Brilliant Barrow Board

Monday 16 January 2023, 2:00pm – 3:30pm

Item	Agenda Item	Time	P/R/V*
1	Opening comments from Chair	14:00	V
2	Apologies for absence	14:05	V
3	Declarations of interest	14:10	V
4	Matters arising not covered in agenda	14:15	V
5	Minutes of last meeting	14:25	R
6	Project Cost Options ***Not for publication by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as this report contains exempt information relating to financial or business affairs of any particular person (including the authority holding that information).***	14:30	R
7	AOB	15:15	V
8	Date of Next Meeting	15:25	V

* Presentation / Report / Verbal

BARROW-IN-FURNESS TOWN DEAL BOARD

Meeting: Friday, 25th November, 2022
at 1.30 p.m. (Virtual Meeting)

PRESENT:

Steve Cole – Chair (BAE Systems), Cllr Ann Thomson – Vice Chair (Barrow BC), Caroline Barber (32 West), Michael Barry (Cumbria CC), Cllr Jonathan Brook (WAF Shadow Authority), Cllr Anne Burns (Cumbria CC), Suzanne Caldwell (Cumbria Chamber of Commerce), Chris Clouter (ABP), Steph Cordon (Barrow BC), Michelle Doherty (Barrow BC) – Minute No's 22 – 29 only, Janet Garner (BAE Systems), Jill Glennie (Spirit Energy) – Minute No's 22 – 29 only, Ali Greenhalgh (Cumbria CVS) – Minute No's 22 – 29 only, Paul Hodgson (Barrow BID), Alison Hatcher (Cumbria CC), Tracy Ingham (Cumbria CC), Jo Lappin (Cumbria LEP), Brittany Mason (BEIS), Alysha Moore (Futures Board), Duncan Nicholson (National Lottery Community Fund), Nicola Parker (Cumbria CC) – Minute No's 29 – 34 only, Ben Shirley (MPs Office), Mark Swindlehurst (University of Cumbria), Liz Watson (Cumbria CC), and Andrew Wren (Furness College).

Paula Westwood – Minute Taker (BBC).

ITEM	ACTION
22 – Introductions and opening comments from the Chair The Chair welcomed everyone to the meeting and made reference to the impact that the cost of living was having on the programmes and how important it was to remain focused on the outcomes. **23 – Apologies for Absence/Attendance of Substitutes** Apologies for absence had been received from Simon Fell MP, David Haughian (Barrow BC), Angela Jones (Cumbria CC), Julie Mennell (University of Cumbria), Jane Scattergood (NHS ICB) and Daniel Tyler-McTighe (BarrowFull). Mark Swindlehurst had attended today's meeting as the University of Cumbria representative and Ben Shirley had attended from the MP's Office. **24 – Declarations of Interest** The Chair noted that each member of the Board each had interests in matters pertaining to their respective organisations and that it was not necessary for these to be repeated at every meeting as these had been recorded in the register of interests.	

ITEM	ACTION
Jo Lappin added that Cumbria LEP had an interest as the applicant for the Business Enterprise Support. The Chamber and the County Council are the sub contracted delivery organisations. **25 – Matters Arising not covered elsewhere on the Agenda** There had been no matters arising, not covered elsewhere on the Agenda. **26 – Minutes of the Last Meeting** The minutes of the meeting held on 14th October, 2022 were agreed as a correct record. **27 – Programme Update** Liz Watson had submitted a detailed programme update report. It had been noted that work continued at both project and programme level to ensure that momentum was maintained on scheme delivery. Barrow Borough Council (the Accountable Body), in conjunction with the Programme Management Office (PMO) had worked to progress the systems and processes required to oversee delivery of the programme between 2022 and 2026, and in line with the Local Assurance Framework and Government requirements. The following updates had been noted:- <u>Project Grant Funding Agreements/Memorandums of Understanding</u> Progress had continued in issuing Grant Funding Agreements (GFAs), or internal Memorandums of Understanding (MoUs) for those projects being delivered by Barrow Borough Council. These would ensure funding allocations could be passed to project delivery bodies in line with the responsibilities set out in the Local Assurance Framework and Government requirements. Contracting with individual projects was now at a point where all projects that were being delivered externally to Barrow Borough Council had either an initial facility agreement or a Grant Funding Agreement in place. Whilst work continued to establish full GFAs and MoUs where relevant, that had allowed the first cycle of reporting from individual projects to feed into the Monitoring and Evaluation (M&E) Performance reporting required by Government.	

