

**NOTE OF A MEETING OF THE
NELSON TOWN DEAL BOARD
HELD REMOTELY VIA TEAMS
ON 7TH JANUARY, 2022**

PRESENT

S. Barnes (Chairman – in the Chair)

Members of the Board

<i>Councillor N. Ahmed</i>	<i>Pendle Borough Council (PBC)</i>
<i>Councillor M. Iqbal</i>	<i>PBC</i>
<i>Councillor Z. Ali</i>	<i>Nelson Town Council</i>
<i>C. Smith</i>	<i>Pendle Engineering</i>
<i>A. Melton</i>	<i>Lancashire Enterprise Partnership</i>
<i>D. Gordon</i>	<i>Lancashire County Council</i>
<i>H. Murray</i>	<i>Department for Works and Pensions</i>
<i>P. Hartley</i>	<i>In-Situ</i>

Also in attendance

<i>Councillor M. Aslam</i>	<i>PBC</i>
<i>W. Blackburn</i>	<i>Nelson Town Council</i>

Consultants/Advisors

<i>B. Zhang</i>	<i>Cities and Local Growth Unit</i>
<i>L. Newby</i>	<i>Hatch</i>

Officers in attendance

<i>R. Rouse</i>	<i>Chief Executive, PBC</i>
<i>P. Mousdale</i>	<i>Corporate Director, PBC</i>
<i>J. Whittaker</i>	<i>Housing, Health and Engineering Services Manager, PBC</i>
<i>J. Stockton</i>	<i>Regeneration Manager, PBC</i>
<i>S. Lee</i>	<i>Communications Officer, PBC</i>
<i>J. Eccles</i>	<i>Committee Administrator, PBC</i>

(Apologies for absence were received from A-M. Parkinson, D. Mendoros, C. Parker, L. Oddie, N. Watson and C. Bennett.)

1. DECLARATIONS OF INTEREST

Members were reminded of the requirement to declare any interest they had on any item of business on the agenda.

2. MINUTES

J. Stockton reported that the project confirmation tables which were submitted to Government in October had been approved. A Town Deal grant offer letter was received in December 2021. Consideration was being given on communications to let people know that the funding allocation had been confirmed.

AGREED

That the minutes of the meeting held on 12th November, 2021 be approved as a correct record and signed by the Chairman and the update be noted.

3. PROGRAMME UPDATE – BUSINESS CASE DEVELOPMENT & PROGRAMME RISKS

The Housing Health and Engineering Services Manager submitted a report which updated the Board on progress with business case development and the management of key programme and project risks. Appendix 1 set out a timetable and plan for the development and assurance of business cases for each of the Nelson Town Deal projects. More detailed information regarding the progress of each business case, along with the key challenges and risks, was provided in Appendix 2. Supporting the development of the business cases, a programme risk register and a project level risk register had been developed. These were attached at Appendix 3. The registers identified the key risks to the programme and how these were being managed.

Members also received a presentation talking them through the progress and key risks for each project and the programme level risks. It was noted that the timescale for some of the big projects was very tight. Project Leads would need to work hard at meeting these deadlines. Hatch had become more involved to help keep projects on track.

Discussions focused on the risks and external factors associated with some of the larger projects and the impacts that these might have on their development delivery. There might be a need for projects to change and flex in response to changing circumstances and the timings for developing robust business cases in the context of this were challenging. Discussions were taking place with BEIS regarding these risks. Any changes would need to be agreed by the Board and BEIS would need to approve a Project Change Request Mechanism.

It was crucial that the Board had a plan B in place for these projects and delegated authority in place to be able to make changes and take decisions quickly if required.

AGREED

- (1) That the progress regarding business case development be noted.
- (2) That the key project and programme risks and mitigating actions be noted.
- (3) That the Housing Health and Engineering Services Manager submit to the next meeting a more detailed report on the risks/opportunities for each project to clearly identify the potential difficulties and help with planning.
- (4) That Pendle Borough Council's Policy and Resources Committee be asked to delegate authority to the Chief Executive and Leader of the Council to take decisions on projects when there was not sufficient time to submit a report to the Committee.

