



## TODMORDEN TOWN DEAL BOARD MEETING

Thursday 11<sup>th</sup> November 2021

Zoom Meeting

### MINUTES

**Present:** Pam Warhurst (Chair), Councillor Silvia Dacre, Councillor Susan Press, Mary Carrigan, Tony Lawson, Stephen Curry, Tim Benjamin, James Duffy.

**CMBC Officers:** Shelagh O’Neill, Kate McNicholas, Mark Dowson, Sarah Richardson, Nathan Canavan, Sandra Robertshaw (Minutes).

**In Attendance:** Marc Watterson (ARUP), Claire Hazelgrove (FutureGov), Anthony Everitt (ADE Regeneration), Jess Thomson (Turner & Townsend), Councillor Jane Scullion (CMBC Cabinet).

**Apologies:** Karen Houghton, Barbara Jones, Andrew Kim, Frankie Mullen, Denis Skelton, Craig Whittaker MP

		<b>ACTION</b>
<b>1.</b>	<b>Welcome and Apologies</b>	
	Agreed today’s meeting was quorate.  Noted that two Board Members recently applied for the role as Chair. Following a meeting earlier this week, PW has been voted in, and was welcomed to the meeting in the role of Chair.	
<b>2.</b>	<b>Declaration of Interests</b>	
	None identified.	
<b>3.</b>	<b>Minutes of Last Meeting</b>	
	Not available for this meeting, will be circulated to the Board via email outside this meeting and will be approved at the next Board Meeting.	<b>KH</b>

		<b>ACTION</b>
<b>4.</b>	<p><b>Assurance Framework</b></p> <p>Anthony Everitt welcomed to the meeting. AE had given a thorough presentation previously, but one or two points needed to be teased out, due to the nature of this particular deal. It is different to a lot of other Town Deals, which involve major schemes from anchor institutions who have the necessary resources to manage the project. In Todmorden 50% of projects will be led by Calderdale Council and 50% led by community organisations, and so we need to consider how best we support this.</p> <p>AE explained that the report has been seen by Legal Services and Finance Officers for Calderdale Council, the draft version available is in line with the Accountable Body's expectations and we have been informed they are happy with the content.</p> <p>Two things in the detail that change versus the presentation given previously. Firstly, certainty was needed around payment before grant of expenditure, this has been updated. Secondly, discussion also around reporting timescales, during the delivery phase of the projects there will be monthly monitoring reports, and once delivered we then move to measuring impact and these can be produced quarterly.</p> <p>The Chair opened the discussion to Board Members for any questions and the following were noted:</p> <ul style="list-style-type: none"> <li>• When the Finance Officer responded to a query about whether he had been able to approve the Assurance Framework he had raised two points with KH, has she been able to satisfy these questions about payment of the grant and who would be paying invoices? Do we know if this has been dealt with? KMcN confirmed she would pick this up through the new resourcing protocol. Cllr Scullion asked for written confirmation that the queries have been dealt with. SON confirmed this will be included as part of the wrap around support.</li> <li>• The issue of support for smaller organisations was raised and a query about using some of the 5% funding? The 5% is forward funding is to develop the business case, so it is up to the projects regarding the external support it needs to develop the business case. Simple request for forward funds for each project to be approved by this Board. Once the assurance framework has been approved and funds release to the Accountable Body, it is up to the Board and Project Sponsors. In terms of resourcing the project this needs to be included in the business case.</li> <li>• How will the payment of grant to the Town Board work, we need clarification as to who would be paying invoices on each of the projects? Project Sponsors should pay invoices related to projects, how they procure those services needs to be approved at business case stage. Money for the project gets paid once the grant contract is signed and paid in advance, so shouldn't be an issue.</li> </ul> <p>SON confirmed lack of certainty around the Governance Structures as we don't have the support requirements clear yet. The principles are understood and accepted. All agreed Chair to take this forward by email exchange to the Board.</p> <p>The Chair confirmed that she expects within a week to have an email exchange to approve the Assurance Framework.</p>	<p><b>KMcN</b></p> <p><b>PW</b></p> <p><b>PW</b></p>

		<b>ACTION</b>
<b>5.</b>	<b>Future Governance and Community Engagement</b>	
	<p>Claire Hazelgrove welcomed to the meeting and presented about long-term stakeholder engagement strategies. See attached slides.</p> <p>The importance of engaging with young people was flagged, as well as other groups including small manufacturing, the different geographical communities of the area, and Black and Minority Ethnic communities.</p> <p>PW agreed a lot has been done, and suggested, SC agrees, to have a one-off extended Comms Meeting for all Board Members to join, to discuss some of the issues and explore possible solutions.</p> <p>SC updated on the two forums held, first face to face had 65 residents attended, was very successful, questions were positive. Zoom Meeting attracted 54 residents, lots of questions some of which were challenging. As a result of the forums, Primary Schools Cluster Head has asked for a meeting with the Board, and both Todmorden Together and CROWS (Community Rights of Way Service) want to work with the Board. It was felt that broadly residents understand the decisions made. SC thanked NC for his assistance with the forum events.</p> <p>The Chair thanked SC and the Comms Team for their work in organising the events and confirmed there has also been some interest in Board membership as well. PW suggested that board membership might be a useful topic for the next Board meeting.</p>	<p><b>PW / SC</b></p> <p><b>PW</b></p>
<b>6.</b>	<b>Programme Manager Report and Department of Levelling Up Submission</b>	
	<p>KMcN presented the highlights of the report, which covered this autumn, allocation of the Towns Funding, and the work of Turner &amp; Townsend in guiding the Board through the prioritisation exercise. Revised funding has been submitted, also been working on the assurance framework and the engagement events as above.</p> <p>When the Offer Letter is received, then we are moving into a different phase to work up the business cases which will be the key next step. Will pick up mitigation for the red risk, reflecting KH's move to the North West.</p> <p>In terms of some of the proposals we have in place for the short-term support/resource issue, see agenda item below, which will also need to reflect the risk identified of the mix of projects and specific support needs for them.</p> <p>The Chair requested an update on the proposed support arrangements for the Board at the next meeting.</p>	<b>MD</b>
<b>7.</b>	<b>Future Resourcing, Programme Management</b>	
	<p>KMcN gave a brief presentation regarding support and resources to realise the vision that the Board are focused on. Interim measures were identified along with a plan for ongoing support into 2022.</p>	