ITEM	ACTION
A key task in the preparation of funding agreements had been the agreement of a M&E Plan for each project, which was a condition attached to all projects following the October 2021 Board meeting. Completed Project M&E Plans would be incorporated into relevant GFAs and MoUs. This process was now nearing completion of the Programme M&E performance return. <u>Project Monitoring and Change Controls</u> Project M&E plans had provided an opportunity to refresh and clarify project details where required and to reflect the continued work in project development since business cases were finalised. Upon completion of each M&E plan, a review had been undertaken to ensure that any changes from the approved business case were recorded and approved appropriately at both the project and programme level, in line with the agreed change control process. Where project changes had been agreed by the Accountable Body below the level requiring the Board's endorsement, details of he approved changes had been contained in the Programme Change Control Log which would be presented at the next Board meeting in February, 2023. No changes had been agreed since the date of the last Board meeting, although it was anticipated that further project changes would require consideration in the coming weeks. Some changes may require Board endorsement and the submission of a Project Adjustment Request (PAR) to Government. Regular meetings with the lead Officers for each project had continued, in order to support the finalisation of the M&E plans and to ensure that the development of projects was progressing as planned, with any issues or concerns identified and addressed as appropriate. Where necessary, meetings had also covered progress in addressing the assurance conditions agreed by the Board. In addition, inception meetings had begun with those projects who had agreed their GFA of MoU. Inception meetings provided an opportunity for the project delivery bodies to familiarise themselves with the terms and conditions and reporting requirement at this early stage of delivery. <u>Project Adjustment Request (Financial Re-Profiling) Submission and Match Funding Gap Request</u> At the Board meeting in September, a copy of the PAR submitted to Government had been provided.	

ITEM	ACTION

Confirmation had been received from Government on 2nd November that the Project Adjustment Request had been approved and Government records had been updated to reflect the new financial profile.

The revised financial profile had been informed through the process of agreeing individual Project M&E plans. The revised project profiles reflected the current stage of delivery as reported by project delivery bodies in September 2022 and also reflected a cash-flow approach in line with payments receive by Government.

The approved financial profile had been reported as follows:-

	20/21	21/22	22/23	23/24	24/25	25/26	Total
PAR Cash-flow (Sept 2022)	0	799,000	3,059,493	11,665,767	8,290,835	1,184,905	**25,000,000**

On 27th October, a further request from Government had been received with a short template around providing details of match funding and identifying any gaps as an exploratory exercise. This had been submitted on 14th November and outlined a gap within the Barrow Learning Quarter project.

The PMO had clarified with the Deputy Area Lead for Cumbria that this template should be expanded to cover all match funding, as there was very little private sector funding identified within the Barrow Town Deal. The template had been completed based on the most recent information provided by project delivery bodies and, following review by the Section 151 Officer, had been submitted by the required deadline.

Government would review the submission and follow up with individual Towns. At the time of the meeting no feedback had been received.

<u>Programme Monitoring & Evaluation Reporting</u>

The next M&E Performance monitoring to Government for the Programme was due by 16th December, 2022. Board dates had now been aligned with the preparation of M&E performance returns, to enable review by the Board prior to submission.

A copy of the M&E performance return had been included as an appendix to the report.

