

Shipley Town Deal Board Meeting Notes

16th June 2021, 5pm-6pm (MS Teams)

Attendees:

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Cllr Mike Connors, Joe Ashton (observer), Nav Chohan, Adrienne Reid, Dom Pix, Barry Cooper, James Skirrow, Joy Hart, David Moore, Lorraine Wright, Alena Horvathova, Fran Innes, Lorraine Coates, Sophie Brown, Lily Hall

Apologies:

Rebecca Greenwood, Mark Wilkinson, Soo Nevison, Jason Longhurst

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping – Apologies, Minutes, Actions</p> <p>Minutes of the last meeting were agreed and accepted as a true record.</p> <p>Update on Actions from the last meeting:</p> <ul style="list-style-type: none"> • Sub-groups – will be developed further now that offer received and projects are known. • Busgate – a separate meeting was convened with the Board as a consultation and engagement exercise – Lorraine W to share update when available. • Stakeholder engagement – developed a scope to engage a local community engagement organisation to support the business case development phase. • Board Membership is on the agenda. 		<p>Lorraine W Lorraine W W</p>	
2	<p>Governance/Declaration of Interests/Conflict of Interests/ Confidentiality</p> <p>Board members were reminded of the obligation to declare the interests and any conflict of interests at any point in the process.</p>		<p>All</p>	<p>Ongoing</p>
3	<p>Heads of Terms (HoT)</p> <p>Chair welcomed the great news and noted few points as follows:</p> <ul style="list-style-type: none"> • We have 3 weeks to accept HoT – by 29 June 2021 • All projects included in TIP were supported by the Government • HoT identifies a ‘cap’ / funding ceiling per project – in line with 			

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	<p>TIP submission.</p> <p>Lorraine W brought up the Heads of Terms Offer and talked through the content.</p> <p>Recommendation to the Board was to accept the Heads of Terms offer.</p> <p>Discussion took place.</p> <p>Nav queried if the funding gap could be funded in parallel with other funds / match funding so projects are not reduced.</p> <p>David Moore in response said that there may be opportunities to dip in to other pots of money but this needs to be looked at separately.</p> <p>David reminded the Board that the main purpose of this meeting is to sign off the Heads of Terms.</p> <p>Board agreed / accepted the recommendation to accept the Head of Terms Offer.</p>	Yes		
4	<p>Communications</p> <p>Lorraine W updated the Board with following communication activities that took place since the announcement of the funding offer:</p> <ul style="list-style-type: none"> • Press release issued – https://www.bradford.gov.uk/browse-all-news/press-releases/586m-granted-to-bradford-district-towns/ • Update sent to stakeholders and project proposers via email with link to press release. • ‘Frequently Asked Questions’ (FAQ’s) in draft – Board members were encouraged to share any queries they receive so responses can be developed and published on the website <p>Discussion took place about the importance of accurate and regular communication with stakeholders.</p>		All	
5	<p>Next Steps/ Timeline</p> <ul style="list-style-type: none"> • Accept Heads of Terms by 29th June 2021. • Re-apportion the funding to meet the offer (within 8 weeks, from 			

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	<p>29th June 2021 – 24th August 2021) The Council will work with the consultants from Atkins to develop options for re-apportionment of funds to meet funding offer and present these back to the board by the end of July. It's important that we base decisions on information and facts as to the projects that are in the strongest position to progress and deliver and at the same time, try to not reduce the impact / outcomes that we have identified.</p> <ul style="list-style-type: none"> Develop detailed Business Case for each of the projects (within 12 months from 29/06/2021 – 29/06/2022). <p>Nav noted that a significant risk is the lack of money / cash flow in the current year (during the Business Case Development).</p> <p>Lorraine C in response said that this is something that has been raised by lots of other towns; hopes that Finance Directors can be given sufficient assurance to front fund as the costs will be recoverable post approval. Further updates will be provided to the Board.</p>			
6	<p>Board Membership</p> <p>It has been discussed at the last Board meeting to review the Board Membership at the appropriate time, after we accept the Heads of Terms and before we get into the detail of developing business cases.</p> <p>It has been acknowledged that we need to:</p> <ul style="list-style-type: none"> Identify Skills Gaps - Skills matrix to be completed – circulate to Board members for completion Increase Business Representation Increase BAME Representation <p>Link to be shared to towns Fund stage 2 guidance. https://townsfund.org.uk/blog-collection/now-youve-got-your-funding-offer-whats-next And Business Case Template: https://townsfund.org.uk/resources-collection/business-case-template</p>		<p>BMDC</p> <p>BMDC</p>	

Date of next meeting TBC