

Morley Town Deal Board

Agenda

Tuesday 24 January 2023

14.00 – 16.00

Large Banqueting Suite, Morley Town Hall

ITEM

1. Welcome and apologies – Chair
 2. Declarations of interest – Chair
 3. Minutes of the last meeting and matters arising – Chair
 4. Correspondence log - Chair
 5. Ingenuity presentation/update (David Aspen)
 6. Ahead Partnership presentation/update (Megan Lipp)
 7. Project dashboard updates:
 - HIF (Emily Somerville)
 - Town Hall (Jane Walne)
 - Skills College (Sam Lewis)
 - Greener and Connected and Station Gateway (Claire Newton)
 - White Rose Innovation Hub (Sam Lewis)
 8. Working Group updated Terms of Reference (Chair)
 9. Working Group updates for Board (Working Group Chairs)
 10. Finance Update (Helen McGrath)
 11. AOB (ALL)
 12. Date of Next Meeting – Tuesday 21st March 2023
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Attendees

Gerald Jennings – Director, G.R. Jennings Properties Ltd
Councillor Helen Hayden – Executive Member, Infrastructure and Climate
Dawn Ginns – Resident, Morley
Mark Goldstone – Head of Policy and Business Representation, West and North Yorkshire Chamber of Commerce
Councillor Robert Finnigan – Morley Town Council
Steven Foster – Director, Land Securities
Matthew Winn – Office of Andrea Jenkyns MP
Rachael Kennedy – Morley Town Centre Manager
Councillor Andrew Hutchison - Morley North ward member
Councillor Jane Senior - Morley South ward member
Reverend Anthony Lee – Leader, Morley Community Church
Lalit Surywaski - Community representative
Christine Hirst - Community representative
Sonia Midgley – West Yorkshire Combined Authority
Andrea Jenkyns – Member of Parliament, Morley and Outwood
Lorraine Coates, Area Lead – West Yorkshire, Cities & Local Growth Unit
Mukesh Patel - Community representative
Dan Merrick - Community representative
Martin Farrington – Director of City Development, Leeds City Council

Apologies

Martin Gresswell - Senior Asset Management Officer, Leeds City Council
Others TBC

Invited attendees

Adam Brannen – Head of Regeneration, Leeds City Council
Emily Somerville – Regeneration Officer, Leeds City Council
Sam Lewis – Principal Regeneration Officer, Leeds City Council
Helen McGrath – Senior Project Manager, Leeds City Council
Jane Walne – Head of Programmes and Projects, Leeds City Council
Libby Watson - Career Grade Officer, Leeds City Council
Claire Newton - Senior Project Officer, Leeds City Council
Megan Lipp - Ahead Partnership
David Aspen - Munroe K

1. Welcome and apologies

- 1.1. Chair's welcome.
- 1.2. Notes of attendance and apologies.

2. Declaration of interests

2.1. Board members to declare any interests of relevance to the meeting agenda for documenting on the register.

3. Minutes of the last meeting and matters arising

3.1. Minutes have been circulated to members and published in advance for comment.

Board members are asked to agree the minutes of the November Morley Town Deal Board meeting.

4. Correspondence log

4.1. Board members to declare any correspondence of relevance to the meeting agenda for documenting on the register.

5. Ingenuity presentation

5.1. David Aspen attending from Munroe K to present an update on the White Rose Innovation Hub.

6. Ahead Partnership presentation

6.1. Megan Lipp attending from Ahead Partnership to present an update on their work across the Morley Town Deal.

7. Project dashboard updates and specific project items

7.1. The nominated officer project leads for each Morley Town Deal project to attend and present key updates on project progress, risks and issues.

8. Morley Town Deal working groups

8.1. Note and approve the updated terms of reference including the nominated Chairs and Co-chairs for each of the four working groups.

9. Working Group Updates

9.1. General update from the Chairs of all the working groups on current progress, key items etc.

10. Finance Update

10.1. Senior Programme Manager to provide the finance dashboard update for the programme on behalf of the Finance Lead.

11. Any Other Business

12. Date of Next Meeting

21st March 2023

Item 3 Morley Town Deal Board - Declarations of interests register

Board Member	Job title	Disclosed interests when becoming a Board Member	Disclosable pecuniary interest (employment, sponsorship, undischarged contracts, beneficial interests in land, licence to occupy land, corporate tenancies, beneficial interest in securities)	Other registerable interest (membership or position in which appointed or nominated by Council, any body exercising functions of a public nature or directed to charitable purposes, including the influence of public opinion or policy, any person from whom have received a gift or hospitality)	Non-registerable interest (affecting the wellbeing of member directly, family, friend or close associate more than the wellbeing of those in local area generally)	Date of meeting declaration of interest received	Action taken
Gerald Jennings	Director, G.R. Jennings Properties Ltd	None					
Councillor Jane Senior	Morley South ward member	None					
Councillor Andrew Hutchison	Morley North ward member	None					
Councillor Robert Finnigan	Morley Town Council	None					
Councillor Helen Hayden	Executive Member for Infrastructure and Climate	None					
Andrea Jenkyns	Member of Parliament, Morley and Outwood	None					
Dawn Ginns	Resident, Morley	None					
Mark Goldstone	Head of Policy and Business Representation, West and North Yorkshire Chamber of Commerce	None					
Steven Foster	Director, Land Securities	None					
Matthew Winn	Office of Andrea Jenkyns MP	None					
Rebecca Greenwood	West Yorkshire Combined Authority	None					
Rachael Kennedy	Morley Town Centre Manager	None					
Reverend Anthony Lee	Leader, Morley Community Church	None					
Lalit Suryawanshi	Community representative	None					
Mukesh Patel	Community representative	None					
Christine Hirst	Community representative	None					
Dan Merrick	Community representative	None					
Mark Casci	West and North Yorkshire Chamber of Commerce	None					
Lorraine Coates	Area Lead – West Yorkshire, Cities & Local Growth Unit	None					
Sonya Midgley	West Yorkshire Combined Authority	None					
Martin Farrington	Director of City Development, Leeds City Council	None					

Morley Town Deal Board

Minutes

Tuesday 22 November 2022

10:00 – 12:00

Large Banqueting Suite, Morley Town Hall

Attendees

Gerald Jennings (Chair)	<i>Director, G.R. Jennings Properties Ltd</i>
Councillor Robert Finnigan	<i>Morley Town Council – Chair of Greener & Connected Sub-Group</i>
Matthew Winn	<i>Communications Manager, Office of Andrea Jenkyns MPs</i>
Steven Foster	<i>Director, Land Securities</i>
Cllr Jane Senior	<i>Morley Town Council</i>
Lalit Suryawanshi	<i>Morley Resident</i>
Dawn Ginns	<i>Morley Resident</i>
Mukesh Patel	<i>Morley Resident</i>
Christine Hirst	<i>Morley Resident</i>
Dan Merrick	<i>Morley Resident</i>
Councillor Helen Hayden	<i>Executive Member, Climate Change, Transport and Sustainable Development, Leeds City Council</i>
Mark Casci	<i>West and North Yorkshire Chamber of Commerce</i>

Apologies

Andrea Jenkyns MP	<i>MP for Morley and Outwood</i>
Lorraine Coates	<i>Area Lead, West Yorkshire, Cities and Local Growth Unit</i>
Sonya Midgley	<i>WYCA</i>

Rachael Kennedy	<i>Morley Town Centre Manager</i>
Reverend Anthony Lee	<i>Leader, Morley Community Church</i>
Martin Farrington	<i>Director of City Development, Leeds City Council</i>
Mark Goldstone	<i>Head of Regional Policy, CBI</i>
Cllr Andrew Hutchison	<i>Leeds City Council Morley North ward member – Chair of Town Centre, Placemaking and Culture group</i>

In Attendance

Daniel Broadbent	<i>Regeneration Officer, Leeds City Council</i>
Jane Walne	<i>Head of Projects and Programmes, Leeds City Council</i>
Martin Gresswell	<i>Senior Project Officer, Leeds City Council</i>
Helen McGrath	<i>Programme Manager, Leeds City Council</i>

1.0 Introductions and Apologies

- 1.1 Introductions were made and apologies given.

