## **Hartlepool Town Deal Board**

## **Friday 16th December 2022 at 9.00am**

**Hybrid – The Northern School of Arts and**

**Microsoft Teams**

**PRESENT:**

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| Name  | Organisation / Representing |
| Darren Hankey (DH)  | Acting Chair |
| Denise McGuckin (DMc) | Hartlepool Borough Council |
| Maxine Craig (MC) | Love Hartlepool |
| Reshma Begum (RB) | Federation of Small Businesses  |
| Gary Wright (GW)  | NHS |
| Cllr Shane Moore (SM) (Teams) | Hartlepool Borough Council |
| Ros Adamson (RA) | National Museum of the Royal Navy |
| Martin Raby (MR) | Northern School of Art |
| Michelle Taylor (MT) (Teams) | NHS  |
| Aaron Myers | DLUHC |
| Simon Mills (SMi) | Hartlepool Borough Council |
| Paul Taylor (PT) | Hartlepool Borough Council |
| Lesley Grant | Hartlepool Borough Council |

| **NO** | **DETAIL** | **ACTION** |
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| **1.** | **WELCOME** The Acting Chair (DH) opened the meeting and welcomed everyone, thanking members for their commitment of time. **REFLECTIONS**The Acting Chair (DH) paid respects to the late Chair, Alby Pattison for his leadership, passion and vision to deliver for Hartlepool. |  |
| **2.** | **APOLOGIES FOR ABSENCE**Apologies for absence were received from:Beverley Bearne (HBC)Mark Lees (EDF)Sarah Walker (TVCA)Mark Rycraft (MGSC)Toni Rhodes (Hartlepool 6th Form College)**DECLARATIONS OF INTEREST**Declaration of Interest from Denise McGuckin (DMc) – Reimagining Middleton Grange.Declaration of Interest from Denise McGuckin (DMc) – Waterfront Connectivity.Declaration of Interest from Darren Hankey (DH) – Health and Social Care Academy and Civil Engineering Skills AcademyDeclaration of Interest from Gary Wright (GW) – Health and Social Care Academy |  |
| **3.** | **MINUTES OF THE PREVIOUS MEETING – September 23rd 2022** No matters of accuracy were raised.6. PT to submit today six monthly return to DLUHC by 15th December. Will circulate to the board.PT confirmed that all other actions from the previous meeting would be covered under the agenda items. | PT |
| **4.** | **FUTURE MEMBERSHIP**PT As the DLUHC is entering a new phase, requiring different evidence of governance, overseeing 25M across 5 projects over the next four and a half years it was agreed to have a membership refresh in January to identify any gaps in terms of skills and resources we need to manage. A skills audit will be circulated for all members to complete and bring back to the board in January. **CHAIR**Although Darren is happy to carry on as Chair it was flagged by MC and DMc that the board requires the role to be independent of any of the five projects. A decision on who should be the next Chair should take place at the next board meeting. | PTALL |
| **5.** | **DELIVERY GRANT AGREEMENTS – STATUS*** NHS
* Seymours
* Jomast

PT Delivery Phase – DWF to issue Grant Agreements imminently for the above- named projects. The complex and complicated Agreements were drafted by DWF, revised and amended by our internal legal team and returned to DWF last week.  |  |
| **6.** | **REPORTING DASHBOARD**PT provided a brief programme update and gave an overview of the dashboard updates. The main updates were:* All 5 Business Cases approved and can move to delivery stage January. PT thanked all Town Deal board members for their contribution within funding envelope.
* Received 4 out of 5 Grant Determination Letters, awaiting Reimagining Middleton Grange.
* Reimagining Middleton Grange – Continuing to develop acquisition strategy. Internal technical groups set up. SM to update as Agenda item.
* Wesley Chapel – Early Drawdown funding paid, structural and design surveys on site January. Delivery Grant Agreement to be sent out imminently.
* Waterfront Connectivity – Received first tranche payment. Internal technical groups set up. SM to update as Agenda item.
* Civil Engineering – Received first tranche payment. Delivery Grant Agreement to be sent out imminently.
* Circulated first draft Communications strategy.
* Communication engagement sub group to be re-ignited January.
* Membership review from January.
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| **7.** | **PROJECT UPDATE - MIDDLETON**SM introduced himself as Project Manager for the project and gave an update on the Reimagining Middleton Grange:* Acquisition Strategy in development.
* To appoint strategic partner, delivery partner to review costs and risks. Costs at risk inflation previously at 8% now at 12%. High end risks will hopefully reduce in time.
* Working with architects to work at risk for potential alternative suggestions around red line boundary, needs to be accurate before proposals are put forward.
* Communications in January around appointing.
* To follow full competitive tender process, appoint design contractor in the New Year.
* Develop procurement strategy for main contractor, utilise the market to our favour, market intelligence, engagement meeting, framework on procurement partnerships.
* Yoursay Platform - to prioritise and develop
* Next four weeks:-
* Have agreed options for Binns
* Acquisition of North East wing.

