



IPSWICH TOWN DEAL

BOARD AGENDA

8.30 to 10am

7th January 2022

Agenda Item Number	Topic	Paper Reference	Lead	Anticipated Time (minutes)
1	Welcome, Introductions and Apologies for Absence (including 'substitute information')		Helen Langton (Vice Chair)	5
2	Minutes of the Last Meeting	Paper 1	Helen Langton	5
3	Matters Arising from the Last Meeting		Helen Langton	2
4	Declarations of Interest (including from attending Substitutes)		Helen Langton	3
5	General Updates:	Paper 2		15
	(i) Chair Recruitment		Paul West	
	(ii) Business Case Submission		Helen Langton	
	(iii) Borough Council Executive Report: 15 th December 2021		David Ellesmere	
6	2 nd Draft Business Cases	Paper 3	Helen Langton	40
	(i) Academy of Yacht Building (Island Site) (Project 20)	Confidential Papers 3A to 3F		
	(ii) Former Paul's Building Silo (@ the Waterfront) (Project 6)			
	(iii) Ipswich Oasis (Town Centre Greening) (Project 25)			
	(iv) Creating a digital town centre (Project 21)			
	(v) Town Centre Regeneration Fund (Project 11)			
	(vi) Local shopping parades regeneration fund (Project 24)			
7	Project Reporting Template	Paper 4	David Ellesmere	10
8	Communications Proposals Following Board	Paper 5	Helen Langton	5

9	Dates of Future Meetings	Helen Langton	5
	(i) 11 th March		
	(ii) 10 th June		
	(iii) 9 th September		
	(iv) 9 th December		
11	Any Other Business	Helen Langton	5



IPSWICH TOWN DEAL
DRAFT BOARD MINUTES
10th December 2021

Attendees (Board members): Terry Baxter, C-J Green, Becca Jackaman, Sarah Holmes, Tom Hunt MP, Catherine Johnson, Professor Helen Langton, Professor Dave Muller, Dr Dan Poulter and Paul West.

Attendees (Substitutes): Bryony Rudkin (for David Ellesmere)

Attendees (Non-Board members): Russell Williams (minute taker) and Chris Starkie (Chair – Operations Group)

Apologies: James Davey and David Ellesmere

Item	Description	Action
1	Welcome / Introductions / Apologies HL (Vice-Chair) chaired the meeting. PC was welcomed to his first meeting. His relevant declarations (etc) had previously been circulated to all Board members.	
2	Minutes of the Last Meeting (1st October 2021) Agreed	
3	Matters Arising from the Last Meeting With the exception that - DP asked that a draft 'project monitoring template' be tabled for the next Board meeting – all other items were included with the meeting agenda.	RW

4	<p>Declarations of Interest</p> <p>None to add to those already publicly available.</p>	
5	<p>General Updates</p> <p>RW ran through the 3 updates as highlighted on the agenda – namely:</p> <ul style="list-style-type: none"> (i) Chair Recruitment (ii) Project Briefings (iii) Resignation of a Board Member <p>It was hoped that a new Chair nomination could be made for the next Board meeting to consider.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> <u>(1)</u> Note the Updates within Paper 2 were noted; <u>(2)</u> Invite Sophie Alexander be invited to join the Board to represent All About Ipswich <u>(3)</u> Thank Professor Muller for his contribution to the Board. 	
6	<p>2nd Draft Business Cases</p> <p>Paper 3 was noted – and the 4 2nd draft Business Cases circulated as Confidential Appendices 3A to 3D were endorsed – covering 4 projects.</p> <p>RW advised that the three key elements of each business case were that:</p> <ul style="list-style-type: none"> (a) The project should remain in keeping with the ambitions submitted to HM Government and with the grant offer from HM Government; (b) Each project submission should have been considered by the accountable body – the Borough Council – from a best value perspective; and (c) There should be clear confirmation from the Town Deal Board that each individual submission is supported. <p>Following discussion, the Board resolved that the contents of the Business Case templates were noted and that the Ipswich Town Deal Board confirm that they are supportive of Ipswich Borough Council submitting the business cases for the following four projects to HM Government (having first taken account of any comments the Board makes on Appendix 3A to 3D):</p> <ul style="list-style-type: none"> (1) Integrated Care Academy (University of Suffolk) (Project 18) (2) Public Realm Improvements (Arras Square etc.) (Project 9) (3) Re-using the Old Post Office (on the Cornhill) (Project 7) (4) Tech Campus and Sustainable Construction Centre (Suffolk New College) (Project 19) 	