2.0 Declaration of Interests

- 2.1 None

3.0 Minutes of the last Meeting and Matters Arising

- 3.1 The minutes of 20 September 2022 were agreed to be an accurate record.
- 3.2 Regarding 6.1.2 **Action** GJ to reconvene the meeting with key economic hubs which was initially held in September.
- 3.3 Regarding 6.1.3 **Action** Cllr Finnigan to share timetable provided by Network Rail regarding work at Morley Station with JW.
- 3.4 MW noted a discussion had been held in the previous meeting about potentially minuting working group meetings. Conversation to be picked up within the Board Governance item under 4.2.

4.0 Board Governance

- 4.1 It was agreed that signing off Board minutes at the following Board is producing too much of a delay to getting them published online, and therefore minutes will be agreed via email following Board meetings and subsequently published. There was a discussion about the current accessibility of the minutes for members of the public.
- 4.2 **Action** DB to share the online link to published minutes along with the draft minutes of this Board, for Board members to share more widely. Agendas to also be published at least 5 days in advance.
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Action DB to rearrange Chair's Briefing meetings to be 2 weeks ahead of Board meetings to ensure sufficient time for publishing the agenda/meeting pack.

- 4.3 There was a discussion about contact details for the Board. There is currently a generic email address for LCC enquiries related to the Morley Town Deal Board MorleyTownDeal@leeds.gov.uk . GJ stressed the importance of transparency and accountability and it was agreed that queries directed to the Board Members should be responded to by GJ as Chair. **Action** DB to include Correspondence as a standing item on future Board agendas.
- 4.4 It was noted that the membership list of the Board needs to be updated on the website. **Action** DB to ensure membership list updated.
- 4.5 There was a discussion about holding a public Board meeting and the feasibility of this. **Action** HM to review the Towns Fund board governance guidance and bring back as a discussion item at the next meeting.
- 4.6 GJ raised the current structure and chairing of working groups. It was agreed that LS would become the new Communications and Engagement working group lead.
- 4.7 A discussion was held around ensuring a diversity of voices leading the working groups and the potential introduction of co-chairs. There was agreement across the Board that co-chairs would be beneficial.
- 4.8 MW argued that published working group minutes would be beneficial for transparency. GJ and SF stated that it had previously been discussed and recognised that the resources are not available for this level of officer secretariat for working groups. The working groups do, however, feed back into the Town Deal Board which is formally minuted and published. It was noted that CH had yet to receive a working group invite.
- 4.9 **Action** HM/GJ review the full membership list of the working groups and to be brought to the next Board for a refresh/approval.

5.0 Programme & Project Updates

- 5.1 HM gave an update of programme activities. A performance monitoring process is being undertaken with a return to be sent to central government by 16 December 2022. HM is working on this and will send to the Board for review before final submission. In the context of the 6-monthly monitoring returns that will be carried out, GJ stressed the importance of pace on project delivery.
- 5.2 Individual project updates were made starting with the Morley Skills College. JW reported that there is ongoing dialogue with Luminare about the make-up of the project team. There are also ongoing discussions around the best delivery route for VAT exposure.
- 5.3 On the White Rose Innovation Hub it was reported that there has been a slip in the timescale. Cllr Finnigan raised the importance of this project delivering tangible benefits for Morley residents. **Action** GJ/SL/RK to set out the rationale and challenges around this work at the next meeting.
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- 5.4 GJ reported that the Ahead Partnership are working well with schools and have secured additional private sector funding. **Action** HM to invite the Ahead Partnership to the next Morley Town Deal Board meeting to update on their work and how to best engage with young people across the programme.
- 5.5 MG gave an update on the Morley Town Hall project. MG reported that NPS have provided updated costs and a meeting with the working group will be arranged to discuss next steps and ensuring the scheme fits within the agreed budget. GJ stressed the importance of proceeding at pace. **Action** MG to present a delivery programme at a future Morley Town Deal Board.
- 5.6 As part of the Heritage Investment Fund project DB gave an update on work being carried out by Buttress Architects. Site access is being arranged for the St Mary's in the Woods burnt out church for a condition survey to be carried out. The Conversation Area Appraisal Management Plan will also be consulted on in early 2023.
- 5.7 JW gave an update on the recent park consultations as part of the Greener and Connected project. The first spade is in the ground at Hembrigg Park, with works in Dartmouth Park to begin in the next two weeks. There will be a press release and photo opportunity undertaken for this key milestone. Highways and public realm design and delivery will start in 2023 for both Greener and Connected and Station Gateway projects.
Action Updated site proposals to be put on commonplace for Hembrigg and Dartmouth. The overall programme for Greener and Connected and Station Gateway to be brought to the next meeting.

6.0 Comms and Engagement Update

- 6.1 Feedback was given from Board Members on the public engagement event held on Saturday 19 November at Morley Town Hall. There was widespread agreement from the Board that it had been a positive event. HM reported that around 60 members of the public attended and any comments or feedback would be responded to directly. The Board agreed that the next one should be in Spring 2023. Also need to do more with engaging with young people/families and businesses.
- 6.2 **Action** HM to share photos from the event alongside a Commonplace news item.
- 6.3 **Action** HM to share the updated Comms strategy with LS to review with the Communications and Engagement Working Group.
- 6.4 GJ raised the need to do more to engage businesses in Morley and asked for this to be picked up through the Communications and Engagement working group.

7.0 AOB

- 7.1 MP suggested that the Board have a walking tour of Morley as part of an extended future meeting. **Action** DB to extend March meeting for the purpose of an additional walking tour.

8.0 Date of Next Meeting

Tuesday 24 January 2023, Morley Town Hall, Large Banqueting Suite 14.00-16.00

Morley Town Deal Board – opening to public

Starting from March 2023 all meetings of the Morley Town Deal Board will be open to the public, except where certain parts of an agenda contain confidential or exempt information. In these circumstances the Town Deal Board may choose to treat that part of the meeting as a 'private meeting' by excluding the public.

The public are open to attend as observers only and will not be able to participate in the discussions of the meeting. The Town Deal Board Chair may also exclude a member of the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

Five clear working days before each meeting details of the agenda items to be considered and the associated reports will be published on this website. If any of these items contain confidential or exempt information this will be made clear in the agenda, and the reasons for the restriction will be explained.

Please note that the Council will try all means possible to enable all interested parties to be present at Town Deal Board meetings where decisions take place. However due to the limited seating capacity within the Morley Town Hall meeting rooms, the Council regrets that access for all may not always be possible.

