

Shipley Town Deal Board Meeting Notes

21st April 2021, 5pm-7pm (via Webex)

Attendees:

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Cllr Mike Connors, Joe Ashton, Nav Chohan, Adrienne Reid, Dom Pix, Barry Cooper, Soo Nevison, James Skirrow, Joy Hart, David Moore, Lorraine Wright, Alena Horvathova, Mark Clayton, Judith Furlonger, Fran Innes

Apologies:

Margaret Kalaugher, Lorraine Coates, Sophie Brown, Mark Wilkinson, Lily Hall, Jason Longhurst, Rebecca Greenwood

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping</p> <p>Minutes of the last meeting were agreed as an accurate record.</p> <p>One outstanding action from the last meeting:</p> <p>‘Subgroups to be set up by BMDC for different themes with the right people around the table to focus on work that can be done during the period before get the confirmation from the government ‘in-between’ period.’ - This will be dependent upon which projects are successful / carried to the next stage.</p>		BMDC	
2	<p>Governance/Declaration of Interests/Conflict of Interests</p> <p>Board members were reminded of the obligation to declare the interests and any conflict of interests that arises at any point in the meeting.</p>		All	On going
3	<p>Update</p> <p>Lorraine updated the Board about the activities that took place since the last Board meeting 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>Levelling Up Fund First round will prioritise bids that can demonstrate investment or</p>			

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	<p>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>Discussion took place.</p> <p>Query was raised if it is capital or revenue funding. In response it has been said that it is capital.</p> <p>Another query was if we can use Levelling up fund for certain projects, should they be unsuccessful in Town's Fund submission.</p> <p>Lorraine responded that there is very tight window from when we get the Towns Fund outcome (sometime after the elections) and Levelling up submission on 18th June. It may, however, be possible to include any unsuccessful Towns Fund projects subject to receiving a swift response from the Government in respect of the TIP.</p> <p>Board members asked if MP Philip Davies could follow this up and chase the response from the government on the TIP since the timing is crucial.</p> <p>MP Davies responded that this is something that he can do, however, he asked for reassurance from Bradford Council that Town's Fund funding will not be used to fund the live consultation in relation to the Kirkgate busgate. Philip Davies MP considers this proposal to be detrimental for local businesses in Shipley. Barry Cooper advised he had been contacted by a number of businesses since the consultation was launched about the potential impact.</p> <p>David Moore agreed to get back to MP Davies regarding the busgate funding outside of this meeting. David offered to bring relevant planning officer to a future meeting if required.</p> <p>Judith Furlonger advised projects related to Transport (up to £50m) are to be submitted via WYCA.</p>		<p>MP Davies</p> <p>David Moore</p>	

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	<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) • 18 June 2021 - WYCA Submit shortlist of project bids to MHCLG <p>Discussion took place.</p> <p>It has been noted that this 90% revenue and 10% capital funding and less than 12 months to deliver the projects.</p> <p>David Moore said that he is the lead contact for Bradford Council and if people have any queries they should come directly to him.</p>			
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 (HoTs)</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>			

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	<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> <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. 			

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7	<p>Business Case Development</p> <p>a. Structure and Content 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> <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> <p>Composition of the board / widening the Board membership to make it more diverse and reflective of the community we serve and to address any gaps in knowledge and expertise. In particular, suggestions were made to reach out to Chamber of Commerce and infrastructure / transport expertise.</p> <p>It has been noted that the current Board members have lots of skill and expertise and suggestion was made to develop skill matrix to capture the strength and weaknesses.</p> <p>Need for central coordination of the activity was also mentioned as missing link – this will be fulfilled by the Programme Manager Post</p>		<p>BMDC</p> <p>BMDC</p> <p>All</p>	
6	<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</p>			

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	<p>have also recently (March 2021) secured further additional funding from the Government.</p> <p>The revenue is to be used to fund staffing to manage and coordinate the activity, external consultancy and specialist support.</p>			
7	<p>AOB</p> <p>Volunteers for Community Engagement subgroup to develop a scope / specification for community engagement:</p> <ul style="list-style-type: none"> • Soo Nevison • Mike Connors • Joy Hart <p>BMDC to facilitate / coordinate the activity.</p>		BMDC	

Date of next meeting TBC