



## IPSWICH TOWN DEAL / VISION

### BOARD AGENDA

10am to 11.30am

8<sup>th</sup> July 2022

Location: The Boardroom @the Waterfront Building, University of Suffolk

Agenda Item Number	Topic	Paper Reference	Lead	Anticipated Time (minutes)
1	Welcome, Introductions and Apologies for Absence (including 'substitute information')		Helen Langton (Vice Chair)	3
2	Minutes of the Last Meeting	Paper 1	Helen Langton	2
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 Progress		Paul West	
	(ii) Monitoring and Evaluation Group		Dr Daniel Poulter MP	
	(iii) Town Deal Business Case Progress		David Ellesmere	
6	Inward Investment Brochure Plans	Paper 3	David Ellesmere	5
7	Connected Town Centre Task Force		Terry Baxter	5
8	Levelling Up Fund Bids (Confirmation of Submission)		Paul West and David Ellesmere	5
9	Communications Proposals Following Board	Paper 4	Helen Langton	5
10	Dates of Future Meetings (all 'in person')		Helen Langton	2
	(i) 9 <sup>th</sup> September 2022;			
	(ii) 9 <sup>th</sup> December 2022.			
11	Any Other Business		Helen Langton	3

**The meeting will be followed by a short tour (at approximately 11 am) of the new Health and Wellbeing Building (i.e. a Town Deal Funded Project)**



## IPSWICH TOWN DEAL / VISION

## DRAFT BOARD MINUTES

22<sup>nd</sup> April 2022

**Attendees (Board members):** Part 1 (items 1 to 6): Terry Baxter, David Ellesmere, Tom Hunt MP, Catherine Johnson, Professor Helen Langton, Dr Dan Poulter and Paul West. Part 2 (items 7 to 12): Sophie Alexander, Becca Jackaman, James Davey, Dr Dean Dorsett.

**Attendees (Substitutes):** Part 2: Ivan Cutting (for Sarah Holmes)

**Attendees (Non-Board members):** Russell Williams (minute taker), Chris Starkie (Chair – Operations Group) and Andrew Cook and Luke Barber (for Part 2 and specifically item 9)

**Apologies:** C-J Green

Item	Description	Action
1	<b>Welcome / Introductions / Apologies</b>  HL (Vice-Chair) chaired the meeting.	
2	<b>Minutes of the Last Meeting (7<sup>th</sup> January 2022)</b>  Agreed	
3	<b>Matters Arising from the Last Meeting</b>  None	
4	<b>Declarations of Interest</b>  None to add to those already publicly available.	
5	<b>Terms of Reference and Chair Recruitment</b>  Agreed to amend proposal following suggestion from DP to make it clear that Chair needs to come from a 'private sector' background.  HL updated on discussions with partners on remuneration.	

	<p>CJ drew attention to fact that ‘recruitment firm’ are likely to ask for Board views as to who to approach.</p> <p>Agreed that recruitment firm would be chosen by a panel of HL, PW and RW.</p> <p>Resolved that:</p> <ol style="list-style-type: none"> <li>1. That the revised Terms of Reference – as set out in Appendix 1 are agreed – subject to the amendment about private sector set out above - and noting the two new Task Groups proposed within them.</li> <li>2. To note the intention to seek consultants to support the process and the ‘selection panel’ Sub-Group membership (as set out in the paper).</li> <li>3. To note that the Sub-Group are likely to make a recommendation to funding partners – by email and for approval and confirmation – outside a formal Board Meeting.</li> <li>4. To set up a separate sub-group of HL, PW and RW to choose the recruitment consultants to be used to support the process.</li> </ol>	
6	<p><b>General Updates</b></p> <p>Discussions continue with HM Government on value for money associated with business cases.</p> <p>DP advocated some flexibility on numbers of Board members and independent members on the Monitoring and Evaluation Group (and flagged the importance of declarations of interest in that setting).</p> <p>A separate workshop on Levelling Up Fund opportunities will be held – to which all Board members will be invited.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. To note the position with the Business Case submission(s) and the Levelling Up Fund opportunity</li> <li>2. To endorse the initial proposals for the Monitoring and Evaluation Group.</li> </ol>	