Item 4
Freedom of Information & Correspondence Log

Request	Date of enquiry	Sender	Response Owner	Response Issue Date	Status
Update on Go Wild Consultation	09/06/2022	Kimberly Frangos - LCC Locality Officer	Cameron Musgrave	09/06/2022	Closed
My Dentist - Funding Request	08/06/2022	Richard Tempest - DFS	Miriam Browne	24/06/2022	Closed
Morley Bottoms Details	18/06/2022	Clifford Ward	Dan Broadbent	25/06/2022	Closed
Lewisham Park - Cricket Wicket	23/06/2022	Louise Bentley	Miriam Browne	24/06/2022	Closed
Tender appraisal	21/07/2022	Conception Architects	Dan Broadbent	22/07/2022	Closed
Scatcherd Park	21/07/2022	Stephen Wainwright	Cameron Musgrave	26/07/2022	Closed
Bench - Morley High Street	06/12/2022	Charles George	Jane Walne		Open
Working Group Request	09/01/2023	Jill Mac	Gerald Jennings		Open

**ITEM 5 TO BE TABLED AT THE
MEETING**

ITEM 6

GROWING TALENT MORLEY INTERIM REPORT 2022-23



GROWING TALENT MORLEY INTERIM REPORT 2022-23

1,461
young people
have been
supported

62
volunteers
have taken
part

13
activities have
taken place

Term 1 of Growing Talent Morley has launched with a fantastic start, commencing in September 2022 with the support of Leeds City Council and private sector match funding. The programme thus far has reached over 1,000 young people within the Morley Town Deal area, through a wide variety of events and activities spanning a range of sectors.

Growing Talent Morley aims to:

- Address skills gaps in the town through collaborative work between education and training providers and local employers and through a comprehensive approach to skills and in partnership with local employers.
- Harness the strength of the local employer base to provide employer-led skills development programs to improve the skills base of the community
- Increase the share of young people and adults that have relevant skills for employment and entrepreneurship

Term one 2022-23 has focused on careers within manufacturing, finance and engineering with secondary school students. Within Primary, the focus has been on environmental management and green skills, in addition to showcasing the higher education sector and financial services.

"The workshop was engaging and questions were interesting and informative."

- Year 12 student

"I learned about different ambitions and understood different career paths."

Year 6 student

"I learnt that the school uses a lot of electricity and is trying to cut down on how much they use."

Year 6 student

"It was really good to engage the youth of today in engineering - I never had this and wish I did."

Volunteer, Sulzer

"The events were very engaging and allowed us to interact with children about their aspirations. I loved how it allowed them to express their creativity too."

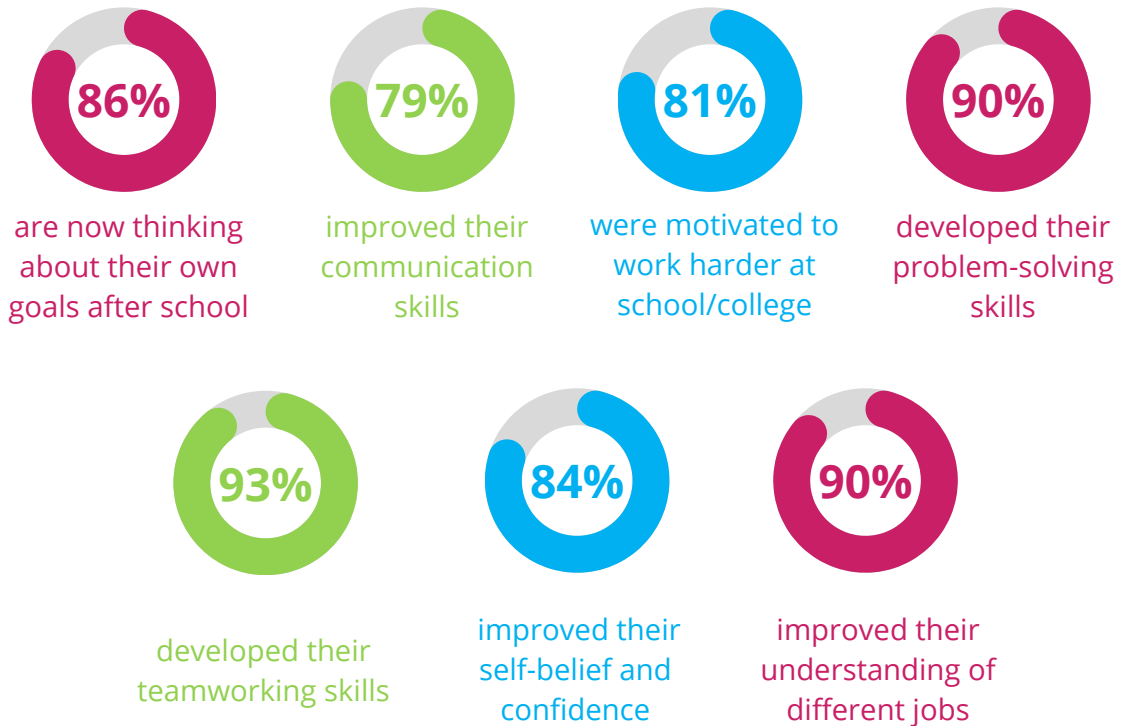
Volunteer, Laidlaw

"The students were very engaged and so were the teachers!"

Volunteer, Sulzer

Particular highlights from the first term of this programme have been laid out on the following pages, including an incredible 90% of young people stating that they have improved their understanding of different jobs. We aim to only continue building on and improving this figure, with a strong focus in Term 2 on careers panels and speed networking events to ensure students have multiple opportunities to meet and engage with many business volunteers across many different sectors.

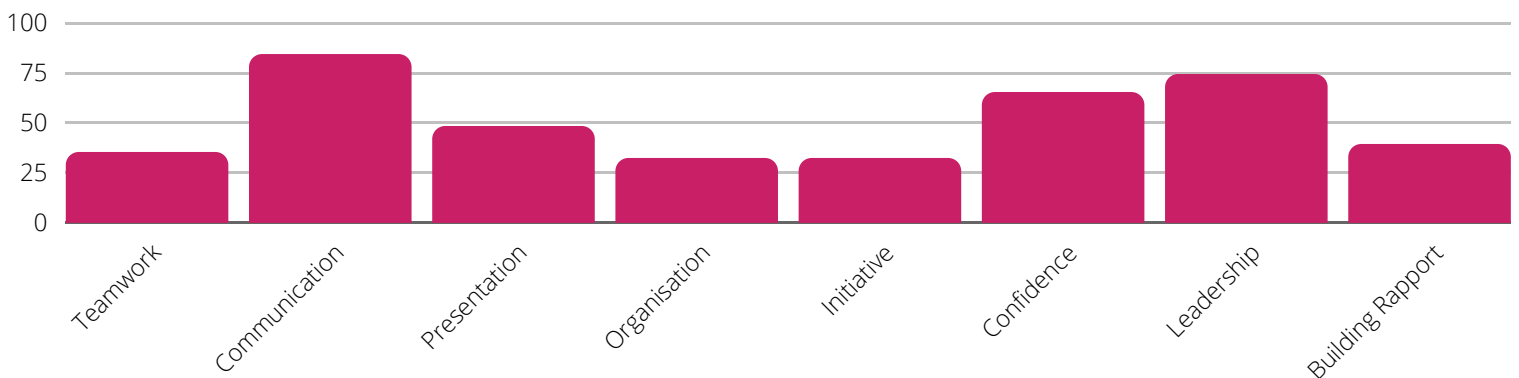
WHAT YOUNG PEOPLE SAID



WHAT VOLUNTEERS SAID



SKILLS VOLUNTEERS SAY THEY DEVELOPED



STUDENT POPULATION

PRIMARY SCHOOLS	EAL*	FSM**	SEN***	Activity in Term 1?
Asquith Primary School	10.3%	21.8%	4.2%	
Birchfield Primary School	5.7%	13.5%	7.3%	✓
Churwell Primary School	7.4%	10.3%	7.8%	
Drighlington Primary School	1.7%	16.4%	11.0%	✓
Fountain Primary School	8.4%	25.6%	12.6%	
Gildersome Primary School	2.6%	20.9%	14.6%	✓
Morley Newlands Academy	14.0%	23.4%	13.6%	✓
Morley Victoria Primary School	6.6%	16.9%	10.7%	
Seven Hills Primary School	11.6%	27.9%	16.5%	✓
St Francis Catholic Primary School, Morley	16.2%	10.9%	8.5%	✓
Westerton Primary School	5.9%	11.2%	13.1%	
SECONDARY SCHOOLS/ COLLEGES	EAL*	FSM**	SEN***	Activity in Term 1?
Bruntcliffe Academy	5.5%	30.3%	10.2%	
Elliott Hudson College	21.0%	No data	16.4%	
Morley Academy	8.4%	21.1%	12.0%	✓
Woodkirk Academy	6.9%	21.5%	6.0%	

*Pupils whose first language is not English

**Pupils eligible for free school meals at any time during the past 6 years

***Pupils with special educational needs support



Young people who are eligible for Free School Meals are 17% more likely to state that Covid has and continues to disrupt their studies 'a lot' or 'a great deal' compared to their peers.