ITEM	ACTION
Given the stage of the programme, the first cycle of reporting utilised an interim project progress report produced by the PMO for completion by project delivery bodies. This had been a simplified version of the progress report that would be completed by projects on a quarterly basis going forward and had been designed to capture the key information required to inform the M&E Performance return. Details of expenditure to date had been requested by individual projects, but at this stage had not been subject to the full expenditure checks that would be in place at project claim stage. That expenditure had been included on the M&E Return but would be verified and modified where necessary at the time of the next M&E return which would mark the end of the financial year. Project Progress Summaries had been included within the report, which had provided an overview of the current status of each individual project. <u>Government Assurance and Compliance</u> In addition to the annual assurance cycle, a request had been received from Government on 31st October around an assurance review covering the period 1st April 2022 to 30th September 2022 for Town Deal activity, which had been combined with a review of a Levelling Up Fund for a similar period. The Chief Finance Officer for the Accountable Body had been required to complete a grant usage statement form and return it to DLUHC by 16th November, 2022. This assurance review formed part of the assurance cycle, as indicated in the Levelling Up Funds Local Authority Assurance Framework, which had been received in September 2022 and related to Town Deal, Future High Streets Fund and Levelling Up Funds and Levelling Up Funds in general. The Framework sets out how the assurance for each programme provided three separate and defined levels of assurance, referred to as the Three Lines of Defence. A copy of the Grant Usage Statement form which had been submitted to Government within the required timescales had been included in an appendix to the report. On 8th November, DLUHC had updated the assurance framework and issued supplementary guidance in relation to Town Deals. It was anticipated that a full update on this guidance, including any relevant issues for the Brilliant Barrow Town Deal Board, would be provided at the next Board meeting scheduled in February, 2023.	

ITEM	ACTION
Risk Management Programme level risk management had been considered under a separate agenda item (Minute No. 32 refers). Each project delivery body was responsible for maintaining an appropriate project-level risk register for their respective projects. Project business cases included project risk registers, which were reviewed as part of the local assurance process and agreed to be appropriate. Conclusions from the assurance process outlined what were considered the key risks in relation to each project and, where appropriate, those risks were mitigated through the assurance conditions agreed for each project by the Town Deal Board. In addition to that, to align with Government requirements, quarterly project reporting included a section used to monitor the most significant risks relating to the delivery of each project and/or the achievement of the project outputs and outcomes. Details of the five highest scoring risks within the project risk register maintained by the project delivery body are requested, and the three highest scoring risks (post-mitigation) are then included on Programme M&E returns. RESOLVED:- (i) To note the progress in contracting with individual projects; (ii) To note that it was anticipated that further project changes would require consideration in the coming weeks in line with the agreed change control process; (iii) To note the Project Adjustment Request submitted in September 2022 had been approved, reflecting a new financial profile for the programme; (iv) To note that a match funding template outlining an identified funding gap had been submitted to Government for their review, as part of an exploratory exercise; (v) To note that a statement of grant usage had been submitted to Government on 14th November 2022 as part of the Levelling Up Funds assurance process; and (vi) To note that supplementary guidance in relation to Town Deals had been issued by DLUHC on 8th November 2022 and that a full update would be brought to the next Board meeting.	