7	<p><b>Welcome / Introductions / Apologies (Part 2 of meeting)</b></p> <p>HL (Vice-Chair) chaired the meeting.</p>	
8	<p><b>Inward Investment Brochure Plans</b></p> <p>DE and RW updated the Board on plans for a new brochure and committed to circulate a draft for comment shortly after the meeting.</p> <p>Enthusiasm from a number of partners to get involved.</p> <p>DD also advocated a linked campaign that would attract people – as well as businesses – to the area – i.e. why you should consider relocating personally / as a family to the area.</p> <p>The Board noted the proposals.</p>	
9	<p><b>Informal Board Briefing: Pedestrian / Cycle Bridge (etc.) @ Waterfront (Project 2)</b></p> <p>PW, AC and RW briefed the Board on plans for the new bridge – using work that has been ‘jointly commissioned’ by Suffolk County Council, Ipswich Borough Council and Associated British Ports.</p> <p>The Board discussed a number of issues – including delivery times, cost estimated and the links to the 2<sup>nd</sup> bridge to the west.</p> <p>TH keen for their to be a round table on both bridges before the final submission.</p>	
10	<p><b>Communications Proposals Following Board</b></p> <p>The Board noted Paper 5.</p>	
11	<p><b>Dates of Future Meetings</b></p> <p>They were noted as:</p> <ul style="list-style-type: none"> <li>(i) 9<sup>th</sup> September</li> <li>(ii) 9<sup>th</sup> December</li> </ul>	
12	<p><b>Any other business</b></p> <p>HL expressed a preference for the July meeting to be ‘in person’.</p>	

## Ipswich Town Deal / Vision Board: 8<sup>th</sup> July 2022

### 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 Progress

On 29<sup>th</sup> June, interviews took place with 3 recruitment firms that were short-listed for the work to support the search for a new independent chair.

The interview panel was Professor Helen Langton (University of Suffolk), Russell Williams (Ipswich Borough Council) and Andrew Cook (Suffolk County Council). Andrew took part on behalf of Paul West who was not able to make the interview time slot(s).

The Panel selected – unanimously a preferred firm – who has verbally accepted the work. It is anticipated that the appointment will be formally confirmed shortly.

Assuming the process is successful a new Chair should be in place during September 2022.

The final interview panel has previously been agreed as: Paul West, Professor Helen Langton, CJ Green (New Anglia Local Enterprise Partnership), Catherine Johnson (Suffolk Chamber) and Tom Hunt MP.

#### 2. Monitoring and Evaluation Group

The 'advert' for independent members of this Group is now up on LinkedIn.

The closing date for expressions of interest is 22<sup>nd</sup> July.

It is suggested that the 'interview panel' for this Group should be Dr Daniel Poulter MP and two other Board members (or a representative nominated by them). Volunteers would be appreciated.

If sought, the independent roles will be remunerated at a comparable with Borough Council levels for such posts (i.e. up to £500 per annum – subject to attendance levels). This will be funded by the Borough Council from its Town Deal monies that has been provided by HM Government (i.e. funding additional to the £25m project grant funding).

One Board member – James Davey – has volunteered to join the Group but there is still space available for a second Board member on the Group – if there is another volunteer.

The information attached to the advert is attached as Appendix 1.

### 3. Town Deal Business Case Progress

As previously discussed, the 10 submitted summary business cases have not yet been approved by HM Government. More work to demonstrate value for money is underway.

A letter explaining the position from Neil O'Brien MP to Tom Hunt MP is attached as Appendix 2.

The Borough Council – as accountable body - is in regular contact with civil servants on this matter. Our projects have been categorised into 2 different types – those that are 'programmes of work' – where it isn't necessarily yet clear exactly what the money will deliver on the ground (e.g. the Local Shopping Parades Regeneration Fund Project) – and those that are distinct clearly defined projects (e.g. the Former Paul's Building Silo). Examples of further work that has been undertaken includes an independent valuation report on the silo to demonstrate the impact financially of the investment and more work on the possible interventions that might happen in the Shopping Parades (that had largely already been done by the Task Force).

