

Loughborough Town Deal Board

19th August 2022

10am Virtual Meeting, Charnwood Borough Council, Southfields, Loughborough

Agenda

Item	Subject	Page #	Action
1	Apologies	-	
2	Draft minutes of the previous meeting & matters arising	2 - 6	To note
3	Declarations of Interest	-	-
4	Delivery Sub Group Update	7	To note
5	Programme and Projects Update	25	To note
6	Performance & Assurance Review 2021 /22	29	To note
7	Communications Update	42	To note
8	Budget Update	45	To note
9	AOB	-	
	Future meeting dates: <i>to be confirmed</i>	-	



Meeting minutes

PROJECT	Town Deal		
DATE	28th February 2022	LOCATION	Virtual meeting using MS teams

Attendees	
Board Members	
Cllr Jonathan Morgan (Co-Chair – in the Chair)	Charnwood Borough Council
Dr Nik Kotecha	Morningside Pharmaceuticals
Cllr Jenny Bokor	Chair of MRG
Jo Maher	Loughborough College
Andy Reed	LLEP
Prof. Chris Rielly	Loughborough University
Deborah Taylor (CC)	Leicestershire County Council
Martin Traynor	Economy & Skills Group
Officer Attendees	
Rob Mitchell	Charnwood Borough Council
Simon Jackson	Charnwood Borough Council
Richard Bennett	Charnwood Borough Council
Chris Grace	Charnwood Borough Council
Mike Roberts	Charnwood Borough Council
Tom Purnell	Leicestershire County Council
Jo Dexter	BEIS
Maria Curran	Observer (new TD Programme Manager)
Simon Whelband	Observer (for Jane Hunt MP)
Nicky Conway	Minute Taker (Charnwood Borough Council)

Apologies
Jane Hunt MP (MP for Loughborough), David Pagett-Wright (Chair of CCEG), Lez Cope-Newman (Loughborough BID), Mandip Rai (LLEP), Eileen Mallon (Charnwood Borough Council).
Meeting Type (Team, Board or other)
Board Meeting
Meeting Minutes
2. Minutes of the previous meeting and matters arising
The minutes of the previous meeting were confirmed as a correct record. All matters arising were considered complete.

Meeting minutes

3. Declarations of Interest

Jo Maher declared an interest as the Loughborough College representative with a project included in the Town Deal.

Prof. Chris Rielly declared an interest as Project Lead for Healthy and Innovative Loughborough project.

4. Delivery Sub-Group Update

Chris Grace introduced this report and provided a summary. He noted that there were some aspects that would be covered in more detail in the following agenda item. He drew the Board's attention to the following:

- the Sub-Group had been very active since the last meeting of the Board, dealing with some urgent matters by email as well as meetings.
- the business cases submitted to the Board had been well written and of an excellent standard, all four submitted to DLUHC in January had been RAG rated green across all categories.
- £845K had been received from the Government for programme management costs. Although the budget was showing an underspend he advised this should be considered as contingency funding. The funds would be used over the lifetime of the Town Deal and in particular with respect to increased labour and raw materials costs and other inflationary pressures.

There were no questions from the Board.

Recommendation Agreed: that the content of the report is noted.

5. Programme and Projects Update

Chris Grace introduced this report and provided a comprehensive summary to the Board of the current position with all 11 projects. He noted that overall, the Town Deal was on schedule and brought to the Board's attention the following:

- Tables 1 and 2 highlighting the timetables for April and July submissions. All relevant parties were aware of these deadlines and that they were non-negotiable.
- Table 3 highlighting the status of business case preparation for submission in April 2022.
- the Lanes & Links Project had now drafted a PID (outstanding in the last update provided to the Board) and had indicated it would submit to DLUHC in Summer.
- the Government funding for the Bedford Square Gateway Project had been received at the end of last year and work was in progress to complete internal documentation for transfer of funds.
- the Grant Agreement for transfer of funds to the Bell Foundry was drafted, with some minor amendments awaited from the Project Lead before it could be finalised and signed.
- the Amber elements on Table 3 indicated areas where the projects were not expected to have completed tasks yet and did not indicate areas of concern.

Meeting minutes

- guidance was expected from DLUHC in April with respect to performance monitoring. Once received the Project team would put in place a formal monitoring process for reporting to the Delivery Sub-Group and Town Deal Board.

He wished to place on record his thanks to all Project Leads for their work, which was a great credit to them and Loughborough.

Maria Curran was welcomed as the new Town Deal Programme Manager and the outgoing Manager, Chris Grace, was thanked for his work.

The Co-chairs thanked Chris for his comprehensive summary, noted that the flow of information over the next few months would be intensive and thanked the Sub-Group, the S151 officer and Project team for their work so far.

Dr Nik Kotecha, as a member of the ARUP regional chairs meeting, assured the Board that the current position of the Loughborough Town Deal was comparable to other Town Deals. He noted that the majority had also identified a Sub-Group to progress projects, had allocated 5% programme management funding and that in some cases, Loughborough was ahead with its projects.

