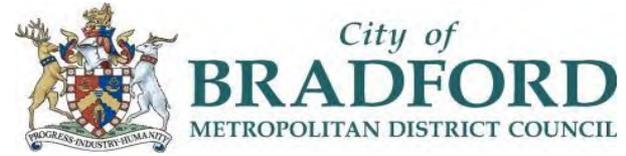


Keighley Towns Fund



Board Meeting Friday 3rd February 2023 10.00am – 12.00pm



Agenda

1. Housekeeping – Apologies, Minutes, Actions, Declarations of Interest,
2. General Update
3. Project Delivery Update

Town Centre Infrastructure Walk 12.00 -1.00

DIF

Keighley Creative – verbal update

Reporting – monthly progress meetings

Update for all projects

4. Future Meetings
5. AOB



1. Housekeeping

Apologies, Minutes, Actions, Declarations of Interest



2. General Update

KEY ACHIEVEMENTS THIS PERIOD

- 2 new staff members - Yippee
- Grant Funding Agreement – Long form issued to first DIF project – expected completion in the next few days (agenda item); Long form issued to Keighley Manufacturing Hub; Short Form issued to WEP and Sangat & drafted for 3 x Community projects (Railway; Haworth toilets; & Good Shepherd).
- Planning submission for Haworth village hall imminent

PRIORITIES FOR NEXT PERIOD

- Approval of Community Health and Well Being Centre
- Review / finalise Term of Reference
- Board / Sponsor meet
- Submit Monitoring report by June (date tbc) for period up to 31st March – to be signed off by Chair and s151
- Continued progress with GFAs
- Cost price inflation for construction projects – ensure rigour regarding construction costs / inflation to mitigate overspends

3. Project Delivery Update



Project Spotlight

Project Spotlight



Town Centre Infrastructure - Saira Ali and Richard Middleton
Walk around the town – 12.00 – 1.00



• **Development Investment Fund**

Case paper attached

- a new hub for employment in a location with excellent public transport links
- prime location, adjacent to the Keighley College campus with the site providing an Engineering Hub
- high-quality space, digital readiness, sustainable and green credentials of the site
- high quality employment allowing those who live in Keighley to find jobs locally
- modern, low carbon buildings will replace aged, dilapidated buildings which are inherently energy inefficient

3. Monthly Progress

On a monthly basis each project reports:

Progress

Financial profile

Outputs

Risks

Example :

Keighley Manufacturing Hub

PROGRESS

SECTION B: Projects Progress Summary

	Project name	Start Date -	Completion Date -	Status
B4	D- Manufacturing, Engineering Future Technologies Hub	Mar-23	Sep-24	2. Ongoing - on track

Delivery	Spend	Risk	Commentary on Status and RAG Ratings
1	1	1	Dependency on Project A - negotiations on lease in progress. GFA issued. Anticipated GFA will be signed by end February. First payment March 2023.

FINANCIAL PROFILE

SECTION C: Project Funding Profiles

D- Manufacturing, Engineering Future Technologies Hub

Note: this table should only include funding received through the Towns Fund. It should not include co-funding, which should be reflected in the "Other Funding Sources" table below.

Towns Fund CDEL which is being utilised on TF project related activity (For Town Deals, this excludes the 5% CDEL Pre-Payment)

Town Deals 5% CDEL Pre-Payment

How much of your CDEL forecast is contractually committed?

Total Towns Fund CDEL

Towns Fund RDEL Payment which is being utilised on TF project related activity

How much of your RDEL forecast is contractually committed?

Total Towns Fund RDEL

Grand Total

Financial Year 2021/22 (£s)			Financial Year 2022/23 (£s)			Financial Year 2023/24 (£s)		
H1 (Apr-Sep)	H2 (Oct-Mar)	Total	H1 (Apr-Sep)	H2 (Oct-Mar)	Total	H1 (Apr-Sep)	H2 (Oct-Mar)	Total
Actual	Actual		Forecast	Forecast		Forecast	Forecast	
		£0.00	£570,000.00	£570,000.00	£1,140,000.00	£855,000.00	£855,000.00	£1,710,000.00
	£150,000.00	£150,000.00			£0.00			£0.00
		£0.00			£0.00			£0.00
£0.00	£150,000.00	£150,000.00	£570,000.00	£570,000.00	£1,140,000.00	£855,000.00	£855,000.00	£1,710,000.00
		£0.00			£0.00			£0.00
		£0.00			£0.00			£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£0.00	£150,000.00	£150,000.00	£570,000.00	£570,000.00	£1,140,000.00	£855,000.00	£855,000.00	£1,710,000.00