ITEM	ACTION
28 – Project Cost Issues This item had not been for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contained exempt information relating to financial or business affairs of any particular person (including the authority holding that information). Board Members had discussed options for addressing the identified funding gap within the Barrow Learning Quarter Project. RESOLVED:- (i) To note the project cost issues reporting by projects which currently identified a funding gap. (ii) To note that a change control was anticipated from the University of Cumbria in relation to the Barrow Island Campus element of the Barrow Learning Quarter project, and that may be to be considered via written procedure due to timescales; (iii) To note that Michael Barry would conduct a review of the whole portfolio of projects to review the potential impacts of filling the funding gap from within the Town Deal allocation; (iv) To note that Private Sector representatives would pursue lines of opportunities for funding to reduce the identified funding gap; (v) To note that the University of Cumbria would explore further funding opportunities to reduce the identified funding gap; (vi) To note that a special meeting would be arranged prior to Christmas to review and discuss potential options for filling the funding gap. **29 – Project Presentation – Cycling and Walking** Alison Hatcher and Nicola Parker delivered a presentation regarding the Local Cycling and Walking Infrastructure Plan (LCWIP) and the Town Deal funded cycling and walking project. The presentation acknowledged problems experienced with the Bridge Road/Michaelson Road scheme that has been delivered using DfT funding. The local community had been dissatisfied with the design and look of the infrastructure for all users and complaints had been received regarding the impact of highway capacity in relation to safety and congestions issues.	Michael Barry Private Sector Representatives University of Cumbria Paula Westwood

ITEM	ACTION
The lessons learned from the feedback received were that more time needed to be taken to give more detailed consideration to the design quality and early engagement with the community on the scheme concept design was necessary. It would also be necessary to undertake transport modelling to fully understand the likely impact on highway capacity and use that information to inform the design. In response to the feedback received from the Bridge Road/Michaelson Road scheme, the layout on Bridge Road had been redesigned with the planned improvements expected to be completed prior to Christmas. Improvements included:- • Redesigning the layout on Bridge Road with the removal of 50 metres of bollards, reinstating two lanes for vehicles on the approach to the traffic lights leading to Jubilee Bridge and North Road and moving the cycle lane on the footway; • Adding new white lines on the footway next to Michaelson Road to provide a clear separation between pedestrians and cyclists; and • Improving drainage of standing water on the cycle paths. The original business case for the Town Deal funded cycling and walking project had approved £4M investment in Abbey Road, Roose Road Corridor and North Road/Ironworks Road. The project scope had been reviewed and in response to learning from Michaelson Road/Bridge Road works and to mitigate cost and inflationary budget pressures, it is proposed to reduce the scope of the project, rather than compromise quality, and instead the focus would be on Abbey Road only. The next steps would be:- • To develop concept design options for active travel infrastructure in consultation with stakeholder focus groups and prepare revised cost estimates for reduced scope; • Complete GFA for Town Deal Cycling and Walking Infrastructure project but acknowledge there would need to be a change control agreed for the revised scheme outputs; • Undertake public consultation on the design options and select the preferred concept design following feedback from the local community. Ben Shirley had commented that bikes were seldom seen and that perhaps public use bikes could be installed to encourage cycling.	

ITEM	ACTION
Alison Hatcher replied that the infrastructure needed to be in place first and agreed that there needed to be complementary activities to encourage behavioural change. The Chair had suggested that an impact assessment be undertaken in relation to shift turn outs. Janet Garner agreed to pick up on that. RESOLVED:- To note the information. **30 – Project Presentation – Place Development** Michelle Doherty, Place Officer of Barrow Borough Council advised the Board that she had been in post since August 2022, based at the Forum and Dock Museum. She advised the Board that plenty of activity had been happening and shared details of a number of events which had taken place during Quarter 2 of 2022. Baseline attendance data had been reported as follows:- • 15,120 people had attended the events; • 44% had attended from postcode LA13; • 31% had attended from LA14; • 3% had attended from LA15; • 26% had attended from out of the area; • Over 5,000 people had attended the Christmas light switch on; • Dock Museum attendance increased 61% on last year; and • Dock Museum shop income increased 60% on last year. All events had demonstrated an increase for the Dock Museum and some Market/Town Centre retailers. Details of Christmas events had also been shared. Michelle advised that the feasibility study for the place project had now been completed. Councillor M. A. Thomson advised that the Mayor had a few plans in place for April next year to mark the end of Barrow Borough Council and asked if Michelle was involved in that. Michelle advised that an event had been pencilled in for 8th April along similar lines of what took place for the Jubilee earlier this year. Janet Garner asked if there was anything BAE could do to join forces. Michelle agreed to make contact with Janet. RESOLVED:- To note the information.	Janet Garner Janet Garner/Michelle Doherty

