**Dudley Town’s Fund Board  
  
Friday 4th December 2020 – 10 am until 12 noon  
via Conference Call**

**Board Members Guest Attendees**

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| Andrew Lovett (Chair) | Andrew Barrett | Paul Brothwood | Jim Cunningham |
| Marco Longhi MP | Jose Lopes | Lowell Williams | Cllr Patrick Harley |
| Neil Thomas | Katherine Sheerin | James Fleet | Nick Allen |
| Helen Martin | Pete Bond | Clare Marshall | Ross Renton (Worcester) |
| Stuart Everton | Hugh Burton | Samantha Bright |  |
| Amanda Tomlinson | Jeremy Knight-Adams | Julian Pye |  |
| Corin Crane | Sarah Middleton | Phil Thomas |  |
| Nick Mallinson | Traci Dix-Williams | Vicky Smith |  |
| Derek Grove |  | Steve Johnson |  |
| Cllr Ian Kettle |  | James Pearson |  |
| Cllr Khurshid Ahmed |  | Bill Kirk |  |

**AGENDA**

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| 1 | **Apologies for Absence** | Andrew Lovett (Chair) |
| 2 | **Declarations of Interest** | All |
| 3 | **Minutes of the last meeting on 11th September 2020 action trackers.**  *For Approval* | Andrew Lovett (Chair) |
| 4 | **Matters Arising** | Andrew Lovett (Chair) |
| 5 | **Update from ARUP Hub Co-Ordinator on lessons learnt and bid requirements**  Verbal feedback for board on learning points from TIPs submitted in previous cohorts and the key areas of consideration that the TIPS will be assessed against.  *For Information* | Julian Pye |
| 6 | **Update on progress of the Town Investment Plan and projects**  Paper attached which outlines the project prioritisation process (local criteria, treasury criteria and assessment results) for Board to understand the selection process and conclusions reached.  *For Endorsement* | Vicky Smith/Helen Martin/Neil Thomas |
| 7 | **Worcester University**  Introduction to Board of partner Worcester University and a discussion around the aspirations for the facility and potential for community involvement.  *For Information* | Neil Thomas/Lowell Williams  Worcester University |
| 8 | **Design development of the HEI project**  Verbal update on the progress in design development of the facility and to share the most recent visual representations for Board to consider.  *For Endorsement* | Neil Thomas/Lowell Williams  Nick Allen |
| 9 | **Communications/Update on Engagement**  Papers attached which inform Board of the planned communications and engagement activity and the Stakeholder Mapping, to accompany a verbal update on the activity to date.  *For Information* | Clare Marshall/Sam Bright |
| 10 | **Dashboard of Risk Register**  Papers attached to provide board with an update on the high-level risks and mitigations.  *For Information* | Vicky Smith |
| 11 | **Any other business** | All |
| 12 | **Date and time of next meeting** | 15th January 2021  11.00- 13.00  Via Zoom |

**ACTIONS**

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| Ref | Subject | Detail | Action |
| 1 | Update on progress of the planning application | Request that the link is made with the architects of the VLR NIC scheme and to ensure building heights line through. | BK |
| 2 | Project Management and Delivery | Council to review with legal prior to securing appropriate approvals to proceed. | HM |
| 3 | HEI Procurement | Outcome of panel to be reported to Board | HM |
| 4 | Timeline and Risk Register | DMBC to lead on risk register and to present a dashboard of the risks at the next board meeting. | HM |