IPSWICH TOWN DEAL

BOARD AGENDA

8.30 to 10.00am

16th July 2021

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	2.5
3	Matters Arising from the Last Meeting		Helen Langton	2.5
4	Declarations of Interest (including from attending Substitutes)		Helen Langton	5
5	Governance etc Updates: (i) Chair Recruitment (ii) Task Forces (3 Projects: Digital Town Centre, Ipswich Oasis and Local Shopping Parades) (iii) Board Review		Helen Langton	15
6	Business Case Development	Paper 2	David Ellesmere	15
7	Board Involvement (i) Project Update Sessions (ii) Business Case Consideration	Paper 3	Helen Langton	15
8	Communications Proposals Following Board		Helen Langton	5
9	Dates of Future Meetings (i) 1st October (ii) 10th December		Helen Langton	2.5
10	Any Other Business		Helen Langton	2.5

IPSWICH TOWN DEAL

BOARD MINUTES

21st May 2021

Attendees (Board members): Terry Hunt (Chair), Terry Baxter, James Davey, Dr Dean Dorsett, David Ellesmere, Becca Jackaman, Sarah Holmes, Tom Hunt MP, Catherine Johnson, Professor Helen Langton, Professor Dave Muller (part meeting), Dr Daniel Poulter MP, Angela Stroud, Paul West.

Attendees (Substitutes): Chris Starkie (for C-J Green), Sophie Alexander (for Prof Dave Muller (part meeting))

Attendees (Non-Board members): Russell Williams (minute taker)

Apologies: C-J Green

Item	Description	Action
1	**Welcome / Introductions / Apologies** Apologies from CG were noted. SA welcomed to meeting (declarations had been circulated and were noted)	
2	**Minutes of the Last Meeting (12th March 2021)** Agreed	
3	**Matters Arising from the Last Meeting** None	
4	**Declarations of Interest** None to add to those already publicly available.	

5	**Governance etc Updates**	
	RW introduced Paper 2.	
	The Board agreed 4 of the recommendations within the paper:	
	(1) That the Board adopts the new Terms of Reference as set out in Appendix 2 to Paper 2	
	(2) That the Board noted the plans with respect to the role and organisation of the Operations Group (section 6 of Paper 2).	
	(3) That the Board notes that the formal Terms of Reference for each Task Force will be agreed at its next meeting – but that they should all contain the same 5 common elements as set out in section 7 of this Paper.	
	(4) That the progress on the three Stakeholder Engagement Plans is noted.	
	In respect of two of the other three recommendations the Board agreed them with minor variations:	
	(5) That the Board supports the Chair recruitment process set out in section 5 of Paper 2 and the characteristics that are needed by the next Chair (as set out in Appendix 4) with the addition that (a) the Chamber of Commerce are also involved in the Appointment Panel; and, (b) the Borough Council circulates to Board members their plans to publicise the posts availability prior to doing so.	
	(6) That the Board notes the role of the Board in the three Task Forces and confirms (having regard to the proposals in section 7 of Paper 2) – i.e. notes: a. the 5 Board organisations to be represented on each Task Force; b. the lead Board organisation for each Task Force; and c. that it will for the Board member to decide whether to participate in the Task Force(s) themselves or nominate someone to represent them.	
	There was significantly more discussion on the issues of the appointment of Task Force Chairs (i.e. recommendation 6). It was concluded that:	
	(7) The lead Board organisation should nominate the Chair and that Board Members should be consulted via email prior to any formal appointment (which should hopefully be done for each Task Force in advance of the next Board meeting);	