ITEM	ACTION
31 – Communications and Engagement Update Caroline Barber of 32 West provided an update from the Communications and Engagement Group. Originally the Group had been created in 2020 to support the development of the bid for Town Deal funding, providing a genuine communications link between partner organisations and also directly with the community. This activity had provided evidence of community backing for the projects outlined in the TIP as required by DLUHC. Two years on, it was now proposed to reset the Group to reflect the new phase; the delivery phase of the Town Deal projects. The Terms of Reference had been refreshed and new membership had been proposed with Caroline Barber being the Chair of the Group. Communications would be delivered at a project level with the Group providing overview/programme level communications where appropriate. The Group would meet on a quarterly basis to look ahead to key milestones identified within project plans and communications would be provided to ensure residents and stakeholders were informed of progress towards delivery. The Group would help to embed consistency in messages and acknowledge the #BrilliantBarrow brand and Town Deal funding. RESOLVED:- To note the information. **32 – Risks, Issues and Opportunities** Michael Barry reported that effective management of risk at both project and programme level was key to ensuring the successful delivery of the Brilliant Barrow Town Investment Plan and the associated outcomes. In addition, the relationship between project and programme risk management must be clearly defined with appropriate reporting and escalation systems in place, to ensure that the potential impacts of significant project level risks on the programme overall were captured and monitored. The programme was now in the delivery phase and the focus of programme risk management had shifted to ensuring the successful delivery of projects and the achievement of project outputs and outcomes.	

ITEM	ACTION
The Accountable Body and PMO had previously worked with BAE Systems to revise and refine its existing programme risk register, which had also included the development of an opportunities register. It had been recognised that further revisions would be beneficial, including the agreement of a clear set of criteria for the escalation and de-escalation of project level risks to the programme risk register and the use of a programme issues log to escalate issues to the Town Deal Board as appropriate. <u>Escalating Project Risks and Issues</u> It had been noted that the Accountable Body and PMO continued to work with project delivery bodies to monitor project progress which ensured that any significant changes in project risks could be reviewed. The submission of formal quarterly project progress reports to the Accountable Body includes updates on the status of key project risks and associated mitigation actions using a RAG rating format. Where the monitoring of project risks identified a risk which was RAG rated red (post-mitigation measures), the Accountable Body and PMO would ensure that it was reflected in the relevant programme level risk or include it on the programme risk register as a new risk where necessary. This would ensure subsequent reporting and Town Deal Board level. There was also potential for project reporting or Accountable Body monitoring to identify project issues, being either a project risk that had materialised, or an unforeseen event. The Accountable Body and PMO would again assess the impact of any identified issues and whether there was justification to escalate those to programme level, through the use of a programme issues log. The programme level risk and opportunities register had been reviewed and expanded to include a programme issues log and the latest version had been included as an appendix to the report. <u>Government Risk Monitoring</u> It had been noted that Government monitored the risks associated with delivery of the programme through attendance at the Town Deal Board, regular catch-up meetings with the Accountable Body or PMO, and through receipt of the 6-monthly Monitoring and Evaluation (M&E) performance returns submitted by the Accountable Body in June and December.	

ITEM	ACTION
RESOLVED:- (i) To note the latest version of the programme risk register and the ongoing management of programme and project level risks; and (ii) To note the new programme issues log. **33 – Any Other Business** <u>BEIS Representation</u> The Chair, on behalf of the Board, placed on record their thanks to Brittany Mason of BEIS who was leaving. He thanked her for all of her support and wished her well for the future. **34 – Date of Next Meeting** The next meeting was due to be held at 1:00pm on Friday 24th February, 2023. The Chair had requested that this meeting takes place in person in the Town Hall and that the date be amended as 24th February was half term. The meeting closed at 3.30pm.	Paula Westwood