

Shipley Town Deal Board Meeting Notes

8th September 2021, 5pm-7pm (via MS Teams)

Attendees:

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Cllr Mike Connors, Joe Ashton, Nav Chohan, Adrienne Reid, Soo Nevison, James Skirrow, Barry Cooper, David Moore, Angela Blake, Lorraine Wright, Andrew Cross, Alena Horvathova, Fayyaz Qadir (Atkins), Richard Bailey (Atkins), Alison Gillespie (WYCA), Michael Long (WYCA), Fran Innes (DWP), Jane Healey Brown (Arup)

Apologies:


Mark Wilkinson, Dom Pix, Joy Hart, 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>Declaration of interest are on minutes from previous meetings.</p>			
2	<p>Governance</p> <p>Decision Making Process – S151 Officer</p> <p>Andrew Cross, the Deputy S151 Officer explained 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>			

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	<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>Question was raised by the Board about what will happen in the next stage – the delivery phase, when the funds are received? Agreed to pick this up at a future meeting once the business cases are progressed further.</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 and brought to the next Board meeting.</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.</p>		<p>CBMDC</p> <p>CBMDC</p>	

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	<p>The Board endorsed the changes.</p> <p>There was also unanimous decision by the Board for Adam Clerkin to continue as Chair.</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>Agreed</p>		
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>Business Case / Development Investment Fund (DIF)</p> <p>Richard Bayley from Atkins said that they attended two workshop</p>			

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	<p>sessions with Grant Thornton (part of the Towns Fund Delivery Partner resource with a specialism in assurance, tax and advisory 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) 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>Richard Bayley left the meeting.</p>			
4	<p>Business Case Development</p> <p>Lorraine introduced the slides: 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. Explained that 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 			

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	<p>more time to develop</p> <ul style="list-style-type: none"> • ‘Quick win’ projects – to be prioritized so • Synergies across both Towns – DIF and Capital Assistance to Business Growth <p>Lorraine also said that 5% of the overall capital funding will be released later in the year (when the project confirmation documentation return is signed off) and the remaining sums are only released when the Business Case is submitted and signed off. Funding will be released in annual tranches and in line with spend profile submitted.</p> <p>Discussion took place about the timelines presented on slides and Fayyaz explained that some projects need higher level of stakeholder engagement prior to the business case work hence the timeline for Business Case development varies, with the ‘quick wins’ being completed first / most shovel ready. All business cases will have to be submitted by end of June 2022. 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 below / link https://architectureforlondon.com/news/the-riba-plan-of-work/</p>  <p>Recommendation was made to the Board to endorse the timeline presented on slides.</p> <p>The Board endorsed the timeline and Chair encouraged Atkins to start contacting project proposers as soon as possible.</p> <p>Nav Chohan and Fayyaz to talk after the meeting regarding the timing of Project C and engagement that will need to take place prior to business case.</p>	<p>Agreed</p> <p>Atkins</p> <p>NC / FQ</p>		
5	<p>Comms and Engagement</p> <p>Board Champions</p> <p>Discussion took place if there is Board appetite to have ‘Board Champions’ whereby a Board member acts as a Champion for a particular project on the list. This could be based on area of</p>			

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	<p>expertise / interest that aligns to a project.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • Nav Chohan for Community, Art and Future Technology Centre • James Skirrow for Development Investment Fund • Mike Connors for Town Centre and Infrastructure Improvements and Shipley Wrose Quarry Wetlands • Dom Pix for Capital Assistance to Business Growth and Shipley Library Enterprise Hub • Joy Hart and Nav Chohan for Health, Wellbeing and Community Campus • Joy Hart for Sustainable Community Hub <p>Action for Barry Cooper to send list of businesses that would like to be involved in Town Centre and Infrastructure to Mike Connors</p> <p>It was acknowledged that Board members who have not been selected to champion a project have an important role to play in championing the Towns Fund investment and there will be further opportunities to get involved in specialist areas.</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>Future meetings</p> <p>Discussion took place about the potential to start moving toward the face to face meetings with the option for some people to join remotely. We will need a room big enough to accommodate 10-15 people as well as large screen for online participants.</p> <p>Board members were asked to come back to us if they have any suitable venue that can be used for future meetings – Shipley College, Carnaud MetalBox, Town Hall were all mentioned as possibilities.</p>	<p>Agreed</p>	<p>Barry Cooper</p> <p>All</p>	

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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 Fayaaz 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 approach and data requirements • 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>David Moore 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>Adam thanked David for all the help and support and wished him all the best for the future.</p> <p>David also thanked everybody for all the hard work and wished the Board the best of luck for the future.</p>			

Date of the next meeting: 6th October 2021, 5pm-7pm