

ACTION MINUTES

THURSDAY 17TH SEPTEMBER 2020

VIRTUAL MEETING USING MS TEAMS

PRESENT: Board Members:

Wayne Wild, (Chair of Darwen Deal Board); 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.

Support Officers

Martin Kelly, Director of Growth and Development BwDBC, Phil Llewellyn, Governance and Democratic Manager, Natalie Banks, Digital Communications Team Leader, BwD BC; Paul Evans, Cities and Local Growth Unit, BEIS/DHCLG.

Also Present

Graeme Collinge; Gencon.

	ITEM		Key Action
1.	Welcome, Introduction and Apologies	The Chair welcomed all to the meeting, apologies had been received from Cllrs Phil Riley and John Slater, Steve Waggot and Katherine O'Connor.	Noted
2.	Minutes of the last meeting held on	The Minutes of the last meeting were agreed as a correct record.	Approved

	21st August 2020, Key Actions and Matters Arising		
3.	Declarations of Interest	The Chair declared an interest in Agenda Item 4 – as the proposed consultant, Dr John Livesey, was his Brother in Law (see Item 4 below).	Noted
4.	Chairman’s Update	<p>The Chair presented his report, the purpose of which was to gain Board approval to further strengthen the project management support available to the Chair and the Board.</p> <p>Given the intensity of effort required over the coming months in developing and submitting the Town Investment Plan (TIP) by 31 January 2021, there was a need secure additional project management capacity and expertise.</p> <p>Council officers would 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 to secure some additional support capacity that was exclusively available to the Board, it was proposed that from 1 October until 31 January 2021, the Board engaged the services of an experienced project manager for 3 days per week at a day rate of £250 p/d.</p> <p>The additional project management support, added to that already in place, would leave the Board with just under £25,000 in capacity funding remaining. This funding would 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.</p> <p>Given the need to move quickly, and secure an experienced project manager, there was the opportunity to engage Dr John Livesey, the former Managing Director of Bolton Care Home Ltd. John was highly qualified and capable of providing the level of project management support that was being sought and his CV had been attached to the</p>	Noted

report submitted. Subject to Board approval, Dr John Livesey would be engaged on behalf of the Board by Blackburn with Darwen Council.

Members of the Board discussed the matter, with Jake Berry MP and John Sturgess supportive of the proposal and complimenting the credentials of Dr Livesey. John East, whilst being supportive of the proposal raised concerns about the public perception of the proposal, with the family links between the Chair and Dr Livesey, and pointing out that others may have wished to tender.

Martin Kelly advised that due to the urgency of the matter, a tender process would not have been possible and that the Council as accountable body was satisfied with the proposal. Phil Llewellyn commented that the Chair had publically declared his links to Dr Livesey and also that the report had been in the public domain for transparency. John Wilkinson and John Sturgess both commented that the Chair had been open about his links to Dr Livesey.

John Wilkinson asked about the remit of Dr Livesey, with the Chair advising that his main focus would be on the Sub Groups and day to day interaction with them and their work streams.

RESOLVED – That the Board:

1. Note and comment on the contents of the 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 the report

**Noted
Approved**

5.	Town Investment Plan Outline Structure	<p>Graeme Collinge updated the Board on the Outline Structure of the TIP, which would be a 10,000 word document, with a pick and mix approach to projects, which the Government would look at to see if they complied with TIP Guidance and the logic chain, and there would therefore be winners and losers.</p> <p>Graeme asked to be invited to all sub-group meetings, and ideally a long list of projects would be ready by late September, but that this must be complete by mid-October. Graeme advised that the project tool delivered by Arup would be useful in sifting projects from a long list to a short list and it would be a good idea to use it to help comply with the necessary process.</p> <p>Graeme agreed to circulate relevant documents and information to the Board after the meeting.</p>	Noted
6.	Sub Groups Update	<p>Miranda Barker provided an update on the progress of the Transport and Connectivity Sub Group, which was about to hold its fourth and final meeting the next day. The focus had been on Local Transport and Connectivity, and the Board discussed the pros and cons of '6G' technology in the area.</p> <p>Miranda advised that the Sub Group would be prioritising the projects identified at its meeting the next day and these would be fed back to the Board.</p> <p>Fazal Dad updated the meeting on the work of the Skills and Enterprise Sub Group, who had held two meetings to date, with some cross cutting areas identified, such as digital skills, and also there needed to be a better understanding of the skills required by employers, also in terms of Enterprise, Darwen had some great facilities and there needed to be a focus on attracting new business.</p>	<p>Noted</p> <p>Noted</p>

7.	Communications Plan Update	<p>Natalie Banks gave a demonstration of the new website, which it was hoped would be live shortly.</p> <p>The Chair commented that communication about the new website was key, in terms of making the public aware of it, which included partners using their communication channels, also the need for regular monitoring and replies to contacts in a timely fashion. Additionally, the website needed Board sign off before it could go live.</p>	Noted
8.	Items for next Board Meeting	Regular agenda items, plus Sub Groups update.	
9.	Any Other Business	None.	
10.	Date of Next Meeting	Meetings to be held every four weeks, on the third Thursday of the month, commencing on Thursday 15 th October at 2pm.	Noted