

Hartlepool Town Deal Board
Thursday 6th June 2024 at 9 am



Microsoft Teams

PRESENT:

Name	Organisation / Representing
Darren Hankey (DH)	Chair – Hartlepool College of Further Education
Maxine Craig (MC)	Vice Chair - Independent
Elizabeth Hutchinson (EH)	Tees Valley Combined Authority (TVCA)
Martin Raby (MR)	Northern School of Art
Reshma Begum (RB)	Federation of Small Businesses
Roslyn Adamson (RA)	National Museum of the Royal Navy (NMRN)
Gary Wright (GW)	North Tees and Hartlepool NHS Foundation Trust (NHS)
Sarah Ainslie (SA)	Seymour Civil Engineering
Ian Williams (IW)	Jomast
Brenda Harrison	Hartlepool Borough Council (HBC)
Tom Feeney	Hartlepool Borough Council (HBC)
Denise McGuckin	Hartlepool Borough Council (HBC)
Beverley Bearne (BB)	Hartlepool Borough Council (HBC)
Paul Taylor (PT)	Hartlepool Borough Council (HBC)
Connor Kerr (CK)	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 new Board member Brenda Harrison, Leader of Hartlepool Borough Council and recorded thanks to Councillor Mike Young, previous Leader, for his valuable contributions to the Town Deal Board.	
2.	<u>APOLOGIES FOR ABSENCE</u> Apologies for absence were received from: Jonathan Gilroy (JG) Sarah Walker (SW) Adam Hearld (AH) Michael Houghton (MH) <u>DECLARATIONS OF INTEREST</u> No other declarations other than previously declared.	
3.	<u>MINUTES OF THE PREVIOUS MEETING – March 5th 2024</u> No matters of accuracy were raised. <u>Actions from Previous Meeting</u>	

NO	DETAIL	ACTION
	The Chair updated the Board that he had written to the Tees Valley Mayor and had only very recently received a response which he will circulate to Board members shortly. DMc mentioned the reason that the letter had only just been received was due to elections. All other actions are to be covered under agenda items.	DH
4.	<u>HARTLEPOOL DEVELOPMENT CORPORATION</u> DMc updated the Board that due to elections the HDC had not met since the last board meeting and therefore there were no updates. The Chair requested if there are any developments in the interim of the next Board meeting that board members be kept updated and if it is a significant development the Board could meet.	
5.	<u>LONG TERM PLAN FOR TOWNS (LTPT)</u> BB provided an update to members that we have been seeking more guidance from government and that due to elections the programme has to be slowed down. Revised guidance has now been circulated from DLUHC in response to a Networking Event for Chairs meeting that had taken place at which MC had attended on behalf of the Board. This revised guidance will be shared with members. DLUHC have advised that the Town Board should progress with proposals to identify priorities for the 10-year vision document and 3-year investment plan. They are still aiming for 1st August deadline. The 3 year investment plan template is now unlikely to be received until post-election. If it is agreeable with the Board it is proposed to progress with conversations with the voluntary and community sector bearing in mind the drive from DLUHC and Adam Hawskbee, - Town Unit Chair to ensure the community are very much in the driving seat in shaping what the priorities look like. The voluntary and community sector will be provided with a position statement, outlining the challenges around timescales and devise an agreement of priority projects as further direction from government is awaited post elections. MC updated the Board on the Networking Event for Chairs meeting she had attended on behalf of the Chair. BB thanked MC for attending the Event. There had been two parts to the meeting, a workshop at Westminster followed by a reception and briefing session at Downing Street with all 55 Chairs in attendance. There is a vast difference and a change of role with the Town Deal and the Long Term Plan for Towns programmes, it is not about consultation but about	PT

