

Town Deal Board - Minutes
23 January 2020

Present:

Cllr Ric Metcalfe (Cllr RM) – Leader, City of Lincoln Council
 Angela Andrews (AA) – Chief Executive, City of Lincoln Council
 Mary Stuart (MS) – Vice Chancellor, University of Lincoln
 Gary Headland (GH) – CEO, Lincoln College Group
 Cllr Richard Davies (Cllr RD) – Executive Member, Lincolnshire County Council
 Andy Gutherson (AG) – Executive Director of Place, Lincolnshire County Council
 Karl McCartney (KM) – MP for Lincoln
 Ursula Lidbetter (UL) – CX, Lincolnshire Co-operative
 Mark Speed (MS) – Head of SGT, Siemens
 Caroline Killeavy (CK) – CX, Lincolnshire YMCA
 Mike Timson (MT) – CEO, Visit Lincoln
 Tim Chambers (TC) – CEO, CoolDC

In Attendance:

Pete Holmes (PH) – Assistant Director, Cities & Local Growth Unit, BEIS
 Prof Scott Fleming (SF) – on behalf of Bishop Grossteste University
 Joanne Davison (JD) - on behalf of Lincolnshire PCC
 Kate Ellis (KE) – Strategic Director, City of Lincoln Council
 Jo Walker (JW) – Assistant Director, City of Lincoln Council

Apologies:

Lord Cormack – House of Lords
 Marc Jones – Lincolnshire Police & Crime Commissioner
 Station Commander Waddington
 Jacqui Bunce - Programme Director, Lincolnshire STP
 Liam Scully – CX Lincoln City Football Club
 Ruth Carver – CX GLLEP
 Peter Neil – Vice-Chancellor, Bishop Grossteste University

ACTION POINTS

		Who:	When:
1	Email Board members to invite suggestions on further private sector representatives in the agreed three sectors.	KE	24 Jan 20
2	Invite new Board members to the next meeting	RM	21 Feb 20
3	Date of next meeting to be set and circulated asap.	JW	31 Jan 20
4	Necessary arrangements for next Board meeting to be a public meeting to be put in place.	AA	21 Feb 20
5	Code of Conduct to be developed and circulated with next meeting agenda papers for consideration at the meeting.	JW	21 Feb 20
6	Declaration of Interests form to be circulated.	KE	21 Feb 20
7	Board Members to complete and submit to the Council their Declaration of Interests form.	ALL	26 Feb 20
8	County Council to lead on joining up the other Town Board linkages within wider Lincolnshire context.	AG	Ongoing

9	Develop the bid based on digital, skills and sustainable transport.	KE/JW	Update on 27 Feb 20
10	Email out for people/nominations to support the plan development.	KE	24 Jan 20
11	Board members to put forward people with the expertise to support the plan development.	ALL	30 Jan 20
12	Set up Delivery Board as agreed to co-ordinate and develop the TIP and the Town Fund bid	JW	31 Jan 20
13	Paper on proposed Capacity Fund spend to be presented at the next meeting.	JW	20 Feb 20
14	Revise the programme to target early submission of the TIP and Town Fund bid for the next meeting.	JW	20 Feb 20
15	Evidence base to be presented to the next meeting.	JW	20 Feb 20

MINUTES

1	<p>Welcome & Introductions</p> <p>Cllr RM warmly welcomed attendees to the first board meeting brought together in line with government guidance to seize the fantastic opportunity that the Towns Fund provides the city. Lincoln has lots of growth ambitions and working together we are excited by the possibilities.</p>	
2	<p>Overview of the Town Deal Programme</p> <p>PH set out the key elements of the Towns Fund Prospectus and the opportunity to bid for up to £25M with an economic regeneration focus. Supplementary guidance is coming. Good to see the business/broader community representatives invited. The bid will need clear prioritisation and the process is likely to be similar to the Growth Deal one, but this has not been finalised.</p> <p>JW set out the work in Lincoln since the Town Deal Prospectus launched.</p> <ul style="list-style-type: none"> - A Readiness Checklist was submitted as requested before 19 December 2019 following input from partners at a Shadow Board earlier in November in order to meet the deadlines. - The Council had already commissioned Rose Regeneration & the University of Lincoln to analyse key data on the city to provide an evidence base for a revised Growth Strategy for Lincoln that we will now use to provide the evidence base for the Town Investment Plan. - A programme for delivery of that Plan has been developed. - Technical work on some of the potential projects is already underway. 	
3	<p>Proposal and Election of Chair & Vice Chair</p> <p>Cllr RM set out that the Board is not meant to be a creature of the Local Authority and requires an independent chair. The suggestion is that Mary Stuart from the University of Lincoln be Chair with Gary Headland as</p>	