Agreement has been reached with civil servants that work will happen on a couple of projects at a time – rather than trying to do all 10 at the same time – with a view to getting each pair agreed as soon as possible before moving onto the next pairs.

The pairs are likely to be:

#### Pair 1

Former Paul's Building Silo (@ the Waterfront)  
Local shopping parades regeneration fund

#### Pair 2

*Town Centre Regeneration Fund*  
*Creating a digital town centre*

#### Pair 3

*Integrated Care Academy (University of Suffolk)*  
*Ipswich Oasis (Town Centre Greening)*

#### Pair 4

*Academy of Yacht Building (Island Site)*  
*Public Realm Improvements (Arras Square etc.)*

## Pair 5

*Re-using the Old Post Office (on the Cornhill)*

*Tech Campus and Sustainable Construction Centre (Suffolk New College)*

The 5<sup>th</sup> pair are in 'last place' because they are the two projects that are – or have been – 100% funded by monies already been received from HM Government.

It is hoped that the majority of the projects will have been formally agreed and / or the monies received by 30<sup>th</sup> September.

In addition, following a request from HM Government, work is being done to look at the profile of the funding for each project in relation to different financial years. Discussions will take place later this month with partners involved in leading individual projects.

Finally, following discussions with the Operations Group, it has been decided to delay submission of the Pedestrian / Cycle Bridge (etc.) @ Waterfront project so it follows on from a Levelling Up Fund submission. It is now planned to bring this to the September Board meeting form approval.

## **Recommendations to the Board**

Recommendation 1: That progress be noted and the make-up of the interview Panel for the Monitoring and Evaluation Group be determined.

**Ipswich Town Deal: A Search for Independent Members of a new Monitoring and Evaluation Group**

The Government have offered £25m to Ipswich to deliver 11 projects across the town. The projects are:

Project Name	Project Number	Town Fund £m
Re-using the Old Post Office (on the Cornhill)	7	£0.23
Public Realm Improvements (Arras Square etc.)	9	£1.4
Integrated Care Academy (University of Suffolk)	18	£2.58
Tech Campus and Sustainable Construction Centre (Suffolk New College)	19	£0.94
Pedestrian / Cycle Bridge (etc.) @ Waterfront	2	£1.31
Former Paul's Building Silo (@ the Waterfront)	6	£3.75
Town Centre Regeneration Fund	11	£7.96
Academy of Yacht Building (Island Site)	20	£1.12
Creating a digital town centre	21	£2.34
Local shopping parades regeneration fund	24	£2.81
Ipswich Oasis (Town Centre Greening)	25	£0.56

The Town Deal Board has decided to set up a Mentoring and Evaluation Group to provide advice to it on the progress on the delivery of the project.

This Group will include a mix of Board Members and Independent Members and will be chaired by Dr Daniel Poulter MP.

We are seeking up to two people to be part of this group acting as 'independent members'. We would welcome applications from anyone with an interest, qualification and experience in auditing generally or project and / or programme management (especially in 'Built Environment' or 'Finance').

Further details of the role(s) are available on the attached document.

If you would like to apply please email [town.fund@ipwich.gov.uk](mailto:town.fund@ipwich.gov.uk) with your CV (2 sides maximum) and a one side letter explaining why you are interested in these roles.



The closing date is 22<sup>nd</sup> July 2022. It is anticipated that the successful people will have been appointed by 31<sup>st</sup> August 2022.

### **Monitoring and Evaluation Group Information**

The Group will:

- (i) Report to the main Town Deal / Ipswich Vision Board on a quarterly basis with a summary of the position on all 11 Town Deal projects highlighting key risks, delivery highlights and any areas of concern that the Board should be aware of;
- (ii) Support the accountable body (Ipswich Borough Council) in preparing and validating any reports required by HM Government;
- (iii) Advise the accountable body of its views on any issues relevant to the delivery of the Projects – e.g. procurement activities - whilst recognising the independence of the Borough Council's decision making;
- (iv) Advise the Board and the accountable body (the Borough Council) on any issues associated with standards of conduct and transparency as they relate to the delivery of Town Deal related activities

### **Membership:**

- (i) Dr Daniel Poulter MP (Chair)
- (ii) Another (volunteer) Board Member
- (iii) Potentially another (2<sup>nd</sup>) (volunteer) Board Member
- (iv) An independent person; and
- (v) Potentially A (2<sup>nd</sup>) independent person.

