

# ST HELENS TOWN DEAL BOARD MEETING

Wednesday 22<sup>nd</sup> September 2021 – 13:30–15:00 | Hybrid / Room 10



**ST HELENS**  
BOROUGH COUNCIL

## **Board Members in Attendance:**

**Town Deal Board Chair** – John Tabern, Local Businessman and Ambassador  
Marie Rimmer, Member of Parliament St Helens South and Whiston  
Tracy Mawson – Chief Executive, St Helens Chamber  
Mick Allen – Department for Business, Energy and Industrial Strategy  
John Hodgkinson – Director, 2K Supplies  
Justin Hill – Chief Executive, YMCA St Helens  
Nick Green – Transport Development Commissioner, LCRCA  
Sophie Bevan – Investment Manager, LCRCA  
Richard Katz – Chief Executive, Glass Futures  
Steve Coffey – Chief Executive, Torus

## **Local Authority Representation:**

Councillor David Baines – Leader, St Helens Borough Council  
Councillor Richard McCauley – Cabinet Member Regeneration & Planning  
Kath O’Dwyer – Chief Executive, St Helens Borough Council  
Cath Fogarty – Executive Director Corporate Services, St Helens Borough Council  
Lisa Harris – Executive Director Place Services, St. Helens Borough Council  
Sean Traynor – Director Strategic Growth, St. Helens Borough Council  
Stephanie Ramsden – Assistant Director Planning & Regeneration  
Simon Hall – Interim Head of Regeneration & Growth, St Helens Borough Council  
Rachel Cleal – Director Adult Social Services, St Helens Borough Council  
Chris Bolton – Interim Programme Manager, St Helens Borough Council  
Clare Essery – Clerk

## **CBRE Representation:**

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

## **1. WELCOME – CHAIRMAN JOHN TABERN**

Chairman John Tabern welcomed all to the September meeting of the Town Deal Board, expressing his thanks to all for their time.

### **1a. APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Conor McGinn MP, Member of Parliament St Helens North  
Cath Murray-Howard, Chief Operating Officer · Torus  
Steve Cooke – Forward Planning Officer - LCRCA

## **2. DECLARATIONS OF INTEREST FROM MEMBERS**

Chair raised a recent conversation held with Cllr R McCauley regarding the importance of Declarations of Interest from all Members of the Town Deal Board. Lisa Harris added this is now emphasised as the Board enters into the next stage of the process where transparency is paramount due to dealing with £25m. This will be discussed in more detail under Item 7 of today's Agenda.

Cllr R McCauley raised that attendees would be expected to leave the meeting if discussion took place where they had a conflict of interest. At this point of the meeting the following attendees raised conflicts of interest:-

Richard Katz – Glass Futures  
John Tabern – Cannington Shaw / Glass Futures Phase 2 / The World of Glass  
John Hodgkinson – Cannington Shaw  
Steve Coffey – Youth Community Zone  
Marie Rimmer – The World of Glass

**Action: Lisa Harris agreed to circulate a Conflict of Interest / Declaration of Interest register for each Member to complete which will be kept on file.**

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

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

## **4. MATTERS ARISING**

The following matters arising were raised:-

Chair raised that previous discussion took place regarding the Board Membership and inviting more attendees from the Private Sector.

Lisa Harris raised that the Town Deal Board Membership was set from BEIS guidance and the Board needs to be clear what will be achieved from inviting new Members. It would be worth to hold a Board Development Session in the future to identify skills and gaps.

Tracy Mawson reaffirmed an offer to set up sub-group and private sector group to feed into the Board.

Nick Green raised his job title was incorrect on the previous Minutes and should be amended to: Transport Development Commissioner.

Chair noted the extensive amount of time the Officers have taken to draft the reports and Agenda but added the importance of circulating the Agenda pack in advance of the meeting to allow the Board enough time to read and digest ahead of the meeting.

