

Keighley Town Deal Board Meeting Notes

29th July 2021, 5pm-7pm (via MS Teams)

Attendees: Steve Kelly, Robbie Moore MP, Cllr Alex Ross Shaw, Cllr Peter Corkindale, Mark Elders, Steve Seymour, Naz Kazmi, Elizabeth Barker, Georgina Webster, David Moore, Lorraine Wright, Alena Horvathova, Lily Hall, David Moss (Airedale NHS Foundation Trust), Chris Joyce, Soo Nevison, Judith Furlonger, Fayyaz Qadir (Atkins), Richard Bailey (Atkins)

Apologies: Ian Hayfield, Mark Wilkinson, Lorraine Coates, Adrienne Reid, Jason Longhurst,

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping - Apologies, Minutes, Actions, Declarations of Interest</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 Agenda</p> <p>Declarations of Interests recorded as follows:</p> <p>Naz Kazmi – Women Employment Project / Governor of Keighley College Steve Kelly – Keighley College Georgina Webster - voluntary trustee of Keighley Creative Peter Corkindale - Parish Councillor and linked to Project submissions for Keighley Cougars/ Good Shepherd Centre David Moss - Managing Director of Airedale NHS Foundation Trust Soo Nevison – Community Grant Scheme</p> <p>Lorraine advised that all 12 projects within the Community Grant Scheme had received a communication explaining the rationale / background to this particular project / theme. The communication also explained that we have up to 12 months to develop detailed business cases for each project / investment theme - Community Grant Scheme.</p>			
2	<p>Key Updates</p> <p>Approach to Business Case Development</p> <ul style="list-style-type: none"> • 12 months to develop business cases • Funds only received when Government approve business case • Capital payments of 5% of total Heads of Terms offer will be 			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>released once project confirmation documentation is received and MHCLG is satisfied</p> <ul style="list-style-type: none"> • Stage 2 FAQ published by TFDP <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> • CBMDC is the accountable body for all monies received • Town Deal Board serves as an advisory function to CBMDC • Board Members should adhere to the Seven Principles of Public Life (the Nolan Principles) • Board to champion Towns Fund and projects, and ensure in Phase 2, vision and objectives of TIP are maintained in project development • Any enquiries to be sent to TownsFundKeighley@bradford.gov.uk for a response <p>It was noted that Keighley received the highest investment offer in the West Yorkshire region and 5th highest offer in the country. The Board agreed this is great news for the town and a significant achievement.</p> <p>Forward Programme</p> <p>Per Heads of Terms, by end of August:</p> <ul style="list-style-type: none"> • Detail projects to be taken forward (capital/revenue split + financial profile) • Overall capital/revenue split + financial profile for the Town Deal • Plan for addressing key conditions relating to those projects <p>Robbie Moore MP enquired in relation to the Community Grant Scheme:</p> <ul style="list-style-type: none"> • Who will decide the eligibility criteria for the Grants? • Will more project ideas be invited for that project category? <p>Lorraine advised that in the communication to the 12 organizations forming the basis of the Community Grant Scheme, it was explained that developing the business case would include developing governance arrangements and eligibility criteria for this project. It was also explained that those organisations would be consulted / engaged in shaping that detail as part of the next phase. Richard from Atkins added that some eligibility criteria was referenced in the Town Investment Plan submission based on the workshop / working group session that was held prior to submission.</p> <p>The Board agreed that no further project ideas shall be invited into the Community Grant Scheme.</p>	Agreed		

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>It was clarified that there will only be one Business Case for the Community Grant Scheme which will be based on the content / scope of the project proposal from the project sponsor - there is no need for the project proposers to develop twelve individual business cases.</p> <p>In relation to business case development, 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.</p>			
3	<p>Heads of Terms – Apportionment of funds – (Board Recommendation)</p> <p>Slides were presented explaining the approach taken to apportionment of funds and the options for Board’s recommendation:</p> <ul style="list-style-type: none"> • 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 <p>Two options were presented to the Board and recommendation was made to the Board to endorse the Option 2 (below is the summary and rationale).</p> <p>Summary:</p> <ul style="list-style-type: none"> • Project A is reduced by £1m • The remaining £0.11m gap is equally divided between other projects • Projects C, H, I have been ring-fenced due to low value. <p>Rationale:</p> <ul style="list-style-type: none"> • Project A is large, is composed of various sub-projects and has various co-funding opportunities and scope for revenue generation / revolving. • Projects C, H and I are ring-fenced they are all under £1m in value and reduction in value would impact / reduce the outcomes. <p>After much discussion, the Board proposed to amend Option 2 with the following amendments:</p> <ul style="list-style-type: none"> • To ring-fence Project F (Community Grant Scheme); and • To reduce Project B (Town Centre and Infrastructure Improvements) by £0.11m. 			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>The rationale for these amendments:</p> <ul style="list-style-type: none"> • The Board recognised the importance of Project F (Community Grant Scheme) and its value to the local community and were keen to protect it from any reduction; and • Project B has greater scope to access potential other funding opportunities / match funding. <p>The Board voted with majority of voting Board members (6 to 3) endorsing Option 2 as amended:</p> <ul style="list-style-type: none"> • Project A is reduced by £1m • Project B (Town Centre and Infrastructure Improvements) is reduced by £0.11m • Projects C, H, I have been ring-fenced due to low value. • Project F is ring-fenced as exempt from reduction due to local importance. 	<p>Agreed Agreed Agreed Agreed</p>		
4	<p>Governance – Review / Update Terms of Reference</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"> • 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 • Will not be entitled to vote on the matter. <p>Updated ToR's to be circulated to the Board members for approval at the next meeting.</p>		BMDC	
5	<p>Board Membership – identifying any skills gaps / attracting new members</p> <p>For the next phases, we are keen to ensure:</p> <ul style="list-style-type: none"> • Board Members can put their skills and expertise to good use; • Have an opportunity to learn / develop new skills; and • we identify any skills gaps or areas of specialism / expertise required. 			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>engagement activity.</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 communications / press releases.</p> <p>Georgina emphasised local knowledge as crucial and use of creative ways to engage local communities as well as maximizing the opportunity local events offer for engagement such as the Keighley Arts Festival in October.</p>			
7	<p>Resources – staffing, consultants and capacity funds</p> <p>Staffing:</p> <ul style="list-style-type: none"> • Regeneration / Programme Manager Post about to go out to advert <p>Consultants:</p> <ul style="list-style-type: none"> • Working on paperwork to return by end of August (regarding the apportionment of funds) • Programme for business case development – prioritise projects that are ‘shovel-ready’ <p>Capacity Funds will be utilised to:</p> <ul style="list-style-type: none"> • Fund the business case development • Community engagement support 			
8	<p>Next Steps</p> <p>Discussion took place about the future meetings and it has been agreed that going forward the meetings will take place on 1st Thursday of the month but the next one to be scheduled on Thursday 9th of September.</p> <p>It was agreed that meetings will take place at Keighley College with an option for attendees to join remotely.</p> <p>Steve Kelly asked for papers to be sent out the week before the scheduled Board meetings.</p> <p>Fayyaz from Atkins said that they are now reviewing the TIP and identifying any gaps. He said that they will be contacting project proposers in due course.</p>		<p>BMDC</p> <p>Atkins</p>	

Date of the next meeting: 9th September 2021, 5pm-7pm