- Youth Employment UK, 2022

JANUARY 2023 ONWARDS

Moving forwards into Term 2 and beyond, we are shifting focus ever so slightly to our secondary and post-16 partners, to work with all four core providers to deliver careers panels and workshops. We are also working on a work experience programme with programme supporters Landsec, to be delivered with Year 12 students, and an exciting programme of workshops linked to the redevelopment of Morley Town Hall. Please see below a list of our upcoming events between January and March 2023, which are expected to reach over 1,300 more young people.



Event Type	# of events
Careers Panel	4
CV Writing Workshop	1
Employer Breakfast	2
Town Planning Workshop	4
TPRU BAM Sustainability Challenge Finale	1

Over 50 volunteering slots are available in Term 2; volunteers already signed up to participate represent a wide range of different sectors including health and care, retail and estates management, town management and law.

We are excited to continue developing the programme, and look forward to sharing more successes with you soon!

GROWING TALENT MORLEY TEAM



Natalie Cooper
Project Manager



Megan Lipp
Head of Development



Stephanie Burras
Chief Executive



Georgina Johnson
Programme Manager

CONTACT US

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ITEM 7 - PROJECT DASHBOARD UPDATES

MORLEY TOWN DEAL: HERITAGE INVESTMENT FUND

Project overview

Reporting Date

11/01/23

From	01/04/2022	to	01/03/2024
RAG Summary			
Feasibility	Design	Procurement	Construction
Amber	Amber	Amber	Amber
Comms & Engagement	Approvals	Overall RAG	
Amber	Amber	Amber	

Total scheme cost (£)	£1,614,999.00
Spend To Date (£)	£21,750.00

Upcoming Key Milestones							
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Milestone progress	Planning Board approval	CAAMP Consultation		Grant programme launch			
	Amber	Amber	Amber	Amber	Amber	Amber	Amber

Highlight Report Summary

Progress

New Morley Regeneration Officer started in role on 12th December 2022 - Emily Somerville. Buttress Architects have produced a draft Conservation Area Appraisal and Management Plan. This has been through internal consultation and will go to Planning Board on January 16th. Following sign-off an external consultation exercise will be carried out. Buttress Architects have also started work on a condition survey and feasibility study for the St Mary's in the Wood burnt out church, as well as a Shopfront Design and Maintenance Guide. The shopfront grant scheme is being finalised, with an expected launch date of March/April.

Feasibility	Buttress Architects have started work on a condition survey and feasibility study for the St Mary's in the Wood burnt out church.
Amber	
Design	
Amber	
Procurement	
Amber	
Construction	
Amber	
Comms & Engagement	Following CAAMP sign-off an external consultation exercise will be carried out in Feb/March 2022.
Amber	
Approvals	
Amber	

Top Issues

Title & Description	Action	Lead

Top Risks & Opportunities

Title & Description	Action	Lead
Grant level / rate of interest insufficient to interest owners in taking up the scheme leading to funding withdrawal.	Property owners are given sufficient time, assistance and information to ensure long term benefits of property value uplifts are fully considered. Will work with local stakeholders to identify the best way to engage and encourage take-up with businesses. Some initial market testing for demand has already been undertaken. A review of the project will be carried out in March 2024 to see if any changes are required.	Emily Somerville
Building owners' ability to provide match funding leads to funding withdrawal.	Grants will be offered to building owners based on application. Risk is then transferred in terms of project delivery. A review of the project will be carried out in March 2024 to see if any changes are required.	Emily Somerville
Availability of materials due to ongoing supply chain issues across the construction industry in general and specialist heritage construction in particular leading to programme delay.	Early engagement with suppliers to understand timeframes and difficulties with supply chain. Identify where procurement packages could be joint together. High level company checks can be carried out to understand economic situation. Include inflation in cost forecasting as well as risk/contingency budget and determine timing for final costs with contractor.	Emily Somerville

Recommendations for Board

Recommendation	Action	Lead

MORLEY TOWN DEAL: TOWN HALL

Project overview

Reporting Date

11/01/23

From 01/04/2022 to 01/11/2024

Total scheme cost (£)

£3,900,000.00

Spend To Date (£)

£58,954.00

RAG Summary

Overall RAG

Feasibility	Design	Procurement	Construction	Comms & Engagement	Approvals	Overall RAG
Green	Red	Amber	Amber	Amber	Amber	Red

Upcoming Key Milestones

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Milestone progress	Design and costs to be aligned. Amber	Amber	Amber	Amber	Amber	Amber	Amber

Highlight Report Summary

Progress

Efforts are underway to ensure that a viable project can be defined which fits within available funding. Meetings have taken place with elected members, the design team and members of the Town Centre, Culture and Placemaking Group. An additional meeting has been arranged to clarify the issues around what works can be undertaken without requiring significant alterations to existing electrical infrastructure. Further meetings have been arranged to consider the Business Plan assumptions which support the projects funding.

Feasibility	Complete
Green	
Design	Design and costs to be aligned
Red	
Procurement	
Amber	
Construction	
Amber	
Comms & Engagement	
Amber	
Approvals	
Amber	

Top Issues

Title & Description	Action	Lead
Ensure design proposals are affordable	Ongoing meeting with design team	Martin Gresswell
Ensure that fire safety measures are complied with, including means of escape from the Alexandra Hall.	Ongoing meetings to discuss	LCC
As the building exists the occupancy numbers in the whole building are 400 in total. The Business Case includes an aspiration to seat C500 in the Alexandra Hall	New fire exit doors may be required from the Alexandra Hall, or the visitor number projections may need to be reduced.	Martin Gresswell

Top Risks & Opportunities

Title & Description	Action	Lead
Cost inflation of wider supply chain and potential economic downturn leads to delays and cost increases.	Early engagement with suppliers to understand timeframes and difficulties with supply chain. Identify where procurement packages could be joint together. High level company checks can be carried out to understand economic situation. Include inflation in cost forecasting as well as risk/contingency budget and determine timing for final costs with contractor.	Martin Gresswell
Cost estimates may exceed grant offer. Risk that what can be delivered with the TIP budget does not meet the objectives within the TIP.	Work with NPS and Page Park on prioritisation and defining the scope of the engagement works to meet cost requirements and respond to outputs in the	Martin Gresswell
Condition of building may be worse than current non-intrusive surveys have identified and issues identified. Risk that what can be delivered with the TIP budget does not meet the objectives within the TIP.	Risk and contingency to be included in budget. Relevant surveys to be undertaken at next stage of design.	Martin Gresswell

Recommendations for Board

Recommendation	Action	Lead

MORLEY TOWN DEAL: MORLEY SKILLS COLLEGE

Project overview

Reporting Date

11/01/23

From 01/04/2022 to 01/12/2025

Total scheme cost (£)

£4,500,000.00

Spend To Date (£)

£63,494.00

RAG Summary

Overall RAG

Feasibility	Design	Procurement	Construction	Comms & Engagement	Approvals	Overall RAG
Red	Red	Red	Red	Red	Red	Red

Upcoming Key Milestones

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Milestone progress	Design Brief approval and GFA drafted Amber	Red	Executive Board approval Red	Red	Red	Red	Red

Highlight Report Summary

Progress

Luminate Education Group and Leeds City Council have held a number of discussions and have an agreed structure for the delivery of the scheme. The intended approach is attached as a separate document along with a gateway decision process for this project. Luminate Education Group have subsequently shared forecast fees for the feasibility and design stages of this project. This is also attached, along with a Design Brief for the scheme. Property acquisition has also progressed, with a verbal update to be provided to the Board.