**Action: Town Deal Board Membership - Programme Manager to arrange Board Development Session to identify skills and gaps.**

**Action: Nick Green's job title to be amended to Transport Development Commissioner.**

**Action: Agenda pack to be circulated well in advance of future meetings.**

## **5. REPORT: Project Confirmation Documents**

Chair handed over to Lisa Harris to present this item.

Lisa Harris stated that the reports have been developed with the engagement of all the Project Leads. Whilst 2 months seems like a considerable amount of time this was a challenge. The Board does need the support of the Project Leads to share the workload. There is an outline allocation made to each of the Projects. The biggest challenge was the Town Deal Investment Plan.

The Town Deal Board received an offer letter on the 15 July to award £25m, which was a significant reduction from the initial £38m bid. St.Helens now enters into a 12-month business case development phase.

### **Project A: Glass Futures Phase 2**

Richard Katz raised his appreciation that Glass Futures have received funding, but they are disappointed that there is a bigger funding gap than anticipated. Glass Futures are working with the Council and the Chair, John Tabern to investigate other funding opportunities to ensure Phase 2 goes ahead. Richard raised he is anxious to see Glass Futures come to fruition as quickly as possible, but this has now given Glass Futures a much bigger challenge. Chair echoed Richard Katz anxiousness and confirmed the Board will provide all the assistance they require to support Phase 2.

Steve Coffey asked at what point are we committing to deliver a project within the timescale. Lisa Harris stated that full commitment is only being given at final business case stage. The Council will seek further clarification from the Government with regards to reallocating the funding. Mick Allen confirmed if a project is undeliverable the funding can be re-allocated; however, he will gain clarity and confirm. Chris Bolton confirmed this approach.

### **Project B: Town Centre Regeneration & Living**

Lisa Harris confirmed the bid has been submitted.

No questions were raised.

### **Project C: Heritage World, The World of Glass**

Lisa Harris confirmed that the Government requested to revise the Business Case to focus on better use and

more resilience. It was noted that significant match is required.  
No questions were raised.

#### **Project D: Healthy Communities (Youth Zone and Health Innovation Hub)**

Lisa Harris confirmed there has been significant amount of work with partners and Torus.

Tracy Mawson asked how far are we developed? Lisa Harris confirmed this project is the least developed. The Project Initiation documents are not included; however, it has been raised to present these missing documents at the next meeting or decide to not take the project forward.

Sean Traynor confirmed matters have been progressing. Rachel Cleal confirmed meetings have taken place with St.Helens and Knowsley Hospital trust and will meet with Tracy Mawson ahead of the next meeting to provide further details.

**Action: Healthy Communities (Youth Zone and Health Innovation Hub) - Rachel Cleal and Tracy Mawson to meet ahead of the next meeting to provide further detail.**

#### **Project E: Connected Places**

No questions were raised.

#### **Project F: Digital Infrastructure**

Lisa Harris confirmed the match funding and partner delivery has been identified. LCR Connect has commenced and City Fibre is due to start.

No questions were raised.

#### **Project G: Project Management**

Lisa Harris confirmed the £1.25m is apportioned across each of the Projects which is £1.25m 'of' the £25m which will assist in the funding bid position.

No questions were raised.

Lisa Harris directed the Town Deal Board to the recommendations and formally requested the Board to approve the submissions. The Town Deal Board unanimously agreed.

### **6. PROGRAMME RISK REGISTER**

Chair handed over to Chris Bolton to present the Programme Risk Register.

Chris Bolton thanked the Board and the Programme Managers. From a Town Deal perspective, we need to ensure the correct procedure is being followed. Projects that form part of the process require to be on the Risk Register, which is pulled together as strategic risks.

Chris Bolton talked through the risks and asked for any questions.

Tracy Mawson raised that match-funding underspend by 50% (no 4 – Match funding fails to be secured) is quite optimistic. Lisa Harris confirmed to take TM views on Board. However, the scores can be reviewed, and the match funding is critical development of these projects. We will review and amend to a higher risk. Each project level should be underpinned by its own risk going forward.

Cllr Richard McCauley raised the issue of materials and construction development, which is likely to increase, and the Risk Register will need to reflect this.

