

Shipley Town Deal Board Meeting Notes

20th January 2022, 5pm-7pm (via MS Teams)

Attendees:

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Cllr Mike Connors (left the meeting at 18:30), Nav Chohan, Dom Pix, Joy Hart, James Skirrow, Barry Cooper, Angela Blake, Alena Horvathova, Richard Bayley (Atkins), Fayyaz Qadir (Atkins), Michael Long (WYCA)

Apologies: Lorraine Wright, Soo Nevison

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 to be amended as per comments from Cllr Mike Connors and recirculated to the Board for approval. (CBMDC)</p> <p>Actions from the previous meeting are completed or on the Agenda.</p> <p>Board members thanked Adam for chairing these meetings for the third subsequent year and praised him for his calm and collaborative approach.</p> <p>Lorraine has been unwell for a few weeks now and everyone wished her all the best and speedy recovery.</p> <p>Board members were reminded to return their Declarations of Interest as this is one of the requirements set in Terms of Reference.</p>		CBMDC	
2	<p>Key learning from January Business Case submissions</p> <p>Fayyaz presented key lessons learnt from January’s Business Case submission that will be applied going forward:</p> <ul style="list-style-type: none"> • Sponsors had limited understanding on Business Case Content and Towns Fund submission processes • Information on Stakeholder Engagement, Delivery timescales, Risk Register, Designs and Procurement arrangements had been a challenge for some projects • Clarity on achievable outputs and impact on Monitoring and Evaluation obligations and to establish robust Benefit-Cost Ratio • Importance of non-monetised and qualitative outputs and outcomes feeding through into Strategic Dimension • Consideration of the impact of a provisional funding allocation on 			

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	<p>the optioneering process.</p> <p>Positives:</p> <ul style="list-style-type: none"> • Collaborative working with Sponsors through 1-2-1 • Additional support to Sponsors explaining the requirements • Small projects can be as impactful as larger projects albeit indirectly • Importance of linking benefits appraisal to the Theory of Change developed in the Strategic Dimension • Standardised text from Lorraine re Stakeholder Engagement/Communication section, Procurement and Approval processes has been very helpful 			
3	<p>Key Project Updates including Development Investment Fund</p> <p>Fayyaz also provided key updates as follows:</p> <p>Projects where Business case and summary documents have been submitted in January 2022 include:</p> <ul style="list-style-type: none"> • Capital Assistance to Business Growth • Shipley Library Enterprise Hub • Shipley Wrose Quarry Wetlands <p>Project where Business case and summary documents are due to be submitted in June 2022 /engagement with project sponsor is ongoing:</p> <ul style="list-style-type: none"> • Town Centre and Infrastructure Improvements • Community, Arts and Future Technology Centre • Health, Well-Being and Community Campus • Shipley Sustainable Community Hub <p>Development investment fund (DIF)</p> <p>Richard updated the Board on DIF as follows:</p> <p>Business case</p> <ul style="list-style-type: none"> • Work has commenced on preparing draft Business Case –business case does not include specific projects only 2 pathfinder projects • Work draws heavily on the approach & practice used for Keighley • Initial draft to be shared with Board sub-group in February <p>Project applications</p> <ul style="list-style-type: none"> • Draft application form in place & guidance being written • Discussions with representatives of the two pathfinder project <p>DIF subgroup to be established with 3 or 4 people from the Board – Dom Pix, Cllr. Mike Connors and James Skirrow agreed to be part of</p>			

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5	<p>Next Steps</p> <p>Business Case Timelines for April 2022 Submission</p> <ul style="list-style-type: none"> • Finalise Business Case document and complete Economic Assessment by mid-March • Issue Draft to Sponsor by 18th March 2022 • Receive comments from Sponsor by 25th March 2022 • Take to Council's internal TF Programme Board w/c 21st March • Issue to the Board on 29th March 2022 • Board Meeting: 31st March 2022 • Receive comments from the Board on 1st April 2022 • Issue docs to S151 officer on 8th April 2022 • Receive comments from S151 Officer by 12th April 2022 • Address any comments on 13th April 2022 • Final submission to the Department for Levelling Up, Housing and Communities on 15th April 2022 <p>Business Case Timelines for June 2022 Submission</p> <ul style="list-style-type: none"> • Scheme Sponsor input by end of April 2022 • Board Meeting: 5th May 2022 • Finalise Business Case document and complete Economic Assessment by 20th May 2022 • Issue Draft to Sponsor in the w/c 23rd May 2022 • Receive comments from Sponsor by 1st June 2022 • Take to Council's internal TF Programme Board w/c 23rd or w/c 30th May • Issue to the Board on 6th June 2022 • Board Meeting: 9th June 2022 • Receive comments from the Board on 15th June 2022 • Issue Business Case and Summary documents to S151 officer on 21st June 2022 • Receive comments from S151 Officer by 27th June 2022 • Address any comments on 28th June 2022 • Final submission to the Department for Levelling Up, Housing and Communities on 30th June 2022 			
6	<p>AOB</p> <p>Workshop between Sponsors, Finance and Procurement to discuss finance elements. (See action in Item 3)</p> <p>Consider 'Net Zero' and 'Covid 19 Recovery' elements in projects. (See action in Item 4)</p>			

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	<p>Discussion about cost of projects in regards to inflation. Fayyaz said that this has been raised with Lorraine Coates and the feedback is that if project is hit by the raising cost the answer is to de-scope/re-scope or look for other funding opportunities.</p>			

Date of the next meeting: 24th February 2022, 5pm-7pm

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