Feasibility	Luminate Education Group have subsequently shared forecast fees for the feasibility and design stages of this project.
Design	Design Brief for the scheme attached.
Procurement	
Construction	
Comms & Engagement	
Approvals	LCC to enter into GFA with Luminate Education Group and to release up to £55,000 at risk ahead of Executive Board approval and building acquisition to fund RIBA stage 0-2. Officers to seek delegation from Executive Board to the Director of City Development to acquire St Mary's in the Wood Church Hall and to release further development and construction funding for this project, both subject to affordability and deliverability of scheme

Top Issues

Title & Description	Action	Lead

Top Risks & Opportunities

Title & Description	Action	Lead
Cost inflation of wider supply chain and potential economic downturn leads to delays and cost increases.	Early engagement with suppliers to understand timeframes and difficulties with supply chain. Identify where procurement packages could be joint together. High level company checks can be carried out to understand economic situation.	Sam Lewis / Luminate
Project unaffordable/insufficient budget for delivery leads to delays and cost increases.	Feasibility study and high-level costings to be undertaken once sites identified. College looking to bridge the funding gap	Sam Lewis / Luminate
No viable sites can be identified for the project putting it at risk of successful delivery	Viability of alternative sites is being progressed as a priority. Plan A and Plan B sites identified for progressing.	Sam Lewis / Luminate

Recommendations for Board

Recommendation	Action	Lead
LCC to enter into GFA with Luminate Education Group and to release up to £55,000 at risk ahead of Executive Board approval and building acquisition to fund RIBA stage 0-2.	Draft GFA	Sam Lewis/Gregg Shevill
LCC to approve the Design Brief submitted by Luminate Education Group as an initial set of parameters for this project, within which further design stages will be developed.	Review Design Brief	Chris Coulson
Officers to seek delegation from Executive Board to the Director of City Development to acquire St Mary's in the Wood Church Hall and to release further development and construction funding for this project, both subject to affordability and deliverability of scheme	Draft Executive Board report	Cameron Musgrave/Helen McGrath

MORLEY TOWN DEAL: GREENER & CONNECTED

Programme overview

Reporting Date

11/01/23

From	01/04/2022	to	01/12/2025
RAG Summary			
Feasibility	Design	Procurement	Construction
Green	Green	Green	Green
			Comms & Engagement
			Amber
			Approvals
			Green
Overall RAG			
Green			

Total scheme cost (£)	£9,400,000.00
Spend To Date (£)	£359,084.00

Upcoming Key Milestones							
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Milestone progress	Next phase of Parks consultation to include Churwell, Lewisham, and the Botanical Garden at Dartmouth Park. Work to commence at Dartmouth Park. Green	Concept design due to be completed for Home Street 1 public realm scheme Green	Hembrigg Park expected to be completed. Works expected to start at Corporation Street. Concept designs due to be completed for Queen Street and Pavillion Junction public realm schemes. Green	Green	Green	Green	Green

Highlight Report Summary

Progress

Works progressing well at Hembrigg Park and still on target to be completed by the end of March. Crown lifting work due to start within the next 2 weeks at Dartmouth Park - other works will follow on at the start of Feb. The Botanical Garden, St Andrew's entrance and woodland walk have been temporarily omitted from the scope due to conservation approvals process. It's been agreed that further consultation is required for the Botanical Garden. Highways planning to order equipment for Corporation Street this financial which will cost circa £119k, they are hopeful of also starting on some of the civils.

Feasibility	Green
Design	Groundwork to complete detailed designs for Lewisham and Churwell Park post consultation. UTMC have completed the design and estimate for Corporation Street signal improvements. The costs are valued at £119k which covers all equipment; civils are additional but will be within the £150k estimate. Albion Street is ready for detailed design, with design and delivery proposed for 2023/24 subject to any consultation requirements. Some revisions are being undertaken to the initial design for Commercial street to accommodate street planting and to mesh with the Skills Campus project. Delivery is proposed for 2023/24 subject to consultation.
Procurement	All the detailed park/pocket park proposals will be produced by Groundwork as part of the SLA. Works to be completed by P & C and/or Groundwork.
Construction	Works ongoing at Hembrigg and still on target to be completed by the end of March. Dartmouth due to start within the next two weeks.
Comms & Engagement	Next phase of parks consultation due to be completed by the end of this month (subject to weather conditions). Commonplace will be used to collate data and in person sessions planned at each of the parks. Groundwork are leading on these sessions.
Approvals	DCR/DDN signed off for Hembrigg Park. Currently finalising the DCR/DDN for Dartmouth Park. Financial approval required for Corporation signal improvements scheme.

Top Issues

Title & Description	Action	Lead
NPS sign off of Reform and Civic fees	Meeting to be held with NPS asap to discuss sign off	Claire Newton

Top Risks & Opportunities

Title & Description	Action	Lead
Unable to obtain land owner agreements where for the PRoW leading to a risk to project delivery	Early engagement to be undertaken with landowners and other options possible such as Public Path Creation Orders	Claire Newton
Risk that there are issues with contractor/Consultant capacity leading to delays / increased costs.	Regular programme meetings and working to project plan.	Claire Newton
Delivery - Availability of materials and potential for delay or cost increases.	Early engagement with suppliers to understand timeframes and difficulties with supply chain. Potential to bulk buy certain items. Include inflation in cost forecasting as well as risk/contingency budget and determine timing for final costs with contractor.	Claire Newton

Recommendations for Board

Recommendation	Action	Lead

MORLEY TOWN DEAL: STATION GATEWAY

Programme overview

Reporting Date

11/01/23

From 01/04/2022 to 01/03/2025

Total scheme cost (£)

£2,280,000.00

Spend To Date (£)

£15,320.00

RAG Summary

Overall RAG

Feasibility	Design	Procurement	Construction	Comms & Engagement	Approvals	Overall RAG
Green	Green	Red	Green	Green	Green	Red

Upcoming Key Milestones

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Milestone progress	Options assessment for Greenway due to be completed Green	Greenway third party land negotiations to commence. Concept designs for Queen Street North and Station Road due to be completed. Green	Green	Green	Green	Green	Green

Highlight Report Summary

Progress

Re-form and Civic currently working on concept designs. Had a joint meeting with Network Rail to explore where we can potentially work together i.e. creation of footpath from the new station to the existing PRoW that starts at the bridge up to the new Permission development at Churwell Hill. The new Morley train station is due to be completed in Sept 2023 - need to try and co-ordinate engagement/public communications and construction phases to manage disruption to the public. Potential opportunity for co-ordination with Network Rail on the 'last mile' initiative. Exploring the possibility of some 'quick wins' at the station steps this financial year.