Chris Bolton confirmed this register is the first draft and will be reviewed and amended going forward.

Nick Green added that a general risk could be if Full Business Cases were not approved from a transport perspective which could be mitigated on methodology and would be worth a general risk that could exist and apply to each business case.

Sophie Bevan stated that the Levelling Up-Fund timescales are key components of the match funding but at what point is this factored into the Full Business Case and will we have enough clarity to cover the Levelling Up-Fund.

Lisa Harris confirmed there would be 2 opportunities for the Levelling Up-Fund due to St.Helens having 2 MPs, however the discussion and engagement is not, at present, at the stage of a Full Business Case but it has been identified with the documentation where the focus would be. There is a joint constituency with our Borough and Knowsley which will need to be a joint bid with our neighbour.

Cath Fogarty added the decisions provide very little around the need of the risks but will be able to evaluate once the Business Cases have been received. It is premature, but good to be mindful at the current stage.

## **7. PRESENTATION: GOVERNANCE UPDATE**

Lisa Harris presented item 7 which is to provide an update for the next stage. This will include, key milestones, key commitment of revised structure and include Strategic Risk Register. Chris Bolton has been recruited as Programme Manager and we now have a whole host of supporting documentation. There will be huge amount of compliance to meet with expectations moving forward and the detail and level of scrutiny will increase considerably.

The Town Deal Steering Group will be supported by the Council and each project will have its own Governance Structure. Any amendments to the Sponsors will need to be raised. This may require a separate Task and Finish Group in the future. Submission / timeline dates are not negotiable, and Business Cases will be submitted in batches to the Government. At the last meeting the Chair suggested to submit quality submissions but no need to use the full 12 months if this is not required.

The next steps will be to circulate Declaration of Interest to each Board Member and ask for a commitment to sign up to Code of Conduct.

Sean Traynor added that the 12 months commenced from the 6 August 2021, so the period will run until 5 August 2022.

Tracy Mawson raised that some of the Projects contained some sub-projects which may require support from Sponsors also e.g. Cannington Shaw / Glass Futures. The Chair agreed for Cannington Shaw to be added as a separate Project.

Richard Katz asked for clarity regarding the logos on the footer of the Towns Funds, 'Next Steps' slide.

Chris Bolton confirmed they are official delivery partners for the Town Funds. It was agreed for Chris Bolton to circulate additional guidance with the Minutes.

Lisa Harris raised a note of caution. The Government have highlighted a number of resources to support the Town Deal however they will not write the business cases or provide advice free of charge. If there is an offer of assistance from an external body, you will need to meet the Contract Procurement Regulations (Procurement rules) as St.Helens Council is an accountable body of the Board.

Marie Rimmer raised the Ministry of Housing, Communities and Local Government, MHCLG and recent name change to the Department of Levelling Up, Housing & Communities, DLUHC.

Mick Allen raised that the Arup contract is due to end later this year and hopefully they will be in touch to confirm what support they can provide.

Tracy Mawson raised split the capital and revenue funding how 'A' list of projects is fantastic but what will make difference is utilising those projects. Share Prosperity Fund to maximise capital investment. Ensure there is a link through labelling and shaping St Helens priorities. As a Board Member is it really important to actively key an eye on this.

Chair thanked Sean Traynor and Stephanie Ramsden for holding weekly meetings since the last Board meeting and appreciated being kept up to speed and giving up an hour of their time each week.

The Chair closed the meeting at 14:45 and thanked everyone for giving up their time to attend / join today's meeting

**Action: Sean Traynor to add Cannington Shaw as a separate Project.**

**Action: It was agreed for Chris Bolton to circulate additional guidance with the Minutes.**

[All Resources — townsfund.org.uk](https://townsfund.org.uk)

#### **FUTURE MEETING DATES:**

17 December 2021 - 14.30-16.00

18 March 2022 - 13.30-15.00

17 June 2022 - 13.30-15.00

16 September 2022 - 13.30-15.00

9 December 2022 - 13.30-15.00