

Keighley Town Deal Board Meeting

Location: Board Room, Keighley College (MS Teams available)

Date / Time: Friday 23rd September 2022, 10.00am – 12.00am

Attendees – In person:

Ian Hayfield (Chair), Liz Barker Cllr Alex Ross-Shaw, Georgina Webster, Mark Elders, Soo Nevison, Anne-Marie Woolham, Lorraine Wright, Jude Wildgoose, Robert Maden, Angela Mcvay

Attendees – MS Teams:

Judith Furlonger, Cllr Peter Corkindale, Steve Seymour

Apologies: Robbie Moore MP, David Warren, Naz Kazmi, Angela Hays, Angela Blake, Jason Longhurst

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>Minutes of the previous meetings were accepted as a true record – July meeting and the amendment to the June meeting</p> <p>Declarations of Interest - Ian Hayfield advised his company, Hayfield Robinson, are acting on behalf of the developer of Providence Park.</p> <p>The Board welcome Angela Mcvay from Department for Work and Pensions (DWP) – Angela is on the Board as an observer.</p>			
2	<p>General Update</p> <p>LW provided an update to the Board</p> <ul style="list-style-type: none"> ▪ Project Adjustment Requests (PAR) were all submitted in June to Government and all approved ▪ Business Case (BC) Summary Documents <ul style="list-style-type: none"> ▪ Approval of Project J is awaited – redrafted to reflect developments including the Local Poll + Board’s subsequent commitment to proceed as designed and articulated in the BC ▪ All other Summary Documents approved <p>Key priorities for the next period are as follows:</p> <ul style="list-style-type: none"> ▪ Review / finalise Term of Reference ▪ Progress Meetings are being scheduled with all project sponsors (monitoring and evaluation) ▪ Prepare reporting information (for period Mar – Sept) ▪ Cost price inflation for construction projects – ensure rigour regarding construction costs / inflation to mitigate 			

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	overspends.			
3	<p>Project Delivery Update</p> <p>LW explained that work had been taking place to develop a dashboard to illustrate performance information. LW explained that the dashboard is based on the performance and reporting information required by Government – there is a lot of detail that sits behind it – based on updates provided by each project / sponsor. It will enable us to present programme wide information on spend and progress as well as risks but has the ability to drill further into the detail.</p> <p>The council, as the accountable body, will schedule regular progress meetings with sponsors to ensure any issues and risks are identified in a timely manner. Progress information will be presented to Board on a quarterly basis and Board will get to see and approve the performance data before it is submitted to Government (twice a year – December and June)</p> <p><u>Capital Assistance to Business Growth -</u> The Council's Invest in Bradford team (IIB) have developed a database of eligible businesses who will be invited to attend the event on Thursday 10th November 9.00am - 11am, at Keighley College. Businesses will be provided an overview of the grant programme + eligibility criteria and will be invited to complete an expression of interest.</p> <p>The Board welcomed this event. The Board was keen to see it promoted, know more about the eligibility criteria / which businesses have been contacted. Some Board members were keen to attend to meet local businesses and share details with networks.</p> <p>ACTION – Project C (Skills Hub) risk rating to be reviewed to reflect Project J in the next review meeting (Angela Hays and Kev O'Hare) ACTION – Project G – Chair requested a full report in advance of the next meeting to understand the updated acquisition and delivery timeline. ACTION – Project B – Board would like an update on the plans to improve public realm</p>		<p>AH / KOH</p> <p>AH/GW</p> <p>AH/ LW</p>	
4	<p>Terms of Reference</p> <p>The Board agreed in July to review the Terms of Reference to reflect the project delivery phase.</p> <p>LW has undertaken an initial review – to remove out of date elements.</p>			

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	<p>ACTION - Board to review the changes and provide feedback to the Chair / LW</p> <p>ACTION – LW to include Keighley Vision and Strategic Objectives in the Terms of Reference.</p>		<p>Board</p> <p>LW</p>	
5	<p>Project Spotlight - Project H – Community Grant Scheme</p> <p>LW explained that over the summer months Angela Hays and Anne-Marie Woolham had held a number of sessions with the Community Grant Scheme project sponsors. This included some workshops on project management requirements as well as sessions to enable sponsors to find out more about the other projects and sponsors, share challenges and lessons and build relationships. This has been welcomed and positive feedback received.</p> <p>Anne-Marie provided an update – that projects had received some ‘seed’ / feasibility funding to develop designs and cost estimates / undertake technical assessments and were making progress.</p> <p>Anne-Marie explained that through these sessions, she has been able to signpost some of the organizations to the Community Ownership Fund in the hope that they might be eligible for match funding. The board welcomed this.</p> <p>Anne-Marie confirmed that work on Haworth toilets is underway. Again, the Board welcomed this progress.</p> <p>ACTION – Board agreed to schedule a group session with all project sponsors and the Board to develop close working relationships between projects and sponsors. LW / AH to progress.</p>		<p>LW / AH</p>	
6	<p>Communications and Engagement</p> <p>The Board recognized the importance of communications and engagement as we move into project delivery.</p> <p>The Board agreed key areas of activity are:</p> <p>Communications Strategy – for the programme</p> <p>Public Relations - programme of press releases</p> <p>Websites & Print – regular updates to website / newsletter circulation</p> <p>Social media – use of Twitter, Instagram and Facebook with project / programme updates</p> <p>The Board were keen to ensure a local connection for this activity / supply chain. Soo Nevison considered that local organizations could have capacity to undertake some of this activity / as a collaboration.</p>			

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	ACTION - The Board asked officers to work with Soo Nevison to explore how to achieve this.		SN / LW	
7	<p>Future Meetings</p> <p>Timing of Board Meetings will be aligned with Reporting schedule to Government. Reporting due dates are December + March each year.</p> <p>Next Board meeting will take place late November / early December 2022. ACTION - LW to seek confirmation of reporting deadline and confirm Board meeting date.</p> <p>Agree to Quarterly Board meetings thereafter –</p> <ul style="list-style-type: none"> • Feb / March 2023 • May / June 2023 • Sep 2023 		LW	
8	<p>AOB</p> <p>UKSPF – Soo Nevison asked of there was an update from the Council regarding UKSPF – considered some organisations would benefit from revenue monies after the capital investment. (Post meeting note – LW shared a link to an event ‘UKSPF Progress to Date and Next Steps’ taking place on Monday 3rd October.)</p> <p>Georgina Webster shared details of the Keighley Arts and Film Festival taking place 7-9 October.</p> <p>Judith Furlonger – advised that the Combined Authority is reviewing how best it supports Towns Fund towns across the region and would welcome any views / feedback from the Board / Chair. A regional meeting of Chairs will be confirmed in the near future.</p>		Board	

Date of the next meeting: TBC