Recommendation Agreed: that the content of the report is noted.

6. Assurance and Performance Review 2021 / 22

Simon Jackson introduced this report and summarised the position. He noted that he had been comfortable signing the Assurance and Performance documentation for the projects where funding had already been released, as requested by DLUHC.

No questions were asked by the Board.

Recommendations Agreed:

1. That the content of the report be noted.
2. That a draft of the Co-Chairs' Assurance Statement is emailed to Board for information and comment before being submitted to DLUHC on 11th March 2022.

6. Communications Update

Mike Roberts introduced this report and provided a summary of recent communications activity. He noted that the 'infograph' had been shared across all social media channels and thanked Board members who had re-shared it. Future communications would include funding announcements should DLUHC release funding for the four projects approved in January and ongoing general project updates.

The infograph was welcomed and considered very helpful when Board members were discussing Town Deal projects with the media.

Recommendation Agreed: That the content of the report be noted.

Meeting minutes

7. AOB

Simon Jackson updated the Board that a request to see the business case for the Bedford Square Gateway Project had been received from a Borough Councillor shortly before this meeting. As this was a Town Deal document, he wished to seek the Board's views on whether the request could be granted. Legally there was a presumption that Town Deal documents should be made publicly available but that the Council's rules regarding exemption of commercially sensitive information and of national security would apply. He noted that the Council's Monitoring Officer had advised that as the documents had been processed by the Borough Council if a Freedom of Information request was received by the Council it would be obliged to release the information in accordance with FOI procedures.

Summary of Board discussion:

- that the request for the release of one business case indicated that it would be appropriate to consider the principle of releasing all business cases and identifying when it would be deemed safe to do so for commercial reasons.
- the importance of transparency, particularly as the funding being released was from the public purse.
- when it would be appropriate to release the business cases: this could be after the project had been approved and RAG rated green or after approval by DLUHC. Once submitted to DLUHC, it was possible that amendments could be requested or the business case rejected, so it could be more appropriate for the release trigger to be after DLUHC had approved the project.
- that a formal procedure should be prepared to ensure there was a consistent approach across all projects, that the trigger point for release was clearly identified and a standard reporting process be implemented.
- that although the request had been received from a Borough Councillor it was helpful to consider this as a request from a member of the public and to tailor the information accordingly.
- it was important to ensure that communications around the release of business cases emphasised that the information was not available to challenge and that the funding was provided by the Town Deal Fund and not the Borough Council.
- that relevant Project organisations be notified prior to the release of their business cases.

Jo Dexter left the meeting.

Recommendation agreed: that Simon Jackson, in consultation with the Town Deal Programme Manager and Comms Team prepare a draft process for the release of business cases and circulate to the Board by email for approval.

The Chief Executive stated that the Borough Council was expecting 'Levelling Up Round 2' funding in Spring, and that although it was not a Town Deal matter, he wished to bring it to the Board's attention as many of the Council's partners were represented. He invited interested parties to contact him to discuss potential partner projects.

It was noted that, in accordance with the Board Terms of Reference, the Co-Chairs had been re-elected unanimously for a second two-year term on 14th January 2022 by Board Members through an email poll.

Meeting minutes

The Chair formally thanked the Sub-Group members, Andy Reed, Dr Nik Kotecha, Jane Hunt and Martin Traynor for their critical work in ensuring the deadlines were being met.

Date of Future Meetings

It was noted that future meetings of the Board would be scheduled in line with appropriate deadlines and meetings of the Delivery Sub-Group.

Follow up actions

	NONE
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LOUGHBOROUGH TOWN DEAL BOARD**19 AUGUST 2022****ITEM 4****Item 4 – Delivery Sub-Group Update****1. Introduction**

This report provides the Town Deal Board with sight of the decisions taken by the Board's Delivery Sub-Group.

2. Recommendation

That the content of this report is noted.

3. Background

In accordance with its Terms of Reference, agreed by this Board in July 2021, the Delivery Sub-Group (DSG) continues to meet. The DSG has delegated authority to consider projects' business cases and operational matters which enable the Loughborough Town Deal programme to be delivered. It last met on 6th July 2022.

4. Delivery Sub-Group Meetings

The DSG has met three times since the February Board meeting. At its meetings in April and July, the DSG was presented with an update on progress being made by projects in the preparation of business cases and wider programme matters. It was also asked to consider final business cases of two projects for approval in April and a further project's final business case in July. The agendas and minutes of these meeting are attached to this report at Appendix A and Appendix C for the Board's information.

At its meeting in May, DSG reviewed progress being made on the formal performance reporting to Towns Fund/DLUHC. The final reports were approved and submitted before the deadline.

