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

## **Friday 25th February 2022**

## **9am**

**Online- Microsoft Teams**

**PRESENT:**

|  |  |
| --- | --- |
| Name | Organisation / Representing |
| Darren Hankey (DH) | Hartlepool College of Further Education |
| Mark Rycraft (MRy) | Middleton Grange |
| Beverley Bearne (BB) | Hartlepool Borough Council |
| Denise McGuckin | Hartlepool Borough Council |
| Rachel Anderson (RA) | North East Chamber of Commerce |
| Martin Raby (MRa) | Northern School of Art |
| Maxine Craig (MC) | Love Hartlepool |
| Cllr Cameron Stockell (CS) | Hartlepool Borough Council |
| Reshma Begum (RB) | Federation of Small Business |
| Gary Wright (GWr) | NHS |
| Cllr Shane Moore (SM) | Hartlepool Borough Council |
| Tom Farmer (TF) | Dept. for Business Energy & Industrial Strategy |
| Paul Taylor (PT) | Hartlepool Borough Council |
| Beth Watt (BW) | Hartlepool Borough Council |
| Alison Shepard (AS) | Office of the MP |
| George Wade (GWa) | Jacobs |
| Priscila Mauro (PM) | Jacobs |
| Gary Wilson (GWi) | Jacobs |

