

Carlisle Town Deal Board Meeting

Wednesday 10th May 2023 14:00-16:00

MINUTES

Item	
1	<p>Welcome / Apologies</p> <p>Attendees:</p> <ul style="list-style-type: none"> • Emma Porter – Chair (EP) • Steve Robinson (SR) • Debbie Kavanagh (DK) • Ken Lau (KL) • Andrew Mackay (AM) • Cllr Lisa Brown (LB) • Cllr Cyril Weber (CW) • Julie Mennell (JM) • Jo Lappin (JL) • Shane Byrne (SB) • Rob Brittain (RB) • Cannon Benjamin Carter (BC) <p>Apologies: Jane Meek, John Stevenson, Mark Knott, Paul Musgrave, Nick Jones</p> <p>Declarations of Interest: No new declarations of interest declared</p>
2	<p>Review of minutes</p> <p>Minutes agreed.</p> <p>CW asked about the lead officers for projects. SR: Some of the officers have changed, Steven Robinson will take on the role of SRO for most of the projects, working through identifying the officers in the new authority.</p>
3	<p>Programme/ Project Updates</p> <p>Updates and RAG ratings provided by project leads by completion of the project update template issued by the PMO.</p> <p>JM: What do we do to ensure consistency in responses within project update templates? DK: Project Delivery Team meetings to receive verbal updates and PMO provide guidance on completion of project update templates for return to PMO. 1 to 1 meetings with Project leads to ensure that queries and questions are addressed and relevant information provided to inform DLUHC return.</p> <p>EP: the biggest risk we have are the increases in the costs and prices, we see in a lot of the projects we see change and review in scope which is more achievable than value engineering a project as a risk.</p>

	<p>BC: Are we able to see a score breakdown summary to see how we have arrived the scores in the risk register.</p> <p>DK: The scoring definitions are from the DLUHC drop down lists. A copy of these will be provided to the TDB in future reporting.</p> <p>JL: Top 3 risks we need to roll forward the language, pre and post mitigation should be updated to reflect changes especially in local government.</p> <p>DK: The risks in the current report reflect the period up until 31 March and the LGR risk will be reviewed and updated for the next reporting period.</p> <p>JM: Do we need to bring project leads in so we can hear the updates first hand and understand the projects and the risks as they are now out of date.</p> <p>DK: We can look to bring in the projects leads to provide an update.</p> <p>SR: We do technically have 4 separate project leads for the Carlisle projects so they could give presentations each. As we are now Cumberland we are still working through the governance, we now have a capital programmes team as we are now in contract and delivery phases of the projects.</p> <p>JL: Westmorland only has 1 Town Deal whereas the Cumberland now takes on 4 so we need to manage market demands of the bigger geography to make sure facilities aren't being duplicated.</p> <p>BC: is there possibility to stress test capacity within the new structure.</p> <p>SR: we are not aware of any projects requiring a change of scope.</p> <p>Action: Updates on governance processes under the new local authority and risks at next update.</p> <p>CW: It might be useful to have a separate meeting with Projects leads where we can directly asks questions and get further clarity on the risks.</p>
4	<p>Comms and Engagement</p> <p>DK updating on Communications and engagement.</p> <p>Reviewing the governance processes around comms and engagement going forward, bringing together comms officers from the relevant organisations delivering projects and making sure we are all aligned. May need to review our comms channels to ensure we capture all audiences and get the maximum reward in awareness and messaging.</p>
5	<p>Town Deal Membership</p> <p>4 town deal boards merged – Consistency in how we approach Town Deal Boards. Role of the board in terms of delivery, aligning our approach and reviewing our membership.</p> <p>JM: do we need to review our role in the Board. When we started we had a broader remit in terms of delivering against the wider strategy.</p> <p>JL: Town Deal membership was originally quite prescriptive in expectations. How do we take the best lessons and practices from each of the town deals as they are all very different in terms of approach.</p> <p>LB: Would Cumberland decide on the representation of the board as it was previously decided between the City and County.</p> <p>SR: we would need to have a conversation as Cumberland to decide on our political representation.</p> <p>CW: A report could be produced to Cumberland executive and then could be reported back to the board for input and discussion.</p>

	Action : SR to produce report to Cumberland Executive with recommendations for Town Deal Board membership and governance to be reported back to Carlisle Town Deal Board.
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