5. Appendices

Appendix A – DSG minutes 11th April 2022

Appendix B – DSG minutes 24th May 2022

Appendix C – DSG minutes 6th July 2022

Delivery Sub-Group Meeting minutes

PROJECT	Town Deal Delivery Sub-Group		
DATE	11th April 2022	LOCATION	Virtual meeting using Zoom

Attendees	
Board Members	
Dr Nik Kotecha (Chair)	Morningside Pharmaceuticals
Andy Reed	LLEP
Martin Traynor	Economy & Skills Group
Jane Hunt MP	MP for Loughborough
Officer Attendees	
Eileen Mallon	Charnwood Borough Council
Simon Jackson (S151 officer)	Charnwood Borough Council
Richard Bennett	Charnwood Borough Council
Maria Curran	Charnwood Borough Council
Nicky Conway	Minute Taker (Charnwood Borough Council)

Apologies
None
Meeting Type (Team, Board or other)
Sub-Group Meeting
Meeting Minutes
<p>2. Minutes of the previous meeting and matters arising</p> <p>The minutes of the previous meeting were confirmed as a correct record. It was noted that the follow up actions from the previous meeting had been resolved as follows:</p> <ul style="list-style-type: none"> • that Kick Start had been removed from the Digital Skills Hub submission documents. • with respect to dates for phased release of monies by DLUHC would be covered in this meeting. • the Chair had liaised with the Chief Executive regarding provision of additional resources to progress the Lanes and Links and Living Loughborough projects which had now been further progressed.
<p>3. Declarations of Interest</p> <p>None were declared.</p>
<p>4. Delegated Decisions by the Chair</p> <p>There were no delegated decisions made by the Chair since the last meeting to report back to the Sub-Group.</p>

Delivery Sub-Group Meeting minutes

5. Business Case Submissions

Maria Curran introduced this report and stated that both projects to be submitted at the end of the week had been evaluated by MACE and had received 100% green RAG ratings. The S151 Officer had also been consulted and all was in place to proceed to submission to DLUHC.

She drew the Group's attention to the following:

- MACE had commented that the funding of £60K for the New Business Wayfinder component project (of the Healthy and Innovative Loughborough Project) was small in comparison to its potential economic benefit (BCR of 12). In discussions with the University, there was strong evidence of demand but there were concerns regarding provision of resources and capacity to deliver the project. It had been agreed to not change the project at present and for the University to consider options for future expansion.
- MACE had highlighted a concern in relation to the high proportion of revenue costs for the New Business Wayfinder but it was acknowledged that the overall Towns Fund programme share for revenue costs remained at an acceptable level and DLUHC were aware of the revenue/capital split of costs.

Summary of discussion:

- that the New Business Wayfinder component project could potentially benefit from additional capital but the high proportion of revenue costs was considered acceptable. It was confirmed that the additional information required by DLUHC had been included in the H&IL business case and provided for ease of reference (see Appendix C of report).
- whether to further advise the University to find additional capacity for the New Business Wayfinder component project, although this could impact the delivery of other University projects. Decision making processes within the University could be protracted, considered it was appropriate at this stage to leave the situation 'as is' but noting the concerns raised.
- it was possible that the University could find additional space within the Sports Park Pavilion component project as it was acknowledged that some national governing bodies (NGB) were downsizing, potentially resulting in some flexibility of use of space.
- the demand for facilitating creation of new businesses and supporting existing entrepreneurs and innovators was likely to increase and that would, in turn, push the need for extra capacity.
- that the Group considered the two business cases suitable for submission to DLUHC.

Two Sub-Group members noted they were meeting with University staff shortly and could discuss the matter informally.

Recommendations Agreed:

1. That the Delivery Sub-Group noted that two business cases have been submitted to this meeting following receipt of Assurance Reports by MACE consultancy and liaison between MACE and the Accountable Body's S151 Officer on 23rd March 2022;
2. That the Assurance Reports, Business Cases, Equalities Impact Assessments (EqIA) and Summary Documents in Appendices A and B for the Great Central Railway and Healthy & Innovative Loughborough projects, were considered by the Sub-Group;

Delivery Sub-Group Meeting minutes

3. That the Delivery Sub-Group approved the Great Central Railway and Healthy & Innovative Loughborough projects for submission to DLUHC by 14 April 2022, subject to the sign-off of the Accountable Body's S151 Officer.

6. Monitoring and Evaluation reporting

Maria Curran introduced this report and confirmed that formal DLUHC monitoring and evaluation reporting was now live and the period for submission would close in June. It was anticipated that the reporting to DLUHC would be twice yearly, but guidance and templates had not yet been received. She noted that:

- the Sub-Group was scheduled to receive quarterly updates on progress and it was proposed to include the DLUHC monitoring documentation with two of these updates, allowing time for completion of templates by Project Leads and for members to review the documentation prior to submission to DLUHC.
- monitoring reports were anticipated to cover progress against milestones, budget, expenditure, outcomes, outputs and changes to design delivery or procurement activities.
- a RAG rated delivery tracker had been devised to review with Project Leads on a fortnightly basis and would be used to measure progress and identify any further support they may require.
- if there were significant concerns identified with a project an escalation process would commence. Initially changes in RAG ratings would be reviewed with the TD Manager, and then if not resolved, proceed to a Challenge Panel of Project team members and the S151 Officer. Findings would be reported to the Sub-Group who could suspend a project and refer the project to the Town Deal Board if it considered the project should be halted.

