

# Keighley Town Deal Board Meeting Notes

15<sup>th</sup> December 2021, 5pm-7pm (MS Teams)

**Attendees:**

**Via MS Teams:** Ian Hayfield, Cllr Alex Ross Shaw, Cllr Peter Corkindale (left early for another meeting) Robbie Moore MP, Elizabeth Barker, Judith Furlonger, Mark Elders, Naz Kazmi, Georgina Webster, Mike Atherton, David Warren, Kevin O'Hare, Chris Joyce, Lorraine Wright, Angela Blake, Fayyaz Qadir (Atkins), Richard Bayley (Atkins), Richard Coburn (Atkins), Kavita Kulkarni (Atkins)

**Apologies:** Mark Wilkinson, Jason Longhurst, Paul Moore, Soo Nevison, Robert Maden, Sharon Woods, Alena Horvathova, Adrienne Reid, Steve Seymour, Stuart Shaw (NHS)

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</b></p> <p>The Chair welcomes David Warren to the Board as a replacement for Steve Kelly. David is Group Vice Principal Development for the Luminate Education Group. David brings experience in capital projects and construction so will be a great asset to the board. Chair also introduced Kevin O'Hare, the Principal of Keighley College.</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"> <li>• LW to send a calendar invite to secure the slot for visit to KWVR – regrettably, the visit was cancelled this week due to low numbers and changes to Govt guidance re Covid – to be rescheduled.</li> <li>• Board Members were asked to volunteer to find out more about a particular project – reminder to Board Members to volunteer.</li> <li>• Board members who want to part of a stakeholder engagement sub-group to let Lorraine know - @ <a href="mailto:TownsFundKeighley@bradford.gov.uk">TownsFundKeighley@bradford.gov.uk</a></li> <li>• Applicability of VAT to different construction activity – action to be carried forward – will need to understand scope of work to seek further clarification specialist advice across the programme. David Warren advised the college might be able to provide some knowledge on the subject.</li> </ul>		LW/ DW	

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	<p>Matters Arising</p> <ul style="list-style-type: none"> <li>• Consultant Commission – Lorraine provided an update the breakdown of consultancy costs (spent, committed and projected). This covers the full period from Sep 2020 and includes all consultant support.</li> <li>• Recruitment – Lorraine updated the Board on progress - Interviews taking place Thursday 16<sup>th</sup> with 3 applicants for the Programme Manager post. All have experience of leading regeneration activity and project / programme management. Lorraine also explained that we are also in discussion with a regional partner to provide some support until year end.</li> <li>• Payment Process (5% capital) – Lorraine updated the Board that at the Council's Growth Board this week, it was agreed that the 5% capital will be passported to project sponsors – the cost of the business cases will be deducted from the 5% and commissioned by the council.</li> </ul> <p>Some Board Members raised concerns regarding the scale of project development costs / business case development – in some instances, especially for low value projects, the development costs exceed the 5% upfront capital allocation. There was concern that this would reduce outputs and outcomes. ACTION – CBMDC – to consider how to address the issue of project development costs exceeding the 5% upfront capital allocation.</p>		CBMDC	
2. 3. 4.	<p><b>Project Updates / Business Case Updates / Economic Assessments</b></p> <p>Chair advised that The Manufacturing, Engineering and Future Technologies Hub project is delayed and will now be submitted in June 2022 instead of January 2022. Chair asked for Board agreement / endorsement on this change – Board endorsed.</p> <p>Richard Coburn (Atkins) introduced the approach:</p> <ul style="list-style-type: none"> <li>• Important that a solid approach is taken to the methodology</li> <li>• The metrics used relate to the Guidance and Treasury Green Book, including the latest recommended place-based approach with consideration of local employment impacts and Wellbeing Guidance for Appraisal for non-quantified benefits.</li> <li>• The economic appraisal seeks to monetise the outputs – the net additionality of the project.</li> </ul> <p>BCR (Benefic Cost Ratio) – 1.5 is considered to be good / value for money. In terms of the assessment, Government are looking for a BCR above 2. All projects being submitted in January score above 2. Project G – benefits include bringing an empty retail property back into use.</p>	Yes	Atkins	

