## **C:\Users\EDPLRS\Desktop\HBC-Logo-CMYK_1_.jpgTown Deal Board**

## **Friday 30th July 2021**

## **2pm**

**Online- Microsoft Teams**

**PRESENT:** Alby Pattison, AP Services (North East) Limited (Chair) (AB)

 Beverley Bearne, Hartlepool Borough Council (BB)

 Cllr Shane Moore, Hartlepool Borough Council (SM)

 Cllr Mike Young, Hartlepool Borough Council (MY)

 Cllr Paddy Brown, Hartlepool Borough Council (PB)

 Darren Hankey, Hartlepool College of Further Education (DH)

 Denise McGuckin, Hartlepool Borough Council (DMc)

 Kirsty Swanson, Hartlepool Borough Council (KS)

 Marc Watterson, Town Deal Partner (MW)

 Martin Raby, Northern School of Art (MR)

 Maxine Craig, Love Hartlepool (MC)

 Paul Taylor, Hartlepool Borough Council (PT)

 Rachel Anderson, NECC (RA)

 Reshma Begum, Federation of Small Businesses (RB)

 Roslyn Adamson, National Museum of the Royal Navy (RA)

 Tom Farmer, BEIS (TF)

​Copy of paperwork to Marie Kiddle, Homes England for information

| **NO** | **DETAIL** | **ACTION** |
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| **1.** | **WELCOME** The Deputy Chair opened the meeting and welcomed Paul Taylor, recently appointed as Strategic Development and Sustainability Manager at HBC, and lead officer for Town Deal. The Chair has expressed thanks on behalf of the Board to Rob Smith for all the work to secure Town Deal funding and develop the programme to date, and send good wishes in his new role with Redcar & Cleveland Borough Council. |  |
| **2.** | **APOLOGIES FOR ABSENCE**Alison Fellows, Tees Valley Combined Authority Craig Dohring, Hartlepool Power Station Gary Wright, North Tees and Hartlepool NHS Foundation Trust Jill Mortimer, Hartlepool MPJulie Gillon, North Tees and Hartlepool NHS Foundation TrustMarie Kiddle, Homes EnglandMark Hughes,  |  |
| **3.** | **DECLARATIONS OF INTEREST**Darren Hankey recorded an interest in the Health and Care Centre of Excellence and Tees Valley Civil Engineering Academy.**REGISTER OF INTEREST ANNUAL REVIEW**PT to circulate along with privacy notice. Board to complete.  | **PT/All** |
| **4.** | **MINUTES OF THE PREVIOUS MEETING – 11th June 2021** Noted and actions updated.  |  |
| **5.** | **Annex A: Project Confirmation Table** The Board agreed to the proposed project confirmations for the 5 Towns Fund projects. This information will now be submitted to MHCLG, and if approved detailed business cases will be developed, based on the business readiness work already underway. MR raised concerns regarding the risks associated with costs and the budget allocations. PT and BB highlighted that detailed work on costs will be undertaken at business case stage. The Board noted the concern and agreed that these concerns will be picked up when developing the outline and full business cases.  | **PT to submit Annexe A to MHCLG** |
| **6.** | **BUSINESS CASE READINESS REVIEW**PT described the business case readiness work developed to date by Jacobs. Full business cases are required to be developed and submitted for each of the 5 projects within 12 months from accepting the Heads of Terms. Significant amount of work completed for readiness review to date, and this is to continue. Detailed timeline to be provided to next board meeting.  |  |
| **7.** | **FUTURE STRUCTURE OF THE BOARD**Chair presented the flowchart to look at the flow of information from the Board, through project plans and the communication and engagement sub group, and discussions were held on strengthening the relationship between the partners, VCSE, HBC and project teams. The proposal is to have two Board members assigned to each of the five projects.Expressions of interest from Board members to reside on project groups are to be sent to Alby Pattison and Paul Taylor, and will be agreed at the next Board meeting.  | **All** |
| **8.** | **COMMUNICATIONS AND ENGAGEMENT** MC presented a Communications and Engagement paper on work to date* Sub Group Recommendations

Recommendations agreed in principle. Noted that there is £55k remaining in the development budget that could be used to support the work. Exact role of Engagement Practitioner to be established and agreed. VCS involvement discussed. AP to discuss involvement at all Chairs meeting. * Branding – to be circulated.
* Content of next Town Deal video and project video’s – to be circulated.
* Engagement Platform – link circulated to board.
 | **AP****PT** |
| **9.** | **PROGRAMME REPORTING DASHBOARD**PT presented the Dashboard template, developed by the Town Deal partner, and proposed its use as the monthly oversight of the programme, Early sight of dashboard noted. PT to populate and provide at each Board | **PT** |
| **10.** | **STAGE 2 FREQUENTED ASKED QUESTIONS**MHCLG Reference document circulated for to board and noted.  |  |
| **11.** | **POLICY UPDATE** “Build Back Better High Streets” and “A High Street Revolution” documents both noted by the Board for information. ‘Power to Change’ – MY highlighted that organisation already have a successful project delivered from The Annexe and maybe a good contact for PT.  | **PT to follow up** |
| **13.** | **ANY OTHER BUSINESS*****Profiles for Website***Most Board members have provided ‘pen pic bios’ for the website, PT to contact remaining Board members to build full profile for site.  | **PT** |
| **12.** | **DATE AND TIME OF NEXT MEETING** Friday 10th September at 9am via Teams |  |