PROJECT OUTPUTS

D- Manufacturing, Engineering Future Technologies Hub				
Indicator Name	Unit of Measurement	Financial Year 2023/24		
		H1 (Apr-Sep)	H2 (Oct-Mar)	TOTAL
		Forecast	Forecast	
Mandatory				
# of temporary FT jobs supported	Number		24	24
# of full-time equivalent (FTE) permanent jobs created through the project	Number of FTE jobs			0
# of full-time equivalent (FTE) permanent jobs safeguarded through the project	Number of FTE jobs			0
Project-Specific - Standard (i.e. indicators included in Annex 1 that accompany the project)				
Amount of capacity of new or improved training	Amount of capacity measured in number of people		150	150
Number of closer collaborations with employers	Number of collaborations		125	125
# of learners/trainees/students enrolled at new	Number of learners / participants		300	300
Amount of floor space repurposed (residential, commercial, etc.)	m2 of floorspace		420	420

RISKS

No.	Risk Name	Risk Category	Short Description of the Risk	Full Description	Consequences	Pre-mitigated Impact	Pre-mitigated Likelihood	Pre-mitigated Raw Total Score	Mitigation	Post-Mitigated Impact	Post-Mitigated Likelihood	Post-mitigated Raw Total Score	Proximity	Risk Owner/End User
1	Example of how to complete	External Stakeholder Management	Silored Working	Working or communicating on a discrete site and not learning from other Practitioners	Loss of opportunity to aggregate knowledge across teams, programmes, partners.	3 - Major impact	3 - High	15.00	Cross-function quarterly subgroups	3 - Medium impact	2 - Medium	6.00	4 - Close (over 3 weeks)	Risk Register/Project Manager
1	Delays over external procurement starts	Procurement Delivery	Contractor delays to commence over external procurement buy books			3 - Medium impact	3 - High	9.00	Explore the inclusion of late procurement into contracts. Ensure adequate float is included within the project programme following the consultation	3 - Medium impact	2 - Medium	6.00	2 - Distal (over 12 weeks)	PM
2	Global supply chain cost increases	Rising Costs	Global supply chain issues caused by war in Ukraine cause project delays Create a project specific risk register of elements that are rising in cost and are not currently subject to supply chain processes Monitor ongoing developments and raise early warnings with stakeholders should situation get worse			3 - Medium impact	3 - High	9.00	Create a project specific risk register of elements that are rising in cost and are not currently subject to supply chain processes Monitor ongoing developments and raise early warnings with stakeholders should situation get worse	3 - Medium impact	2 - Medium	6.00	2 - Distal (over 12 weeks)	PM
3	Contract lines not clearly designed	Procurement Delivery	Contract lines not clearly defined and not confirmed until tender stage Update tender project stakeholders as changes are confirmed to ensure alignment can be			4 - Significant impact	3 - High	12.00	Clear communication for consultation	4 - Significant impact	3 - High	12.00	2 - Distal (over 12 weeks)	PM

Keighley Outputs



Project Outputs



The table below shows the outputs for the programme.
If an individual project is not selected, it will display the cumulative outputs for the Town Fund as a whole. To select a project, use the drop-down menu below.

Project ▼
All ▼

Output	Project Target	Unit
Amount of capacity of new or improved training or education facilities	240.00	Number
Amount of floor space repurposed	86,170.00	m2
Amount of land rehabilitated	9,200.00	m2
Amount of rehabilitated land	4,455.00	m2
Better outcomes for long term conditions	5.00	%
Increase in cycling trips by 2027 contributing to Strategic Transport Objective	10.00	%
Number of affordable residential unit provided	27.00	Number
Number of closer collaborations with employers	280.00	Number
Number of enterprises receiving grants	80.00	Number
Number of FTE permanent jobs created through the projects	495.00	Number
Number of FTE permanent jobs safeguarded through the projects	30.00	Number
Number of heritage buildings renovated/ restored	6.00	Number
Number of learners enrolled in new education and training courses	16,940.00	Number
Number of new public amenities/facilities created	3.00	Number
Number of residential units provided	89.00	Number
Number of temporary FT jobs supported during project implementation	400.00	Number
Number of visitors a day	700.00	Number
Number of visitors to arts, cultural and heritage events and venues	60,000.00	Number

5. Future Meetings

- Timing of Board Meetings to be aligned with Reporting schedule to Government.
- Reporting takes place 6 monthly. Reporting periods = end of Sept and end of March:

Reporting Period	Report Due Date	Type
Oct '22 – Mar '23	June 2023	6 monthly

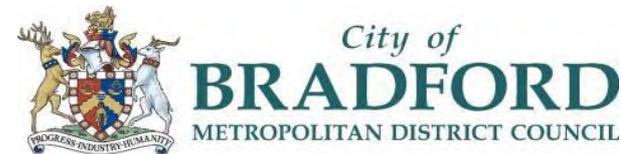
- Next meeting Friday March 17th
- Performance data will be collected from project sponsors on monthly basis and fed into dashboard



AOB



Keighley – Projects



Keighley Projects	TIP Ask (£m)	Re-Appportionment (£m)	Reduction (£m)
A: Development investment Fund	£15	£14.00	£1.00
B: Town centre and infrastructure improvements	£2.50	£2.39	£0.11
C: Keighley Skills Hub	£0.91	£0.91	£0.00
D: Manufacturing, engineering future technologies hub	£3	£3	£0.00
E: Capital assistance to business growth	£2	£2	£0.00
F: Community Grant Scheme	£4.90	£4.90	£0.00
G: Creative Community Arts Hub	£2.60	£2.60	£0.00
H: Women Employment Programme	£0.16	£0.16	£0.00
I: Keighley Art and Film Festival	£0.24	£0.24	£0.00
J: Keighley Community Health and Wellbeing Centre	£3.40	£3.40	£0.00
TOTAL	£34.71	£33.60	£1.11

The Board endorsed the above:

- Project A is reduced by £1m
- Project B (Town Centre and Infrastructure Improvements) is reduced by £0.11m
- Projects C, H, I have been ring-fenced due to low value.
- Project F is ring-fenced as exempt from reduction due to local importance.

The rationale for these amendments:

- The Board recognised the importance of Project F (Community Grant Scheme) and its value to the local community and were keen to protect it from any reduction; and
- Project B has greater scope to access potential other funding opportunities / match funding.

Appendix / Background Vision



“To sustainably grow Keighley as a forward-facing, premier manufacturing, engineering and technology hub, celebrating its rich heritage across industry, culture and sport.

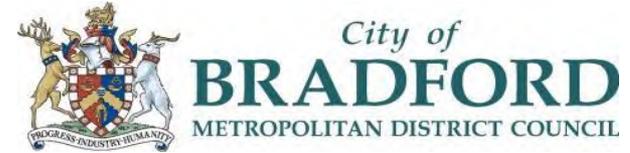
The town will be known for it’s wealth of opportunity, delivering access to jobs, skills, training and education to help its residents and businesses thrive, and prepare the next generation for future employment.

With it’s diverse economy, quality infrastructure, thriving town centre heart, and superior digital connectivity it will be the place to invest, live, work, play and shop, where people, young and old, can enjoy a strong sense of community, healthy lives and a prosperous future.

A place for all to want to be part and proud of.”

Appendix / Background

Strategic Objectives



Key objectives from the Vision

A - To build growth in Keighley's key sectors of manufacturing, engineering and technology by facilitating inclusive economic growth, supporting SMEs & entrepreneurial opportunities including start ups, and getting young people into employment

B - To provide high quality digital infrastructure to support continued economic growth and address digital inclusion to enable Keighley residents to access training & technology and support up-skilling and future employment

C – To improve physical accessibility in/around Keighley to support business and housing growth including by improving access to sustainable active travel modes to address congestion and support Net Zero

D – To reinvigorate Keighley town in general by identifying opportunities for acquisition, preparation, remediation or development of land uses including housing, and in addition within the town centre by delivering stronger streetscapes, corridors and heart, cultural & leisure space, overall diversifying the offer to increase footfall and activity throughout

E – To support the health and well-being of Keighley through providing access to a range of sport, leisure, cultural, creative & recreational facilities, services & activities and access to clean, safe & green spaces

F – To utilise the rich heritage and character of Keighley to strengthen its position and make the most of its local economic assets

G - To support the growth of arts & cultural tourism and Keighley as a destination, maximising the benefits of wider association with nearby attractions

H – To provide access and infrastructure to enable training and educational opportunities working in conjunction with Keighley College, its partners and other organisations to address skills gaps and increasing employability associated with continued growth in manufacturing, engineering and technology sectors

Appendix / Background

Nolan Principles



- 1. Selflessness** - Board Members should act solely in terms of the public interest.
- 2. Integrity** - Board Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- 3. Objectivity** - Board Members must act and take decisions impartially, fairly and on merit, using the best evidence and without any form of discrimination or bias.
- 4. Accountability** - Board Members are accountable to the best interests of Keighley and the principle objectives of the Board.
- 5. Openness** - The Board must act and take decisions in an open and transparent manner.
- 6. Honesty** - Board Members should act with honesty, objectivity and integrity.
- 7. Leadership** - Board Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.