NO	DETAIL	ACTION
	putting the community and volunteer groups in the driving seat shaping the priorities. The 10-year vision document is to be of 1-2 pages on A4 paper and to include novel and new ideas that will fit into the strategic direction. The 3-year investment plan will require more detail, however, not requiring full blown business case. Community and voluntary groups are to lead that work and this is to be evident in the preparation. Consideration is to be given to branding which is not to be of public sector. There is a strong emphasis on stripping away public sector language. Admin support to the programme should be moved to community Secretariat, two Town Boards had already done this. For governance purposes the fact that this board has been repurposed needs to be made very clear. MC believes we haven't got anywhere near the required representation on the board, we need to be ambitious to attract people. DMc mentioned the MP and PCC are statutory members of this new Town Board but neither can Chair as it has to be a member of the community. BB confirmed we would be reaching out to the MP post elections. BB mentioned that whilst the guidance is very clear that the council cannot lead the programme in terms of Chairing, we are the accountable body and are therefore responsible for the delivery of the interventions that the board and the community propose and that there is internal due diligence to be done for approval as officers to implement the programme, looking at breadth of membership and how best to offer the opportunity of representation to voluntary community agencies and groups representing all localities but bearing in mind the numbers and how manageable that will be. The proposals will be shared with board members. If the board approves it is proposed to take a report to Economic Growth Committee in July which will set out proposals as to how this board is to be repurposed and membership. The Chair agreed with the proposal. PT mentioned that whilst the programme has a very strong focus on the importance of supporting funding and supporting the community having delivery at community level, he reinforced that as the accountable body, the council will be responsible for the monitoring and evaluation etc. He confirmed the Long Term Plans for Towns Officer post that will sit within the Strategic Development Team has gone out to recruitment, using the capacity payment provided by DLUHC and will be able to support the community and manage the funding on the council's behalf. MC would be very happy to meet with any board member on how to progress community engagement and the methods being used. She commented on the need to be really ambitious, to get some money into groups to enable them to do early work fast and feels we are far behind other Town Boards.	PT

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	The Chair mentioned that he and others had met with Adam Hawksbee, Chair of the Town Unit and had discussed board membership, a requirement being to engage with faith, voluntary and community sector groups and that micro grants should be made available for such groups. The Chair mentioned he had attended the Hartlepool Poverty Truth Commission and is hopeful this programme will benefit this and others. BB assured it is very well aligned with this programme and that her colleague, Gemma Ptak Assistant Director (Preventative and Community Based Services) at HBC who leads on community resilience and community development is having ongoing discussions with contacts at the Commission, Thrive and in the voluntary community sector, ensuring they are involved in the development of this programme.	
6.	<u>PROGRAMME AND PROJECT REPORTING</u> <u>Monitoring and Evaluation</u> PT updated the board that the latest M&E return had been submitted to DLUHC. PT commented it is great to see the spend accelerating across parts of the programme and this has been acknowledged by DLUHC, which is due to the progression of the Civil Engineering Academy, the Health and Social Care Academy and the Wesley Chapel projects. PT acknowledged that whilst the Waterfront Connectivity and Reimagining Middleton Grange projects have slipped DLUHC were still comfortable with spend profiles on both projects but keen to see them accelerate as soon as possible. PT welcomed comments from board members. MR mentioned the difficulties in reading the template and that how it is not fit for purpose from the board's perspective. He raised the point that he was unable to see the spend profile against the funding profile. The risk register shows that inflation risk is still there as highlighted before, but acknowledges it is difficult to assess due to the hiatus on the Reimagining Middleton Grange project. Spend is not highlighted as a risk at the moment on the risk register but he does not have the detailed information to look at it more clearly. He queried why there were red crosses on the spreadsheet at Section 8. PT provided assurance and the red crosses visible were as a result of the template unable to update. He recognises the difficulty in reading the spreadsheet and being able to clearly identify against these projects' actual spend to this point and where it should be on the programme. PT will liaise with colleague, Andrew Burge – Data and Intelligence Officer, HBC to establish whether the spreadsheet could be shared in another format, including graphical representation, making it clearer for board members to read and will circulate in a proposed format over the next few weeks.	PT

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7.	<u>PROGRAMME UPDATE EXCEPTION REPORTING</u> <u>Civil Engineering Academy (Seymour)</u> Slides were presented to the Board and SA provided a verbal update Finance - HCFE £850K – full grant claimed - Seymour £641K spend to April 24 (£1.4m) - Brenda Road site - Construction programme of works on schedule - Programme of works adjusted to control budget - Procurement of modular buildings complete - Additional carpark and 2 new classrooms operational - Application to discharge planning conditions submitted Exeter Street site - Project works completed Civil Institute Project Delivery Group - Next scheduled meeting 20th June (HBC, Seymour, HCFE, Hartlepool 6th Form College) - Risk register updated – rating adjustments re budget and planning - Group focus: Capital Build Progress, Capital Funding, Risk Management, Comms, Education Pathways and KPIs Next Project milestones - Discharge of planning conditions - Install of 2 storey modular and W/C block - Completion of drainage works - Comms and Engagement plan Project Update – Exeter Street - Launch Event – 22nd April - 1,500 square metres of state-of-the-art fabrication and welding training facilities - 39 welding booths - 5 classrooms - 4 workshops - 1 clean lab for weld testing - Learner welfare facilities Project Update – Brenda Road SA shared slide images of Brenda Road site capturing images of the following:- - how it started 2019 - how it's going 2024 • Site Development Plan • Aerial image - Progress to Date • 2 new outreach classrooms installed which learners will access	