<p>7</p>	<p>1st Draft Business Cases</p> <p>The Board noted the first draft of each of the 6 business cases that had been circulated to members – covering projects:</p> <ul style="list-style-type: none"> (i) Academy of Yacht Building (Island Site) (Project 20) (ii) Former Paul’s Building Silo (@ the Waterfront) (Project 6) (iii) Ipswich Oasis (Town Centre Greening) (Project 25) (iv) Creating a digital town centre (Project 21) (v) Town Centre Regeneration Fund (Project 11) (vi) Local shopping parades regeneration fund (Project 24) <p>An opportunity to submit any comments on each business case was available up to 19th December 2021. Any comments should be sent to Russell Williams.</p> <p>The Board discussed the Ipswich Oasis project and concluded that the Task Force should be advised of three views of the Board:</p> <ul style="list-style-type: none"> (a) That it should have a clear focus on delivering a limited number of substantial interventions (rather than lots of smaller interventions); (b) The final business case should only include reference to a green wall if a location was clear (and the site owner was supportive of the proposition); and (c) Thought should be given to responsibility (etc) for the longer-term maintenance of changes. 	<p>RW</p>
<p>8</p>	<p>Additional Project Task Forces</p> <p>The Board considered Paper 5 which set out the detail for two additional task forces for projects:</p> <ul style="list-style-type: none"> - Public Realm Improvements (Arras Square etc.) (Project 9) - Town Centre Regeneration Fund (Project 11). <p>The Board resolved to endorse:</p> <ul style="list-style-type: none"> (1) the 5 Board organisations to be represented on each Task Force (see Paper 5); and, (2) the lead Board organisation for each Task Force being the Borough Council. 	

<p>9</p>	<p>Communications Proposals Following Board</p> <p>The draft press release was noted.</p> <p>It was resolved that – in general – each press release should includes quotes from:</p> <ul style="list-style-type: none"> (i) The Chair of the Board; (ii) A representative from the Accountable Body (the Borough Council); (iii) One of the two MPs; (iv) The lead organisation for the topic in question (if different from (i) to (iii)); (v) HM Government – in the event that a quote was obtainable. <p>Ideally press releases should be organised to be issued shortly the decision is made – or otherwise in the public domain (e.g. via a publication of a report).</p>	
<p>10</p>	<p>Dates of Future Meetings</p> <p>They were noted as:</p> <ul style="list-style-type: none"> (i) 7th January (New) (ii) 11th March (iii) 10th June (iv) 9th September (v) 9th December 	
<p>11</p>	<p>Any other business</p> <p>DP suggested an addition to the Board to increase community based representation on the Board. His suggestion was agreed – subject to the individual confirming their willingness to join the Board. RW to contact them.</p>	<p>RW</p>

Ipswich Town Deal Board: 10th December 2021

Agenda Item 5: General Updates

Author of Paper: Russell Williams, Chief Executive, Ipswich Borough Council

Note: This paper will be published on the Borough Council's website alongside the meeting agenda.

1. Chair Recruitment

A four person panel has now interviewed the majority of the short-listed candidates. The panel is Paul West (Chair), C-J Green, Catherine Johnson and Tom Hunt MP. The panel is being supported by Russell Williams.

A final interview is due to be held in the New Year.

It is anticipated that a proposal / recommendation from the Panel for a new Chair will be circulated by email to all Board members and that – in the event that the Board are content with signing off the recommendation – an appointment can be confirmed by the end of January 2022.

2. Business Case Submissions

The first four business cases were submitted to HM Government on 31st December 2021. Each submission was signed by Professor Helen Langton (on behalf of the Town Deal Board) and Russell Williams (Chief Executive of Ipswich Borough Council – the Accountable Body). Prior to submission the Council's Section 151 Officer (Chief Finance Officer) endorsed the relevant part of each submission (i.e. from a value for money perspective).

3. Borough Council Executive Report: 15th December 2021

The Borough Council considered a report on Town Fund work at a meeting of its Executive on 15th December 2021. The report is available at: [Executive Town Fund](#). The report was referred to within Paper 6 of the previous Board meeting.

The recommendations of the report were unanimously agreed by the Executive and were as follows:

- (1) That Executive authorises the Chief Executive in consultation with the Portfolio Holder for Economic Development, the Section 151 Officer and the Operations Manager for Legal and Democratic Services to make payment of the sums of £2.58m and £0.94m respectively to the University of Suffolk and the Suffolk New College provided that the sufficient monies are first received from Government and the University Of Suffolk and Suffolk New College enter into Grant Agreements with the Council for the delivery of the agreed projects as outlined in paragraph 1.7 above.*
- (2) That Executive determines to allocate the £1.25m Town Deal Funding received to date to support the three projects identified within Option 4 at Section 4 of this report and requests that the Section 151 Officer makes appropriate provision as a result.*

Both recommendations were supportive of the positions previously taken by the Town Fund Board.

Recommendations to the Board

Recommendation 1: That the Updates above are noted – and that the Board confirms whether or not it is prepared to deal with a new Chair appointment via email responses to a recommendation from the Panel.

Ipswich Town Deal Board: 7th January 2021

Agenda Item 6: 2nd Draft Business Cases

Author of Paper: Russell Williams, Chief Executive, Ipswich Borough Council

Note: This paper will be published on the Borough Council's website alongside the meeting agenda.

Background

The Board has expressed a clear wish to consider templates that contain the information that would thereafter be submitted to HM Government for each of the 11 projects.

