

Hartlepool Town Deal Board
Tuesday 5th March 2024 at 1 pm



Microsoft Teams

PRESENT:

Name	Organisation / Representing
Darren Hankey (DH)	Chair – Hartlepool College of Further Education
Maxine Craig (MC)	Vice Chair - Independent
Linda Hunter (LH)	North Tees and Hartlepool NHS Foundation Trust (NHS)
Martin Raby (MR)	Northern School of Art
Reshma Begum (RB)	Federation of Small Businesses
Roslyn Adamson (RA)	National Museum of the Royal Navy (NMRN)
Toni Rhodes (TR)	Hartlepool Sixth Form College
Jonathan Gilroy (JG)	Department for Levelling Up Housing and Communities (DLUHC)
Adam Hearld (AH)	Jomast
Sarah Ainslie (SA)	Seymour Civil Engineering
Beverley Bearne (BB)	Hartlepool Borough Council (HBC)
Paul Taylor (PT)	Hartlepool Borough Council (HBC)
Lesley Grant (LG)	Hartlepool Borough Council (HBC)

NO	DETAIL	ACTION
1.	<u>WELCOME AND INTRODUCTIONS (CHAIR)</u> The Chair (DH) opened the meeting and welcomed everyone.	
2.	<u>APOLOGIES FOR ABSENCE</u> Apologies for absence were received from: Denise McGuckin (DMc) Elizabeth Hutchinson (EH) Gary Wright (GW) Sarah Walker (SW) <u>DECLARATIONS OF INTEREST</u> No other declarations other than previously declared.	
3.	<u>MINUTES OF THE PREVIOUS MEETING – December 7th 2023</u> No matters of accuracy were raised. All outstanding actions to be covered under agenda items.	

NO	DETAIL	ACTION
4.	<u>HARTLEPOOL DEVELOPMENT CORPORATION</u> A paper from DMc had been circulated to Board members for discussion. The Chair pointed out that whilst Middleton Grange had been mentioned in the paper and also the media, neither this Board nor the investment secured had been referred to. MC asked for clarity in terms of governance, and had done previously, of the statutory arrangements for the investment the Town Deal Board had secured for Reimagining Middleton Grange should that investment be transferred. MC continues to be dissatisfied at the lack of answers in relation to the MDC's role on Middleton Grange and impact on Town Deal investment. MR continues to have concerns about messaging and how things are communicated from the HDC. Members were asked to digest the paper and for any responses to be provided to PT/LG by the end of the week. MC requested that these responses be shared with all Board members. The Chair confirmed once responses were received, that together with the Vice Chair and on behalf of the Board, he will correspond with the Mayor/Hartlepool Development Corporation.	ALL PT Chair
5.	<u>LONG TERM PLAN FOR TOWNS (LTPT)</u> BB provided an overview of the Long Term Plan for Towns Report that had been circulated to Board members for a decision. The Report had been approved in February by HBC's Finance and Policy Committee. It had been announced on 30th September 2023 that Hartlepool was identified by the government as one of 55 towns to be part of their Long Term Plan for Towns (LTPT). Guidance was published on 18th December 2023 setting out how the LTPT programme must be administered by the Local Authority as the accountable body for any funding, with DLUHC providing revenue support to establish the new programme and processes. In summary in order to access the long term funding, the Council must: - Establish a 'Town Board' to agree a new vision and plan for the town, and provide governance of the long term investment programme; - Use data and intelligence to inform decision making on investment priorities over the long term; - Develop and agree a Long Term Plan for Hartlepool, based on evidence, need, consultation and engagement; and - Set out how funding will be allocated and spent against identified priorities under three main investment themes; a) Safety and Security;	