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	college training areas from these cabins Rail Academy, Polytunnel, Bricklaying, Timber Bungalow • 2 Storey Modular Building Delivery Due w/c 24th June with 3 week install period 4 Classrooms, 2 Offices, Meeting Room, Learner Welfare, Kitchen, Toilets, Shower Room, First Aid Room KPI Outputs – Brenda Road Oct 23 – Mar 24 Learner Enrolments Baseline - KPI Target Mar 2025 – 1215, Achieved to Date 905, Learners Completed 837, On Programme or Working Towards Qualification 68, Achievement against KPI% - 74% Additional Enrolments - KPI Target Mar 2025 - 359, Achieved to Date - 202, Learners Completed - 134, On programme or Working Towards Qualification - 68, Achievement against KPI% - 56% - KPI Target Mar 2025 - 289, Achieved to Date - 125, On Programme or Working towards Qualification - 68, Achievement against KPI% - 43% Additional achieving qualification (predicted) - KPI Target Mar 2025 - 289, Achieved to Date - 64 (189 total), Learners Completed and On Programme or Working Towards Qualification – 94% learner achievement rate, Achievement against KPI% - 65% KPI Outputs – Exeter Street May 2024 Learner Enrolments - Previous Baseline 2022 – 155, KPI Target Mar 2025 – 225, Achieved to Date – 139, Profile enrolments to end of 23/24 academic year – 43, Profile: Total no learner for 23/24 academic year – 182 23/24 Profile learner enrolments include: - Hitachi Rail – 6 x trainee welders L1 & L2 - Quorn – 12 x L1 Intro to Welding - Short courses – 15 x L1 Intro to Welding - Specialist training – 10 x Weld tests 24/25 Academic Year: - T Level's – new provision - HNC – currently being marketed - Specialist weld tests ongoing DMc mentioned how the Town Deal Board is really proud of the outputs for the Academy and how the skills and opportunities created will lead to employment benefiting the people of the Town. She highlighted this is really important to be communicated to the public. SA confirmed employment outcome stats had recently been refreshed and are currently running at 75% for the unemployed gateway.	

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	PT made the point that 84% of spend to date on the Civil Engineering Academy project is across a TS postcode and 93% is across the North East. <u>Wesley Chapel (Jomast)</u> Slides were presented to the Board which included a recent video of Ian Williams – Construction Director, Jomast presenting an update on the Wesley Chapel. This had been shared with the media. PT thanked IW and HBC's Comms team for the excellent piece of work. IW gave a verbal project update as follows: External - Roof remains at about 90-95% complete. - Ridge tiles are still outstanding due to these being subject to a special manufacture, hopeful to receive these in the next few weeks and progress the completion of that roof. - Special profiles of the original guttering systems of the main building roof to complete and make weather tight have been done and these are to be received in the next 3-4 weeks. - An initial clean of the façade of the main building to all brick and stone work has been undertaken. - The brick work was successful, the stone work needed to be repeated. - Subject to that cleaning surveys are to be carried out. The survey will identify the restoration work to take place on the brick work and stone work. The intricate works by a specialist company have been scheduled in principle. Internal - Structural alterations ongoing due to change of use. These are 90% complete. - Restoration work being done to the steel frame over the next month - All floor infill works complete. - All staircases ordered. - 90-95% complete in putting new lift shaft in the building. This is to be complete in the next 3-4 weeks. - Interior design works continually ongoing. - Completed a catering design for the catering bar and kitchen systems. - Looking at associated ventilation and extractor system designs around the kitchen and cooking areas. - Quite extensive mechanical and electrical designs for ventilation and air conditioning systems, the building is to be fully air conditioned. Mainstay of work will be the commencement of the rebuild of the annex. This will take 3-4 months. - Damaged brick work had been reclaimed but, unfortunately, lots are damaged beyond repair therefore profiles and mouldings of the details have been taken and had those elements recast to be put back in their new form. - Specialist roof design completed on the roof. - Windows have been surveyed and agreed a schedule of repair/replace. - Looking to retain all of the coloured glass to be donated for a project to	