Feasibility	Green	
Design	Green	Concept design work ongoing
Procurement	Red	Re-form and Civic will be completing all design work.
Construction	Green	Construction planned for several of the schemes next financial year.
Comms & Engagement	Green	Public consultation planned for the next financial year. Internal consultation with Highways approvals will take place first.
Approvals	Green	

Top Issues

Title & Description	Action	Lead
NPS sign off of Reform and Civic fees	Meeting to be held with NPS asap to discuss sign off	Claire Newton

Top Risks & Opportunities

Title & Description	Action	Lead
Disruption to the Station area and risk that development will have adverse impact on Morley during development stage leading to disruption and negative feedback.	Speak with developers to understand disruption that any development will cause and engage with highways to try mitigate disruption. Resources to be identified within the team to manage pre-construction and onsite comms with contractors. Use learning from Connecting Leeds and P4G approach.	Claire Newton
Risk that there are issues with contractor/Consultant capacity which leads to delays and increased costs.	Market testing, sufficient procurement timescale with contingency, risk and contingency budget allocations	Claire Newton
Land and property acquisition/access (potential for PRoW schemes) - risk relating to the ability of the Council and partners to acquire/access land required to deliver schemes which risks project delivery.	Early engagement to be undertaken with landowners and alternative delivery plans identified where land cannot be aquired/accessed.	Claire Newton

Recommendations for Board

Recommendation	Action	Lead

MORLEY TOWN DEAL: WHITE ROSE INNOVATION HUB

Project overview

Reporting Date

11/01/23

From 01/04/2022 to 01/03/2024

Total scheme cost (£)

£1,805,000.00

Spend To Date (£)

£24,643.00

RAG Summary

Overall RAG

Feasibility	Design	Procurement	Construction	Comms & Engagement	Approvals	Overall RAG
Red	Red	Red	Red	Red	Red	Red

Upcoming Key Milestones

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Milestones progress	Designs and Costs to be provided by applicant Amber	Grant Funding application assessment Amber	Executive Board approval Amber	Grant Funding application decision Amber	Planning Application Amber	Consultation Risk : Amber	Consultation Risk : Amber

Highlight Report Summary

Progress

Munroe K are finalising internal and building architectural plans, which will form the basis for their cost plan. This is being developed to the budget (grant and match funding) set at previous stages of this scheme. In parallel Munroe K have been developing a potential programme for community engagement and a pilot programme which may be run during the design and construction phases. In the meantime a partnership agreement has been signed between Munroe K and Nexus to support the plans at Ingenuity.

Feasibility	Red
Design	Red
Procurement	Red
Construction	Red
Comms & Engagement	Red
Approvals	Red

Top Issues

Title & Description	Action	Lead

Top Risks & Opportunities

Title & Description	Action	Lead
Planning consent not granted leading to delays	Private sector sponsor leading discussions/application . Ongoing delays with submission.	Sam Lewis / Munroe K
Cost inflation of wider supply chain and potential economic downturn leads to delays and cost increases.	Early engagement with suppliers to understand timeframes and difficulties with supply chain. Identify where procurement packages could be joint together. High level company checks can be carried out to understand economic situation. Include inflation in cost forecasting as well as risk/contingency budget and determine timing for final costs with contractor.	Sam Lewis / Munroe K
Subsidy not compliant	Robust evidence based assessment to be made once information is received	Sam Lewis/Gregg Shevill/Munroe K

Recommendations for Board

Recommendation	Action	Lead
Architects plans and cost plans to be circulated by email ahead of Board meeting on 24 Jan		



Morley Town Deal Board

Communication and Engagement Working Group Terms of Reference (TOR)

<p>Purpose</p>	<p>This Steering Group has been established to coordinate, direct and provide overarching communication and engagement oversight to all the projects and its partners as part of the Morley Towns Fund Programme.</p> <p>The Group has been set up following the submission of the Morley Town Investment Plan and confirmation of an offer of £24.3m from government to deliver six projects in the town. This will lead to a period of detailed and intensive work, and this Group has been set up to afford space and time for the discussion of project development progress.</p> <p>The Morley Town Investment Plan seeks to create long term change in the town, and to catalyse long term growth and regeneration. This Working Group will take a thematic approach to developing long term plans and building capacity that can create sustainable regeneration beyond the Towns Fund period.</p> <p>Specifically, the Group will:</p> <ul style="list-style-type: none"> • receive and comment on verbal and written updates from the Morley Towns Fund project teams (including LCC officers and consultants) • lead on reporting to the Morley Town Deal Board on matters of relevance to the Working Group • support the Morley Town Deal Board Chair on meetings of relevance • provide relevant input to the development of projects, in line with the Vision and proposals put forward in the Town Investment Plan • provide local direction and guidance to project development • liaise locally, raise awareness of the Morley Towns Fund at appropriate times and with appropriate groups and individuals
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	<ul style="list-style-type: none"> • draw on local networks and engage with key stakeholders in the town on matters relevant to the Working Group • consider long term capacity building and community engagement in the town.
Decision maker	Decision making will be in line with delegation schemes in the Council's Constitution.
Membership of the Working group	<p>The initial members of the Working Group will comprise:</p> <ul style="list-style-type: none"> • Lalit Suryawansh (Chair) • Mark Casci (Vice Chair TBC) • Dawn Ginns (Vice Chair TBC) • Rachael Kennedy • Cllr Jane Senior • Gerald Jennings • James Pawlowski • Other LCC officers as appropriate <p>There are a minimum of three representatives on the Working Group and membership is by agreement of the Morley Town Deal Board. It is critical that the Working Group is representative of the town of Morley and of its thematic purpose. Any recruitment should be undertaken transparently in line with the wider governance procedures of the Morley Town Deal Board.</p> <p>Membership will have no set length of term, unless they specify and will be voluntary. Members will not be remunerated for their time. The Chair and Vice-chair will be elected into term every 12 months at the Town Deal Board.</p> <p>Members will be expected to follow the Code of Conduct for the Morley Town Deal Board in conducting the work of this Group.</p>
Structure of the Working Group	<p>The Working Group meetings will be chaired by Lalit Suryawansh. Notes and actions will be taken during the meeting by a Working Group member and circulated subsequently and reported to the next Town Deal Board.</p> <p>Notes will not be published and formal minutes will not be recorded. The chair will act as a co-ordinator at all meetings. All decisions relating to the Working Group are made based on a consensus basis.</p>

	<p>The Vice-chair will chair the meetings in the absence of the Chair.</p>
Group meetings	<p>Meetings will be aligned to the scheduled meetings of the Morley Town Deal Board and the Leeds City Council Programme Board, typically every other month, but the frequency of the Group's meetings will be reviewed regularly. These should be no less than monthly and diarised as far ahead as possible.</p> <p>Members will coordinate and arrange meetings to ensure they take place with suitable regularity and will inform relevant project teams of dates to ensure attendance. The Morley Town Deal email morleytowndeal@leeds.gov.uk should be copied into every meeting invite.</p> <p>Meetings will be held virtually, hybrid or face-to-face at the discretion of the Chair of the working group.</p> <p>This Working Group will exist until the Morley Town Investment Plan and Town Deal has delivered its objectives or until such time that an alternative governance mechanism is agreed by the Group.</p> <p>There are likely to be standard agenda items such as communications, finance, project updates, risks etc at each meeting.</p>
Finance and resources	<p>The Working Group are not responsible for expenditure decisions but may make recommendations for approval to the relevant decision makers (Town Deal Board).</p>
Accountability	<p>The Working Group will be accountable to the members of the Morley Town Deal Board. The Group will present a progress update to each meeting of the Morley Town Deal Board during the lifetime of the Programme.</p>
Communication	<p>Any formal publicity or communication should be in accordance with the Morley Town Deal agreed Communication Strategy and the Communication and Engagement Working Group.</p> <p>All Members and partners of the Working Group should follow and adopt the agreed Communication Strategy. The Chair will be responsible for ensuring this is adhered to.</p>

Review	These Terms of Reference will be reviewed every 12 months, or as requested by members.



