertise for Development Investment Fund <p>Also, Lorraine scheduling of Board Meetings is under review to align with business cases. The submission deadline for January 2022 is</p>			

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	<p>14th and it would be prudent to have Board meetings mid Nov / mid Dec and delay the January meeting – this will enable business case summary documents to be presented to the Board and then passed to the Council Finance Director for the final sign off / submission to MHCLG.</p> <p>Lorraine proposed changing the Board meetings to 11 Nov (from 4th) and to 16 Dec (from 2nd Dec)</p>	Agreed	CBMDC	
7	AOB			

Date of the next meeting: 11th November 2021, 5pm-7pm

DRAFT