

BRIGHOUSE TOWN BOARD MEETING

Wednesday 10th November 2021

Zoom Meeting

MINUTES

Present: Councillor Sophie Whittaker (Chair), Craig Whitaker MP, Councillor Blagbrough, Lesley Adams, Jason Carlton, Richard Mitchell, Malcolm Silkstone, David Whitehead (Vice Chair), Councillor Robinson, Anne Colley, Heather Waddington (advisory)

In Attendance: Karen Houghton, Steven Lee, Richard Spensley, Yatin Mistry, Duncan Cooper, Sandra Robertshaw (Minutes), Councillor Jane Scullion,

Observers: Marc Watterson (Arup)

		ACTION
1.	Apologies	
	None received.	
2.	Welcome and Introduction	
	<p>Introductions made.</p> <p>Noted that Karen Houghton will be leaving the authority, this will be her last meeting, the Board thanked Karen for all her support to the Board and wished her all the best for the future.</p> <p>Minutes of the previous meeting are still being finalised and will be circulated for approval via email.</p>	
3.	Update on Scheme Progress and Look Ahead	

		ACTION
	<ul style="list-style-type: none"> • Highlight Report: The Board will receive this report on a quarterly basis which will enable better understanding of ongoing work. The report summarises progress since the Heads of Terms were approved. The reconciliation exercise has been completed and information provided to the Department for Levelling Up, Housing & Communities (DLUHC). Duncan Cooper received confirmation today that a Grant Offer Letter will be sent through to the Council as the Accountable Body (email notification received by DC). Once received the procurement exercise will start to appoint a consultant team. • Programme Timetable: no comments. • Decision Log: Need to complete the decision log recording agreed decisions and this will be circulated with the minutes of the meeting once ready. • Simplification of Reconciliation Exercise (Table): discussed and clarified content. <p>All the above noted and accepted by the Board.</p>	
4.	Board Terms of Reference	

		ACTION
	<p>Discussed the current make up of the Board and whether this needed to be reviewed. Cllr Whittaker confirmed contact received from Lorraine Bailey (ACDAF) who has asked to be co-opted onto the Board in order to be able to help shape and influence Brighouse Town Deal Investment Plan projects.</p> <p>Further discussion took place and the Board agreed that although there is no formal mechanism to co-opt onto the Board, it was agreed that the existing Board Terms of Reference be amended to allow this. Co-opted members would not have voting rights.</p> <p>It was agreed that for the sake of continuity and the projects being at such a critical stage that the Terms of Reference be amended to extend the term of service for Private Sector and Community Representatives, from two years to three years.</p> <p>The point was raised about transparency and the ability for members of the public to observe the work of the Board, either virtually or in person (subject to national covid guidelines) or if meetings should be recorded to be viewed later.</p> <p>MW advised that some towns have pushed back on this due to technical difficulties and capacity to do hybrid meetings. The Board was also reminded of the content of the meetings which contain both sensitive commercial and confidential information being shared at meetings and advised caution. However, an option was suggested whereby it may be possible to have two separate meetings, "above and below the line".</p> <p>SL agreed that we could hold above and below the line meetings, Town Boards have been held in public before. However, this needs further careful thought and consideration.</p> <p>Cllr Robinson felt that the key objective is to bring people into the process. It is preferable for these meetings to be online, can deal with transparency via releasing the minutes and live streaming through Facebook or Zoom which would be preferable, mainly due to confidentiality. Also helpful to have contractors attend, if meetings are held face to face then this becomes problematic. In respect of transparency, it might be helpful to do open evening meetings, keep decision meetings online, but open meetings twice a year and engage with the public at that point.</p> <p>RSp reminded the Board that there are sub-groups, and it may be the case we can do this around the sub-groups as it is a tight knit smaller group and could be more realistic but would seek further advice about the various ideas and suggestions raised today.</p>	
5.	Sub-Groups – Discussion (Terms of Reference etc)	
	<p>Cllr Whittaker confirmed that Board Members have previously indicated which sub-group they wish to sit on and need to discuss how they will work and feed into the Board. The four sub-groups consist of: Public Realm, Markets, Industry 4.0 and the Comms. The latter is Item 6 on today's agenda.</p> <p>Cllr Blagbrough felt that it would be worth copying the same format of the Comms Group for the other sub-groups. RSp agreed, felt that it will provide a useful template to roll out. However, need to be mindful that the Council is the accountable body and therefore have a particular remit and role in terms of the procurement of any consultants or additional resources required to support the development of the business cases and delivery of individual projects.</p>	