The business cases will thereafter – if endorsed (in principle) - by the Board – be amended by the Borough Council (as accountable body) in the light of any Board comments - and to fit with the format required by Government - and then formally submitted to the Government.

First drafts of the Business Cases for the six projects referred to below were tabled for the last Board meeting. Comments received since then have informed the second drafts.

All six projects have been the subject of informal briefings to the Board in October to December 2021.

The 6 Business Cases

The second group of 6 projects to get to this stage are:

- (i) Academy of Yacht Building (Island Site) (Project 20)
- (ii) Former Paul's Building Silo (@ the Waterfront) (Project 6)
- (iii) Ipswich Oasis (Town Centre Greening) (Project 25)
- (iv) Creating a digital town centre (Project 21)
- (v) Town Centre Regeneration Fund (Project 11)
- (vi) Local shopping parades regeneration fund (Project 24)

The 2nd draft business case templates will be circulated separately as 'Confidential Papers' but it is anticipated that the final versions of the business cases that are submitted to HM Government will be put in the public domain (with any confidential / sensitive information - e.g. possible procurement values – redacted in an appropriate manner).

Links to the Town Investment Plan and the Grant Offer Letter

All six projects are consistent with Ipswich's Town Investment Plan submission from December 2020 and the Grant Offer from July 2021.

Recommendations to the Board

Recommendation 1: That the contents of the Business Case templates are noted and the Ipswich Town Deal Board confirm that they are supportive of Ipswich Borough Council submitting the business cases for the following six projects to HM Government (having first taken account of any comments the Board makes on Appendix 3A to 3F):

- (i) Academy of Yacht Building (Island Site) (Project 20)
- (ii) Former Paul's Building Silo (@ the Waterfront) (Project 6)
- (iii) Ipswich Oasis (Town Centre Greening) (Project 25)
- (iv) Creating a digital town centre (Project 21)
- (v) Town Centre Regeneration Fund (Project 11)
- (vi) Local shopping parades regeneration fund (Project 24)

Note: The intention would be to submit these six projects to HM Government on or prior to the next – Government set - submission deadline of 14th January 2022.

Ipswich Town Deal Board: 7th January 2021

Agenda Item 7: Project Reporting Template

Author of Paper: Russell Williams, Chief Executive, Ipswich Borough Council

Note: This paper will be published on the Borough Council's website alongside the meeting agenda.

It is understood that HM Government are likely to issue a new 'Monitoring and Evaluation' framework for Town Deal projects in the coming weeks. Therefore, the attached project template should be seen as an initial draft.

The intention is to:

- (a) Obtain views of Board members on the draft template attached as Appendix 1 – and then amend the template accordingly;
- (b) Factor into the amended template any key elements from the new HM Government framework – i.e. that might be missing from the template; and
- (c) Complete the populating of each amended template for each of the 11 projects in time for the next meeting (in March 2022).

Any comments received – by Russell Williams – on the template - by 31st January 2022 - will be taken into account as the final version is produced.

Recommendation 1: That the draft Template at Appendix 1 is noted and that any comments on it are sent to Russell Williams by 31st January 2022.

Appendix 1

Monitoring and Evaluation Template for Ipswich Town Deal Board: (Table 1)

Update Date			
Project Name			
Project Number			
Town Fund £m Allocated			
Lead Organisation			
Business Case Submission Date			
Business Case Approval Date			
£m received			
Key Milestone	Anticipated Start Date	Anticipated Finish Date	Current Position
1			
2			
3			
4			
5			
6			
Progress Since Last Board meeting			
Next Key Activity Scheduled			Date
Key Project Risks	Mitigation Proposal	Significance / Score (H / M / L)	
1			
2			
3			
4			
5			
Project Status (Green / Amber / Red)			

Monitoring and Evaluation Template for Ipswich Town Deal Board: (Table 2)

Update Date			
Project Name			
Project Number			
£m received			
Estimated Outputs	Quantity Predicted in Submission	Current Delivery Position	Commentary
1			
2			
3			
4			
5			
6			
Estimated Outcomes	Quantity Predicted in Submission	Current Delivery Position	Commentary
1			
2			
3			
4			
5			
6			
Project Status (Green / Amber / Red)			

Ipswich Town Deal Board: 7th January 2022

Agenda Item 8: Communications Proposals Following Board

Author of Paper: Russell Williams, Chief Executive, Ipswich Borough Council

Note: This paper will be published on the Borough Council's website alongside the meeting agenda.

There is not considered to be anything within the Agenda for this meeting that needs wider communication.

The next three things where wider publicity is likely to be appropriate are:

- (i) The appointment of a new Chair;
- (ii) Receipt of the next tranche of funding from HM Government (once business cases have been considered);
- (iii) Delivery of the initial schemes associated with the £1.25m funding received to date.

Draft press releases on these three items will be prepared and agreed with relevant parties / people prior to being issued. Copies of each press release issued will be sent to the Board.

Recommendation to the Board

Recommendation 1: That the Board notes the position.