

# ST HELENS TOWN DEAL BOARD MEETING

## Minutes of Meeting

Tuesday 3<sup>rd</sup> August 2021 | 14:00 – 15:30

**Hybrid meeting:** Room 8, St Helens Town Hall and via Microsoft Teams



**ST HELENS**  
BOROUGH COUNCIL

### **Board Members in Attendance:**

**Town Deal Board Chairman** John Tabern, Local Businessman and Ambassador  
Marie Rimmer, Member of Parliament St Helens South and Whiston  
Councillor David Baines - Leader of St Helens Borough Council  
Councillor Richard McCauley - Cabinet Member Economic Regeneration  
Cath Fogarty - Executive Director, Corporate Services (Section 151 Officer), St Helens Borough Council  
Rachel Cleal - Director, Peoples Services, St Helens Borough Council  
Tracy Mawson - Chief Executive, St Helens Chamber  
John Hodgkinson - Managing Director, 2K Supplies  
Nick Green - Combined Authority Strategic Delivery  
Sophie Bevan - Combined Authority Investment Manager – Digital  
Catherine Murray-Howard - Chief Operating Officer, Torus Group (Deputy for Steve Coffey)  
Ellie Stanborough - Liverpool City Region Deputy Area Lead, Cities and Local Growth Unit  
Iain Taylor - Representing Richard Katz, Glass Futures

### **Local Authority Representation:**

Lisa Harris - Executive Director, Place Services, St Helens Borough Council  
Sean Traynor - Director of Strategic Growth, St Helens Borough Council  
Glenn Taggart - Place Project Manager, St Helens Borough Council

### **CBRE Representation:**

Rhian Davitt-Jones – Associate Director, Planning & Development CBRE

## **1. WELCOME AND APOLOGIES**

Chairman John Tabern welcomed all to the August meeting of the Town Deal Board, expressing his thanks to all for their time. The announcement that the town has been awarded the £25m was an amazing team effort and that same winning formula should be carried forward to phase 2. We need to carry on this momentum as the Government now wants to know what it's investing in. We have great support from everyone involved in the Board

Apologies for absence were received from:

- Kath O'Dwyer - Chief Executive, St Helens Borough Council
- Conor McGinn MP, Member of Parliament St Helens North
- Richard Katz - Chief Executive, Glass Futures
- Steve Coffey - Chief Executive, Torus Group
- Justin Hill - Chief Executive, YMCA St Helens
- Mick Allen - Department for Business, Energy and Industrial Strategy

## **2. DECLARATIONS OF INTEREST**

No Declarations of Interest from those present were made.

## **3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting were agreed as a correct record.

#### **4. MATTERS ARISING**

None

#### **5. REPORT: FINANCIAL AWARD**

Chair handed over to Lisa Harris to give a presentation to the Board on this report.

The borough received £25m to deliver the aspirations of the borough. Heads of Terms offer has been submitted to St Helens Council and the Town Deal Board. The Board now has to agree the offer, Heads of Terms and any associated conditions and to respond by 5th August 2021. Confirmation that the Board delegates John Tabern as Chair of the Board to sign off and approve the Heads of Terms offer.

Chair asked for any questions or queries on the report.

No further questions forthcoming.

Chair confirmed this was agreed.

#### **6. REPORT: BOARD SUPPORT STRUCTURE**

Lisa Harris continued to present this report to the Board.

For consideration, the Board now needs a more robust structure in readiness for the next stage. The chair of the board has received a government report, outlined in Appendix A of the papers, which sets out the Heads of Terms from the Government, including its commitment of £25m, and the processes, governance, and assurance the Government expects. It is clear accountability is key going forward. The Board will receive the following documents at each meeting:

- Project Initiation Document – a document that commissions the business case for each individual project setting out the Boards and accountable bodies expectations and milestones to be achieved.
- Highlight reports - from each project and on an exception basis presentation from the project leads. These highlight reports will report against set milestones of time, cost and quality with specific Key Performance Indicators for performance management.
- Risk Register – there will be a strategic Risk register for the overall Programme and in addition a project risk register for each individual project across the programme the Board will receive a risk report outlining known risks providing mitigating actions, the board will be expected to monitor the effectiveness of the mitigations and revise the mitigations if required.
- Finance report – update on spend and assurance on compliance with procurement and financial procedure rules.
- Decision Log – to ensure a clear and transparent process that can hold up to public scrutiny. Track the key decisions that the board has made
- Other issues will be considered as and when required and agreed by the Chair

Key point – forthcoming milestones are:

- Acceptance letter 5<sup>th</sup> August
- In 2 months, 6<sup>th</sup> October – project list/ allocations

The next board will provide a detailed update and assessment of the projects

Chair requested whether there were any further questions before moving on.