	<p>President of the Lincolnshire Chamber of Commerce, Chair of the IOD local branch as well as CEO of the Lincoln College Group be Vice-Chair. That proposition is open of course for Board discussion.</p> <p>A discussion then followed on the selection of Chair and Vice-Chair. MS and GH left the room whilst a vote of Board members took place.</p> <p>Board agreed to select on an interim basis with a definitive vote at the next meeting when the full board was in place – MS and GH therefore appointed as interims.</p> <p>MS chaired the rest of the meeting.</p>	
4	<p>Draft Governance Arrangements JW went through the government guidance on governance and key points in papers circulated with the agenda.</p> <ul style="list-style-type: none"> - Membership/Representation- Board discussion concluded that additional private sector representation was required. Agreed that Board members would submit their ideas for representatives for 3 sector areas, Retail/High Street, Finance/Investment and Development. Action: Suggestions to be sought from Board members. Action: New Board members invited to the next meeting. - Terms of Reference- Discussion by the Board concluded that they were comfortable with them. Confirmed that there would be no substitutes/deputies. - Frequency of Meetings- Discussion concluded that whilst the proposal is quarterly, there was a need to meet monthly until the Town Investment Plan was in place. Action: Date of next meeting to be set and circulated asap. - Public/Private Meeting- City Council proposing that the meeting is a public meeting for transparency and information. Board discussion concluded that the meeting should be public with any confidential items dealt with in private. Action: Necessary arrangements for next Board meeting to be a public meeting to be put in place. - Code of Conduct – Board discussion concluded that a Code of Conduct should be developed for consideration at the next Board. Action: Code of Conduct to be developed and circulated with next meeting agenda papers for consideration at the meeting. - Other Governance Items- Board discussion concluded that the declaration of interests form is circulated asap and that Board members declared their links with other local Town Boards as it would be beneficial and important to have that interaction and think on a wider Lincolnshire basis. Action: Declaration of Interests form to be circulated. Action: Board Members to complete and submit to the Council their Declaration of Interests form. 	<p>KE RM</p> <p>JW</p> <p>AA</p> <p>JW</p> <p>KE ALL</p>

	Action: County Council to lead on joining up the other Town Board linkages within wider Lincolnshire context.	AG
5	<p>Town Investment Plan (TIP) JW presented some further detail on the work to date and the Board discussed it in some detail. The key points are:</p> <p>The Readiness Checklist provides a starting point (can change) to reflect the emerging evidence base and the local priorities that meet the priorities set out by government in the guidance. Currently, the focus is on key LEP growth sectors which can improve productivity around tourism/hospitality, digital skills training, digital sector, energy and transport.</p> <p>The supplementary guidance will set out further detail – if similar to other similar funds expect that:</p> <ul style="list-style-type: none"> - Value for money - Co-funding - Private sector investment - Outcome driven - Linked to vision/strategy - Early spend and deliverables to 2023/24 - Mainly capital funding but with some revenue potentially. <p>Opportunity to submit the TIP and Towns Fund bid early.</p> <p>TIP should be developed as the vision, strategy with a wider programme of activity that attracts other funding opportunities with the Town Fund bid being a phase of that programme.</p> <p>There was a general discussion and consensus that to be truly strategic the Town Fund bid should focus on a central single theme of digitalisation, with key areas of delivery to include sustainable transport/connectivity, skills, place marketing, low carbon.</p> <p>Need to ensure that the bid seeks to remove the real barriers to the growth of the economy. Infrastructure and skills are at the heart of those barriers along with the vibrancy of the place.</p> <p>Need to ensure we capture innovation and have flexibility to incorporate innovation as we go.</p> <p>Action: Develop the bid based on digital, skills and sustainable transport.</p>	KE/JW
6	<p>Wider Governance The Board discussed the papers on wider governance. Key points from the discussion were:</p> <ul style="list-style-type: none"> - Use our own resources where we can to ensure ownership, knowledge capture and value for money. - Use existing structures/groups where we can such as the Lincoln Transport Board, Lincoln Transport Task Force. - Utilise existing work where we can such as the new Lincoln Transport strategy, existing City Centre Masterplan, GLLEP strategies and research. 	

	<ul style="list-style-type: none"> - Utilise experts locally particularly in the digital sector. - Wider consultation is very important. - Will be a main theme of the Lincoln Growth Conference on 11 March 2020. <p>Actions from the discussion:</p> <ul style="list-style-type: none"> - Email out for people/nominations to support the plan development. - Board members to put forward people with the expertise to support the plan development. - Set up Delivery Board as outlined to co-ordinate and develop the TIP and the Town Fund bid. 	<p>KE</p> <p>ALL</p> <p>JW</p>
7	<p>Capacity Funding JW introduced the capacity funding received by the Council for discussion by the Board.</p> <p>Action: Paper on proposed Capacity Fund spend to be presented at the next meeting.</p>	<p>JW</p>
8	<p>Programme & Next Steps JW presented the programme for Board discussion.</p> <p>Board agreed to submit to government as early as possible given the progress that had been made to date and the partner commitment received at the Board meeting today. Next meeting therefore to be towards the end of February 2020.</p> <p>Action: Revise the programme to target early submission of the TIP and Town Fund bid for the next meeting.</p> <p>Action: Evidence base to be presented to the next meeting.</p>	<p>JW</p> <p>JW</p>