

Minutes

Meeting Title: Truro Town Deal Board

Date: 25th May 2021

Time: 17.00 to 19.40

Location: Microsoft Teams

Chaired by: Carole Theobald (CT)

Attendees: Voting Members: CC Bert Biscoe (BB), Roger Gazzard (RG), Cllr David Harris (DH), Simon Hendra (SH), Alun Jones (AJ), Nigel Knuckey (NKn), Cherilyn Mackrory (CM – left at 18.00), CC Loic Rich (LR), Nick Seaton-Burridge (NB), Alan Stanhope (AS), David Walrond (DW), CC Christopher Wells (CW)

Officers: Beth Briggs (BBr), Emily Kent (EK), Iain Mackelworth (IM), Phill Woods (PW)

Apologies: Glenn Caplin-Grey (GCG), Derek Green (DG), Rachel Hammond (RH), Nigel King (NK), Harry Pickering (HP)

1 Welcome and Apologies

- Apologies noted under Attendees above.
- CT welcomed Cornwall Councillor Christopher Wells to the Board, following his election.
- CT noted the Members who had, or were going forward, stepping down from the Board and thanked them for all their hard work to date.
- Those having stepped down were Cllr John Dyer, Cllr Dulcie Tudor, Roger Gazzard and Mel Richardson.

2 Declaration of Interest

- DH raised concerns over potential future conflict given his new position as Deputy Leader of Cornwall Council.
- It was noted that this would be discussed later on the agenda under item 7.

3 Minutes of the last Meeting

- It was proposed by BB, seconded by DH and agreed by the Board that the minutes of the meeting held on 21st April 2021 be adopted as an accurate record.

4 Matters arising not covered on the agenda

- Item 6, Page 2 – CT noted that, although the minutes were accurate at the time of writing, further information from Government had confirmed that the financial reprofiling was not required to take place prior to signing of Heads of Terms.
- Item 6, Page 3 – Star Chamber – it was confirmed that this session had taken place.

5 Heads of Terms agreement and next steps

- The letter had been circulated to all Members in advance of the meeting.
- PW provided an update and noted CT comment under item 4, that there had been some confusion over the requirement to complete project reprofiling within the same timeframe as signing Heads of Terms. He confirmed that this was not the case and the Board had a two-month period for project confirmation following return of HoTs on 7th June.
- It was noted that this period would also be used to consider how the conditions set out in the letter were to be met (as applying to New Life for City Buildings project).
- CT queried the availability of the Arcadis post submission assessment report.
- IM advised that this work was nearing completion and would be shared with Boards once finalised.
- BB queried the governance of the programme and the balance of responsibilities between Cornwall Council and the Board.
- IM advised that there was information within the business case guidance, which had been circulated to the Board with the agenda and that Cornwall Council were the accountable body.
- CM advised that she would seek clarification from colleagues in Government.
- BB queried the cost to the Board of delivering the programme. IM confirmed that the costs would be covered by the 1.5% as allocated by each town within their TIPs.
- IM also confirmed that the resource supporting Cornwall Council in delivery of the projects for which it was lead would not be included in that 1.5% and would be resourced by Cornwall Council.
- IM advised that approval was being sought for allocation of Cornwall Council match funding to deliver on those projects.
- There was some concern raised regarding the level of contribution to the PMO funding if not all towns received such a favourable offer as Truro. This would be assessed as other decisions were received.
- Members considered that approving signature of the Heads of Terms letter was not contractual and acted as a memorandum of understanding.
- It was proposed by BB, seconded by DH and unanimously agreed that the Chair of the Board sign the Heads of Terms letter.
- The Board wished to receive further information from Cornwall Council at their next meeting with regards to delivery of projects and the balance of Cornwall Council as accountable body and project deliver lead on some projects.
- EK advised that advice could be sought from Arup as to governance arrangements and how they are working with earlier cohorts.
- BB suggested that the conversation at this point should be had at a corporate rather than departmental level and requested a meeting with Council Directors (to include Phil Mason and Tracie Langley or Kate Kennally).
- DH advised he would facilitate such a meeting.
- **ACTION:** PW/IM to report to next meeting re. project delivery next steps.
- **ACTION:** DH to facilitate meeting with Cornwall Council Directors.

6 Delivery Team (PMO) and Business Case Development

- A report was circulated with the agenda pack.
- IM advised that further work had been undertaken on the PMO structure considering the feedback at the last meeting and further consultation with Arup, Arcadis and Board Chairs.
- IM advised that a Delivery Manager had been recruited and was due to start in mid-June.
- IM provided an overview of the structure included in his report, with particular mention of the revised structure including two town specific coordinators, resulting in each town receiving a dedicated 0.5 FTE Coordinator.
- IM outlined the proposal to procure a consultant to work with project leads to facilitate business case development. It was felt that, due to the nature and scope of this work, a consultancy rather than an individual was most appropriate.
- The Board wished to see a local company recruited where possible. IM confirmed that due to the expected cost of the procurement this would be procured via an open tender process and the regulations did not allow Cornwall Council to specify that stipulation but that they would aim to ensure local companies were made aware of the opportunity to submit a tender.
- IM advised that the cashflow for this was being discussed with MHCLG.
- CT noted that she would raise with CM.
- **ACTION:** CT to email CM re. business case development cashflow.
- The costs and salary ranges of the PMO posts were queried and IM provided an overview and well as the expected duration of each post as necessary for delivery, with some posts being for the life of delivery whilst others would be more temporary based on the requirements of each stage.
- Comms was discussed with some Members feeling that a local comms provision was needed in addition to the PMO comms post. IM advised that Cornwall Council were pleased to take feedback and consider other options and recognised that this supplementary provision may be required.
- EK noted that the PMO had been devised to offer efficiency and value for money across all four town deal Boards.
- The Board agreed to support the next phase of PMO recruitment, subject to further consideration of local supplementary comms support.
- The Board agreed the recommendation to appoint a contractor to support business case development.
- The Board felt it was not unreasonable to request this be a local firm.
- The Board requested that the Chair/Vice Chair have sight of the tender before publication.
- The Board approved the use £40k of their capacity budget to cashflow the engagement of this contractor on the understanding that this would be reimbursed to the Board at a later date.

7 **Board membership and recruitment**

- A paper had been circulated with the agenda pack.
- It was noted that the Board membership was in a healthy position.
- PW noted that the Terms of Reference were currently being update to ensure they were fit for purpose for the next stage and a draft would be shared with the Board in due course.

- The issue of DH conflict of interest and portfolio holder was revisited. DH advised he was taking advice from legal officers.
- CT noted that, should DH be required to step down, although she hoped this would not be the case, a replacement public sector representative would be sought.
- CT advised Members that she had reconsidered her decision to step down and would be happy to stay on as Chair for the forthcoming year if the Board wished. She noted that other nominations could be invited from the Board.
- The Board agreed that CT should remain as Chair.

8 **Any other Business**

- NSB enquired as to any progress with Truro Development Company.
- RG advised that Truro City Council were receiving a presentation from Grant Thornton the following month and the proposal would then progress through the TCC meeting/approval cycle. More should be known by the end of June.

9 **Items for next agenda**

- Post Submission Assessment – it was noted that this would be circulated to the Board as soon as it was received, rather than waiting until the next Board meeting.
- BB requested a follow up item regarding the strategic meeting DH had offered to set up.
- AS noted that the project subgroup (Star Chamber) would need to meet to start assessing project confirmation and all volunteers were welcome to join that group.
- **ACTION:** AS to invite volunteers via email.

10 **Date of Next Meeting**

- July – BB to circulate poll including a variety of day and time options.