Summary of discussion:

- the escalation process was acceptable. It was welcomed that the S151 Officer would be involved and that time was built into the process for the Sub-Group to consider the monitoring information before submission to DLUHC. It was noted that the process was unique to the Town Deal and did not align with Council governance processes – these were of a more formal committee-based structure (Cabinet, Scrutiny etc.).
- whether learning would also be considered as part of the monitoring process - it was considered to be a valuable exercise. It was noted that closer liaison would be encouraged between Project Leads to encourage shared learning.

As the first deadline for monitoring and evaluation data to be submitted to DLUHC would be on 1st June, the TD Manager sought the Sub-Group's views on how it would like to review the information prior to submission, whether by email or an additional meeting, as it would be the first time the Sub-Group considered the information. Group members wished to meet to review the first cycle of monitoring and evaluation documentation and noted once the process was embedded it could possibly be completed by email in future.

Once the templates were received by the Accountable Body they would be shared with the Sub-Group.

Delivery Sub-Group Meeting minutes

Recommendations Agreed:

1. That the Delivery Sub-Group noted the content of the report and the Monitoring and Evaluation (M&E) requirements from DLUHC;
2. That the proposed Loughborough Town Deal M&E process for the monitoring, escalating, reporting and approving Monitoring Reports was considered for approval and immediate implementation;
3. That DSG confirmed that it wishes to consider the approval of the Baseline Exercise and 1st Formal M&E Report to DLUHC prior to the submission deadline of Wednesday 1 June 2022 by a formal meeting of the Sub-Group.

7. Programme and Project Update

Maria Curran introduced this report and noted that meetings with the three projects still awaiting submission to DLUHC in July would be arranged with Project Leads, MACE and the TD Manager. The projects were mostly RAG rated green, had now all provided PIDs, and confirmation would be provided to the Sub-Group after the meetings that the milestones identified could be achieved.

With respect to the Bedford Square Gateway Project, the second tranche of money had been received and the Heads of Terms and Memorandum of Understanding agreed. The Grant Agreement with the Bell Foundry had almost been finalised and the first tranche of money for the projects submitted in January had been received.

With respect to the Wood Brook Flood Mitigation project, this was currently RAG rated amber due to the land acquisition risk associated with Nanpantan Reservoir. Severn Trent Water (STW) had highlighted concerns over local growth and the anticipated need for additional reserve water. STW had indicated a needs assessment could be completed and further information available by end of April, so it was hopeful that the risk would be reduced. A further meeting with STW, the Environment Agency and Council officers had been arranged on 29th April and the outcomes would be shared with the Sub-Group. However, Maria wished to flag to the Sub-Group that a risk had been identified and that it could impact the development of the Project's business case.

She suggested the Group may wish to consider its options if this project was unable to progress as follows:

- continue with the assumption that the Environment Agency (EA) will obtain Nanpantan Reservoir,
- seek a re-shaping of the project by the Environment Agency to ensure the funding is obtained and spent,
- delay the submission of the business case to DLUHC (carries a risk),
- identify a substitute project to progress (no guidance at present from DLUHC what to do in this situation and work would be required rapidly to develop a new project).

Summary of discussion:

- it was important to ensure other projects were 'shovel ready' as additional Government capital underspends could become available.

Delivery Sub-Group Meeting minutes

- projects that had been measured against the selection criteria previously and did not succeed onto the list should be considered as substitutes.
- there were other projects in the local area (not on the list) that required additional funding that could be considered.
- whether other bodies of water (i.e. Charnwood Water, owned by the Council) could be used and that EA should consider other options if it wished to access the funding. It was noted that a flood mitigation scheme relied on a body of water having the capacity to reduce its water level by 1 metre to be considered acceptable as flood water storage so alternative options may not be viable.

Eileen Mallon stated that currently DLUHC had not provided direction to Town Deals about how they should progress to bring forward substitute projects. A substitute project would need to be one of the projects from the original Investment Plan as the selection process had been completed rigorously and included community consultation and scoring as required by DLUHC. It would be challenging to bring forward a new project in a short timeframe and it could be more suitable to consider using un-spent TD funding on existing successful projects so long as this could be justified.

The Sub-Group considered it advisable to wait until after the meeting with EA scheduled on 29th April to review options and that the TD Manager should liaise with EA informally on what alternatives they would consider if unsuccessful in obtaining Nanpantan Reservoir. It was also agreed that officers initially review projects that had been unsuccessful in the selection process to identify if viable to be substituted.

The Chair noted that he would discuss the matter of substitute projects at the 'All Chairs' regional meeting to see if other Town Deals had similar experiences and could share learning. He also wished to thank officers and the Chief Executive for enabling the PIDs for Lanes and Links and Living Loughborough Projects to become RAG rated green.

