

Keighley Town Deal Board Meeting Notes

15th June 2021, 5pm-6pm (MS Teams)

Attendees:

Ian Hayfield, Steve Kelly, Robbie Moore MP, Cllr Alex Ross Shaw, Cllr Peter Corkindale, Mark Elders, Steve Seymour, Adrianne Reid, Naz Kazmi, Elizabeth Barker, Georgina Webster, Judith Furlonger, Jason Longhurst, David Moore, Lorraine Wright, Alena Horvathova, Sophie Brown, Lorraine Coates, Marcella Haque, Lily Hall

Apologies:

Mark Wilkinson, Paul Howard, Soo Nevison, Mark Clayton

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	Housekeeping – Apologies, Minutes, Actions			
	Minutes of the last meeting were agreed and accepted as a true record.			
	Most of the actions from the last meeting are completed. Communications and Board membership are on the Agenda.			
2	Governance/Declaration of Interests/Conflict of Interests/ Confidentiality			
	Board members were reminded of the obligation to declare the interests and any conflict of interests at the start of the meeting		All	Ongoing
3	Heads of Terms (HoT)			
	Chair thanked everyone for all the hard work and team efforts that resulted in fantastic news - funding offer from the Government of £33.6m.			
	A few key points as follows:			
	 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 – broadly in line with TIP submission. 			
	Lorraine W brought up the Heads of Terms Offer and talked through the content.			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	Recommendation to the Board was to accept the Heads of Terms offer.			
	Board agreed / accepted the recommendation to accept the Head of Terms Offer.	Yes		
4	Communications			
	It has been noted that communication with stakeholders is vital and that we have to ensure accurate, consistent and regular comms.			
	Lorraine updated the Board with following communication activities that took place since the announcement of the funding offer:			
	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		All	
	Discussion took place about the need for dedicated resource for communication and engagement. The email address TownsFundKeighley@bradford.gov.uk can be used for any enquiries.			
	Agreed the FAQ should make it clear that the Board is not inviting new project ideas and communication should be sent to the projects included in the Community Grant Scheme to explain next steps.		LW	
	Lorraine W identified risk that funding has to be aligned to the funding offer and there is a risk until that is completed that projects could be de-selected or reduced in scope.			
5	Next Steps/ Timeline			
	Accept Heads of Terms by 29 th July 2021.			
	Re-apportion the funding to meet the offer (within 8 weeks, from 29 th June 2021 – 24 th August 2021) The Council will work with the consultants from Atkins to develop options for reapportionment of funds to meet funding offer and present these back to the board by the end of July. It's important that we base			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	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.			
	Develop detailed Business Case for each of the projects (within 12 months from 29/06/2021 – 29/06/2022).			
6	Board Membership			
	It was 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.			
	It has been acknowledged that we need to:			
	 Identify Skills Gaps Increase Business Representation Increase BAME Representation 			

Date of next meeting

TBC