		ACTION
	<p>JC provided feedback on co-opting onto sub-groups if it was felt that specific skills were required. This would help widen the talent pool and get more people involved, if every group had a champion to help drive the project forward. Timing is really against us on this at the moment.</p> <p>RMi felt that input from local accessibility groups would be better served as part of one of the sub-group rather than on the Board. Cllr W confirmed that she had initially invited Lorraine Bailey onto the Comms Sub-Group, but LB felt she would be better placed on the Board to be part of the programme of projects and feels better placed as a co-opted member in terms of the value and experience she can add.</p> <p>SL stated that it was worth remembering that the Board's purpose is strategic direction and it could be better for detail to be discussed at subgroup level.</p> <p>RSp / DC to draft sub group headers and Cllr Whittaker agreed to circulate when ready.</p>	
6.	Report from Communications Sub-Group	
	<p>Noted the content of the report circulated with today's agenda.</p> <p>The Sub-Group have met several times, went out to tender, informal process but in line with what we can do. Three quotes, one from Waverley Consultants, Faith PR and also Unify who work on behalf of Brighthouse BID so had a lot of knowledge about Brighthouse.</p> <p>Recommendation from the Sub-Group to the Board was to go with Waverley Consultancy, who have worked with CMBC before and with the BID, helping to draft the prospectus. They understand the needs of Brighthouse. Just awaiting the formalities, contract etc, but once agreed and signed we can progress.</p> <p>RSp confirmed that tender documents are being checked through by CMBC's Legal Team, in line with its responsibility under the assurance framework and the Council's accountable body remit. We need to ensure that the contract and terms and conditions are reflective of what the accountable body would expect as part of that. Obviously thinking too about the relationships and protocols in terms of how the PR company will then interface with the Council's own communications standards and procedures, press releases etc. Something we are looking to formalise the work of the sub-group so far.</p>	
7.	Board Development	

		ACTION
	<p>MW was asked to discuss next steps, where the Board are in terms of the Towns Fund Process, roles and responsibilities and to answer any questions. As the Towns Fund Delivery Partner , his role comes to an end this month. Discussed with KH about support going forward, but basically here to answer final questions.</p> <p>MW provided a clear presentation, confirming the current timeline and the work still to do prior to submission of the business case next year. The presentation also included information about the Business Case process, the Board's responsibilities and those of the Accountable Body.</p> <p>Cllr Whittaker thanked MW for his presentation.</p>	
	<p>KH fed back about the recent support session for Todmorden Town Board, facilitated by Kate Willardin. KH felt this was a good session, which unpicked why individuals were involved with the Board and what they wanted to give and how we best structure ourselves in order to make the most of this. MW is currently looking into this to see if Board development work can be undertaken with Brighouse Town Board. CW confirmed that it was a good exercise to really bring things out in the open so they could readjust how the board works. Worth doing for Brighouse if possible.</p> <p>MW stated that it would be worth considering undertaking visits to other areas where they have done key market development or significant public realm work, it would also help to build relationships between Board Members and Officers. MW suggested Preston who have had a particularly good TIP and who have an award winning market, Altrincham would be another possibility, and also Stockport, in terms of how a model has made real catalytical change to a town.</p> <p>MW also suggested that it would be possible for Board Members to observe other Town Board Meetings. MW agreed to provide suggestions of other Town Board Chairpersons to link in with.</p>	
8.	Any Other Business	
	<p>None.</p> <p>SL asked the Board to confirm that as soon as the grant letter comes in that the Invitation To Tender documents can be released so that returns can come as quickly as possible and the Board can then review those.</p>	
9.	Date of Next Meeting	
	To be confirmed.	