	(8) That particular care will need to be taken in relation to potential conflicts of interest of Task Force members and to that end it was concluded that it would not be appropriate for any Task Force Chair to potentially work for (or own an interest in) any company that might bid (or get) work associated with the Town Deal project that the Task Force are involved with. In addition (9) That the Board confirms which of the 4 Options set out in section 7 of this Paper that it wishes to use to identify the Chair for each Task Force – and, in the event that either Option 1 or Option 2 is chosen – then the Board should confirm the identity of the three individuals.	
6	**Business Case Development** DE introduced Paper 3. It was agreed that: That the Board should see a final draft of each Mandatory Template prior to submission to Government by the Accountable Body (Ipswich Borough Council). *Note: This means, by implication, that the Board will not normally see any additional information on each business case unless it specifically asks to see it – or it is thought to be essential to fully explain / justify the contents of the Mandatory Template.* In addition, TB asked that project briefings (for Board members) be considered as part of the process of Business Case production for each project. RW also agreed to produce – for the next meeting - a proposed timetable for the rest of the calendar year setting out milestones and opportunities for Board engagement	 **RW**

7	**Levelling Up Fund**	
	PW and DE introduced the topic and advocated that the two councils are keen to engage via the Town Deal Board in any work they do on possible Levelling Up Find Bids.	
	It was acknowledged that:	
	(a) Some of the rules around what can be bid and how many successful bids are possible in any one area could do with some clarity; and	
	(b) The bidding process is reasonably complex.	
	There was considerable discussion about the merits of 'Transport' as a bidding topic (to be led by Suffolk County Council) and / or 'Culture' (to be led by Ipswich Borough Council). In respect of the latter SH had circulated some ideas to the Board in advance of the meeting.	
	DE and PW committed to keeping the Board informed of progress and TomH was seeking clarity around the process etc points raised under point (a) above.	
8	**Communications Proposals Following Board**	
	TerryH advocated that proactive communications were not required following this Board meeting.	
9	**Dates of Future Meetings**	
	They were noted as:	
	(i) 16th July	
	(ii) 1st October	
	(iii) 10th December	
10	**Any other business**	
	None	

<u>**Ipswich Town Deal Board: 16th July 2021**</u>

<u>**Agenda Item 6: Business Case Development**</u>

<u>Author of Paper: Russell Williams, Chief Executive, Ipswich Borough Council</u>

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

1.   Background

At the last Board meeting (agenda item 6), it was agreed that:

"the Board should see a final draft of each Mandatory Template prior to submission to Government by the Accountable Body (Ipswich Borough Council)."

2.   Update

The Borough Council has now worked to set up a new Template that identifies what is required for each project. This is attached at Appendix 1 to this paper.

The two key questions where most work is likely to be required for each project are those that relate to the 'Benefit Cost Ratio' and the 'Delivery Plan' for each project.

The Council intends to set up a session (or two) within the next fortnight with those directly involved in the production of each business case to provide advice on Template completion.

An example of a completed Template has been prepared – see Confidential Board Paper (Appendix 2). This has been produced in collaboration with Suffolk New College for Project 19: Tech Campus and Sustainable Construction Centre. This has been done to test the template and also – subject – to the Board's agreement to enable discussion with civil servants of n example from one of our projects – i.e. so that a clearer idea can be gained as to the level of detail required within a complete template.

Recommendations to the Board

<u>Recommendation 1:</u> That the Template at Appendix 1 is noted.

<u>Recommendation 2:</u> That the intention to commence discussions with civil servants on the template for Project 19 be noted.

Ipswich Town Deal: Business Case Template

Three separate tables have been produced that should ensure that all the information is provided – as required by HM Government and as needed by the Borough Council as accountable body.

National advice is that the level of detail required within the templates should be proportionate to the scale / significance of the project – i.e. those projects seeking more national funding are likely to need more detail to be provided within the template than those seeking less funding.

Table 1

This table will be pre-populated by the Borough Council – for each project - using the information that has been submitted to – or received from – HM Government.

Each Business Case lead will need to confirm that this data remains accurate – or to amend and justify – where relevant.

