

# ShIPLEY Town Deal Board Meeting Notes

22<sup>nd</sup> September 2022, 5pm-7pm (Teams)

**Attendees:**

Adam Clerkin (Chair), Cllr Alex Ross-Shaw, Cllr Mike Connors, Dom Pix, Michael Long (WYCA), James Skirrow, Soo Nevison, Anthony Burnham, Anne-Marie Woolham, Lorraine Wright

**Apologies:** Philip Davies MP, Barry Cooper, Joy Hart, Angela Hays, Angela Blake, Jason Longhurst

ID	Notes/ <b>Actions</b> / <b>Decisions</b>	Decision	Action Owner	Due Date
1	<p><b>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</b></p> <p>Minutes from the June meeting were accepted as true record.</p> <p>No specific Declarations of Interest were made.</p> <p>The Chair wanted to extend thanks to Nav Chohan, the former Principal of Shipley College for his service to the Board. Nav retired at the end of the academic year and will be greatly missed. The Board echoed this and the contribution Nav brought. Diane Bird is the new Principal of the College and the Chair and the Board would like to invite Diane to replace Nav formally on the Board. – <b>ACTION LW to contact Diana.</b></p>		LW	Oct
2	<p><b>General Update</b></p> <p>LW provided an update to the Board</p> <ul style="list-style-type: none"> <li>▪ Project Adjustment Requests (PAR) were all submitted in June to Government</li> <li>▪ Business Case (BC) Summary Documents <ul style="list-style-type: none"> <li>▪ All those submitted to Government have been approved</li> <li>▪ Summary Document for Project C – will be submitted once PAR is approved</li> </ul> </li> </ul> <p>Key priorities for the next period are as follows:</p> <ul style="list-style-type: none"> <li>▪ Review / finalise Term of Reference</li> <li>▪ Progress Meetings are being scheduled with all project sponsors (monitoring and evaluation)</li> <li>▪ Prepare reporting information (for period Mar – Sept)</li> <li>▪ Cost price inflation for construction projects – ensure rigour regarding construction costs / inflation to mitigate overspends.</li> </ul>			

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	<p>Mike Connors advised that good progress was being made with the Shipley toilets. Mike wanted to thank the Board for their support throughout.</p>			
<p><b>3</b></p>	<p><b>Project Delivery Update</b></p> <p>The Chair explained that work had been taking place to develop a dashboard to illustrate performance information.</p> <p>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><b>ACTION - Anne-Marie</b> to look into project outputs / why the dashboard is showing 0% for Improved Perception of the Place</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 Tuesday 18th October 9.30am - 11am, at Shipley Library. 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.</p>		<p>AMW</p>	
<p><b>4</b></p>	<p><b>Terms of Reference</b></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> <p><b>ACTION - Board to review the changes and provide feedback to the Chair / LW</b> <b>ACTION – LW to include Shipley Vision and Strategic Objectives in the Terms of Reference.</b></p>		<p>Board</p> <p>LW</p>	
<p><b>5</b></p>	<p><b>Project Spotlight - Project H - Sustainable Community Hub</b></p>			

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	<p>John Henkel and Nicole Williams attended for this item.</p> <p>They introduced their project – a collaboration between Hive and the Kirkgate Centre (KC) to refurbish / extend the building (Kirkgate Centre and improve environmental impact but also provide enhancements to allow Hive and KC to better serve the local community, including:</p> <ul style="list-style-type: none"> <li>• Support unemployed residents, enhance skills and support the local economy</li> <li>• Help reduce inequalities, enhance well-being and support a vibrant community</li> <li>• Provide a safe, welcoming space for services to the local community, including young people and seniors.</li> </ul> <p>More detailed design work is underway prior to tendering for the construction works. Some key challenges / opportunities for collaboration with other project sponsors were identified:</p> <ul style="list-style-type: none"> <li>• Relocation – will be required whilst the construction works are underway. This may present an opportunity to share space with others.</li> <li>• Bulk tendering – explore possibility via soft market testing of tendering projects in packages – to understand if this would be of interest to contractors</li> <li>• Inflation – delivering the ambitions given inflationary pressures is a challenge. Opportunities to maximize match funding are being explored.</li> </ul> <p>The Board are keen to keep these items under review / consideration.</p> <p><b>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.</b></p> <p>John expressed his thanks to the Board, the Council and Atkins (consultants who were engaged in leading the drafting of the business case) for their support to date.</p>		LW / AH	
6	<p><b>Communications and Engagement</b></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><b>Communications Strategy</b> – for the programme</p> <p><b>Public Relations</b> - programme of press releases</p> <p><b>Websites &amp; Print</b> – regular updates to website / newsletter circulation</p> <p><b>Social media</b> – use of Twitter, Instagram and Facebook with project</p>			

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	<p>/ 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. ACTION - The Board asked officers to work with Soo Nevison to explore how to achieve this.</p>		SN / LW	
7	<p><b>Future Meetings</b></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"> <li>• Feb / March 2023</li> <li>• May / June 2023</li> <li>• Sep 2023</li> </ul>		LW	
8	<p><b>AOB</b></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. LW will seek an update from colleagues.</p> <p>(Post meeting note – LW shared a link to an event ‘UKSPF Progress to Date and Next Steps’ taking place on Monday 3<sup>rd</sup> October.,</p>		LW	

Date of the next meeting: TBC