

**MINUTES OF A MEETING OF
THE IGNITE STEERING GROUP
HELD IN ROOM FF02, STELLA HOUSE
TUESDAY 24 MARCH 2009 at 9.30am**

Present:

Members

Phil Hughes	Chair
Dr Tony Chapman	Teesside University
Barry Errington	GONE
Steve Gawthorpe	Homes & Communities Agency

Officers

Kirsteen Thomson	Sustainable Regeneration Manager
James Arkless	Secretariat

ISG/09/11 Apologies for absence

Apologies were received from David Cramond, One North East.

ISG/09/12 Resignation of Colin Haylock

The Chairman reported that Colin Haylock had tendered his resignation from the Steering Group, which was being considered. Members noted that he had cited the conflict between his role with CABE and his membership of the Steering Group, as well as his view that the Agency was not sufficiently engaged with IGNITE. The Chairman emphasised that he did not believe this was any reflection on the work of Agency officers, but indicated that he agreed that there was a lack of engagement at senior management level.

ISG/09/13 Declarations of Interest

No interests were declared.

ISG/09/14 Minutes from meeting on 20 January 2009

The minutes of the meeting held on 20 January 2009 were agreed as a correct record and signed by the Chairman.

ISG/09/15 Matters arising

The Secretary reminded the group that the 20 January meeting had not been fully quorate. The Chairman asked the meeting to endorse the decisions taken at that meeting which all present were content to do.

Members noted that the Chairman's meeting with Melanie Laws of ANEC had yet to take place and would be arranged as soon as possible. Mark Henderson was supportive but had declined to attend due to governance issues.

The Group noted comments submitted by Colin Haylock on the potential conflict between his role with CABE and his Steering Group membership.

Action: PH to meet with Melanie Laws ASAP

PH

ISG/09/16 Tender process for re-positioning of IGNITE

Kirsteen Thomson reported that the procurement process was near completion. The Group noted that bidders had not yet been notified but that an announcement was imminent. Until this was made, details of the bidders and the outcome would remain confidential. The Group noted the process and reiterated the importance of moving forward the sustainable communities agenda. They agreed to seek to arrange a meeting with the successful bidders, ideally in the week beginning 20 April.

Action: Arrange meeting with consultants

JA/KT

ISG/09/17 Terms of Reference of Ignite Steering Group

The Secretary presented paper ISG/JAN/09/01 which recommended interim arrangements to extend the terms of office of the Steering Group pending the

outcome of the review of IGNITE. It was noted that the Chair's term was due for renewal at the end of April and other members at the end of August 2009. It was agreed that the Agency's Corporate Resources Committee should be invited to extend the terms of existing members up to the end of December 2009 (or earlier if the review was completed before that). A detailed review of appointments and of the Group's Terms of Reference would be most appropriate after the review and re-positioning of IGNITE was carried out.

Resolved:

- i) That the Steering Group endorse the proposed interim arrangements for approval by the Agency's Corporate Resources Committee, including extension of the terms of office of the current Chair and members until not later than 31 December 2009, pending agreement of the new structure for Ignite; and*
- ii) That this report may be published in the public records of the Agency.*

ISG/09/18 Progress report

Kirsteen Thomson presented paper ISG/JAN/09/02 which outlined recent progress on key projects being developed by IGNITE.

Design Review & Enabling Service

The Steering Group noted the current position with the development of the Design Review & Enabling Service. A Chair and a panel of 23 experts had been appointed so far and a launch was being planned. Members stressed the importance of an enabling stage prior to design review. There was some discussion of the e-tendering process which some bidders had found difficult, and the Group expressed a preference for alternative means of tendering to be available.

Members noted that a benchmark had been set and bidders scored against set criteria, with those above the benchmark being appointed to the panel. There were still gaps in the skill set of the panel and targeted adverts for those skills would be placed in parallel with the procurement of the enabling service. Draft adverts should be vetted by the Group.

The Group noted that an Ignite report was being submitted to the Agency's Regeneration Committee in April and encouraged the Committee to require parties to engage with the Design Review process.

Professional MoU

Members also noted progress with the development of a Professional MoU. Most of the professional bodies had either signed up or agreed that they would. Negotiations with the RICS were still progressing. A launch was planned for 12 May, and the Group would all attend if possible.

Actions:

- i) **KT to encourage Regeneration Committee to encourage participation in Design Review process;** **KT**
- ii) **Group to review draft adverts for future procurement** **KT**

RIBA schools event

The Group discussed possible IGNITE sponsorship of the 'Design a Parliament' schools event as IGNITE was not running its own schools event this year. It was felt that sponsoring this would not add value or advance the sustainable communities agenda and that it should not be a priority for budgets.

The Group noted various other activities outlined in the paper.

Resolved:

- i) That the Steering Group note the report; and*
- ii) That this report may be published in the public records of the Agency.*

ISG/09/19 Any other business

Kirsteen Thomson agreed to circulate data on use of the portal.

KT

The Market Town Toolkit was being finalised and Phil Hughes and Tony Chapman agreed to help test it.

**KT/
PH/TC**

The Group noted that the Agency Board would be agreeing its budgets for 2009-11 this week and asked to be advised of any developments that might affect them.

ISG/09/20 Date of Next Meeting

14 July 2009 at 9.30am.

ISG/09/21 The meeting closed at 11.25am

I confirm that these are a true record of the meeting to which they relate:

Signed: **Date:**
Phil Hughes

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