Recommendation Agreed: That the content of the report is noted and that officers are asked to present refined timelines for the July business case submissions to the Delivery Sub-Group via email.

8. Town Deal Programme Management Budget

Maria Curran introduced this report and drew the Sub-Group's attention to the table appended to the report. The balance of £341K was slightly reduced from the previous update provided to the Sub-Group but as mentioned at that meeting the Group had indicated it was content for this underspend to be kept as a contingency in case of increased delivery costs. There had been an accounting adjustment to allow for the 5% early payment by DLUHC to the Accountable Body but all projects had received 100% funding

Recommendation Agreed: that the content of this report is noted.

9. AOB

The Chair thanked officers for the extensive work completed to bring the documentation to this meeting.

The TD Manager noted that the submission date had been extended to 19th April but it was anticipated that the documents would be submitted to DLUHC by Thursday 14th April.

Delivery Sub-Group Meeting minutes

Date of Future Meetings

Additional meeting to schedule mid May.

6 July 2022.

Follow up actions

6	Clerk to schedule a meeting of DSG in mid May for review of monitoring and evaluation documentation
6	Officers to share the monitoring and evaluation templates with the Sub-Group once received from DLUHC
7	confirmation to be provided to the Sub-Group after the meetings with three remaining projects that the milestones identified could be achieved
7	Officers to share updated information regarding the Wood Brook Flood Mitigation project as and when received (with particular reference to the meeting to be held on 29th April).
7	Officers to initially review projects that had been unsuccessful in the selection process to identify if viable to be substituted

Delivery Sub-Group Meeting minutes

PROJECT	Town Deal Delivery Sub-Group		
DATE	24th May 2022	LOCATION	Virtual meeting using MS Teams

Attendees	
Board Members	
Dr Nik Kotecha (Chair)	Morningside Pharmaceuticals
Martin Traynor	Economy & Skills Group
Jane Hunt MP	MP for Loughborough
Officer Attendees	
Eileen Mallon	Charnwood Borough Council
Simon Jackson (S151 officer)	Charnwood Borough Council
Maria Curran	Charnwood Borough Council
Nicky Conway	Minute Taker (Charnwood Borough Council)

Apologies
Andy Reed (LLEP)
Meeting Type (Team, Board or other)
Sub-Group Meeting
Meeting Minutes
<p>2. Minutes of the previous meeting and matters arising</p> <p>The minutes of the previous meeting were confirmed as a correct, subject to a typo correction on page 3, Summary of Discussion (item 5) as follows: <i>“It was confirmed that the additional information required by DLUHC had been included in the H&IL business case case...”</i></p> <p>The following updates were provided for actions from the previous meeting:</p> <ul style="list-style-type: none"> • The meeting had been scheduled for review of the monitoring and evaluation documentation (<i>for today</i>). • <i>Officers to share the monitoring and evaluation templates with the Sub-Group once received from DLUHC</i> – there had been a delay in receiving all the information, the template to be shared at this meeting. • <i>confirmation to be provided to the Sub-Group after the meetings with three remaining projects that the milestones identified could be achieved</i> - all three projects were on course to provide a final business case for MACE to review by the end of this week. Project Leads had until 13th June to make any amendments and provide further information to MACE, who would then provide a final report for the S151 officer to review.

Delivery Sub-Group Meeting minutes

This information would then be considered by the Sub-Group at its meeting on 6th July in preparation for submission to DLUHC on 15th July.

- *Officers to share updated information regarding the Wood Brook Flood Mitigation project as and when received (with particular reference to the meeting to be held on 29th April)* – Severn Trent Water (STW) had confirmed that it would dispose of Nanpantan Reservoir to the Environment Agency (EA) project. However there were concerns regarding the valuation figure, as STW were obliged to obtain the best price for its asset and there was a possibility that this could make the Woodbrook Flood Mitigation project financially unviable. A meeting with Council officers, STW and EA has resulted in the agreement to provide a value range price by 25th May to enable the EA to finalise its economic and business case and provide a final draft to MACE for review by 27th May.
- *Officers to initially review projects that had been unsuccessful in the selection process to identify if viable to be substituted* – clarity had been received from DLUHC with regards to the process to follow in the event that a substitute project was required. It was anticipated that Town Deals would first try to make the ‘failing’ project work, then consider if other projects within the Town Investment Plan could benefit from reallocated funds. It was then preferred by DLUHC that if a project was removed from the Town Deal that one of the original projects in the TIP which had been unsuccessful in the selection process be considered. It was acknowledged that as a final resort an entirely new project could be considered but that this could pose significant issues as the project would be expected to proceed through the assessment process from the beginning and that the completion deadline would not change from March 2026. Any new project considered would need to demonstrate very clearly that it could deliver on time.

