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Darwen Town Deal Board

Thursday, 17th September, 2020

2.00 pm

MS Teams Meeting

AGENDA

1. **Welcome, Introduction and Apologies**
2. **Minutes of the Meeting held on 21st August 2020**
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3. **Declarations of Interest**
Any Board Member with an interest on any agenda item should declare this at the meeting, and seek advice as appropriate before taking part in discussions and voting on that item.
4. **Chairman's Update**
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JL Resume
5. **Town Investment Plan Outline Structure**
Graeme Collinge to report.
6. **Sub-Group Updates**
Verbal reports from the four Chair leads.
7. **Communications Plan Update**
Natalie Banks to present.
8. **Items for Next Board Meeting**
9. **Any Other Business**

10. Date of Next Meeting

Friday 2nd October 2020 (TBC).

Date Published: 14th September 2020

DARWEN TOWN DEAL BOARD

ACTION MINUTES

FRIDAY 21ST AUGUST 2020

VIRTUAL MEETING USING MS TEAMS

PRESENT: Board Members:

Wayne Wild, Group Commercial Director of WEC Group Ltd (Chair of Darwen Deal Board); Phil Riley, Executive Member for Growth and Development BwDBC; Cllr John East, Leader of Darwen Town Council; Miranda Barker, Chief Executive of East Lancashire Chamber and Lancashire Enterprise Partnership Board Director; Jake Berry MP, Glenda Brindle, Chair of Governors Aldridge Academy; John Wilkinson, Regional Director of Suez Recycling, John Sturgess, Chair of Darwen Town Centre Partnership and Dr Fazal Dad, Chief Executive and Principal of Blackburn College, and Gary Aspden, Global Brand and Design Consultant, Adidas.

Support Officers

Martin Kelly, Director of Growth and Development BwDBC, Phil Llewellyn, Governance and Democratic Manager, BwD BC; Katherine O'Connor, Cities and Local Growth Unit, BEIS/DHCLG.

Also Present

Graham Collinge; Gencon and Danny Davis; Blackburn Rovers FC.

	ITEM		Key Action
1.	Welcome, Introduction and Apologies	The Chair welcomed all to the meeting, apologies had been received from Cllr John Slater, Steve Waggot and Natalie Banks. Phil Llewellyn advised that Janet Pierce had resigned from the Board	Noted

		and it was agreed that Phil would send her a thank you letter following consultation with the Chair.	
2.	Minutes of the last meeting held on 24th July, Key Actions and Matters Arising	The Minutes of the last meeting were agreed as a correct record.	Approved
3.	Declarations of Interest	No Declarations of Interest were received.	Noted
4.	Presentation on Vision Process and Theme Groups	<p>Graeme Collinge, delivered a presentation (attached) which outlined the process to establishing a Vision Statement and also outlined the five proposed Theme Sub Groups and their relevant Leads, who would progress the development of the content of the TIP.</p> <p>The previously submitted bid for the Future High Street Fund in 2019 would provide useful information in establishing the Vision, and Graeme agreed to distribute this to the Board. Graeme also agreed to send an extract of the Town Fund Guidance to the Theme Group Leads.</p> <p>The strategic themes for objectives and projects were outlined, namely, Urban Regeneration, Culture & Heritage, Transport & Connectivity, Skills and Enterprise. Accordingly, five Theme Sub Groups were proposed as follows: Culture, Sports and Arts (Lead – Gary Aspden), Transport and Connectivity (Miranda Barker), Urban Regeneration/Town Centre (John Sturgess), Skills (Fazal Dad) and Enterprise (John Wilkinson).</p> <p>Graeme advised that the first milestone was production of a long list of projects by the end of September.</p> <p>Board Members discussed the Theme Sub Groups, and it was agreed that co-optees could be invited to join, once suggested names had been run past the Executive. It was also agreed that Board Members could serve on more than one Sub Group. Co-ordination of</p>	<p>Noted</p> <p> Darwen TIP - Board meeting - Vision proc</p>

		<p>the Sub Groups would be dealt with by Wayne, Martin and Graeme. John Wilkinson suggested that the 5 Sub Groups could reduce to 4 by merging some related areas.</p> <p>Membership of the Sub Groups and the final split of Theme Areas would hopefully be circulated by the end of the following week, once Graeme was aware of the relevant nominations etc. Martin advised that he would pick up any names from the meeting chat (the following people put themselves forward during the meeting - John Wilkinson – Transport, John East – Culture and Fazal Dad – Culture), with Wayne advising he would talk to Steve Waggot about a nomination to assist the Culture, Sports and Arts Group.</p> <p>Wayne asked that he be invited to Sub Group meetings going forwards.</p>	
5.	Items for Next Board Meeting	None.	
8.	Any Other Business	None.	
9.	Date of Next Meeting	<p>Martin Kelly suggested that instead of meeting on 4th September, this date could be used by Sub Groups to meet if they were able to do so. Gary Aspden advised that he would be on leave from 28th August.</p> <p>Wayne asked about progress on the Communications/Marketing Strategy and Martin advised that he would ask Natalie to send an update note to the Board.</p> <p>The next Board Meeting was scheduled for 2pm on Friday 18th September (later amended to Thursday 17th September at 2pm.)</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

Chairman's Report

Project Management Capacity and Support

Darwen Town Deal Board

17 September 2020

Context

The purpose of this update is to seek Board approval to further strengthen the project management support available to the Chairman and the Darwen Deal Board.

