

Carlisle Town Deal Board

Minutes

23rd November 2022

14:30

Eden Room, Civic Centre, Carlisle

No.	Item
1	<p>Welcome and apologies</p> <p>Attendees: Emma Porter (EP) Jane Meek (JM) Steven Robinson (SR) Debbie Kavanagh (DK) Ken Lau (KL) Cllr Marilyn Bowman (MaB) Cllr John Mallinson (JoM) Cllr Cyril Weber (CW) Michael Barry (MiB) Kate McLaughlin-Flynn (KM-F) Elaine Herbert (EH) Canon Benjamin Carter (BC) Paul Musgrave (PM) Rob Brittain (RB) Samantha Aly (SA)</p> <p>Apologies: Brittany Mason John Stevenson Lisa Brown Julie Mennell Jo Lappin Mark Nott Andrew Mackay</p> <p>There were new conflicts of interest reported.</p>
2	<p>Review of minutes & actions from previous meeting</p> <p>Draft minutes approved.</p> <p>Actions from previous minutes have been completed.</p>

<p>3</p>	<p>Programme / Project updates – Highlight Report & Risk Register</p> <p>CaCC PMO have had meetings with Project Leads to discuss filling in project update forms. These forms have now been completed by all Project Leads for Town Deal projects. The information from these forms has been extracted and used to update the Highlight Report and Risk Register.</p> <p>Key common risks have been identified and these have been reported as the programme risks. The common risks are relating to rising costs, issues with procurement and LGR.</p> <p>Another programme wide risk is the issue with delays to signing of Grant Funding Agreements (GFAs). DK explained that in one to ones with the Project Leads the importance of GFA sign off was discussed. DK highlighted that the delay to the signing of GFAs could impact the programme and lead to programme wide delays. The GFA for Southern Gateway has been sealed by CaCC and is currently with CuCC for sealing. All of the other GFAs are with legal teams awaiting comments. The GFAs are based on the Business Cases that were approved by DLUHC. Conversations around change can take place, if required, after the GFA have been signed. No money can be released until the GFA have been signed. JM advised that there is an escalation process and if this matter is escalated then JM will have conversations with organisations.</p> <p>As well as the GFAs, there are 2 SLAs for the internal projects (Start with the Park and Lighting Up Carlisle), these will be finalised this week.</p> <p>Based on the project update forms that were returned Project Adjustment Requests (PARs) are likely in the next quarter due to rise in costs. EP raised concerns that projects have already been descoped after the initial Town Deal amount was lower than the ask. There was discussion about how it is no longer possible to deliver all the projects on scope for the same cost that was outlined in the business cases and that real challenges with costs are coming. MiB suggested that at the next meeting there should be discussions about how to deal with the rising cost risk before it becomes an issue.</p> <p>Actions:</p> <ul style="list-style-type: none"> - DK to escalate delay in GFA sign off if there is no movement by next week. - Add rising costs to agenda for next TDB meeting.
<p>4</p>	<p>Towns Fund: supplementary guidance for Town Deal Boards</p> <p>DLUHC have released new supplementary guidance for Town Deal Boards and this was discussed. Now that six projects are moving into delivery stages that is a need to ensure governance is fit for purpose and a requirement for the board to continue meeting regularly. The board have a role in approving DLUHC returns and reviewing and advising on and PARs.</p> <p>The update guidance advises that the Town Deal section on the website should have information on the Town Deal Board. As a minimum, this should include name and role of board members. Board members have been asked to consider if they would like any further information to be added to the website such as photographs or bios.</p>

	<p>It was raised that there is a need for board membership to be more diverse so the profile of the board represents the population of Carlisle to ensure that community voices are heard. EP suggested that it may be good to have representation from people with disability, LGBTQ+ and multicultural experience. It was also raised that there could also be youth representation on the board. KM-F raised that some projects have completed a lot of community engagement. There is a need for community engagement to be as broad as possible. DK highlighted that there is a section in the business cases about impact on communities to ensure inclusivity at project level. It was agreed that a question about stakeholder engagement should be added to the project update report used by the PMO.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Name and role of TDB members to be added to website. - TDB members to consider if they would like photos and/or bios added to website. - TDB to consider if there is a need to review board membership to add diversity. - PMO to add a question about stakeholder engagement to the project update form.
5	<p>DLUHC Returns</p> <p>The draft of the Town Deal DLUHC return was shared on screen. The deadline for this to be submitted is 16th December 2022. The PMO are aiming to submit this in the first week of December. The draft will be shared with the TDB for consideration. This will also be sent to the TDB to be signed before submission to DLUHC.</p> <p>The programme level risks were discussed. These are the top 3 programme risks based on the common risks that were highlighted by Project Leads. MiB raised that labour/skills are also a risk to the programme and suggested that the supply chain need to know that these projects are ongoing. SR advised that there had been publicity about the programme when the team attended UKREiiF in the spring. DK suggested that there could be some further publicity about the projects when the GFAs have been signed.</p> <p>EP – there is a risk that if all the projects start delivery at the same time as other big projects across the country then contractors may not be available.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Draft of DLUHC return to be circulated to TDB members - DLUHC return to be signed by chair before submission
6	<p>Market Hall update</p> <p>This is the last outstanding business case for the programme and an extension has been granted until 31st December 2022. The business case is in development and a draft is expected by the end of this month. This will then go through an assurance process with the PMO and the Accountable Body. The TDB will then need to review the business case and have input before submission. It was agreed that a Teams meeting would be arranged in December to discuss this business case. A date will be arranged.</p> <p>CW raised concerns about the impact of the potential Stacks development on Lowther Street which has been in the local press. There was a discussion about this and it was explained that the impact on the city as a whole will be considered. It was raised that in</p>

	<p>other cities there are examples of both offers working well together. It was questioned if the Stacks development could fill the gap that the Market Hall project was going to fill. JoM advised that they are happy to be pragmatic if the Market Hall project is undeliverable but that they would not want to sacrifice it if it still a possibility. It was raised that the Market Hall has had alternative uses in the past so there may be potential to look at other uses.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Teams meeting to be arranged for TDB to discuss business case for Market Hall.
7	<p>Local Government Reorganisation (LGR)</p> <p>JaM gave an update on LGR. Officers are working to get everything safe and legal for vesting day. As there will be a move to a bigger authority it is likely that that there will be a change to the structure and there may be a split of departments.</p> <p>There was a discussion about the need for decision making to go through locality working when the new Cumberland authority is formed and that the drive for Town Deal projects will likely come from local members. It was suggested that boards will continue to have local members. It was agreed that for a region to thrive it's city has to thrive.</p>
8	<p>Next steps & AOB</p> <p>AOB: The Future High Street Fund Market Square/Green Market consultation is underway. TDB members were asked to share their views on the proposed options.</p> <p>Next in meeting has been arranged for 1st March 2023. An additional Teams meeting will be required in December to discuss the Market Hall business case. A date is yet to be agreed for this.</p> <p>Agreed actions:</p> <ul style="list-style-type: none"> • DK to escalate delay in GFA sign off if there is no movement by next week. • Add rising costs to agenda for next TDB meeting. • Name and role of TDB members to be added to website. • TDB members to consider if they would like photos and/or bios added to website. • TDB to consider if there is a need to review board membership to add diversity. • PMO to add a question about stakeholder engagement to the project update form. • Draft of DLUHC return to be circulated to TDB members • DLUHC return to be signed by chair before submission • Teams meeting to be arranged for TDB to discuss business case for Market Hall.