

Keighley Town Deal Board Meeting Notes

19th January 2022, 5pm-7pm (MS Teams)

Attendees:

Cllr Alex Ross Shaw, Cllr Peter Corkindale, Steve Seymour, Elizabeth Barker, Angela Blake, Alena Horvathova, Richard Bayley (Atkins), Fayyaz Qadir (Atkins), Judith Furlonger, David Warren, David Moss, Chris Joyce, Amar Benkreira, Naz Kazmi, Soo Nevison,

Apologies:

Ian Hayfield, Lorraine Wright, Mark Elders, Mark Wilkinson, Georgina Webster, Robbie Moore MP, Adrienne Reid, Paul Moore

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>Angela asked the Board to accept her apologies for any delays and for not picking up things as quickly as we should. She also thanked the Board members and Consultants for all the help and support.</p> <p>Lorraine has been unwell for a few weeks now and everyone wished her all the best and speedy recovery.</p> <p>Minutes from the last meeting were accepted as true record.</p> <p>Board members were reminded to return their Declarations of Interest as this is one of the requirements set in Terms of Reference.</p> <p>Outstanding actions from previous meetings:</p> <ol style="list-style-type: none"> 1) 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. (CBMDC) 2) Amar to make contact with Liz and Naz as part of stakeholder analysis (Amar/Liz/Naz) 3) ACTION – CBMDC / Chair to consider / to look for a suitable venue as the college is not available on Thursday evening. Offer from Cllr Corkindale to use their premises if meetings are moved to back to Thursdays (CBMDC) to follow up) 4) Update on Accelerated Funding to be brought to a future meeting -requested by Liz Barker (CBMDC) 		<p>CBMDC</p> <p>Amar/Liz/Naz</p> <p>CBMDC</p>	

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			CBMDC	
2	<p>Key learning from January Business Case submission</p> <p>Fayyaz presented key lessons learnt from January’s Business Case submission that will be applied going forward:</p> <ul style="list-style-type: none"> • Sponsors had limited understanding on Business Case Content and Towns Fund submission processes • Information on Stakeholder Engagement, Delivery timescales, Risk Register, Designs and Procurement arrangements had been a challenge for some projects • Clarity on achievable outputs and impact on Monitoring and Evaluation obligations and to establish robust Benefit-Cost Ratio • Importance of non-monetised and qualitative outputs and outcomes feeding through into Strategic Dimension • Consideration of the impact of a provisional funding allocation on the optioneering process. <p>Positives:</p> <ul style="list-style-type: none"> • Collaborative working with Sponsors through 1-2-1 • Additional support to Sponsors explaining the requirements • Small projects can be as impactful as larger projects albeit indirectly • Importance of linking benefits appraisal to the Theory of Change developed in the Strategic Dimension • Standardised text from Lorraine re Stakeholder Engagement/Communication section, Procurement and Approval processes has been very helpful 			
3	<p>Key Project Updates including Development Investment Fund</p> <p>Fayyaz also provided key updates as follows:</p> <p>Projects where Business case and summary documents have been submitted in January 2022 include:</p> <ul style="list-style-type: none"> • Keighley Creative Community Arts Hub • Women Employment Project • Keighley Art and Film Festival • Capital Assistance to Business Growth <p>Project where Business case and summary documents are due to be submitted in April 2022 /engagement with project sponsor is ongoing:</p> <ul style="list-style-type: none"> • Community Grant Scheme <p>Projects where Business case and summary documents are due to be submitted in June 2022 /engagement with project sponsors is</p>			

