

**REPORT OF:** HOUSING, HEALTH AND ENGINEERING SERVICES  
MANAGER

**TO:** NELSON TOWN DEAL BOARD

**DATES:** 7<sup>th</sup> January 2022

**Contact Details:** Judith Stockton  
**Tel. No:** 01282 661040  
**E-mail:** judith.stockton@pendle.gov.uk

## **SCHEDULE OF BOARD BUSINESS FOR 2022**

### **PURPOSE OF REPORT**

To provide the Board with a schedule of business for 2022.

### **RECOMMENDATIONS**

That the Board:

1. Consider and agree the schedule of business for 2022.

### **REASONS FOR RECOMMENDATION**

1. To plan dates of meetings in 2022 and the matters to be considered.

## **ISSUE**

### **Background**

1. The next 6 to 8 months will be very important for the Board in terms of overseeing the development of business cases and their assurance. Attention will then turn towards project delivery and monitoring progress.
2. To help ensure this work is effectively planned and managed, a schedule of meeting dates for 2022 is provided in Appendix 1, together with the items to be covered on each agenda.
3. Subject to agreement, meeting requests will be circulated for all meeting dates. The agenda planner will be reviewed/updated on a regular basis and any key changes communicated to the Board.

## **IMPLICATIONS**

**Policy:** None directly arising from this report.

**Financial:** None directly arising from this report.

**Legal:** None directly arising from this report.

**Risk Management:** None directly arising from this report.

**Health and Safety:** None directly arising from this report.

**Sustainability:** None directly arising from this report.

**Community Safety:** None directly arising from this report.

**Equality and Diversity:** None directly arising from this report.

## **Appendix 1: Schedule of Business / Agenda Planner for 2022**

## Nelson Town Deal Board - Agenda Planner for 2022

	Programme Update Report: To update the Board re: progress with Business Case development & Programme Risks initially, then updates on project delivery and position with DLUCH sign off of Summary Documents
	Report on the outcome of the appraisal on the project business case. Advice on recommendations to be made to P&R re: approval of the project and any conditions.
	Project Presentations: These will be presentations on the details of the projects before the business case is finalised. This will include, in some cases updates on the design/feasibility work (e.g. regarding Pendle Rise, Accessible Nelson, etc)
	Comms & Engagement

	Friday 7th January	Fri 4th February	Fri 4th March	Fri 1st April	Fri 13th May
AGENDA ITEMS	Programme Update - Business Case Development, Project & Programme Risks	Programme Update - Business Case Development, Project & Programme Risks	Programme Update - Business Case Development, Project & Programme Risks	Programme Update - Business Case Development, Project & Programme Risks	Programme Update - Business Case Development, Project & Programme Risks
	YES Hub - Appraisal Report & Funding Recommendations	Project Presentations: - Digital Skills Hub - Business Resilience & Growth - This is Nelson	Project presentations (business case design/feasibility inputs): - Accessible Nelson - Healthy Town - Revitalised Nelson - Modernising Nelson's Industrial Offer	Project Presentations: - Accessible Nelson - Healthy Town - Revitalised Nelson - Modernising Nelson's Industrial Offer	Digital Skills Hub - Appraisal Report & Funding Recommendations**
	Communication and Engagement				Business Resilience & Growth - Appraisal Report & Funding Recommendations
	Town Deal Board - Schedule of business for 2022		Horizon Scanning - Board discussion around opportunities	Communication and Engagement Update	This is Nelson - Appraisal Report & Funding Recommendations

	Fri 10th June	Fri 1st July	Fri 5th August	Fri 30th Sept	Fri 2nd Dec
AGENDA ITEMS	Meeting may be required if business case appraisal reports intended to go to the May meeting slip and need to come to a June meeting. All other business cases will be in appraisal at this point.	Accessible Nelson - Appraisal Report & Funding Recommendations	Meeting to be put in the diary in case required	Programme Update -update on project delivery and position with sign off of Summary Documents by DLUCH	Programme Update -update on project delivery and position with sign off of Summary Documents by DLUCH
		Healthy Town - Appraisal Report & Funding Recommendations		Communication and Engagement Update	Communication and Engagement Update
		Revitalised Nelson - Appraisal Report & Funding Recommendations			
		Modernising Nelson's Industrial Offer - Appraisal Report & Funding Recommendations			
		Communication and Engagement Update			