

Shipley Town Deal Board Meeting Notes

04th November 2020, 5pm-7pm (via Webex)

Attendees:

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Mark Wilkinson, Sophie Brown, Soo Nevison, Nav Chohan, Adrienne Reid, Cllr. Mike Connors, Dom Pix, Shelagh O'Neill, Lorraine Wright, Mark Clayton, Paul North, Rebecca Greenwood, Fayyaz Qadir, James Skirrow, Margaret Kalaugher, Bruna Minto, Alena Horvathova

Apologies:

Barry Cooper Lorraine Coates, Elle Dodd, Catherine Conroy

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Minutes / Actions</p> <p>Minutes from the last meeting were agreed.</p> <p>Representation on the Board – private sector and VCS sector is lacking representation as some previous representatives have moved on.</p> <p>Mr Aslam of Aagrah and David Tindall of Talk Straight returned their Expression of Interest (EoI) form and decision was made to invite them onto the Board.</p> <p>Board agreed sent EoI forms to Joy Hart and Hale Group , Soo Nevison to forward the form to Hale and Cllr Connors to forward the form to Joy Hart.</p> <p>Further update on actions from the last meeting is in the Action Log.</p>	Yes	PN/MC	ASAP

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2	<p>Consultants</p> <p>Fayyaz Qadir from Faithful + Gould attended the meeting and presented the slides, sharing their approach and experience from supporting Warrington in developing their Town Investment Plan and explained how their experience can benefit Shipley and Keighley.</p> <p>The Warrington TIP submission was successful and has resulted in an allocation of £22.3m funding from MHCLG.</p> <p>It has been said that it is important for this Board to ensure that things are delivered on time, to be flexible, share experience and support each other.</p> <p>The benefit of workstreams / workshops throughout the process was highlighted to ensure the timescales are met.</p> <p>It has been recognised that due to the current national lockdown and restrictions the engagement is going to be completed via online/digital platforms.</p> <p>The Board agreed that in order to meet the deadlines, some of the approvals and decisions in between the Board Meetings will be confirmed via the emails.</p>	Yes		
3	<p>Vision & SWOT</p> <p>SWOT analysis has been presented on slides and Members were asked to consider 5 or 6 key issues or themes that the SWOT is highlighting as priorities.</p> <p>BMDC and Faithful and Gould (F&G) will collate a vision based on the homework exercise for Board consideration</p> <p>BMDC and Faithful and Gould (F&G) to develop a programme of activity (workshops and meetings) for Board consideration.</p>		<p>BMDC/ F&G</p> <p>BMDC/ F&G</p>	<p>18/11/20</p> <p>13/11/20</p>
4	<p>Lessons Learned from Cohort 1</p> <p>Slides were presented summarising the feedback via the Towns Hub delivery partner submitted from the first Cohort of towns including Barrow-in-Furness, Blackpool, Darlington,</p>			

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	<p>Peterborough, Norwich, Torquay and Warrington.</p> <p>The feedback was summarised under the four headings:</p> <ul style="list-style-type: none"> • Strategic Vision • Align with intervention framework • Engagement • Programme + Delivery Costs <p>Fayyaz advised that a check and challenge session will be required in the process of developing the TIP and will need to be captured on the Programme as a milestone.</p>			TBC
5	<p>Consultation and Engagement – Stakeholder Mapping</p> <p>Stakeholder Engagement is a crucial element of the TIP process. As we’ve heard in the lesson learned item, we need to ensure that the views and aspirations of the local community are represented in the TIP.</p> <p>We need to demonstrate that the vision and proposed projects have support and commitment from the people they are designed to serve.</p> <p>One of the key areas in the guidance is to make links to engage with ‘harder to reach’ group.</p> <p>Below are the links to the Stakeholder Engagement Plan Guidance – and Stakeholder mapping:</p> <p>https://static1.squarespace.com/static/5ef3391483c1fe1e25c1e871/t/5f3bc882fb307b0ee11f9a5a/1597753492673/C0029+++Towns+Fund+Stakeholder+Engagement+Plan+guidance.pdf</p> <p>https://static1.squarespace.com/static/5ef3391483c1fe1e25c1e871/t/5f3bc9be2fce70474b8ee2a7/1597753791915/C0030+++Towns+Fund+Stakeholder+Audit+Report+guidance.pdf</p>			
6	<p>Project Identification – Proforma</p> <p>It has been noted that other Towns have issued a Pro-forma for project ideas and the benefits of a Pro-forma helps to ensure the following:</p>			

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	<ul style="list-style-type: none"> • Consistency in terms of information provided; • Alignment to Strategic Objectives / Priorities of the Town • Alignment with the Intervention Framework criteria • Helps to identify who will be affected / impacted by the project for consultation and engagement • Provides an indication of project cost <p>BMDC and Faithful and Gould (F&G) to develop a Project Proforma</p>		BMDC/ F&G	13/11/20
7	<p>Project Prioritisation</p> <p>Margaret Kalaugher representing the Town Hub Delivery Partner present some slides to help the Board understand the approach to project prioritisation and introduced a toolkit that can be 'personalised' to reflect the Town's strategic objectives etc.</p>			
8	<p>Homework</p> <p>Board Members (in pairings as before) to apply their vision and priorities to the prioritisation toolkit and test their projects using the toolkit.</p> <p>https://townsfund.org.uk/resources-collection/vy7hwk33nosq378ev62bcnp6chfzrk-smtx9</p>		Board Members	12/11/20

Date of next meeting: Wednesday 2nd December 2020, 17:00-19:00 via Webex