Note: The Board members on the group will not be Tom Hunt MP or David Ellesmere (Ipswich Borough Council) to ensure that there is a good spread of Board members and that the Group is clearly independent of the Borough Council as accountable body.

The independent people should not be related to any of the organisations represented on the Board

### **Remuneration**

If sought, the independent roles will be remunerated at a comparable with Borough Council levels for such posts (i.e. up to £500 per annum – subject to attendance levels).

### **Regularity of Meetings**

It is anticipated that the Group will meet quarterly as a time that ties in appropriately with Government Monitoring Timetables and Board meetings.

It is anticipated that most of the meetings will be held 'virtually', with one or possibly two in person meetings a year.

#### Support for Meetings

The Borough Council will support the Chair in organising and preparing for the meetings and will ensure that relevant information is made available in a timely manner.

The Borough Council's Chief Finance Officer (Section 151 Officer) will attend (or be represented) if asked to attend a Group meeting by the Chair.

#### Accessibility of Information

Papers and minutes will be publicly available (unless there is a reason for them to be kept confidential – with the Borough Council determining this in accordance with its normal 'Committee paper' rules).

Relevant minutes are likely to be attached to any relevant reports to formal Borough Council meetings considering Town Deal matters.

**Ipswich Town Deal / Vision Board: 8<sup>th</sup> July 2022**

**Agenda Item 6: Inward Investment Brochure Plans**

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

A draft of the proposed brochure was circulated to the Board on 8<sup>th</sup> June 2022 requesting comments by 22<sup>nd</sup> June.

A number of comments were received which will all be taken into account as the brochure is finalised. At headline level they all were in the category of 'it's good' and / or 'some suggestions for additional things to include' and / or 'some typographical or stylistic observations'.

Following discussions with the Chamber of Commerce it is proposed that a launch event will be organised for late September – by when a new Chair will hopefully be in place. A headline 'guest speaker' is also planned to help with the launch.

If any Board members have any final comments or would like to be involved in organising the launch can they let the Borough Council know.

**Recommendations to the Board**

Recommendation 1: That progress be noted

**Ipswich Town Deal / Vision Board: 8<sup>th</sup> July 2022**

**Agenda Item 9: 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 launch of the search for a new Chair will need to be widely communicated – quoting Professor Langton as Vice-Chair. This will be circulated to all Board members at the relevant time.

**Recommendation to the Board**

Recommendation 1: That the Board notes the position.



Department for Levelling Up,  
Housing & Communities

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**Neil O'Brien MP**  
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Our Ref:17597420

15 June 2022

Dear Tom,

Thank you for your letter of 4 May, to Kemi Badenoch MP about Ipswich's Town Deal. I am grateful for your support for the Town Deal and involvement in the board. I have been asked to reply as this matter falls within my ministerial responsibilities.

The Towns Fund is a priority for this government and central to our levelling up agenda. Through working directly with places and putting power in the hands of local businesses and communities, we are unleashing the economic potential of towns and high streets across the country. We want to see vibrant towns that are great places to live, work and visit, and a country where everyone, wherever they live, can contribute to and benefit from economic growth.

Project business cases are developed by towns and signed off by the lead local authority's Section 151 Officer. These are then submitted to the department for review, after which we are able to release funding.

As you will be aware, Ipswich submitted Summary Documents for the projects listed in your letter at the end of December 2021 and mid-January 2022. The DLUHC review process includes careful scrutiny of the value for money of the town's proposals, as part of our duty to ensure public money is spent properly. This process has taken longer for Ipswich because officials have had to request additional detail on value for money to ensure consistency with Green Book business case standards.

Officials have been reviewing this information and will continue to work closely with the local authority to resolve any outstanding issues. I can assure you that they are doing all they can to support the council. We, like you, want to help Ipswich to progress its Town Deal as quickly as possible, ensuring that local people see these exciting plans come to fruition.

Once again, thank you for writing on this matter.

**NEIL O'BRIEN MP**