**ACTIONS**

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| **MEETING DATE** | **ITEM NO** | **ACTION** | **RESP OFF** | **DEADLINE** |
| 30 July 2021 | 3 | **Declarations of Interest**All Board Members to complete Register of Interest form and return to PT | All | August 2021 |
| 5 | **Annexe A**Annexe A to be submitted to MHCLG | PT | August 2021 |
| 7 | **Board Structure**Board Member requests to join a Project Group to be submitted to Chair and PT | All | August 2021 |
| 8 | **Communications and Engagement**Chair to discuss VCS engagement and structure at All Chair meeting, PT to propose VCS involvement optionsBranding and media to be progressed | AP / PTPT / MC | August 2021August 2021 |
| 9  | **Dashboard**Dashboard to now be populated monthly and presented to each Board | PT | September 2021 |
| 12 | **Board profiles**All Board members to ensure profiles are submitted to PT for website | All | August 2021 |
| 11th June 2021 | 6 | **TIMESCALES AND NEXT STEPS**DMc to work with the Councils Economic Growth Team to develop a plan to facilitate local business involvement in the Towns Fund procurement.Establish a Voluntary Sector Sub Group. | DMc / PTPT | July 2021August 2021 |

**COMPLETED ACTIONS**

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| **MEETING DATE** | **ITEM NO** | **ACTION** | **RESP OFF** | **DEADLINE** |
|  | 4 | **MINUTES OF THE PREVIOUS MEETING – 21st January 2021**Suggested amendments to the Terms of Reference to be sent to RS in advance of the next Board meeting. | ALL | July 2021 |
| 11th June 2021 | 5 | **HEADS OF TERMS**TF to provide written feedback on the assessment of the Hartlepool Town Investment Plan.  | TF | July 2021 |
|  | 6 | **TIMESCALES AND NEXT STEPS**RS to arrange a meeting of the Engagement and Communication Sub Group in advance of the next meeting.Review the Membership of the Board | RSAP | June 2021July 2021 |
|  | 7 | **ANY OTHER BUSINESS**ACTION- RS to circulate the Town Deal video following the meeting.DMc to speak to the Council’s Communications and Marketing Team about developing input from the Board in the initial videos.  | RSDMc | June 2021July 2021 |

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| **MEETING DATE** | **ITEM NO** | **ACTION** | **RESP OFF** | **DEADLINE** |
|  | 6 | **BUSINESS CASE GUIDANCE**RS to review the funding announced through previous rounds of the Towns Fund and High Street Fund and report back to the next board meeting. | RS | March 2021 |
| 21st January 2021 | 7 | **SUMMARY OF ENGAGEMENT**RA indicated that the National Museum of the Royal Navy are looking to invest within the area and will take on board the comments. DMc will review how the Council can respond to the issues raised. RS to circulate the summary of responses to the Board. DMc will consider how the Council can respond to some of the wider issues raised by the consultation results. RS and DMc to produce a summary response that can be shared on the website responding to the comments for each of the projects and how the Council will respond to the wider issues raised.Stakeholder strategy to be circulated to the Board. | RA/DmcRSDMcRS/DMcRS | March 2021February 2021March 2021March 2021February 2021 |
|  | 9 | **APPROVAL OF TOWN INVESTMENT PLAN**RS to circulate final submission to the group for information. | RS | February 2021 |
|  | 11 | **ANY OTHER BUSINESS**Terms of Reference to be updated on the website to reflect the new members of the Board and changes to Council structure. The Town Deal Board website will be updated. | RS/AP | February 2021 |
|  | 12 | **DATE AND TIME OF NEXT MEETING** Board Member’s to be kept up to date by correspondence in advance of the next board meeting. | RS | March 2021 |

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| **MEETING DATE** | **ITEM NO** | **ACTION** | **RESP OFF** | **DEADLINE** |
| 24th November 2020 | 4 | **MINUTES OF THE PREVIOUS MEETING – 27th OCTOBER 2020** Minutes to be amended to reflect concerns expressed by MR. Minutes to be updated and recirculated. | RS | January 2021 |
| 5 | **PROJECT PRIORITISATION OUTCOME**Written response is sent to MR addressing the concern with the Health and Care Centre of Excellence project. | RS | January 2021 |
| 6 | **PUBLIC ENGAGEMENT EXERCISE**Board members were requested to provide feedback from the first round of engagement.Board Members were requested to publicise the engagement through their networks.The Board were requested to feedback any activities that they would like to see included within engagement process (now or in the future) or any Stakeholders that can be consulted within the ongoing activity. | AllAllAll | January 2021January 2021January 2021 |
| 7 | **RESULTS OF INFORMAL CHECK AND CHALLENGE WITH TOWN DEAL PARTNER**RS to contact arm’s length bodies and feed any comments back to the Board. AP will continue to feedback the discussions from the Town Deal Board Chairs Forum.All presentations from today’s Board meeting to be shared with the minutes. The next draft of the TIP will be circulated by email after the 4th December. AP welcomed comments on the next draft and stated that views would be very much valued from the board. | RSAPRSAll | January 2021January 2021January 2021January 2021 |
| 8 | **TIMESCALES AND NEXT STEPS**Rachel Anderson to join engagement sub group. RS to circulate timetable and identify when input will be required from the Board. | RARS | January 2021January 2021 |
| 9 | **ANY OTHER BUSINESS**An action tracker is being developed for the board which will be circulated in advance of the next meeting | KS/RS | January 2021 |
|  | 10 | **DATE AND TIME OF NEXT MEETING** TBC January 2021. Board Members to be kept up to date by correspondence in advance of the next board meeting. | AP/RSAP/RS | January 2021January 2021 |