		<b>ACTION</b>
	<p>The Chair asked for views on the interim arrangements and queried whether it was possible to use funding to buy in some support, could we fund and devise the JD with the Accountable Body and have input? KMcN confirmed it would be worth a conversation about support for the group locally through the interim phase.</p> <p>The resourcing plans shared indicated that there was more support being provided than KH had previously available. Mark Dowson will focus specifically on Todmorden Town Deal, as well as his other work. In the meantime, KMcN confirmed that discussions will be held with Turner &amp; Townsend with around ongoing and future support.</p> <p>Agreed there was a need to be cautious, would hope we don't have to make any snap decisions, discussions will be had by Chair and others. Concern about employing consultants and costs that may be incurred. Need to be cautious and think it through. JT confirmed that Turner &amp; Townsend have been engaged with Calderdale through professional services framework and will be using pre-agreed rates for the work.</p> <p>Noted that there was £97,550 funding left.</p> <p>SON reassured Cllr Press and the Board that we will be using a mixed economy internal resource. Need to agree the specification of work and services to be commissioned through T&amp;T. Bring skills and experience that is much more cost effective to procure in this way and reiterated the future support plans.</p> <p>Point raised whether, in the long term, it was going to be enough to recruit an equivalent replacement for KH on the same role profile, it was felt that the spread of towns and projects was too much. The Todmorden Plan is quite complex and demanding and difficult for one person to deal with. Needs to be looked at with fresh eyes, with the experience of KH and what did and didn't work.</p> <p>Noted that more resources will be available, which is good. However, the structure isn't clear. External consultants have their benefits.</p> <p>Will the role be recruited to internally? If looking at KH's role and specification, the whole recruitment process is quite lengthy. Do we have enough time in place to appoint somebody of the right calibre and what job evaluation will be done to offer at the right level? KMcN confirmed it is important to note the difficulties around recruitment, certainly from a Project Manager perspective, but also the roles we are talking about here. Expect the role to be advertised internally and externally to get as much chance as possible to get the right candidate, although need to check protocols with sequencing. SON confirmed the need to follow the Council's corporate process in being fair and transparent. Could go internal and external at the same time. Interim solution is in response to KH's imminent departure.</p> <p>The Chair thanked KMcN for her presentation, will be closely monitoring the timeline given and felt that a small group of Board Members should meet to discuss requirements. Need to have confidence that the Board is being resourced properly through the Accountable Body but also complying with other criteria.</p> <p>Point raised about having KH's thoughts on recruiting to her role and queried whether she could be included in any conversations around her successor? The Chair confirmed that KH has stated that she does not wish to participate.</p>	<p><b>PW</b></p>

		<b>ACTION</b>
	SON confirmed that KH has been working closely with colleagues and she has been feeding into the solution and colleagues have been able to capture learning from her experience, so trying to bring this on board and doing as much as we can to absorb as much from KH as possible.	
<b>8.</b>	<b>Any Other Business</b>	
	<p>MW welcomed to the meeting and gave a presentation on the key stages in the funding application process. See slides attached for further detail.</p> <p>Want to ensure the TIP is delivered but also want to gain additional funding whenever we can. In order to attract more funding, Todmorden needs to be shown as an attractive option for investment. Communicate to town networks about what a great town it is, make sure there is a strategy in place for dealing with negative press, very easy for social media to get out of control. Get match funding in place first.</p> <p>SC asked about forward investment, two strands, one is match funding – sponsors or accountable body, who holds the funding? MW confirmed for the TIP everything goes through the Accountable Body, Boards don't hold the necessary financial standing to lawfully run a Government Scheme. Depends on the nature of the person doing the investment and the investment itself. Anomaly in the presentation about percentage of money we may get upfront, clarified it was 5%.</p> <p>Question raised whether any of the other Town Funds are using public subscription matches in terms of crowd funding, has this been a thing or not? MW will look into this and come back to confirm.</p> <p>SON picked up the point about crowd funding and additional funds, it depends on individual projects, the danger for crowd funding for capital schemes, won't let the contract out until funds are in place. It will become clear where we can bring types of funds coming in that is complementary to Todmorden's ambition. Depends if part of TIP or part of a project.</p> <p>TIP funding is a five-year deal, so needs to be run in the way it is set up now, oversight of Board and Accountable Body responsible for project spend.</p>	<b>MW</b>
<b>9.</b>	<b>Date of Next Meeting</b>	
	<p>Future meeting dates to be confirmed and circulated.</p> <p>The Chair conveyed, on behalf of the Board, thanks to KH who has gone the extra mile to support the Board and she has been a great officer to work with. The Board all extended their thanks to her for her hard work and wished her all the best for the future.</p>	<b>PW / MD</b>