NO	DETAIL	ACTION
	b) High Streets, Heritage and regeneration; and c) Transport and Connectivity. BB highlighted that HBC have held a “Big Conversation” with the public and stakeholders and are keen to see what the feedback is as a result of that consultation exercise so it can form part of considerations around priority areas that the Town Board will focus on. PT mentioned the huge amount of work that had been done prior to Town Deal on the Town Investment Plan, a significant foundation for the Town Deal programmes and how this can be used as part of the intelligence to inform decisions for the LTPT Plan. A new endowment style fund will release funding to the Council over 7 years with flexibility to spend up to £20M (based on a 75% capital 25% revenue allocation) over a 10 year period. The timetable as set out in the guidance for establishing a Town Board (by 1st April 2024) and a new Long Term Plan (by 1st August 2024) is extremely tight leading to early discussions being held with DLUHC lead officers. In terms of establishing a new Town Board structure and membership it is proposed to create a new ‘place-based’ Board to govern the strategic direction of the programme and oversee delivery of the Long Term Plan for Towns and the new Board would receive updates from the Chairs of the Town Deal Board, Hartlepool development Corporation and the soon to be established Screen Industries Production Village Board. The Town Deal Board restructured in 2023 with broad membership and a range of skills would risk losing focus on delivering the £25 programme with additional and significant LTPT responsibilities. BB asked the Town Deal Board members to consider and approve the following:- 1. Town Deal Board agree to act as the interim board for LTPT whilst a designated Project Officer is appointed to support a new Town Board. DLUHC would support the Town Deal Board to establish a programme in the short term while a new strategic place Board was created. 2. To invite the MP for Hartlepool and the Police and Crime Commissioner (PCC) to be official Town Deal Board members in the interim period, these being mandatory memberships for the Town Board. MR enquired about relationships between the various Boards and felt it was unclear on how they will work together. MR however supports the proposal that the Town Deal Board acts as the interim Board. MC requested it to be noted she did not agree with the point in the Report at 4.1 that this Board would risk losing focus on delivering the Town Deal programme.	

NO	DETAIL	ACTION
	BB accepted the point and the suggestion was for the focus not be lost on delivering the Town Deal programme if this Board ultimately also kept responsibility in the longer term for the LTPT. MC enquired that if there was to be different political administration after any general election will the programme continue. JG confirmed there is cross party agreement, but no commitment and that it may change/be rebranded but from their perspective it will be long term. MC questioned the reason why this Board had been asked to step into the role in the interim period and is it to secure the £200K capacity funding or is it due to the skills and expertise of this Board. BB confirmed that the timeline was a barrier to establishing a new Board by 1st April, and that there are representatives on this Board with the skills and expertise who will naturally feed into the new Board structure but that it needs working through collaboratively with this Board and other Boards. PT noted his gratitude for the decision to appoint a dedicated Project Officer for the LTPT programme which will ease the pressure on the wider capital programme and the Strategic Development team who are responsible for the Town Deal programme and Levelling up programme. The Chair summarised and the Board approved the following:- - Town Deal Board steps into the role on an interim basis - Invite the MP for Hartlepool and the Police and Crime Commissioner (PCC) to be official Board members at this Board in the interim period BB thanked Board members for their support.	
6.	<u>PROGRAMME AND PROJECT REPORTING</u> <u>Dashboard Update</u> Dashboard had been circulated to members. PT advised that the Dashboard is intended purely as a snapshot across the programme of the five projects, it does not have the detail that is contained within the M&E Reports and members should refer to the latest M&E Report for more detail and up-to-date reporting. PT welcomed feedback on usability and any comments/suggestions from the Board. There were no comments.	
7.	<u>PROGRAMME UPDATE EXCEPTION REPORTING</u> <u>Wesley Chapel (Jomast)</u> Slides were presented to the Board and AH provided a verbal update Capital works continue and the programme is catching up well since the fire in November.	

NO	DETAIL	ACTION
	Works achieved since last Board - Internal strip out and demolition - Scaffold of full building - Structural steelwork to main roof - Installation of internal crash decks to facilitate the roofing works - Fabrication of the steelwork required for structural alteration to steel frame - Infill to structural floor – where the swimming pool was removed Current ongoing works that continue include - Rebuilding damaged internal masonry structure - Roof timbers to the main building to be completed in the 7/10 days - Installation of steelwork in the alteration of the structural steel frame of the main building to accommodate the new internal layout - Infill to structural floors – where the dance floor and staircases have been removed - Design of the rebuild elements of the Annex building – resulting from the recent fire - Design of internal services and lifts Works scheduled to start are: - Roof coverings to the main building mid/late March 24 – will take 1 month to complete - External cleaning April 24 – chemical treatment to be undertaken - Reinstatement of the Annex building late April/early May 24 The overall timeline has been impacted by the fire in November 2023 but is still on schedule and hoping to be completed within 12 months. The Chair congratulated AH and his team for the progress made since the fire. <u>Civil Engineering Academy (Seymour)</u> Slides were presented to the Board and SA provided a verbal update Legal - Final draft GFA and Short Form Agreements signed Dec 23 Finance - Dec 23 & Jan 24 grant claim payments approved - HCFE £850K – full grant - Seymour £184K to date – in process of revising budget and reworking costs. Brenda Road site - Planning approval due today re 2 storey modular design – will circulate update - Principal Contractor team in situ - Drainage work commenced - Power upgrade - Sub contractor planning of works Exeter Street site – project works completed - Mechanical and engineering works - Internal remodelling - Electrical installation	SA