MC Need clear communications and engagement, basic information with a clear message.The board agreed that a letter should be drafted and sent to MARS/Middleton Grange setting out timeframe for the release of Communications. |  |
| **8.** | **PROJECT UPDATE - WATERFRONT** SMi introduced himself as Project Manager for the project and gave an update on the Waterfront Connectivity:* Internal design team. Design ongoing.
* Steering group met yesterday.
* Key actions around Tall ships and land ownership.
* Need to engage with NMRN
* Timetabling Phase 1, spend profiles.

SM When will board be given full details on what has been proposed on this scheme. MC Raised concerns on what was agreed on this scheme.SMi to share detailed plan.DMc We need to clarify what we have previously approved, confirmation of previous decision. To be circulated and signed off. | SMiSMi |
| **9.** | **PROJECT UPDATE - HEALTH AND SOCIAL CARE SKILLS ACADEMY**GW gave an up-date on Health and Social Care Skills Academy:* Business Case approved.
* Key aspect is awaiting funds, concerned budget is technically now 10% less.
* Early release of capital funding allowed detailed work to be done, cost analysis now out of date will look at refreshing.
* Tender pack has been produced and ready to go out to tender, NHS framework. Costs unknown until market is tested.
* Work has changed into more detailed design work.
* Successful stakeholder event at Hartlepool College of Further Education. Outlined plans, lots of opportunity for dialogue input.
* To continue stakeholder engagement and plan more events in the New Year.
* Timescale ambitious, dependent upon contractors will keep board updated.
 | GW |
| **10.** | **PROJECT UPDATE - CIVIL ENGINEERING SKILLS ACADEMY**PT gave an up-date on Civil Engineering Skills Academy:* Business Case has been approved.
* Received first tranche payment.
* Delivery Grant Agreement to be sent imminently.
* As project moves forward Seymour’s to attend board meeting to up-date progress from project leads.
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| **11.** | **PROJECT UPDATE - WESLEY CHAPEL**PT gave an update on the Wesley Chapel:* Delivery Grant Agreement to be sent imminently.
* Jomast expecting to be on site mid-January for early strip out of works, damp rot and structural surveys.
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| **12.** | **SPEND PROFILE**PT is to submit six monthly return to DLUHC today, this spreadsheet will be circulated to the board for them to familiarise themselves with. It is to be used as a reporting tool at each board. |  |
| **13.** | **COMMUNICATIONS AND ENGAGEMENT**PT gave an up-date on Communications and Engagement Strategy.* Slides up-dated since last board.
* First Draft Communications Strategy had been circulated with papers. Needs further work and strengthening, very important that we have feedback, smart action plans to sit against each project.
* Programme lead to be responsible for individual schemes.

Feedback* MR – Including Hartlepool Residents should very clearly state especially.
* DMc Strategy needs to say who is responsible.
* GW Section 5 – need to be specific about which audiences and how we communicate with different audiences.
* GW Typographical errors.

MC not confident and very disappointed with Communications Strategy, reads as corporate document.SM board members need to take more ownership of the projects.Board agreed they would be happy to do this moving forward when strategy in place.DMc discussions around appointing HBC in-house Comms team. MT needs a review and further discussion before any decisions are made.GW Agreed that a review is required to understand what the best way forward is.DMc to schedule a meeting to take place in January. | .DMc |
| **14.** | **POLICY UPDATE** Nothing to update. |  |
| **15.** | **ANY OTHER BUSINESS**DH thanked MR and The Northern School of Art for hosting the meeting and their hospitality. |  |
| **16.** | **DATE AND TIME OF NEXT MEETING** Friday 27th January at 9am at the North Tees and Hartlepool Hospital. |  |