Morley Town Deal Board

Skills, Education and Employment Working Group Terms of Reference (TOR)

<p>Purpose</p>	<p>This Working Group has been established to coordinate, guide and provide oversight to the ‘Morley Skills College’ and the ‘White Rose Innovation Hub’ projects as part of the Morley Towns Fund Programme.</p> <p>The Group has been set up following the submission of the Morley Town Investment Plan and confirmation of an offer of £24.3m from government to deliver six projects in the town. This will lead to a period of detailed and intensive work, and this Group has been set up to afford space and time for the discussion of project development progress.</p> <p>The Morley Town Investment Plan seeks to create long term change in the town, and to catalyse long term growth and regeneration. This Working Group will take a thematic approach to developing long term plans and building capacity that can create sustainable regeneration beyond the Towns Fund period.</p> <p>Specifically, the Group will:</p> <ul style="list-style-type: none"> • receive and comment on verbal and written updates from the Morley Towns Fund project teams (including LCC officers and consultants) • lead on reporting to the Morley Town Deal Board on matters of relevance to the Working Group • support the Morley Town Deal Board Chair on meetings of relevance • provide relevant input to the development of projects, in line with the Vision and proposals put forward in the Town Investment Plan • provide local direction and guidance to project development • liaise locally, raise awareness of the Morley Towns Fund at appropriate times and with appropriate groups and individuals • draw on local networks and engage with key stakeholders in the town on matters relevant to the Working Group
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	<ul style="list-style-type: none"> • consider long term capacity building and community engagement in the town.
Decision maker	Decision making will be in line with delegation schemes in the Council's Constitution.
Membership of the Working group	<p>The initial members of the Working Group will comprise:</p> <ul style="list-style-type: none"> • Rachael Kennedy (Chair) • Gerald Jennings (Vice-Chair) • Mark Mildren • David Smith • Ann-Marie Spry • Jo Dye • Andrea Jenkyns MP • Mark Goldstone • Mark Casci • Megan Lipp • Natalie Cooper • Natalie Allen • Simon Baldwin, • Mukesh Patel • Sam Lewis or a LCC officer as appropriate/necessary <p>There are a minimum of three representatives on the Working Group and membership is by agreement of the Morley Town Deal Board. It is critical that the Working Group is representative of the town of Morley and of its thematic purpose. Any recruitment should be undertaken transparently in line with the wider governance procedures of the Morley Town Deal Board.</p> <p>Membership will have no set length of term, unless they specify and will be voluntary. Members will not be remunerated for their time. The Chair and Vice-chair will be elected into term every 12 months at the Town Deal Board.</p> <p>Members will be expected to follow the Code of Conduct for the Morley Town Deal Board in conducting the work of this Group.</p>
Structure of the Working Group	<p>The Working Group meetings will be chaired by Rachael Kennedy. Notes and actions will be taken during the meeting by a Working Group member and circulated subsequently and reported to the next Town Deal Board.</p> <p>Notes will not be published and formal minutes will not be recorded. The chair will act as a co-ordinator at all meetings. All</p>

	<p>decisions relating to the Working Group are made based on a consensus basis.</p> <p>The Vice-chair will chair the meetings in the absence of the Chair.</p>
Group meetings	<p>Meetings will be aligned to the scheduled meetings of the Morley Town Deal Board and the Leeds City Council Programme Board, typically every other month, but the frequency of the Group’s meetings will be reviewed regularly. These should be no less than monthly and diarised as far ahead as possible.</p> <p>Members will coordinate and arrange meetings to ensure they take place with suitable regularity and will inform relevant project teams of dates to ensure attendance. The Morley Town Deal email morleytowndeal@leeds.gov.uk should be copied into every meeting invite.</p> <p>Meetings will be held virtually, hybrid or face-to-face at the discretion of the Chair of the working group.</p> <p>This Working Group will exist until the Morley Town Investment Plan and Town Deal has delivered its objectives or until such time that an alternative governance mechanism is agreed by the Group.</p> <p>There are likely to be standard agenda items such as communications, finance, project updates, risks etc at each meeting.</p>
Finance and resources	<p>The Working Group are not responsible for expenditure decisions but may make recommendations for approval to the relevant decision makers (Town Deal Board).</p>
Accountability	<p>The Working Group will be accountable to the members of the Morley Town Deal Board. The Group will present a progress update to each meeting of the Morley Town Deal Board during the lifetime of the Programme.</p>
Communication	<p>Any formal publicity or communication should be in accordance with the Morley Town Deal agreed Communication Strategy and the Communication and Engagement Working Group.</p> <p>All Members and partners of the Working Group should follow and adopt the agreed Communication Strategy. The Chair will be responsible for ensuring this is adhered to.</p>

Review	These Terms of Reference will be reviewed every 12 months, or as requested by members.



Morley Town Deal Board

Town Centre, Placemaking and Culture Working Group Terms of Reference (TOR)

Purpose	<p>This Working Group has been established to coordinate, guide and provide oversight to the ‘Morley Town Hall’ and the ‘Heritage Investment Fund’ projects as part of the Morley Towns Fund Programme.</p> <p>The Group has been set up following the submission of the Morley Town Investment Plan and confirmation of an offer of £24.3m from government to deliver six projects in the town. This will lead to a period of detailed and intensive work, and this Group has been set up to afford space and time for the discussion of project development progress.</p> <p>The Morley Town Investment Plan seeks to create long term change in the town, and to catalyse long term growth and regeneration. This Working Group will take a thematic approach to developing long term plans and building capacity that can create sustainable regeneration beyond the Towns Fund period.</p> <p>Specifically, the Group will:</p> <ul style="list-style-type: none">• receive and comment on verbal and written updates from the Morley Towns Fund project teams (including LCC officers and consultants)• lead on reporting to the Morley Town Deal Board on matters of relevance to the Working Group• support the Morley Town Deal Board Chair on meetings of relevance• provide relevant input to the development of projects, in line with the Vision and proposals put forward in the Town Investment Plan• provide local direction and guidance to project development• liaise locally, raise awareness of the Morley Towns Fund at appropriate times and with appropriate groups and individuals
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	<ul style="list-style-type: none"> • draw on local networks and engage with key stakeholders in the town on matters relevant to the Working Group • consider long term capacity building and community engagement in the town.
Decision maker	Decision making will be in line with delegation schemes in the Council's Constitution
Membership of the Working group	<p>The initial members of the Working Group will comprise:</p> <ul style="list-style-type: none"> • Cllr Andrew Hutchison (Chair) • Dan Merrick (Vice Chair) • Rachael Kennedy • Tony Lee • Steve Holt • Simon Kimberley • Jill Mac TBC • Martin Gresswell and other LCC officers as appropriate • NPS rep • Page Park rep <p>There are a minimum of three representatives on the Working Group and membership is by agreement of the Morley Town Deal Board. It is critical that the Working Group is representative of the town of Morley and of its thematic purpose. Any recruitment should be undertaken transparently in line with the wider governance procedures of the Morley Town Deal Board.</p> <p>Membership will have no set length of term, unless they specify and will be voluntary. Members will not be remunerated for their time. The Chair and Vice-chair will be elected into term every 12 months at the Town Deal Board.</p> <p>Members will be expected to follow the Code of Conduct for the Morley Town Deal Board in conducting the work of this Group.</p>
Structure of the Working Group	<p>The Working Group meetings will be chaired by Cllr Andrew Hutchison. Notes and actions will be taken during the meeting by a Working Group member and circulated subsequently and reported to the next Town Deal Board.</p> <p>Notes will not be published and formal minutes will not be recorded. The chair will act as a co-ordinator at all meetings.</p>