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	<p>ongoing:</p> <ul style="list-style-type: none"> • Town Centre and Infrastructure Improvements • Keighley Skills Hub • The Manufacturing, Engineering, Future Technologies Hub • Keighley Community Health and Wellbeing Centre (the business case and summary document for this scheme will be delivered by the Scheme Sponsor) <p>David Moss provided the following update on Keighley Community Health and Wellbeing Centre:</p> <ul style="list-style-type: none"> • having regular meetings and working with other stakeholders • have lots of interest and engagement • architects are doing some detailed work about floor occupancy • scheme is progressing well and we are on target for June deadline • finance workshop/ full scoping exercise to take place in March/April time <p>Queries from Board members seeking clarification on following:</p> <p>Can business cases be shared with the sponsors? (CBMDC to clarify)</p> <p>Who is leading on Community Grant Scheme from the council? (CBMDC to clarify)</p> <p>Development Investment Fund (DIF) update</p> <p>Richard updated the Board on DIF as follows:</p> <ul style="list-style-type: none"> • Full Business Case has been submitted to DLUHC (Department for Levelling Up, Housing and Communities) • DLUHC timetable suggests decision at beginning of March • Implementation Plan to establish processes etc for March • Draft project application form in place & guidance being written • Further discussions with representatives of the two pathfinder projects • Intention is to have project applications ready by beginning of March <p>Emerging themes</p> <ul style="list-style-type: none"> • <u>Site identification</u> – engagement with Sponsors is ongoing • <u>Planning Permission</u> – engagement is taking place between Sponsors and council’s planning team • <u>Monitoring and Evaluation requirements</u> – project Sponsors need to review the monitoring and evaluation elements of the business 		<p>CBMDC</p> <p>CBMDC</p>	

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	<p>case to ensure the items reflected are achievable and Sponsors need to highlight any aspects they are not comfortable with.</p> <ul style="list-style-type: none"> • <u>Stakeholder Engagement support</u> – update provide by Amar: <ul style="list-style-type: none"> ○ Main focus since the last meeting was on the website, this will be shared with Angela and Liz for initial comments (Amar/Angela/Liz) ○ Website is intended to be the 'home for engagement' ○ Once the website is up the focus will be on stakeholder meetings, engagement events and some 'pop up' events, ideally in the areas with good footfall –hopefully start taking place in early March. ○ Amar will be reaching out to people and equally, people are welcomed to reach out to Amar for individual conversations. (Amar/All) ○ Fayyaz to provide Amar with contact list for project Sponsors.(Fayyaz) • <u>Project billing/invoicing</u> – Project sponsors need to understand what are the requirements (what they need to provide) for money to be released. Angela is currently reviewing the funding agreement drafted by council's legal team – Angela to share once approved (Angela) • <u>Project management support</u> • <u>VAT & Procurement</u> - Angela said that this will be discussed further in the meeting with finance and procurement team in the next couple of weeks. Angela to provide update in the next Board meeting. • <u>Business Case fees</u> – Fayyaz said that this is being picked up separately with the council. 		<p>Amar/Angela/Liz</p> <p>Amar/All Fayyaz</p> <p>Angela</p> <p>Angela</p>	
4	<p>Key Project Requirements for Future Submissions</p> <ul style="list-style-type: none"> • Evidence/log of existing and future project specific stakeholder engagement activities • Designs/layouts describing the scope of the works • Optioneering Process • Baseline/Evidence data for Economic appraisal • Cost Breakdowns • Updated Risk Register (Formats will be provided) • Delivery timescales including programme • Procurement arrangements if not Council-led project • Governance arrangements at an individual project level <p>Fayyaz said that when we have submitted TIP we have also highlighted considering the effects of 'Covid 19 Recovery' and 'Net Zero' elements. This is very important especially for construction projects. Fayyaz suggested setting up two sub groups from this Board to look at both elements.</p>			

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	<ul style="list-style-type: none"> • Receive comments from the Board on 15th June 2022 • Issue Business Case and Summary documents to S151 officer on 21st June 2022 • Receive comments from S151 Officer by 27th June 2022 • Address any comments on 28th June 2022 • Final submission to the Department for Levelling Up, Housing and Communities on 30th June 2022 			
6	<p>AOB</p> <p>Angela to respond to Liz’s email and address the issues. (Angela)</p> <p>Nominations for Deputy Chair – to be put on Agenda for the next meeting. (CBMDC)</p> <p>Board current structure to be reviewed against the criteria in government’s guidance. (CBMDC)</p> <p>Judith noted that West Yorkshire Local Enterprise Partnership (LEP) preference is to be on the Board as advisory body not as voting member. Membership to be revised. (CBMDC)</p>		<p>Angela</p> <p>CBMDC</p> <p>CBMDC</p> <p>CBMDC</p>	

Date of the next meeting: 23rd February 2022, 5pm-7pm