Discussion points raised by members:

- whether consultants 13TEN were supporting Project Leads – it was noted that the EA had internal process experience of business case submissions so did not require additional support and that Charnwood Borough Council were supported by Lambert Smith Hampton so did not qualify for further support.
- that a ball park figure for the sale of Nanpantan Reservoir was expected by 25th May. It was hoped that the District Valuer would not be required and that an agreement could be reached.
- that using new projects as substitutes would be complex as most projects required a certain amount of funding to prepare to be ‘shovel ready’ but could struggle to obtain funding if the project was not fully scoped.
- it was anticipated that substitute projects would not be required as the main concern regarding the land acquisition risk associated with Nanpantan Reservoir looked to be resolved shortly.

AGREED that

1. the Town Deal Manager informs DSG members (by email) of the state of play at the end of this week with the remaining three projects.
2. that officers progress with reviewing projects that had been unsuccessful in the selection process to identify if viable to be substituted.

3. Declarations of Interest

None were declared.

Delivery Sub-Group Meeting minutes

4. Delegated Decisions by the Chair

It was noted that a Delegated Decision had been signed by the Chair since the last meeting and he reported back to the Sub-Group that he had authorised the Grant Agreement with the Bell Foundry, subject to the S151 Officer approval.

5. Monitoring and Evaluation reporting

Maria Curran introduced this report, noted that the information covered the period to the end of March 2022 and suggested that the Group may prefer to go through Appendix 1 (the Evaluation and Monitoring Spreadsheet from DLUHC) in detail. The Chair noted that worksheets 4, 5 and 7 would be critical for the Group to review.

Worksheet 3 – Programme Progress

Maria drew the Group's attention to the following:

- Section B: Projects Progress Summary – four projects were in progress, there were small delays in delivery and spend as indicated by the RAG rating or Commentary.
- with reference to the Bedford Square Gateway Project, delays had been due to moving of utilities and waiting for action by utilities providers (not within agreed completion dates)
- with reference to the Bell Foundry Project delays had arisen around the agreeing and signing of the Grant Agreement (now completed)
- in terms of the Risk RAG rating, most Project Leads had identified concerns regarding rising costs of materials, shortage of labour and supply chain issues. This particularly related to the Canal Trust (Riverside Regeneration) with its RAG rating of 4 (*significant risks that are either high impact or high likelihood*). If a project could expedite its delivery, this could minimise the impact of rising costs and labour shortages.
- two projects had been submitted in April (Great Central Railway and Healthy and Innovative Loughborough); confirmation had been received that they had passed internal DLUHC processes but were still subject to financial checks. There were three projects to be submitted in July (Lanes & Links, Flood Protection & Mitigation, Living Loughborough).

Summary of discussion:

- the issues of inflation and availability of supplies would be impacting all Town Deals across the Country. As the Government were clear that departmental budgets would not be adjusted, the Sub-Group considered it might be advisable to ask projects to review potential overspends. It was noted that all projects had included contingency which allowed for the potential increase in labour and costs. It has been assumed that no further funding would be forthcoming from the Government so other sources of funding were being considered. The projects could concentrate on value engineering or de-scoping the project if there were issues with overspend, although this had associated risks in terms of changing outputs or perceived benefits to Loughborough. Projects were not being asked to review potential overspends currently, but it was noted the importance of keeping a strong focus on this matter and alerting the Sub-Group as soon as possible if the situation further developed.
- anecdotally members were aware of other Town Deals that had received the full amount of funding but were looking to scale back their projects to ensure that rising costs could be accommodated. It was suggested that it would be appropriate to seek clarification

Delivery Sub-Group Meeting minutes

from the Government with respect to whether the Town Deal Fund was likely to be adjusted for rising costs.

- it was important to encourage Project Leads to deliver earlier than forecast if possible. It was possible that the outcome of the general election in 2024 could affect the release of funding to the Town Deal and it would be a huge loss to Loughborough if the 11 projects were then not able to progress. With particular reference to the Generator Project, it was noted that it was currently finalising its designs but that if the project could start during this financial year it might be possible to bring its completion date forward to Dec 2023.

Worksheet 4 – Funding Profiles

Maria noted that the funding profiles data was up to date and drew the Sub-Group's attention to the following:

- Section B: Other/Early TD funding – of the £895K capital funding received, £35K had been allocated to the Bedford Square Gateway (BSG) Project as previously noted, to cover the 5% CDEL pre-payment taken from the total funding received, approx. £170K capacity funding had almost been all spent and the £750K accelerated funding provided to help deliver the projects had been used on the first phase of the Loughborough Careers and Enterprise Hub project.#
- Section C: Project Funding profiles – this itemised funding used or committed for each project and what was forecast to be spent in future years. For example the Careers and Enterprise Hub (Project 1) would spend all its allocated funding this financial year and the College would be contributing to the running of the Hub. The Project Lead had been asked to clarify how the Hub would be funded once the project was completed.

post meeting note – further information received from the Finance Team indicate that these figures may be subject to change.