NO	DETAIL	ACTION
	a local artist. Outline programme - External fabric to be completed towards the end of this year. Internal fit out to be completed towards the back end of next year. IW mentioned that the building is continuing to come under the attention from local youths and of there being strong action taken by the local police who are being really helpful. MC suggested placing a QR code on the parameter of the building linked to the presentation providing the public with project updates. IW confirmed he would be very happy to facilitate this, and to further update as the project progresses. PT will explore this. PT mentioned AH, Jomast, has been capturing information on the locality of the workforce and highlighted the importance of supporting local companies and local workers and that this information needs to be presented to the public and the board. PT requested a tour of the Centre for Excellence (Exeter Street) and the Wesley Chapel. Both The Chair and IW confirmed they would be happy to facilitate this. <u>Health & Social Care Academy (NHS)</u> Slides were shared with the Board and GW gave a verbal update. Build Update - Week 19/24 - Build phase completion due 24/06/2024 - All major works complete - Fixtures and fittings phase commenced - Post 24/06 – 2-3 week mobilisation period including equipment installation and delivery, running concurrently with VEST's snagging phase Internal Update - Recruitment and successful appointment of Education Lead for Academy - Role will, amongst other responsibilities, lead and develop course content and offering for Academy - Medium – long term plan for this role to lead a multi-disciplinary education team within the Academy Commercial Update - Ongoing offering of training and upskilling courses to care homes, and internal staff including BLS, Verification of Death and catheterisation training	PT PT/LG

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	- Timetabling taking shape with input from college partners detailing their requirements for academic year 2024/25 - Business plan development/refresh Equipment Update - Immersive suite tender process completed, awarding of the project to Immersive - Immersive can provide an initial catalogue of over 8000 ready-to-use projections for the suite, including imagery taken previously on site at University Hospital of North Tees. - Immersive have installed suites in other NHS trusts as well as both higher and further educational facilities - Ability to create our own projections using 360 camera equipment - Sim Tech has commenced training on the Immersive software ahead of installation - Simulation Camera equipment ordered (SMOTS) Capital Spend Overview to Date Budget Line VEST (Main Construction) - Budget Allowance - £833,681, Actual Spend to Date - £577,070, Remaining Budget - £256,611 Professional Fees – Budget Allowance - £111,397, Actual Spend to Date - £108,156, Remaining Budget - £3,241 Equipment – Budget Allowance - £221,923, Actual Spend to Date - £24,562, Remaining Budget - £197,361 Build Contingency – Budget Allowance - £83,000, Actual Spend to Date - £34,788, Remaining Budget - £48,212 Total – Budget Allowance - £1,250.00, Actual Spend to Date - £744,575, Remaining Budget - £505,425 KPI Update 19 Temporary FT jobs supported during project implementation – Actual – 17, Target 19, Date for completion – Sept 2024 7.3 FTE equivalent permanent jobs created through project – Actual – 3, Target 7.3, Date for completion – March 2025 743 square metres of capacity of new or improved training or education facilities – Actual – 743, Target 743, Date for completion – Sept 2024 220 learners/trainees/students enrolled at improved education and training facilities – Actual 52, Target 220, Date for completion – March 2025 198 learners/students/trainees gaining certificates, graduating or completing courses at new or improved training or education facilities, or attending new courses – Actual – 52, Target – 192, Date for completion – March 2025	

