

# ShIPLEY Town Deal Board Meeting Notes

28<sup>th</sup> July 2021, 5pm-7pm (via MS Teams)

**Attendees:**

Adam Clerkin (Chair), Cllr Alex Ross-Shaw, Cllr Mike Connors, Joe Ashton, Nav Chohan, Adrienne Reid, Dom Pix, Soo Nevison, James Skirrow, Joy Hart, Lorraine Wright, Alena Horvathova, David Moore, Lily Hall, Rebecca Greenwood, Fayyaz Qadir (Atkins), Richard Bailey (Atkins)

**Apologies:**

Philip Davies MP, Sophie Brown, Stuart Shaw, Mark Wilkinson, Barry Cooper, Chris Chapman, Lorraine Coates

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Housekeeping - Apologies, Minutes, Actions, Declarations of Interest</b></p> <p>Minutes of the last meeting were agreed and accepted as a true record.</p> <p>Actions from the last meeting are complete or on today's Agenda.</p> <p>Board members declared interests as follows:</p> <ul style="list-style-type: none"> <li>• Joy Hart – ShIPLEY Sustainable Community Hub</li> <li>• Nav Chohan – Community Future Skill Centre</li> <li>• Cllr Mike Connors – Town Council's interest in public toilet provision across the ShIPLEY area</li> <li>• Adam Clerkin– his company Carnaud Metal Box Engineering Ltd owns land in Towns Fund delivery area.</li> </ul>			
2	<p><b>Key Updates</b></p> <p><b>Approach to Business Case Development</b></p> <ul style="list-style-type: none"> <li>• 12 months to develop business cases</li> <li>• Funds only received when Government approve business case</li> <li>• Capital payments of 5% of total Heads of Terms offer will be released once project confirmation documentation is received and MHCLG is satisfied</li> <li>• Stage 2 FAQ published by TFDP</li> </ul> <p>Discussion took place about 5% capital payment and Nav queried what will happen if MHCLG is not satisfied with the business case, will the money have to be returned.</p>			

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	<p>Fayyaz in response said that until the business case is approved – some work will be done at risk but also explained that there is potential scope to modify / amend projects if required. Fayyaz also explained that activity / costs from signing the Heads of Terms can be capitalized once the business cases are signed off.</p> <p>Lorraine W to seek further clarification re whether there are any limitations / restrictions on the use of 5% capital payment.</p> <p><b>Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• CBMDC is the accountable body for all monies received</li> <li>• Town Deal Board serves as an advisory function to CBMDC</li> <li>• Board Members should adhere to the Seven Principles of Public Life (the Nolan Principles)</li> <li>• Board to champion Towns Fund and projects, and ensure in Phase 2, vision and objectives of TIP are maintained in project development</li> </ul> <p>Fayyaz advised that Atkins will be contacting project proposers in regards to fleshing out the information required for the business cases; project proposers will retain ownership of the project and Atkins will provide support to identify any gaps. Atkins can provide / source support on cost estimates if required.</p> <p>Lorraine W noted that project management of project delivery forms part of Phase 3 of the process – on site delivery. This is also a project cost that can / will be capitalized.</p> <p>Nav queried if commissioning for all project development (such as design development) has to go through the council being the Accountable body / impact this would have on council resource / progress. David Moore to check with Finance / Corporate Services.</p> <p><b>Forward Programme</b></p> <p>Per Heads of Terms, by end of August:</p> <ul style="list-style-type: none"> <li>• Detail projects to be taken forward (capital/revenue split + financial profile)</li> <li>• Overall capital/revenue split + financial profile for the Town Deal</li> <li>• Plan for addressing key conditions relating to those projects</li> </ul>		<p>BMDC</p> <p>Atkins</p> <p>BMDC</p>	
3	<p><b>Heads of Terms – Apportionment of funds – (Board Recommendation)</b></p> <p>Slides were presented explaining the approach taken to apportionment of funds and the options for Board’s</p>			

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	<p>recommendation. Options were considered where reduction in value would not materially affect / impact the benefits / outcomes. Low value projects were ring-fenced as exempt because reducing them would disproportionately affect their delivery and benefits / outcomes. Preference was to find main savings in projects that are made up of sub-projects Three options were presented to the Board and recommendation was made to the Board to endorse the Option 1 (below is the summary and rationale).</p> <p>Summary:</p> <ul style="list-style-type: none"> <li>• Project A has been reduced by £1m to reach £7m</li> <li>• Project B has been reduced by £1m to reach £5.04m</li> <li>• Projects E and G have been ring-fenced due to low value</li> <li>• Remaining £0.36m has been allocated equally among remaining projects (projects C, D, F, H reduced by £90K each)</li> </ul> <p>Rationale:</p> <ul style="list-style-type: none"> <li>• Project A is large, is composed of various sub-projects and has various co-funding opportunities and scope for revenue generation / revolving.</li> <li>• Project B is composed of various sub-projects that can be flexed and scoped to meet £1m reduction in funding.</li> <li>• Projects E and G are very small and reducing them would affect their delivery and benefits / outcomes</li> </ul> <p>Discussion took place and different options were compared.</p> <p>Voting Board members were then asked to have a vote which resulted in unanimous decision by 9 Board members present to endorse the recommended Option 1.</p> <p>Further discussion took place and Chair asked about what other future funding opportunities are available that we could tap in to. David Moore in response said that these opportunities come through to us as and when and we will keep the Board informed of such opportunities going forward. BMDC to bring presentation in to the next board meeting in September.</p> <p>Rebecca Greenwood shared the link <a href="https://publishing.service.gov.uk">Towns fund guidance (publishing.service.gov.uk)</a> with the Board and referred to Annex B: Potential government department interventions to align with the Towns Fund (starts on page 46)</p>	<p>Agreed</p>	<p>BMDC</p>	