4. YES HUB – APPRAISAL REPORT & FUNDING RECOMMENDATIONS

The Housing, Health and Engineering Services Manager submitted a report on the independent business case appraisal undertaken by Ekosgen and funding recommendations for the Pendle Youth Employability Service (YES) Hub project. Ekosgen's appraisal report was attached at Appendix 1. The Draft YES Hub Project Summary Document was at Appendix 2.

A presentation was given by Daniel Lindsay from Ekosgen, which set out the appraisal process and coverage they had undertaken. The project had been assessed in accordance with the five-

case model, as recommended by HM Treasury, looking at the strategic, economic, financial, commercial and management case for the project. Board members were reminded of the broad outline of the scheme and the expected outputs which had been presented to the Board at the last meeting by the Project Lead.

The appraisal report recommended approval of the £420,388 Towns Funding to the project, but that written clarification be sought in relation to the 2,000 of capital investment from Pendle Borough Council (which had since been provided). There were no outstanding conditions associated with the recommendation. As this was the first scheme to be appraised the report included some lessons to be considered for subsequent projects. These would be picked up and discussed with Hatch.

The Board noted that the appraisal concluded that the project was robust, deliverable, aligned to a clear case for intervention and represented “good” or potentially “very good” value for money.

Projects seeking revenue funding in the current financial year needed to submit a Project Summary Document to Government by 14th January 2022. To comply with this deadline, Pendle Borough Council’s Policy and Resources Committee had delegated authority to the Chief Executive, in consultation with the Leader of the Council, to consider the recommendations of the Town Deal Board and make the final decisions regarding Town Deal funding for the Pendle YES Hub project. If the Government were happy with the details of the Project Summary Document, it was expected that they would release Year 1 delivery funding in March 2022.

The Communications Team would issue a press release when the Project Summary Document was submitted. It would also prepare a video of students who were benefitting from the pilot scheme, to release with more publicity when the funding for Year 1 was approved.

AGREED

- (1) That the findings of the Pendle YES Hub project business case appraisal report be noted.
- (2) That Pendle Borough Council’s Policy and Resources Committee be recommended to:
 - a. Approve £420,388 of Towns Funding to the project, subject to the following condition:
 - that the Phase 1 evaluation report is submitted to the Board following its completion in March 2022, along with any lessons learned/factors to be considered in the future delivery of the project.
 - b. Authorise the submission of the Project Summary Document to Government by 14th January 2022.

5. COMMUNICATION AND ENGAGEMENT

Members considered a report by the Housing, Health and Engineering Services Manager on communication and engagement activities relating to the Town Deal. Attached at Appendix A was a copy of the ‘Future Stakeholder Engagement Plan’ that was part of the Town Investment Plan submission.

At the ‘Moving to Stage 2’ workshop, which was recently held with the Board, the importance of communication and engagement was discussed. There was a general feeling amongst those present that more should be done to communicate the work of the Board and progress with the Town Deal.

Board Members agreed that there should be a Communications and Engagement Plan in place to ensure effective, timely dissemination of information and that it was important to work alongside partners on this.

There was also a suggestion that the Chairman be the front face of the Board and to provide an update on progress for the people of Nelson after each meeting.

AGREED

- (1) That a Communication and Engagement sub-group meeting including C. Smith, P. Hartley and Councillor Z. Ali and S. Lee from PBC's Communications Team be convened in the next couple of weeks to pull together a communication plan for the next 6-12 months and the N&CC Marketing Director be invited to join the group.
- (2) That the Chairman liaise with the Leader of the Council on the best way to keep Nelson residents and businesses up to date after each Board meeting.

6. TOWN DEAL BOARD – SCHEDULE OF BUSINESS FOR 2022

The Housing, Health and Engineering Services Manager submitted a report with a schedule of Board business for 2022. The report explained that the next 6 to 8 months would be very important for the Board in terms of overseeing the development of business cases and their assurance. Attention would then turn towards project delivery and monitoring progress. To help ensure this work was effectively planned and managed, a schedule of meeting dates for 2022 was provided in Appendix 1, together with the items to be covered on each agenda.

Subject to agreement, meeting requests would be circulated for all meeting dates. The agenda planner would be reviewed/updated on a regular basis and any key changes communicated to the Board.

AGREED

That the schedule of business for 2022 set out at Appendix 1 of the report be agreed, subject to the addition of items requested for the 4th February meeting and more regular updates on Communications and Engagement.