| **NO** | **DETAIL** | **ACTION** |
| --- | --- | --- |
| **1.** | **WELCOME**  The Chair (DH) opened the meeting and welcomed everyone, thanking members for their commitment of time. |  |
| **2.** | **APOLOGIES FOR ABSENCE**  Alby Pattison (AP) - Chair  Alison Fellows – TVCA (deputised to AS)  Craig Dohring (CD) - EDF Energy  Toni Rhodes (TR) - Hartlepool 6th Form College  Ros Adamson (RA) - National Museum of the Royal Navy |  |
| **3.** | **DECLARATIONS OF INTEREST AND ANNUAL REVIEW**  There were no Declarations of Interest not already recorded at previous Board meetings |  |
| **4.** | **MINUTES OF THE PREVIOUS MEETING – 14th January 2022**  MC highlighted that the last sentence under item 12 was not accurate and requested it to be deleted. PT agreed to remove the last sentence.  Minutes were then agreed as accurate.    PT informed the Board that he had written to Marc Watterson on behalf of the Chair to thank him and Arup for their support as Town Deal partner. All action items under the previous minutes were covered under specific agenda items later in the meeting, including Project timetable, risk registers, and communication and engagement. | **PT** |
| **5.** | **CDEL DRAWDOWN REPORT**  **5a - Health and Social Care Skills Academy request**  GWr presented a request to support/obtain accurate detailed design for the project, and to ensure timely and accurate appointment of a contractor using the public sector framework to procure. GWr advised the works will likely take 12 weeks. Refer to the funding request form for more information.  **BOARD DECISION - APPROVED**  The presentation of this funding request initiated several queries from the Board around the broader CDEL funding activity:  MRa asked for clarity that the Board was happy that the funding amounts being requested are more than 5% of the overall anticipated project cost, and highlighted that request 5a would take approximately 12 weeks to complete, taking to 20th May, i.e. does this align to the schedule for submission? MRa agreed that this work would improve cost certainty, and highlighted that previously it was discussed that the waterfront was a ‘buffer’ for any increase in project costs. MRa asked if the Board is happy that not all projects can be delivered for £25m.  PT confirmed that the 5% funding forms part of the overall £25m funding envelope and does not necessarily have to relate to 5% of individual project costs. PT confirmed the CDEL funded activities would give greater clarity on overall programme costs, and that they would allow for a condensed schedule for completion. PT declared his support of GWr’s funding request.  MRa asked if projects scale-able if not all can be achievable within £25m funding envelope.  DMG confirmed that the use of the CDEL funding will provide clearer understanding of all project costs before it is decided which, if any, projects are to be reconsidered. This CDEL funding allows for accuracy and allows us to plan.  PT highlighted the importance of CDEL funding to provide cost certainty. PT confirmed that discussion with BEIS (TF) have been held regarding inflation and that cost control appears to be an issue throughout all Town Deal programmes.  GWr detailed that the biggest risk is that the project doesn’t go ahead given that there is no clawback from HBC with CDEL funding. GWr is confident that the sustainability of project is sound, and confident project going ahead.  MC confirmed support for the requests and stated no issue with any CDEL requests. MC queried if the Board was in a position to approve the CDEL requests, given legal and procurement advice had not yet been provided.  PT confirmed that the Board can approve the CDEL funding request in principle, ahead of HBC receiving legal and procurement advice, and formal S151 approval. PT confirmed the HBC is the accountable body and the legal advice relates to subsidy control (previously named State Aid) and thus HBC need assurance for their own governance structure.  DMG confirmed that HBC are prepared to take the legal risk for 1 week.  **5b - Civil Engineering Skills Academy**  DH presented a request to support/obtain accurate investigation and design for the project. DH provided the Board with an overview of the project and confirmed that a procurement meeting is taking place next week between Seymours, Jacobs, and HBC to conclude the Commercial Business Case. DH informed the Board that this funding would reduce the overall risk of the project.  **BOARD DECISION - APPROVED**  **5c - Middleton Grange**  PT presented request to support/obtain surveys/investigations to aid accurate cost and design of the project. HBC engineering team have been asked to undertake the survey work where possible to reduce cost.  DMG declared an interest as HBC are bidding for work.  **BOARD DECISION - APPROVED**  PT thanked everyone for their support and confirmed that the CDEL funding request papers are now to be passed to S151 officer for approval. PT will then liaise with project leads to ensure funding is released as quickly as possible.  BW shared a funding update and confirmed that external legal advice has been sought by HBC with regard to subsidy control. HBC should be in a better place to advise within 2 weeks.  PT will host calls with project leads w/c 28th February to confirm next steps, including release of funding.  BB noted that a larger piece of with around procurement is being undertaken within HBC. | **PT** |
| **6.** | **PROGRAMME UPDATE AND REPORTING DASHBOARD**  PT provided a brief programme update and presented the latest Dashboard slides, which will be circulated after the meeting. A significant amount of work continues to take place in this key second stage of developing the project business cases, and Board members and wider stakeholders were thanked for providing a lot of information, data, time, and support often to tight timescales.  The main Dashboard updates were as follows:   * The programme remains on timetable * Both academy projects are at RIBA Stage 1 with reports circulated to the project teams for comments. * Middleton + Waterfront - preferred options for these projects were chosen within 2 project group workshops and continue to be developed by Jacobs * Assurance - MOU now signed with TVCA ahead of business case submission * Cost plans being worked on * Wesley project - a positive project group had taken place, with greater clarity on costs provided * CEDL funding requests have been received and all have now been approved by the Board * A discussion regarding cost control and inflation has taken place with BEIS and PT will update the Board with any relevant information once obtained. * Comms and engagement work has progressed and will be discussed under item 12. * Town fund partner support with Arup has been extended until July 2022 in light of positive feedback   MRa thanked the team for sending the documents to the Board ahead of meeting, thanked the team for the work so far and wished the team good luck in delivering the complex programme.  MC asked that, for accuracy, the RAG rating of the engagement plan on slide 4 is amended to orange from green. PT will revise RAG rating as requested. | **PT**  **PT** |
| **7.** | **PROJECT UPDATE - MIDDLETON**  GWa shared the progress of the project, including that the preferred option for development had been chosen and is being progressed within the Business Case. The RIBA Stage 1 report has been circulated to the project group for comments. A few issues remain but are being developed and better understood. A call is scheduled following this Board meeting between HBC, Jacobs, MRy and Mars.  MRy confirmed that he is engaging a building consultant to better understand that queries asked by Jacobs. MRy to keep HBC updated with any progress.  MC suggested that public engagement on the project is now urgent. | **MRy** |
| **8.** | **PROJECT UPDATE - WATERFRONT**  PM shared the progress of the project, including the RIBA Stage 1 report has been circulated to the project group for comments. PM advised that the project is taking a wayfinding and linking theme.  MRa remarked that connectivity is valuable to the wider town, and he fully supports this project.  BB confirmed that the aesthetics of the leisure centre should be considered when developing the project. |  |
| **9.** | **PROJECT UPDATE - HEALTH AND SOCIAL CARE SKILLS ACADEMY**  GWr presented the progress of the project, including the development of the internal NHS business case. GWr confirmed that student numbers and funding information has been presented to Jacobs.  GWi thanked GWr for his input and help into the Jacobs business case. |  |
| **10.** | **PROJECT UPDATE - CIVIL ENGINEERING SKILLS ACADEMY**  DH presented the progress of the project, including draft RIBA Stage 1 report.  A call between Seymours, Jacobs, and HBC is to take place to develop the commercial business case next week.  DMG expressed her excitement at the pathways that both academy projects present for young people of the town.  DH and GWr both confirmed that the academy projects will not only benefit young people in the area but also provide establishments to develop the existing workforce all the while reducing the skills gap.  BB suggested that for future Board meetings, it would be helpful to split the update into two distinct sections of a) the physical build and b) the skills element such as student numbers and qualifications.  MC asked if the social care sector had been consulted. GWr confirmed that they had, that the project is very much also focussed on the social care aspect and that the NHS have worked with stakeholders and have fully analysed the skills gaps. | **Jacobs / GWr** |
| **11.** | **PROJECT UPDATE - WESLEY CHAPEL**  GWi presented the progress of the project, including a project group meeting and obtaining additional cost information. |  |
| **12.** | **COMMUNICATIONS AND ENGAGEMENT**  BW provided an overview of the progress relating to communication and engagement. Two meetings have taken place between HBC and NHS since the last Board to progress the procurement of a comms/engagement officer, that funding is secured and that procurement is likely within the next few weeks.  SM expressed his unease at the lack of progress and suggested that key communications are issued as soon as possible.  DMG confirmed that in the interim, HBC comms team will be made available to issue positive communications.  MC stated it was imperative to get some communication out to the public and that a plan should be developed as a matter of urgency.  DMG asked for a timetable for the comms plan to be developed.  PT and BW are to meet with MC w/c 28/02/2022 to progress.  It was agreed that during Purdah, the engagement sub-group can execute decisions on the Boards behalf. | **PT / BW** |
| **13.** | **POLICY UPDATE**  TF updated the Board on the headlines within the Levelling Up White Paper, and offered to cover any elements in more detail at future Boards if members requested. |  |
| **14.** | **ANY OTHER BUSINESS**  None. |  |
| **12.** | **DATE AND TIME OF NEXT MEETING**  Friday 20th May at 9am, currently to be held at the Civic Centre, Hartlepool. |  |