NO	DETAIL	ACTION
	- Network and IT infrastructure installed Civil Institute Project Delivery Group - Group members confirmed – HBC, Seymour, HCFE, Hartlepool 6th Form College - Meetings held 16th Jan 24 and 12th Feb 24 - Focus on Capital Build Progress, Capital Funding, Risk Management, Comms, Education Pathways and KPIs Next Project milestones - Seymour – Revised budget and construction programme - Procurement – 2 storey modular, classrooms and W/C block - In the process of updating project risk Registers – delivery risk, capital build, education outputs and will share with AB (HBC) - Communication and Engagement plan SA shared slide images of Brenda Road site and verbally updated the Board on the following: Brenda Road Facilities - Training Zones - Rail Skills Academy – Skills Development Funds meant a rail platform could be built to support training delivery - Bricklaying Area, Timer Bungalow - Polytunnel, being used for groundworker students – Skills Development Fund HCFE Educations Pathways Exeter Street - 2022 No of Learners 2024 - 155, 2024 Profile No of Learners – 225 – 70 New Learners (KPI 70) - hitting • These numbers do not account for T levels that are coming on stream in September and therefore are expecting to exceed KPIs. Brenda Road - 2024 Profile No of Learners -186 Seymour Education Pathways Brenda Road - 2022 No of Learners – 703, 2024 Profile No of Learners inc HCFE 1215 – 512 New Learners (KPI 350) - exceeding Apprenticeships - Exeter Street – delivering 3 - Brenda Road – delivering 5 Project to be completed by early Autumn.	

NO	DETAIL	ACTION
	The Chair mentioned that a key part of securing the Town Deal fund of £25M was to use it as leverage for other investment and as an example the Exeter Street site secured £850K of Town Deal monies but due to other funding streams has now had £3.1M in total investment. PT thanked everyone for the event held last week at HCFE where the Leader of the Council and colleagues from DLUHC attended on site to see the facilities progressing. All discussed the opportunity to bring the Town Deal Board around for a tour of the Exeter Street Annex when completed. <u>Health & Social Care Academy (NHS)</u> Slides were shared with the Board and LH gave a verbal update. - 'Spade in the ground' event held on site on 23rd January 2024 - Week 2 of build programme – works had commenced to strip ceiling tiles to expose live services - Key stakeholders including those from North Tees and Hartlepool NHS Trust, Hartlepool Borough Council, Hartlepool College of Further Education were in attendance - Coverage of event internal to the Trust, and external media inc. 'Hartbeat' magazine Build Update- capital work remains on track - Week 6/20 - Progress is currently on programme - Soft strip works 80% complete - Demolition of internal walls 90% complete - Asbestos removal completed - Structural steel beam installed for bi-fold doors Commercial Plan and Focus - Identify Initial commercial offering – 2 year business plan - Ensure faculty are trained and equipped to fulfil the offerings where they differ from BAU - Recruitment plan aligned to business plan - Space utilisation analysis/timetabling - Marketing strategy in development – including brand development - Alignment to strategic workforce plan Equipment Focus - Inventory list in final stages – amends made due to finalisation of academy layout - Items categorised as High or medium priority - Ordering to commence imminently - Immersive suite tender closed 26th February 2024 and will be evaluated at the end of this week.	DH/PT

