

Shipley Town Deal Board Meeting Notes

6th October 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, James Skirrow, Dom Pix, Lorraine Wright, Joy Hart, Fayyaz Qadir (Atkins), Alison Gillespie (WYCA), Jane Healey Brown (Arup)

Apologies:

Barry Cooper, Soo Nevison, Mark Wilkinson, Lorraine Coates, Angela Blake, Alena Horvathova, Jason Longhurst, Richard Bailey (Atkins)

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>Most actions from the last meeting are complete or on today's Agenda.</p> <p>There was an Action for Barry Cooper to send list of businesses to Mike Connors – Barry has provided Mike with a list / update.</p> <p>Declaration of interest are on minutes from previous meetings.</p>			
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>			

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	<p>Adam Clerkin advised the Chamber of Commerce has offered to help identify organizations / individuals to fill any skills gaps.</p> <p>Dom Pix advised he could approach a partner in a firm of accountants to gauge interest.</p> <p>Mike Connors suggested somebody who has transport / infrastructure experience and might be interested.</p> <p>Adrienne suggested advertising any vacancies based on the skills gaps identified once all the skills matrix data is completed by the existing board.</p> <p>Lorraine explained there are still responses outstanding – these will be chased.</p>		CBMDC	
3	<p>Key Updates – since the last meeting:</p> <p>Development Investment Fund (DIF)</p> <p>Lorraine provided an update as Richard Bayley from Atkins was unable to make the meeting due to his father being taken into hospital.</p> <p>Lorraine explained that the DIF is a pot of money that will be administered by the council as the accountable body.</p> <ul style="list-style-type: none"> • Bradford Council currently engaging specialist Legal and Finance advice to inform the Commercial and Financial sections of the business case; • Fund expected to provide Gap funding – where a scheme is just not viable to deliver without some public sector intervention, the requirement would be for a development appraisal to demonstrate what that gap is. • Likely that some external / independent assurance will be required to assess project proposals. <p>Jane Healey Brown advised that input and support from Grant Thornton has been secured as part of the wider Towns Fund resource. Lorraine explained to the Board this support will allow us to test the drafting of the business case as it develops / confirm what's being proposed meets the government requirements.</p> <p>Engagement with Project Sponsors</p> <p>Fayyaz Qadir summarised, by project, the progress / discussions since the last meeting.</p> <p>Project B – Town centre and infrastructure improvements</p> <ul style="list-style-type: none"> • Met with Saira Ali and Mike Connors 24th September • Business Case submission June 2022 • Requires support with stakeholder and political engagement 			

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	<ul style="list-style-type: none"> • Next meeting scheduled mid-October <p>Project C – Community, art and future technology centre</p> <ul style="list-style-type: none"> • Met with Nav Chohan and Ian Durham 22nd September • They are currently considering a long list of options and when that is refined to a preferred option, Atkins will develop it further with design and cost estimates. • Requires transfer of land from the Council • Next meeting 13th October <p>Project D - Capital assistance to business growth</p> <ul style="list-style-type: none"> • Meeting held 4th October with Satnam Khela • Approach to the business case will be similar to the development investment fund - some synergies and efficiencies expected. <p>Project E - Shipley Library Enterprise Hub</p> <ul style="list-style-type: none"> • Met with Christine May and Peter Walker 28th September • Quick win project – scope clear, no planning permission required, supply chain engagement undertaken • Modifications to existing building to deliver new facilities • Business case submission in Jan 2022, • Next meeting early November <p>Project F - Health, wellbeing and community campus</p> <ul style="list-style-type: none"> • Met with Sonjia Peers (Hale) and Helen Horsman (Cellar Trust) 28th September • Project at early stages – need to identify / acquire a suitable building / support to progress • Business case submission June 2022 • Next meeting early November <p>Project G - Shipley Wrose Quarry Wetlands</p> <ul style="list-style-type: none"> • Met with Col Powell of The Conservation Volunteers on 4 Oct • Small project; with a good history of delivering such kind of schemes. <p>Project H - Sustainable Community Hub</p> <ul style="list-style-type: none"> • Met with John Henkel, Steve MacKay and Nicole Williams (Hive / Kirkgate Centre) 27th September • Project at early stages – Will require support to progress: undertake design work, consultation, apply for planning permission for renovation of existing historical building • Business case submission June 2022 • Next meeting late October 			

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	<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 Project Management – a number have identified a need for support • Support with engagement – statutory, local and political stakeholders • Commercial and procurement arrangements for projects delivered by third parties – could we consider a programme level approach • Release of funds – how and when will funds be released – will funds be released in advance or paid on invoice • Where Council land / building involved - transfer from the Council <p>Actions – Atkins identified a need to engage with CBMDC corporate teams (Procurement / Legal / Finance) regarding emerging themes and to agree responses</p> <p>Atkins suggested sub-groups would be a good way to share knowledge across different projects – thematic groups. Atkins and CBMDC to propose thematic groups.</p> <p>Query raised re risk that Aktins resource will be under pressure Mar – June. Fayyaz responded to confirm Atkins have built in resilience in the resources to ensure this can be managed. Fayyaz also explained that work can happen in parallel – for example Atkins will start to populate elements of the business cases such as the strategic case alongside project developing the design – where the data is available. Design and costings can be added in later, when available.</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>		<p>CBMDC / Atkins</p> <p>CBMDC / Atkins</p>	

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4	<p>Comms and Engagement</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 enquired about submitting a response – some looking to engage a local / regional partner – we are following up with these organisation. <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>Jane Healey Brown - as delivery partner, Jane can seek some engagement advice to help resolve the issue / move it forward.</p> <p>Adam suggested checking in with other towns and how they are addressing the community engagement element.</p>			
5	<p>Resources - 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. Many clients are approaching Arup to plug the gaps / provide interim support. 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 			

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	<p>diarised / being scheduled</p> <ul style="list-style-type: none"> 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 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. Lorraine proposed changing the Board meetings to 10 Nov (from 3rd) and to 15 Dec (from 1st Dec)</p>	Agreed		
7	<p>AOB</p> <p>Joy Hart suggested a session with sponsors + the Board. Board agreed</p>	Agreed	CBMDC	

Date of the next meeting: Next meeting scheduled for 3rd November to be moved to 10th November