Summary of discussion:

- how the information in the Monitoring and Evaluation spreadsheet was collected and checked – the spreadsheet was sent to the Project Leads for completion, the Council's Finance Team and S151 Officer checked the figures and the Town Deal Manager checked that the match funding and amount of funding correlated with the business cases and summary documents submitted to DLUHC. Officers worked closely with the Project Leads to ensure that any changes were identified and justified, and that, if necessary, a Formal Change request could be submitted to DLUHC. It was important that this situation was closely observed from a good governance perspective.

Worksheet 5 – Project Outputs

Maria noted that the information in this worksheet had been taken from the Monitoring and Evaluation Plans (M&E Plan) and included mandatory indicators as well as custom indicators specific to each project. She drew the Group's attention to the Bedford Square Gateway Project as a typical example (Project 3 in the worksheet) and noted the following:

- number of temporary FT jobs supported, and number of FTE permanent jobs safeguarded through the project.

Delivery Sub-Group Meeting minutes

- that not all the standard outputs in the worksheet were taken from the M&E Plan, but guidance from DLUHC had recommended that if other outputs were identified they should also be included.
- custom outputs reflected ones covered by the M&E Plan and would be monitored closely in future years.

The Chair noted that this round of formal performance reporting would be signed by the S151 Officer and submitted by 10th June and that the Group would be reviewing the second formal performance reporting data in December as required by DLUHC.

Worksheet 7 – Risk Register

Maria noted that Section A identified the top 3 programme risks and she drew the Sub-Group's attention to the mitigation in place as follows:

- Summary documents submission delay – milestones and capacity funding had been put in place to minimise this,
- Rising capital costs – working with Project leads closely, option to value engineer or to descope projects, although caution would be required to ensure that outputs and benefits were not impacted. Considering other funding sources and expediting delivery.
- Funding confirmation & underwriting – year-on-year release of TD funding by DLUHC could cause concern when placing contracts, which could lead to underwriting requests to the Council.

Individual Projects had also provided a list of top 3 risks and nearly all had identified rising capital and material costs and labour shortages. These would be included in the next draft of the performance monitoring spreadsheet.

The Chair apologised that it had originally been planned to cover this item in a face-to-face meeting but he acknowledged the work carried out by officers and that the risk was mainly one of delay and not a risk inherent in the projects.

Maria explained that the addendum (Appendix 2) had not been included with the agenda pack as it was still in progress. The addendum related to projects that had submitted their Summary Documents in January and it sought an update on activity during April and May. There would be no changes to the risk and once the information had been received the updated Appendices would be circulated to the Group.

The S151 Officer stated that he also had a monitoring spreadsheet to complete and approve and hoped to circulate this for the Board's consideration by week ending 1st June. @

@post meeting note - the Towns Fund / DLUHC are checking whether the spreadsheet mentioned by the S151 Officer is a duplicate.

Recommendations Agreed:

1. That the Delivery Sub-Group notes the content of the report and the Performance Monitoring requirements from DLUHC including the submission deadline of 10th June.

Delivery Sub-Group Meeting minutes

2. That approval of the final Performance Monitoring report and addendum is confirmed by DSG members via email before Wednesday 8th June in order to ensure they are signed and submitted by 10th June deadline.

****Post meeting note – recommendation 1& 2 were fully confirmed after the meeting via email circulation.*

6. Business Case Submission - Progress Update (verbal)

Maria Curran reported to the Sub-Group that this was in progress and that she would be circulating a timetable to the Sub-Group shortly.

7. AOB

The Chair updated the Sub-Group that he and the other Town Deal Board Co-chair, Cllr Morgan had visited the Careers and Enterprise Hub and Generator projects. It had been very interesting and useful to see the projects on the ground and how they were progressing. He suggested that Sub-Group members may wish to accompany him in visiting the other 9 projects in the Town Deal during the rest of the year to further understand the detail of each project. Members considered this would be beneficial.

In addition, the Chair noted that he had requested that the Town Deal Manager provide a 'Summary on a page' document for all projects explaining its status regarding Town Deal funding (total grant agreed, funding still to be received, match funding etc) including RAG ratings to be circulated to the Sub-Group prior to each meeting as a separate attachment to the agenda.

Recommendations Agreed:

1. that officers liaise with Project Leads to organise suitable dates for members of the Delivery Sub Group to visit projects.
2. that the Town Deal Manager circulates a 'Summary on a page' document providing a project status update prior to each meeting of the Sub-Group.