NO	DETAIL	ACTION
	The Chair congratulated the progress made. <u>Reimagining Middleton Grange (HBC)</u> Slides were shared with the Board and PT provided a verbal update:- - HDC has now completed the purchase of long term leasehold, HBC completed legal licence to assign - HDC procuring to deliver a regeneration masterplan (deadline for bids was 23 February 2024) for 'wider regeneration plans for the Middleton Grange Focus Area' - Immediate repairs to asset approved at HDC Board 19th February, including Binns roof works - Project remains in hiatus, HBC assessing requirements for Binns asset and public realm, to meet HDC in March - Risk review underway, to report to Board ahead of June meeting <u>Waterfront Connectivity (HBC)</u> Slides were shared with the Board and PT provided a verbal update:- Delay to the project but not impacting Town Deal timeline for completion. - Failing to recruit to Capital Project Manager post - intending to go back out for recruitment in the next two weeks. - Aligning this project with the Smart Infrastructure Pilots Programme delivered by TVCA which is delayed until end of March/beginning of April. Next Steps - Small workshop scheduled for 3rd May for Engineers in the Consultancy Services Team to come forward with designs for wayfinding, the interpretation Boards and new connectivity routes. DH and RA invited to workshop and PT extended invitation to all Board members should they wish to attend. - Plans to be ready for June Board meeting. PT to share slide on the Smart Infrastructure Pilots Programme delivered by TVCA with AH.	PT PT
8.	<u>COMMUNICATIONS AND ENGAGEMENT</u> PT provided a verbal update:- - Development of comprehensive rolling 12 months Communications and Marketing Plan is in progress • Connor Kerr (Communications and Marketing Manager HBC)/PT working with project managers to identify key milestones and key engagement opportunities over the next 12 months over all projects) - Successful Ministerial visit took place on 8th February 2024 - Spade in the Ground events, DLUHC attending - 'Big Conversation' engagement has been a really important process – over 2000 engagements with the public and stakeholders. - Procured Hemingway Design to work on our Place Brand and Narrative	

NO	DETAIL	ACTION
	work • Work just beginning to Identify and tie up all programmes with a common theme to message what is happening in Hartlepool. Town Deal Board members are to be contacted in due course for support.	
9.	<u>RISK REVIEW</u> PT provided a verbal update:- <u>Governance, Audit and Risk</u> Strategic Development Team have undergone and completed an intensive internal audit focusing on Risk management, overall capital governance, governance structures and M&E Reporting. - Risk Management process flagged for improvement • Required to regularly review risk processes, that they are accurate and up-to-date ▪ Project Managers have been asked to update their Risk Register by the end of March. Will be circulated to Town Deal Board members by 31st March. ▪ PT to ensure those risk registers are aligned with HBC's Risk Management Framework, so we are fully assured across all areas. <u>Anti Fraud Policy and Fraud Risk Assessment</u> Having been identified as a gap during internal audit, HBC's Anti Fraud & Corruption Strategy document was circulated with papers to Town Deal Board members. - Members were asked to read, understand and note the document which forms part of the Risk Management process. - PT to liaise with grant funded organisations to ensure alignment with their own processes, and liaise on any specific issues regarding Grant Funding Agreement.	PT
10.	<u>POLICY AND OTHER MATTERS</u> JG provided verbal update:- Ministerial Visit - Jacob Young, Levelling up Secretary had attended Hartlepool visiting the Wesley Chapel, exterior of the Production Village Area and the Northern Film Studios. Adam Hawksbee, Chair of Towns Unit, DLUHC and Deputy Chair of Onward think tank had accompanied on the ministerial visit. Adam Hawksbee intends visiting all 55 towns who are receiving funding from the Long Term Plan for Towns programme and a further visit to Hartlepool is to therefore be expected by him. Details to be shared of this visit once timetabled with Town Deal Board members. LTPT programme - Further guidance to be released next week of frequently asked questions. JG to share with BB/PT for onward circulation to Board members.	

NO	DETAIL	ACTION
	Convention of the North – The Secretary of State had announced at the Convention Level 4 devolution deals for West Yorkshire, South Yorkshire and the Liverpool city region.	
11.	<u>ANY OTHER BUSINESS (CHAIR)</u> RB shared with Board members for information that the FSB and CBI are hosting a joint hustings event where Mayoral candidates are to be given a platform to speak to business leaders, operators and owners in the region. The event is due to take place on 26th March. If any Board members wish to attend they are to contact RB.	
	<u>DATE AND TIME OF NEXT MEETING</u> Thursday, 6th June 2024, 9am – 11am	