

Town Deal Board

Minutes

Date: Thursday 17th March 2022

Time: 13:30 – 15:00.

| No. | Agenda Item |
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| 1/2 | <p data-bbox="537 317 1154 352" style="text-align: center;"><u>Welcome & Introductions from the Chair</u></p> <p data-bbox="180 363 329 394">Attendees:</p> <p data-bbox="180 401 841 898">Emma Porter (Chair) – Story Contracting Cllr Marilyn Bowman – Carlisle City Council Cllr John Mallinson – Carlisle City Council Cllr Cyril Weber – Cumbria County Council Jane Meek – Carlisle City Council Steven Robinson - Carlisle City Council Andrew Mackay – Tullie House Debbie Kavanagh – Carlisle City Council Ken Lau – Carlisle City Council Kate Mclaughlin-Flynn – University of Cumbria Mark Boyling – Carlisle Cathedral Michael Barry – Cumbria County Council Rob Brittain - Castles & Coasts Housing Association</p> <p data-bbox="180 945 324 976">Apologies:</p> <p data-bbox="180 982 735 1131">John Stevenson – MP Prof. Julie Mennell – University of Cumbria Jo Lappin – Cumbria LEP Alison Hatcher – Cumbria County Council</p> <p data-bbox="180 1178 768 1247">EP Welcomes the board to the meeting. JM: Scrutiny and other process to go through</p> |
| 3 | <p data-bbox="656 1293 1036 1329" style="text-align: center;"><u>Declarations of interest</u></p> <p data-bbox="180 1335 610 1446">Mark Boyling – Carlisle Cathedral KMF – University of Cumbria Andrew McKay – Tullie House</p> |
| 4 | <p data-bbox="597 1503 1094 1539" style="text-align: center;"><u>Minutes of previous meeting</u></p> <p data-bbox="180 1551 1409 1621">Minutes Agreed. Action risk register to be shared, action to be picked up during next meeting due to timescales.</p> |
| 5 | <p data-bbox="711 1671 980 1707" style="text-align: center;"><u>Work programme</u></p> <p data-bbox="180 1745 1149 1814">SR update on EGSP taking business case, executive 21st before submission on 24th. Last business case Market hall, working through business case.</p> |

Business case assurance

Carlisle Business Exchange Centre

SR: Looked to take on board comments from the board from previous meeting, give indications of special conditions for a GFA. General high level conditions around implementation.

JM: will await governments special conditions

MB: in terms of the boards role, will they be brought back to the board and updated.

SR: as we get to GFA's we will have to agree conditions between bodies.

KMF: Issue around consistency between the conditions.

SR: at this stage we are not seeing these are definitive and prescriptive but we are demonstrating we are thinking about these things.

CW: if government come back with questions about business case, where does this fit with timelines

SR: if there are delays with project sign off, this will have to be factored in.

JaM: We will meet deadlines but we will just have to keep board updated on progress.

SR: we are in discussions with town deal coordinator, they understand there are inter dependencies and understand and appreciate a quick turnaround.

MB: Barrow roughly had a 3 month turnaround on their BC

AM: Special conditions consistency what form will be required. Condition 8

SR: Some of the conditions do need finessed in terms of wording, we are just ensuring conditions and approvals are in place prior to draw down.

RB: We need to satisfy ourselves as board members that conditions are satisfactory to approve the businesses for sign off.

DK: statement has been put across all the business cases from the independent assurer to satisfy concerns from last meeting.

KMF: are the covering reports going into DLUHC

DK: those are for internal purposes to give the board an overview, there is a prescribed proforma.

KMF - followed up with corrections to Outputs and Outcomes – to come from the Theory of Change within business case.

Board Endorses Citadels Business Exchange Centre Business case and assurance process.

Start with the Park

DK updating on Business case prepared with Mott Macdonald, project sponsor and MM worked closely together and has been assured by Biggar Economics. Final business case and updated assurance reported finds that business case is robust and meets the local assurance framework.

AM: Operational costs, risks will lie with the city council, wont be the case as it will rest with the new local authority.

JaM: It will be useful to quantify how it stands at the moment so everyone is aware.

RB: Special condition needs to be clarified and pointed out.

CW: concerned that there isn't a lot of leeway in terms of mitigation.

Suggestion that special conditions should include cost plan to be prepared prior to funding draw down.

Board Endorses Start with the park Business case and assurance process.

Southern Gateway

DK updating on process and updates on Southern Gateway business case with changes made with discussion with project sponsors and leads.

Government GFA will impose some conditions which we will pass on in which our GFA conditions will be finessed.

MiB: condition 2 out of sync with in terms of drawdown.

SR: We will need to make sure wording is clear, we can finesse the wording as we take on board the comments.

Special condition 2 - Concern expressed about timing.

Board Endorses Southern Gateway Business case and assurance process.

Lighting up Carlisle

DK updating on business case feedback and assurance, business case has had an intense checking from internal finance, final assurance report very favourable, we are satisfied the business case does make a strong case for taking this project forward.

RB: Timescale as will be an issue as we are almost in April already

DK: Some of the project can go ahead as the City council is funding some of the project.

DK: English heritage are keen to go ahead with the project.

JaM: everything will have to go through the planning processes.

AM: Environmental impact, procurement of most energy efficient lighting.

SR: We will do a check on planning, check conditions on planning in terms of level of risk.

- Planning permission to be included in special conditions (could apply across all projects & SR to ensure this is checked and applied wherever Planning permission might be a significant impact on the project)
- Procurement of energy efficient lighting for this project should be considered.
- Cathedral Chapter will need to be consulted as well as Diocese (NB. Paul / Edith / Dean to discuss timing)

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| | <p>Board Endorses Lighting up Carlisle Business case and assurance process.</p> <p style="text-align: center;"><u>Digital and Community Learning Hub</u></p> <p>DK update on business case and assurance, discussions with project sponsors and major changes made within the report. MiB: Conditions timing, condition 3 will need to be picked up similarly to Southern Gateway. AM: confusion on landlords as there are multiple. SR: there is a complicated structure within the library however it has gone through our legal team.</p> <p>Special condition 3 raised in relation to timing Section 11 of PMO report altered in line with Michael Barrie’s feedback. MB to confirm whether outputs to include 3 Community Hubs as an output.</p> <p>Board Endorses Digital and Community Learning Hub Business case and assurance process.</p> <p style="text-align: center;"><u>Tullie House</u></p> <p>DK updating on Tullie House Business case and assurance. PMO is happy to recommend business case for board to endorse. AMc sought clarification on a couple of statements withing the PMO response – happy with response from PMO .</p> <p>Board Endorses Tullie House Business case and assurance process.</p> <p>JaM thanks the board for their hard work and signing off on BC and assurance.</p> |
| 7 | <p style="text-align: center;"><u>Recommendations and next steps</u></p> <p>Scrutiny this afternoon, Executive Monday 21st Submission to government next Thursday. Next board meeting late May / Early June for Market Hall Business. Risk register. MiB: as we come towards the end of what feels like step one it might be worth considering updating Terms of reference & Change control processes, Etc. SR: we need to make sure Heads of terms reflect the stage of the process.</p> |
| 8 | <p style="text-align: center;"><u>AOB</u></p> <p>None.</p> |