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	Next Steps - Ongoing marketing strategy development / implementation - Prioritisation of initial course offering (first 12 months) - Implementation of room booking system prior to opening - Planning of launch events (likely September 2024) - Finalisation of equipment requirements - Installation of fixed equipment – including immersive suite - Training of Academy faculty – course specific refreshers and technological training for equipment - Finalisation of short to medium term business plan - NHS Tees Group considerations and opportunities GW mentioned that the academy is bigger than the building and how they are working with a number of key stakeholders regarding building an electronic platform ensuring that there is that digital space for the academy going forward. DMc enquired has progress been made in the engagement with social care partners or will this be at the next phase. GW confirmed that whilst this work has commenced he acknowledges that with further engagement this work could go further and faster and that it will certainly be a focus over the next few months. DMc offered support should GW require it. MC mentioned the need to be sharing across media platforms to raise public awareness of the great progress achieved. GW confirmed he will liaise with his internal comms team and the authority's to support on this. <u>Reimagining Middleton Grange (HBC)</u> Slides were shared with the Board: - HDC procured R3 Consultants to produce a delivery strategy and plan (commenced 11th March 2024) for the regeneration of the Middleton Grange Focus Area' which includes the shopping centre, Civic Centre, Advanced House and Engineers Club site. The work is due to be completed in mid-June 2024. - Project remains in hiatus pending outcome of the above MC mentioned this should stay high on the agenda and queried why the board still had not received any information from the HDC. BB assured she was liaising today with TVCA regarding governance arrangements. She was also meeting with R3 Consultants who have been commissioned by TVCA to look at the Middleton Grange focus area to ensure	GW

NO	DETAIL	ACTION
	we get the outcome required for the Binns building and to understand the broader work commissioned by the Development Corporation. BB will report back to the board. <u>Waterfront Connectivity (HBC)</u> Slides were shared as follows - Technical drawings - Considerations 1. Smart Infrastructure Pilots Programme – one of only 3 nationally 2. Legibility, signage, interpretation – Historic England 3. Station redevelopment 4. Victoria Terrace 5. Tees Valley investment in cycling infrastructure 6. Station entrance / exit options appraisal now underway 7. Appointment of Capital Projects Officers PT acknowledged that spend has slipped on this project due to the above considerations and updated the board on the successful recruitment of two Principal Capital Officers after being unsuccessful in recruitment to the post previously. These officers are to be in post shortly which will enable this project to accelerate. RA noted that the planned Workshop had not yet taken place.	BB
8.	<u>COMMUNICATIONS AND ENGAGEMENT</u> Slides were shared with the board and CK provided a verbal update:- Update on last 3 months • <u>24th May 2024</u> - Wesley Chapel video update – included an interview with Jomast Director Ian Williams - Issued on both HBC Facebook and Twitter - Intention to do similar updates on a regular basis with Ian and to involve elected representatives once pre-election period is over. • <u>4th March 2024</u> - Video featuring then Council Leader and Chair Darren Hankey to highlight the Exeter Street annexe element of the Civil Engineering Skills Academy nearing completion - Issued on HBC Facebook and Twitter • <u>March 2024</u> - Hartbeat magazine – half page articles on Civil Engineering Skills Academy, the Health and Social Care Skills Academy and Wesley Chapel - June 2024	

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	- Regular visits to the Health and Social Care Academy to take photos, compile a record of the work carried out and chart progress, final visit took place on 4th June ahead of completion of project. - Comms feature to be delivered on new classrooms arriving at the Civil Engineering Academy in Brenda Road in June, publicity after 4th July. Footage to include buildings being lifted into place, and construction of modular training academy. - All aspects of comms to be ramped up considerably after General Election. Place Narrative - Following the Council's Corporate Peer Challenge in December 2022, it was recommended that a Place Narrative was developed, with vision and overarching place-based brand. This would be owned by all key stakeholders in Hartlepool - Over the last few months alongside place brand specialists, CT Consultants, we have undertaken a series of consultations with a range of stakeholders to help us shape what our place narrative and vision should be - The place narrative piece of work will conclude with a statement that defines Hartlepool's past, present and future. It will provide tools to help all stakeholders within Hartlepool tell and promote our town's story in a joined up and consistent way. - The place vision will be something that can be shared and bought into by everyone. It will be ambitious but fit within current plans and strategies. The place brand will be a set of branding assets that can be used by the town's stakeholders to promote Hartlepool. - This project is due to be completed in Autumn 2024	
9.	<u>RISK REVIEW</u> <u>Governance, Audit and Risk</u> PT thanked project managers for updating their risk registers. The headline risks are contained within the M&E return submitted to DLUHC.	
10.	<u>ANY OTHER BUSINESS (CHAIR)</u> BH thanked The Chair and board members for the really interesting meeting. She is very much looking forward to the tours and engaging with board members face to face.	
	<u>DATE AND TIME OF NEXT MEETING</u> Tuesday, 3rd September 2024 at 1 pm – 3 pm	