	<p>All decisions relating to the Working Group are made based on a consensus basis.</p> <p>The Vice-chair will chair the meetings in the absence of the Chair.</p>
Group meetings	<p>Meetings will be aligned to the scheduled meetings of the Morley Town Deal Board and the Leeds City Council Programme Board, typically every other month, but the frequency of the Group's meetings will be reviewed regularly. These should be no less than monthly and diarised as far ahead as possible.</p> <p>Members will coordinate and arrange meetings to ensure they take place with suitable regularity and will inform relevant project teams of dates to ensure attendance. The Morley Town Deal email morleytowndeal@leeds.gov.uk should be copied into every meeting invite.</p> <p>Meetings will be held virtually, hybrid or face-to-face at the discretion of the Chair of the working group.</p> <p>This Working Group will exist until the Morley Town Investment Plan and Town Deal has delivered its objectives or until such time that an alternative governance mechanism is agreed by the Group.</p> <p>There are likely to be standard agenda items such as communications, finance, project updates, risks etc at each meeting.</p>
Finance and resources	<p>The Working Group are not responsible for expenditure decisions but may make recommendations for approval to the relevant decision makers (Town Deal Board).</p>
Accountability	<p>The Working Group will be accountable to the members of the Morley Town Deal Board. The Group will present a progress update to each meeting of the Morley Town Deal Board during the lifetime of the Programme.</p>
Communication	<p>Any formal publicity or communication should be in accordance with the Morley Town Deal agreed Communication</p>

	<p>Strategy and the Communication and Engagement Working Group.</p> <p>All Members and partners of the Working Group should follow and adopt the agreed Communication Strategy. The Chair will be responsible for ensuring this is adhered to.</p>
Review	<p>These Terms of Reference will be reviewed every 12 months, or as requested by members.</p>



Morley Town Deal Board

Transport, Connectivity, Health and Wellbeing Working Group Terms of Reference

Purpose	<p>This Working Group has been established to coordinate, guide and provide oversight to the ‘Greener and Connected’ and the ‘Station Gateway’ projects as part of the Morley Towns Fund Programme.</p> <p>The Group has been set up following the submission of the Morley Town Investment Plan and confirmation of an offer of £24.3m from government to deliver six projects in the town. This will lead to a period of detailed and intensive work, and this Group has been set up to afford space and time for the discussion of project development progress.</p> <p>The Morley Town Investment Plan seeks to create long term change in the town, and to catalyse long term growth and regeneration. This Working Group will take a thematic approach to developing long term plans and building capacity that can create sustainable regeneration beyond the Towns Fund period.</p> <p>Specifically, the Group will:</p> <ul style="list-style-type: none">• receive and comment on verbal and written updates from the Morley Towns Fund project teams (including LCC officers and consultants)• lead on reporting to the Morley Town Deal Board on matters of relevance to the Working Group• support the Morley Town Deal Board Chair on meetings of relevance• provide relevant input to the development of projects, in line with the Vision and proposals put forward in the Town Investment Plan• provide local direction and guidance to project development
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	<ul style="list-style-type: none"> • liaise locally, raise awareness of the Morley Towns Fund at appropriate times and with appropriate groups and individuals • draw on local networks and engage with key stakeholders in the town on matters relevant to the Working Group • consider long term capacity building and community engagement in the town.
Decision maker	Decision making will be in line with delegation schemes in the Council's Constitution
Membership of the Working group	<p>The initial members of the Working Group will comprise:</p> <ul style="list-style-type: none"> • Cllr Robert Finnigan (Chair) • Christine Hirst (Vice Chair) • Dawn Ginns • Cllr Jane Senior • Steve Foster • Cllr Janet Harrison • Town Deal Council reps • MP office rep • Jane Walne and other LCC officers as appropriate (P&P, Highways and Parks and Countryside) • Groundwork rep • Reform/Civic rep <p>There are a minimum of three representatives on the Working Group and membership is by agreement of the Morley Town Deal Board. It is critical that the Working Group is representative of the town of Morley and of its thematic purpose. Any recruitment should be undertaken transparently in line with the wider governance procedures of the Morley Town Deal Board.</p> <p>Membership will have no set length of term, unless they specify and will be voluntary. Members will not be remunerated for their time. The Chair and Vice-chair will be elected into term every 12 months at the Town Deal Board.</p> <p>Members will be expected to follow the Code of Conduct for the Morley Town Deal Board in conducting the work of this Group.</p>
Structure of the Working Group	The Working Group meetings will be chaired by Cllr Robert Finnigan. Notes and actions will be taken during the meeting

	<p>by a Working Group member and circulated subsequently and reported to the next Town Deal Board.</p> <p>Notes will not be published and formal minutes will not be recorded. The chair will act as a co-ordinator at all meetings. All decisions relating to the Working Group are made based on a consensus basis.</p> <p>The Vice-chair will chair the meetings in the absence of the Chair.</p>
Group meetings	<p>Meetings will be aligned to the scheduled meetings of the Morley Town Deal Board and the Leeds City Council Programme Board, typically every other month, but the frequency of the Group's meetings will be reviewed regularly. These should be no less than monthly and diarised as far ahead as possible.</p> <p>Members will coordinate and arrange meetings to ensure they take place with suitable regularity and will inform relevant project teams of dates to ensure attendance. The Morley Town Deal email morleytowndeal@leeds.gov.uk should be copied into every meeting invite.</p> <p>Meetings will be held virtually, hybrid or face-to-face at the discretion of the Chair of the working group.</p> <p>This Working Group will exist until the Morley Town Investment Plan and Town Deal has delivered its objectives or until such time that an alternative governance mechanism is agreed by the Group.</p> <p>There are likely to be standard agenda items such as communications, finance, project updates, risks etc at each meeting.</p>
Finance and resources	<p>The Working Group are not responsible for expenditure decisions but may make recommendations for approval to the relevant decision makers (Town Deal Board).</p>
Accountability	<p>The Working Group will be accountable to the members of the Morley Town Deal Board. The Group will present a progress</p>

	update to each meeting of the Morley Town Deal Board during the lifetime of the Programme.
Communication	<p>Any formal publicity or communication should be in accordance with the Morley Town Deal agreed Communication Strategy and the Communication and Engagement Working Group.</p> <p>All Members and partners of the Working Group should follow and adopt the agreed Communication Strategy. The Chair will be responsible for ensuring this is adhered to.</p>
Review	These Terms of Reference will be reviewed every 12 months, or as requested by members.

GET INVOLVED: GROWING TALENT MORLEY



Growing Talent Morley is a programme of engagement with schools and young people which will embed the benefits of the Morley Town Deal in the town. Our focus is to provide awareness and interest in careers in the Leeds City Region and beyond. We run events in schools across Morley, supported by enthusiastic local business volunteers.

Activities are carefully planned in collaboration with schools and community partners to ensure they provide meaningful, hands-on activities and experiences, not only for your local community but for your own business volunteers too.

Free volunteering opportunities:

Between January and March 2023, we have **eight** events taking place which we are seeking local business volunteers for.

These are split into Q&A Careers Panels, and Workshops focused on community redevelopment and improvement.

All events will take place in local Morley secondary schools and post-16 establishments.

All resources are provided, full training is provided, and getting involved is free!

WHY GET INVOLVED?

- An opportunity to grow your regional talent pool
- Address local skills gaps and recruitment challenges
- Demonstrate ESG in action and contribute social value
- Effortless engagement through a choice of programme options
- Experienced account team providing excellent training in advance of events
- Consistent, localised community engagement
- Support your diversity and inclusion agenda
- Tackle the skills deficit

**READY TO
FIND OUT
MORE?**

Contact:
[growingtalent@
aheadpartnership.org.uk](mailto:growingtalent@aheadpartnership.org.uk)

0300 124 0496

Item 10 to be tabled at the
meeting