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4	<p><b>Governance – Review / Update Terms of Reference</b></p> <p>From time to time a conflict of interest may arise for Board Members. Declaring interests protects the probity and integrity of the Board / individual Board Members.</p> <p>A conflict of interest arises where a Board Member, a close associate, immediate family, business, organisation or employer has an interest in a project which is the same as, connected to or may be affected by the topic under discussion.</p> <p>CBMDC, as the accountable body, will maintain a Register of Board Member Interests that will be publicly available.</p> <p>The following provisions shall apply to all Board members:</p> <ul style="list-style-type: none"> <li>• In the event that there is a conflict of interest the person so conflicted shall immediately declare the nature of the conflict or potential conflict; and</li> <li>• Will not be entitled to vote on the matter.</li> </ul> <p>Updated ToR's to be circulated to the Board members for approval at the next meeting.</p> <p>Discussion took place about formation of the subgroups for each individual projects / on a thematic approach. The rationale for use of sub-groups is that project proposers may want / need to pull together key stakeholders / a project team to help develop and inform the business cases. The Board was keen that any subgroups were informal in nature and sit outside the formal governance procedures (not led / serviced by the council) with regular reports / updates back to the board.</p> <p>Projects proposer may form the subgroups on team based/ working group level with the view to report the progress to the Board. The role of the Board is to ensure the vision and objectives of the Town are upheld and honoured in the next phase and to champion the Towns Fund and projects.</p> <p>Rebecca shared that another Town (Morley) formed informal groups based on different themes.</p>		CBMDC	
5	<p><b>Board Membership – identifying any skills gaps / attracting new members</b></p> <p>For the next phases, we are keen to ensure:</p> <ul style="list-style-type: none"> <li>• Board Members can put their skills and expertise to good use;</li> <li>• Have an opportunity to learn / develop new skills; and</li> <li>• we identify any skills gaps or areas of specialism / expertise</li> </ul>			

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	<p>required.</p> <p>Board Members will be asked, in due course, to confirm their commitment to the Board for the next phase – development of business cases</p> <p>Skills Matrix was discussed and will be shared with the Board members to capture what skills and expertise we have and to identify any gaps.</p> <p>It was also noted and agreed that we have to ensure that the Board is diverse and representative of the local and business community.</p> <p>Lorraine W advised the Chamber of Commerce may be able to help us plug any skills gaps as we identify them.</p>		BMDC	
6	<p><b>Communications and Engagement – scope for local community engagement support</b></p> <p>Lorraine went through the slide on key elements of the scope for community engagement consultancy support:</p> <ul style="list-style-type: none"> <li>• local knowledge, a track record of community engagement and resource to meet the timetable</li> <li>• lead Community Engagement activity, including: <ul style="list-style-type: none"> <li>○ identify stakeholders and undertake stakeholder mapping for each successful project;</li> <li>○ devise a programme of engagement to support the business case development phase using a variety of methods to engage the stakeholder groups;</li> <li>○ manage and facilitate the engagement activities; and</li> <li>○ prepare a report which summarises activities and findings and contribute to the business case in respect of community engagement activity.</li> </ul> </li> </ul> <p>Discussion took place. It was agreed that engagement and communication activities had been hampered by the pandemic. There was universal commitment to enhance community engagement moving forward and to commit resources to it. (commissioning a local company to perform community engagement tasks was raised, referenced the previous scope document created by Mike Connors, Joy Hart and Soo Nevison).</p> <p>It was agreed that there is a distinction between communication and community engagement activities and the role of the board in championing the Towns Fund and projects / activities through their networks and links. As we progress through the business development phase, engagement activities will feed the</p>			

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	communications / press releases.			
7	<p><b>Resources – staffing, consultants and capacity funds</b></p> <p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• Regeneration / Programme Manager Post about to go out to advert</li> </ul> <p><b>Consultants:</b></p> <ul style="list-style-type: none"> <li>• Working on paperwork to return by end of August (regarding the apportionment of funds)</li> <li>• Programme for business case development – prioritise projects that are ‘shovel-ready’</li> </ul> <p><b>Capacity Funds</b> will be utilised to:</p> <ul style="list-style-type: none"> <li>• Fund the business case development</li> <li>• Community engagement support</li> </ul>			
8	<p><b>Next Steps</b></p> <p>Discussion took place about the future meetings and it has been agreed that going forward the meetings will take place on 1<sup>st</sup> Wednesday of the month but the next one to be scheduled on 8<sup>th</sup> of September.</p> <p>It has been agreed for the meetings to stay online with the likelihood to hold them in person or as hybrid in the future.</p> <p>The final points of discussion:</p> <p>Linked to Items 2 under Roles and responsibilities - The Board was keen to understand how Phase 3 – Delivery of Projects will be managed / operate - some projects will be led by the council, others by voluntary or community organisations but will there have to be a consistent approach to projects management / tendering for services / building contracts? Lorraine / David to discuss with Finance / Corporate Services.</p> <p>Different council officers to be brought in to the future meetings e.g. Director of Finance. Towns Fund Delivery Partner (TFDP) organisations are in process of organizing the event for Finance Directors across the country to give them support and share the learning.</p>		BMDC	

**Date of the next meeting: 8<sup>th</sup> September 2021, 5pm-7pm**