Catherine Murray-Howard asked a question on the risk rating attributed to the youth zone, as Torus are interested in this. The detailed assessments will be key, are they being brought to the next meeting?

Lisa Harris – With the youth zone, the issue is the gap in the match funding. There is a scoping exercise in this to define what we need from the projects, like the Health Innovation Hub. So, while it is red, actions are being taken to mitigate those.

John Hodgkinson asked who is the town co-ordinator: is this a person or a group?

Lisa Harris – this role has been taken on by Rhian Davitt-Jones from CBRE, but this has been on a temporary basis, which will now be addressed

Tracey Mawson asked the chair to consider a question: has there been any thinking done on wider strategic decision making and other initiatives across the borough or will it just be about managing these specific projects?

Chair noted that there is synergy between the wider Borough Strategy, but a decision hasn't been made with regard to the wider alignment.

Marie Rimmer MP – will the steering group be beholden to the Nolan principles?

Chair confirmed that they will

## **7. REPORT: OVERVIEW OF PROJECT CONFIRMATION DOCUMENTS AND BUSINESS CASE DEVELOPMENT**

Chair handed over to Sean Traynor to give a presentation the Board.

Sean set out business/project confirmation approach, noting this moves the Board onto the next phase of the projects, with the Heads of Terms leading to the project confirmation documents. Looking to appendix B and confirm which projects will be taken forward, and the plan is to take this forward to Cabinet. The projects will be scored between one and five on various criteria, for example around project viability. There was a question whether some projects can be delivered early, none have been put forward. Once the Board agree the criteria, the next twelve months will involve stakeholder engagement and support is key, along with project specific task and finish groups.

Chair - would like to see us moving faster than twelve months on delivering these projects, just like to emphasize that.

Sean – agreed with chair, looking to invest early to start the business case as soon as we can, noted that the accelerated funding will be used to develop the full business cases. Noted about the City region assurance framework and the proportionality is dependent on the proposed 'ask'.

Town Deal Board is recommended to:

- I. Approve the prioritisation process and related criteria as set out in Section 5.
- II. Approve that the completed Project Confirmation Documents be considered for endorsement at a future meeting of the Board prior to onward submission to Cabinet on 5 October 2021 before return to Government.
- III. Approve that the 5% Towns Fund capacity resource be utilised for preparation of the requisite Full Business Case for each prioritised project. Completion of the project initiation documents, ahead of the next meeting in September to get through the next key phase

Tracey Mawson – is there more steer from the government on the outcomes they'd like to see? What is valued more?

Sean – not that kind of requirement, it is within our gift on how we assess those

Nick Green – will consideration be given to weighting categories in those projects?

Sean – consideration has been given, and a conscious decision made not to give weighting to these projects. Government has given dispensation to the Board on making decisions like this.

## **8. ANY OTHER BUSINESS**

Chair – looking at the composition of the board, observed that it is a little light in private sector representation. The chair has submitted three names to Lisa and Sean to consider for inclusion, and to look at opening it up them, noting that it shouldn't be too unwieldy as that was pointed out in earlier boards meetings.

Question from Tracey Mawson who asked whether it might be better to facilitate a "Voice of Business" group. Cath Murray-Howard seconded Tracey's proposal

Cllr Richard McCauley – board make-up informed by BEIS. Felt that current Board is sufficiently strategic but agreed about the opportunity for a potential SME/ business sub-group

Marie Rimmer MP – just like to say all the work that has been done is very much appreciated, and that everyone will need to do in the future

Chairman John Tabern closed the meeting, thanking Lisa and Sean for their contributions and all Board members for their time and commitment.

**NEXT MEETING DATE: To be confirmed**