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	<p><b>Project Updates:</b></p> <p>Chair asked that the Board focusses on any gaps / risks for Board attention / escalation or resolution.</p> <p>Fayyaz provided an update on the Projects being submitted in January – highlighting progress and any outstanding matters:</p> <ul style="list-style-type: none"> <li>• Strategic and Financial Dimensions drafts were sent out to the project sponsors for initial comments. The comments received have been incorporated</li> <li>• Commercial and Management Dimensions requirements are sent out to Bradford officer and sponsors.</li> <li>• Key focus on Commercial Dimension for each project is required.</li> <li>• Draft Summary Document template has been sent out to Bradford officer for initial comments.</li> </ul> <p>Chair asked if there is a risk in submitting a business case where a building has not yet been secured. Fayyaz explained that this would not prevent the business case being submitted – the key thing is to highlight any risk and what steps are being taken to mitigate the risk.</p> <p><b>Emerging themes</b></p> <ul style="list-style-type: none"> <li>• <u>Land acquisition / Site identification</u> – share intelligence on available sites /</li> <li>• <u>Planning Permission</u> – Fayyaz explained that Lorraine has provided a Planning contact where initial / informal advice is required.</li> <li>• <u>Monitoring and Evaluation requirements</u> – Fayyaz highlighted that project sponsors need to carefully review the monitoring and evaluation elements of the business case to ensure the items reflected are achievable. Sponsors need to highlight any aspects they are not comfortable with.</li> <li>• <u>Stakeholder Engagement support</u> – Amar from Terence O'Rourke will be joining the meeting.</li> <li>• <u>Governance</u> – Lorraine explained she circulated some papers regarding Assurance and Procurement Principles prior to the meeting setting out the local assurance arrangements. (this is a requirement of the business case) as well as how the Council, as the Accountable body, will oversee the Programme through project delivery. Project Management support – Lorraine explained that the decision to passport the 5% to project sponsors should help sponsors bring in any resource they need to develop the business cases. (the cost of the business cases will be deducted from the 5% and commissioned by the council)</li> </ul>		Sponsors	

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	<ul style="list-style-type: none"> <li>• <u>VAT</u> – will need to understand scope of work to seek further clarification specialist advice across the programme</li> <li>• <u>Procurement</u> – The papers referred to under project governance included a set of procurement principles that our Procurement Team have developed for external sponsors – to make sure there are some clear parameters in place to ensure value for money and to maximise potential for local supply chain – keeping the money within the local economy.</li> </ul>			
5	<p><b>Development Investment Fund</b></p> <p>Richard Bayley provided an update on progress:</p> <p>Business case</p> <ul style="list-style-type: none"> <li>• Initial draft has been produced and will be circulated next week</li> <li>• Further refinement and modelling of the economic &amp; financial dimensions to be undertaken</li> </ul> <p>Application form</p> <ul style="list-style-type: none"> <li>• Initial draft has been produced and is being reviewed by the consultants</li> <li>• Conversations will then be held with representatives of the two pathfinder projects</li> </ul> <p>Process</p> <ul style="list-style-type: none"> <li>• Discussion with Grant Thornton about initial draft Business Case before Board meeting; expecting feedback before the end of the week</li> <li>• Further draft of Business Case to be produced before Christmas</li> </ul> <p>Team are liaising with CLGU (Lorraine Coates' Team) to schedule a briefing.</p> <p>Richard confirmed that Business case has been drafted based on genericised assumptions and that Government will approve the Business case, not the individual projects. As such, the template application form will probably be appended.</p> <p>Given specialist + technical nature of the DIF, it was agreed that the following Board Members would take a lead on reviewing:</p> <ul style="list-style-type: none"> <li>• Ian Hayfield, Robbie Moore MP, David Warren, Judith Furlonger.</li> </ul>	Yes		
6	<p><b>Community Engagement</b></p> <p>Amar Benkreira from Terence O'Rourke attended the Board Meeting.</p> <ul style="list-style-type: none"> <li>• Currently working on developing a website – draft should be</li> </ul>			

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	<p>available to share in the new year. Will use the website to create social media activity.</p> <ul style="list-style-type: none"> <li>• Will include an interactive element with interactive maps to enable people to give views on what is important to them and to signpost to activities and engagement opportunities.</li> <li>• Pop up face to face events planned to help raise awareness as well as an exhibition to showcase the opportunity.</li> <li>• Proposes a Community Liaison Group to help cascade key message to local communities who are less likely to engage in online / social media activity.</li> </ul> <p>Amar to make contact with Liz and Naz as part of stakeholder analysis.</p>		AB	
7	<p><b>Next Steps</b></p> <p>Key next steps were highlighted for Board Members:</p> <ul style="list-style-type: none"> <li>• Draft Summary Document Reports will be sent out to the Board by 20th December (for Jan submissions)</li> <li>• These will be returned to Atkins by morning of 4<sup>th</sup> January 2022</li> <li>• Business Case and Summary Document reports will be sent out to the S151 Officer on 6<sup>th</sup> January 2022.</li> <li>• Final updates will be completed by 13<sup>th</sup> January 2022.</li> <li>• Submission to the Department for Levelling Up, Housing and Communities – 14 January 2022.</li> </ul>		Board Members	
8	<p><b>AOB</b></p> <p>Update on Accelerated Funding to be brought to a future meeting. – requested by Liz Barker.</p> <p>Robbie Moore MP asked if meetings in 2022 can be moved back to a Thursday. ACTION – CBMDC / Chair to consider / to look for a suitable venue as the college is not available Thursday evening,</p>		CBMDC	

**Date of the next meeting: 15<sup>th</sup> January 2022, 5pm-7pm (TBC)**