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

## **Friday 22nd October 2021**

## **2pm**

**Online- Microsoft Teams**

**PRESENT:** Darren Hankey, Hartlepool College of Further Education (DH) (Chair)

 Beverley Bearne, Hartlepool Borough Council (BB)

 Cllr Shane Moore, Hartlepool Borough Council (SM)

 Marc Watterson, Town Deal Partner (MW)

 Martin Raby, Northern School of Art (MR)

 Maxine Craig, Love Hartlepool (MC)

 Tom Farmer, BEIS (TF)

 Adam Suleiman, BEIS (AS)

 Mark Rycraft, Middleton Grange (MR)

 Beth Watt, HBC / Jacobs (BW)

 Gary Wright, NHS (GW)

 Toni Rhodes, Hartlepool 6th Form College (TR)

 Elizabeth Hutchinson, Tees Valley Combined Authority (TVCA)

 Alison Shepherd, Office of the MP (ASh)

 Paul Taylor, Hartlepool Borough Council (PT)

| **NO** | **DETAIL** | **ACTION** |
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| **1.** | **WELCOME** The Chair (DH) opened the meeting and welcomed Beth Watt, recently appointed on secondment as Town Deal Project Manager at HBC, and Toni Rhodes the Principal of Hartlepool 6th Form College to their first Board meetings.The Chair informed Members that unfortunately due to technical issues Alby Pattison was unable to join and chair the meeting. |  |
| **2.** | **APOLOGIES FOR ABSENCE**Denise McGuckin – HBC Rachel Anderson – NECCJulie Gillon – NHSReshma Begum – FSBMarie Kiddell – Homes EnglandAlison Fellows – TVCARos Adamson – NMRNAlby Pattison – Chair |  |
| **3.** | **DECLARATIONS OF INTEREST AND ANNUAL REVIEW**Darren Hankey recorded an interest in the Health and Care Centre of Excellence and Tees Valley Civil Engineering Academy.Gary Wright recorded an interest in the Health and Care Centre of ExcellenceMark Rycraft recorded an interest in the Middleton Grange ProjectPT thanked members for returning the Code of Conduct and Register of Interest signed forms and confirmed to the Chair that the annual review was now complete. |  |
| **4.** | **MINUTES OF THE PREVIOUS MEETING – 30th July 2021** Recorded as an accurate record. PT confirmed that the document submissions were made to MHCLG in line with guidance, the Comms and engagement report has been circulated for discussion under a later item, and HBC has secured some administration support to the core team to assist with websites and circulation of material.Noted and actions updated.  |  |
| **5.** | **GENERAL PROGRAMME UPDATE** PT informed members the detailed update on current status of the programme and next steps would be given under item 6 and assure Board Members that a significant amount of work has been taking place in the background to get us underway into the key second stage of developing the project business cases in recent months. The key milestones have included:- The submission of the Annexe A Project Confirmation Table as agreed at last board- Submission of the revised financial profile, reflecting the anticipated phasing of Business Case completion- Developed and issued the brief for business case preparation, now secured- Secondment now in place to Project Manage the next phase- Secured administration support to work on website and the support structures etc.- Communications and engagement work underway- Significant work around the development of the evidence base to support the economic, financial, commercial and management cases for all 5 projects, that will feed into the project management groups as they move forward |  |
| **6.** | **BUSINESS CASE STAGE**PT delivered a presentation outlining the Project Management Plan for the delivery of Stage 2 and the development of the Business Cases for the 5 projects including the outline schedule, project lifecycle stages, the detail and evidence required over the coming months, and the role of the Project Management Groups. The presentation slides are attached to the minutes. MR raised the issue of the importance of sensitivity of communications around the projects, and PT / BW agreed to meet MR and colleagues to understand requirements going forward. GR requested further clarity on the timetable of the next stages. PT will request the updated schedules for each project and circulate, with the schedules to be critical to the work of the Project Management Groups.  | **PT / BW to progress****PT to circulate schedules** |
| **7.** | **INDIVIDUAL PROJECT GROUPS MEMBERSHIP** PT thanked those members who had responded to requests to support the individual project management groups and oversee the development of the business cases. PT highlighted to the Chair DH of the nominations that had come forward, and the Chair encouraged members present to support the process. As a result, through the Chair, the following membership of the Project Management Groups was agreed.Wesley ChapelDenise McGuckin (HBC)Alby PattisonMiddleton GrangeReshma Begum (FSB)Rachel Anderson (Chamber of Commerce)Shane Moore (HBC)Mark Rycraft (Middleton Grange)Janice Auton (co-opted)Health and Care AcademyGary Wright (NHS)Darren Hankey (Hartlepool College)Toni Rhodes (Hartlepool 6th form)Civil Engineering AcademyCraig Dohring (EDF)Darren Hankey (Hartlepool College)Waterfront ConnectivityReshma Begum (FSB)Ros Adamson (NMRN)Shane Moore (HBC)PT requested support from at least one Board Member to assist in the development of the programme risk management process. MR requested some more detail on the role and PT confirmed that it was likely to not exceed one hour a month to act as ‘critical friend’ on the risk register and report to Board. MR agreed to support and asked other Board Members to consider being a second risk champion.Beth Watt will shortly send formal invites to all members and details on the meeting schedules for each of the 5 projects.  | **BW to develop Risk Register****BW to establish groups** |
| **8.** | **COMMUNICATIONS AND ENGAGEMENT** PT circulated the report kindly prepared by Maxine Craig and it was offered up for discussion. MC asked if there had been any progress on the financial support for the Engagement Practitioner as this was key to progressing. PT would chase up and progress.  | **PT to progress practitioner support** |
| **9.** | **PROGRAMME REPORTING DASHBOARD**PT presented the latest Dashboard as the monthly oversight of the programme and a reminder that PT will populate and provide at each Board. The Dashboard will be more valuable as the business case stage develops. | **PT** |
| **10.** | **POLICY UPDATE** AS reminded Board Members that the formal reporting protocol would be postponed until the new year and there were no requirements by the end of October as previously described. Towns would be provided with updated reporting requirements in due course.  | **PT to follow up** |
| **13.** | **ANY OTHER BUSINESS**MR raised the issue of timescales and risks with some of the projects and that these would be challenging in the weeks and months ahead. This was noted and will form part of risk management process. MR suggested that the Board use more dynamic communication tools available, such as Teams channels and Planner, to speed up communication, sharing of info and progressing of work. BW to arrange a meet to progress and set up | **PT****BW** |
| **12.** | **DATE AND TIME OF NEXT MEETING** Following a request from the Chair and some members, the next meeting is proposed to be in person.Friday 3rd December at 11am with the venue to be confirmed  |  |