

Millom Town Deal Board

Minutes of Board Meeting held on Friday 17 November 2023 at 2.00pm

1. Welcome from the Chair / Meeting protocol

The Chair welcomed attendees to the Quarterly Town Deal Board.

All participants were reminded of the virtual meeting protocol, to remain on mute unless speaking and to use the 'hand up' function to indicate a wish to speak.

The Chair took the opportunity to welcome Tim Povall to his first Board Meeting and welcomed both his experience and the support of Morecambe Bay Health NHS Trust to the Town Deal Board.

2. Attendances and Apologies

Present:

Millom Town Deal Board members:

David Savage – Chair

Ian Wheeler, Cumbria LEP – Deputy to Jo Lappin

Cllr Bob Kelly, Cumberland Council (subject to formal confirmation)

Cllr Simone Faulkner, Millom Town Council

Tim Povall, Morecambe Bay Health Trust

Marion Giles, Millom Recreation Centre

Nick Lancaster, L&L Ltd

Matt Savidge, Millom School

Sarah Taylor-Howe – CHOC – Waterloo Practice - Millom

Observer:

Callum Ward, BEIS (Business Sectors – Cities & Local Growth)

Officers:

Robert Docherty, Head of Towns Fund, Cumberland Council

Debbie Kavanagh, Programme Office, Cumberland Council

Apologies:

Jo Lappin, Cumbria LEP

Mike Graham, Deputy for Trudy Harrison

3. Declarations of Interests

The Chair asked for any declarations of interest. The following were noted:

- Tim Povall – Activating Health project - as the health representative on the Board.
- Matt Savidge– Activating Health Project– as school representative.
- Marion Giles – Activating Health Project – Millom Recreation Centre

The Chair advised that there were two vacancies on the Millom Town Deal Board. Currently looking for a replacement representative from BEC. D Savage (Chair) was also in discussions with potential private sector organisation to fill the second vacancy and he welcomed any other proposals for consideration by the Town Deal Board.

All Board members were requested to submit any nominations to the Chair.

Action: All

4. Minutes of the meeting held on 7th June 2023

Board members confirmed the minutes of the previous meeting held on 7th June 2023 as a true record.

5. Quarterly Performance Report / Programme Update

R Docherty advised the Town Deal Board that the quarterly programme report provided the same content as the DLUHC return in a more accessible format. He took board members through the report providing additional information in response to their questions as follows:

TP raised a query regarding rising costs.

RD advised that working through RIBA 4 to finalise the design and build would provide greater certainty on the cost model.

MS asked whether projects were at risk of being reduced in scope.

RD advised RIBA 4 stage gate process would identify any impacts to the design and build. If changes to scope are required, discussion about changes to projects would be brought to this board in the first instance.

DS asked for further information regarding the PM leads for each project to ensure Cumberland is resourced to deliver. Capacity to support RD and the programme is required to provide resilience.

RD advised that all projects are moving forward with PM support. RD to provide further information and assurance at the next informal Town Deal Board meeting. **Action: RD**

DS requested actual spend be included in the report. **Action: RD/DK**

MS raised the matter of the revenue operating model for the Activating Health project. RD referred him to the work being done to move the project from RIBA 3 to RIBA 4 and remodelling to reduce the revenue operating model costs. This has been accepted by Cumberland Council to proceed to RIBA 4.

DS advised that he held fortnightly meetings with Assistant Director – Neighbourhood Services - Michael Barry to have oversight of this risk to the programme. RD also held weekly internal project working group meetings for this project and fortnightly updates with the Chair.

Milestones: Chair requested they be included in future reports and this was presented at both Programme and Project level. **Action: RD / DK**

The Chair raised the issue of Procurement: how does Cumberland Council include social value within procurement process?

RD advised that social value is embedded through the tendering, scoring as part of procedure rules.

Action: An informal board discussion around social value and community wealth to be arranged. (RD)

6. DLUHC Monitoring Return

Having discussed the content in detail under the previous agenda item, the Chair asked Town Deal Board members for their comments prior to his sign off the monitoring return to DLUHC.

The Town Deal Board unanimously approved the DLUHC monitoring return for sign off by the Chair David Savage.

Action: Monitoring report to be signed and submitted (DS / DK)

7. Communications Strategy

RD introduced a draft Communications Strategy and invited Town Deal Board members to provide feedback and comments. The Board was asked to provide input into the key stakeholder groups for inclusion within the communication cascade. **Action: All comments / feedback to the Chair cc'd to Robert Docherty**

The Chair highlighted this strategy was long overdue and now the Board Members are invited to ensure the right stakeholders are being both communicated or appropriately engaged. As a Board, we identified Communications as key area for improvement.

Some Initial comments from Board Members:

- Link key programme and project milestones to the comms plan
- Include any platforms from partners which could promote projects. This is an offer of support to help promote the work of the Town Deal
- Key players for Activating Community Health: Social prescribing, CADAS, 3rd Sector / NHS

8. Any Other Business / Next Steps

Dates for informal Town Deal Board meetings will be going out for diaries. These meetings would provide opportunity to discuss in more detail the development and performance of the projects.

The Chair reminded Members of the scheduled Board Members:

- 26th February
- 16th May

The meeting closed at 15:33