Project Description:
This is not part of the mandatory template but is added to this Table to provide context and will be taken from the published - December 2020 - Town Investment Plan document
Project name:
Is this project being fast-tracked?
Total project value (£, million)
Towns Fund funding allocated (£, million):
Outputs *Provide a list of the final projected outputs, they must be clear and quantified*
Outcomes *Provide a list of the final projected outcomes, they must be clear and quantified*
Public match funding *Provide the total (£, million) and breakdown of sources*

Private match funding
Provide the total (£, million) and breakdown of sources

Nominal Financial profile (£, million)

2020/21	2021/22	2022/23	2023/24	2024/25	2025/26

TIP improvement condition
Set out TIP improvement conditions as agreed in Heads of Terms

Actions taken to address project conditions
Provide details of actions taken to address any conditions that were attached to the project, where the condition was to provide a delivery plan this should be inputted in the section below

Table 2

This is the table that each project lead will need to focus on completing.

The text in <mark>yellow</mark> has been added in by the accountable body – the non-yellow text is taken from the mandatory spreadsheet,

Public Sector Equality Duty (PSED)
Provide a summary of programme-level PSED analysis
 Note: The Borough Council will provide further advice on this element of the Template.

Delivery plan

Including details of:
- partnerships
- timescales
- planning permission and other milestones
- interdependencies
- risks and mitigation measures

Note this should set out clearly:

(1) What the funding will be spent on – broken down into different project components as appropriate (e.g. where different procurement exercises will need to be undertaken);

(2) What 'statutory' consents are required for any elements of the project (and what progress has been made on obtaining them;

(3) What are the proposed timescales for delivery;

(4) If there are any links to 'match funding', set out any 'inter-dependencies' between the town deal funding and 'match funding' and any requirements or limitations associated with the 'match funding'

(5) A procurement plan should be produced - in collaboration with the Borough Council – setting out what procurement is proposed for each element of the funding (i.e. point (i) above)

(6) What public consultation that has taken place prior to the conclusion of the business case;

(7) What public consultation is proposed during the delivery phase

(8) Prepare a risk log (the Borough Council will provide a template for this).

It is expected that this will be the 'longest' / 'most detailed' part of the template.

Note: A briefing session is planned with interested parties to run through this.

Monitoring and evaluation plan*

Provide details on:

- how spending and delivery will be monitored against expected milestones and outputs and outcomes
- what Key Performance Indicators will be used
- arrangements for sharing of data
- the levers that are available to address any performance issues
- who will be responsible for evaluating success

Cost-benefit projection (for example BCR or NPSV) *Note: A briefing session is planned with interested parties to run through this.*

Table 3

This table will be completed by the Accountable Body after Tables 1 and 2 have been completed.

Business case appraisal *Provide details of how the business case has been appraised*
Signature of Town Deal Board Chair and accountable body's Chief Executive Officer or S151 Officer

Ipswich Town Deal Board: 16th July 2021

Agenda Item 7: Board Involvement

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.   Background

At the last meeting (agenda item 6) it was agreed that this meeting would consider a proposed timetable for the rest of the calendar year setting out milestones and opportunities for Board engagement.

2.   Proposal

It is suggested that a number of briefing sessions be held for Board members (or a substitute if they would prefer to nominate 1 to attend) that cover all 11 projects – so that the Board can be informally briefed on any projects that they wish to learn more about and input into prior to the Board formally considering business cases.

It is proposed that these should all take place in September and October. After each session, Board members will be given a few days to feed back any thoughts they might have on each project so that these can be taken into account as the business case template is completed.

In terms of timeline for formal Board consideration, it is intended that the following business cases should be considered at the October Board meeting (these are the fast-track projects set out within our Heads of Terms agreement with HM Government):

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

Note: As stated in Paper 2 work Suffolk New College has led to a completed template for project 19 – as a pilot to test the process. An update on this will be provided at the October Board meeting.

It is hoped that the remaining business cases – relating to the projects below – will be considered at the December Board meeting.

Project Name	Project Number	Town Fund £m
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 Borough Council is intending to ensure all business cases are submitted by 31st March 2022 – so there will be the potential for a few projects to be considered by the Board in early 2022 – if the above timeframe isn't kept to.

Recommendations to the Board

<u>Recommendation 1:</u> That the proposal above for briefing sessions and planned tabling of templates at the Board is noted.