Given the intensity of effort required over the coming months in developing and submitting our Town Investment Plan (TIP) by 31 January 2021, there is a need secure additional project management capacity and expertise.

The Board has assembled a strong consultancy team to support the development and preparation of our TIP, with significant support and guidance from officers of Blackburn with Darwen Council, our accountable body.

Council officers will continue to support and implement the work of the Board. However, given demanding deadlines, the need to drive and manage numerous work stream inputs to produce the strongest TIP possible, and secure some additional support capacity that is exclusively available to the Board, it is proposed that from 1 October until 31 January 2021, the Board engages the services of an experienced project manager for 3 days per week at a day rate of £250 p/d.

Subject to the approval of the Board, this extra project management capacity will cost an additional £12,000. Currently, the Board has allocated £125,000 to engage the consultancy team comprising Genecon, Feria-Urban and Chase Architects in preparing and developing the TIP. If additional project management support is engaged then the Board will have just under £25,000 in capacity funding remaining. This funding will be set aside as a contingency to address any further costs which may arise in developing the Board's TIP project proposals in the coming months.

Given the need to move quickly, and secure an experienced project manager, there is the opportunity to engage Dr John Livesey, the former Managing Director of Bolton Care Home Ltd. John is highly qualified and capable of providing the level of project management support that is being sought (see enclosed CV).

Subject to approval, John would be engaged on behalf of the Board by Blackburn with Darwen Council, on the basis outlined above.

Recommendations

The Board is asked to:

1. Note and comment on the contents of this report; and
2. Request the Director of Growth and Development of Blackburn with Darwen Council, in conjunction with the Director of Finance, on behalf of the Board, to make arrangements to engage Dr John Livesey to provide additional project management support to the Board on the terms set out in this report

Brief Resume: John Livesey

Current Role: Managing Director of Bolton Cares Ltd, a large and profitable local authority trading company.

Experience: 25 years' local government experience in the North West including at Lancashire, Blackpool, and Bolton. Senior roles in Education, Children's, and Adult Services, including 10 years' as an Assistant Director and 12 months as acting Director of People.

Examples of successful work include:

- Creating a local authority trading company and successfully transferring a council's adult social care services to the business. The company has grown through successful bids for new work and now has an annual turnover of £16.5m and 700 employees.
- Engagement in key partnerships, e.g. Community Partnership, Children's Trust, Health & Wellbeing Board, Local Education Partnership, Leisure Trust, Sports & Physical Activity Alliance, Safeguarding Executive and Disability Partnership.
- Management of school capital programme, including new build academy and free school developments, successful primary school expansions and school building maintenance.
- Coordination of an Adult and Children's Services commissioning programme of over 300 contracts with a combined value of £45m.
- Leadership of a £25m programme of savings and efficiencies, successfully delivering 30+ service restructuring, redesign, and efficiency projects.
- Management of a broad range of council services including HR, Finance, ICT, Information Management, Policy & Partnerships, Asset Management, External Funding, Quality Assurance, School Admissions & Transport, Youth Services, Sports Development and more.

Education: Born and brought up in Audley and Queens Park, attended Shadsworth High School and Blackburn College. Completed an honours degree and PhD in geography and earth sciences at the University of Leeds before working as a research scientist at the University of Birmingham.

Skills:

- Comfortable operating in a sensitive political environment and working closely with elected members, council officers and representatives of commercial and voluntary organisations.
- Strategic planning, policy development and performance management.
- Excellent commercial understanding gained whilst building and developing Bolton Cares.
- Excellent financial and budget management skills, in both local government and commercial contexts.
- Great communication skills. An experienced public speaker and meeting chair. Good negotiation and influencing skills. Written communication skills are a strength.
- Excellent programme and project management and coordination skills. PRINCE II qualified.
- Capital programme and project management.
- Public consultation, marketing, and communications.
- Local government and commercial bid writing experience.
- Advanced ICT skills.
- Self-motivated and able to get up and running on new projects very quickly.

Resides: Blackburn with Darwen. Lives locally near Ewood.

Available: October 2020.