Date of Future Meetings

6 July 2022.

Follow up actions

2	Officers to initially review projects that had been unsuccessful in the selection process to identify if viable to be substituted
5	Jane Hunt MP to seek clarification from the Government with respect to whether the Town Deal Fund was likely to be adjusted to accommodate rising costs.
5	Maria Curran to include Individual Projects top 3 risks in the next draft of the performance monitoring spreadsheet.
5	The S151 Officer to complete and approve the monitoring spreadsheet and circulate to the Board for it's consideration by week ending 1st June

Delivery Sub-Group Meeting minutes

PROJECT	Town Deal Delivery Sub-Group		
DATE	6th July 2022	LOCATION	Virtual meeting using MS Teams

Attendees	
Board Members	
Dr Nik Kotecha (Chair)	Morningside Pharmaceuticals
Martin Traynor	Economy & Skills Group
Officer Attendees	
Eileen Mallon	Charnwood Borough Council
Simon Jackson (S151 officer)	Charnwood Borough Council
Richard Bennett	Charnwood Borough Council
Maria Curran	Charnwood Borough Council
Nicky Conway	Minute Taker (Charnwood Borough Council)

Apologies
Jane Hunt MP (MP for Loughborough), Andy Reed (LLEP)
<i>It was confirmed that in accordance with the Sub-Group's Terms of Reference, the meeting was quorate.</i>
Meeting Type (Team, Board or other)
Sub-Group Meeting
Meeting Minutes
2. Minutes of the previous meeting and matters arising
The minutes of the previous meeting were confirmed as a correct record.
The following updates were provided for actions from the previous meeting:
<ul style="list-style-type: none"> • Officers to initially review projects that has been unsuccessful in the selection process – this matter was covered in item 6 on this meeting's agenda. • Jane Hunt MP to seek clarification from the Government as to whether the Town Deal Fund would be adjusted for rising costs – the Loughborough Town Deal Programme Manager to follow this up further. • Include individual projects top three risks in the performance monitoring spreadsheet / S151 Officer to complete and approve the monitoring spreadsheet – both complete.

Delivery Sub-Group Meeting minutes

3. Declarations of Interest

None were declared.

4. Delegated Decisions by the Chair

No delegated decisions had been taken since the last meeting.

5. Environment Agency Business Case Submission

Maria Curran introduced this report and stated the following:

- the business case had achieved a 100% green RAG rating which differed to its previous amber rating for financial risk. MACE was satisfied that the procedure undertaken by the Environment Agency (EA) to obtain valuations for Nanpantan Reservoir with the inclusion of a 30% contingency to the cost estimate was acceptable.
- the business case was considered to be at a 'Strategic Outline Case' level with a full business case anticipated to be completed by September 2023.
- MACE had recommended that the project was ready to proceed with the condition that funding should be released after key milestones had been reached. There was still a £1mill shortfall, and the EA had placed bids with Central Government for match funding.
- as the financial profile of the project had changed, a Project Adjustment Request (PAR) had been requested by DLUHC and circulated to the Sub-Group prior to the meeting.

The Chair noted that this had initially been a risk project, but he welcomed the progress in achieving 100% green RAG rating and agreed with a conditional release of funding.

Sub-Group members present also considered the PAR and agreed to its submission to DLUHC.

Recommendations Agreed:

1. that the Delivery Sub-Group notes that the business case has been submitted to this meeting following receipt of an Assurance Report by MACE consultancy and liaison between MACE and the Accountable Body's S151 Officer on 21st June 2022.
2. that the Assurance Report, Business Case, Equalities Impact Assessment (EqIA), updated Monitoring & Evaluation Plan and Summary Documents in Annexes A – E and the Additional Questions Table in Annex F for the Wood Brook and Tributaries Flood Risk Management Project be considered by the Sub-Group.
3. that the Delivery Sub-Group approves the Wood Brook and Tributaries Flood Risk Management project for submission to DLUHC by 15th July 2022, subject to the sign off by the Accountable Body's S151 Officer.
4. that the Delivery Sub-Group approves the PAR for the Environment Agency Wood Brook Flood Management project for submission to DLUHC.

6. Lanes & Links and Living Loughborough Business Case Update

Maria Curran introduced this report and stated that:

- it had been hoped to provide business cases for these projects but that there had been delays due to a number of factors (as identified in the report submitted with the agenda).

Delivery Sub-Group Meeting minutes

- draft business cases had been submitted to MACE for informal assurance feedback. In its response, MACE had identified significant gaps and that both projects were unlikely to meet 'Green Book' standards within expected timelines.
- work was progressing with the Project Leads and Jo Dexter (BEIS) to revise the timetable in a wish to avoid using the 'formal' extension route and thus minimising delay to submission.
- in conclusion, the projects were starting to achieve milestones and amended draft business cases had been submitted to MACE. The projects were on track to meet new timescales.

Recommendations Agreed:

1. that the content of the report and revised timescale for business case submission is noted.
2. that the Delivery Sub-Group considers business cases for both projects at a formal meeting of the Sub-Group in August, the date of which is to be agreed.

7. Programme and Projects Update

Maria Curran introduced this report and briefly took the Sub-Group through the status of the eight projects approved by DLUHC. She noted that the Grant Funding Agreement was being drafted for the Generator Project. The Sub-Group were asked to consider releasing the first tranche of monies to the project before its shortfall in match funding had been addressed. The funding would be utilised to enable the project to reappoint its Design Team to complete design work to RIBA 4 and permit enabling work.

Summary of discussion:

- the release of the first tranche of funding for the Generator Project would enable the project to deliver quickly.
- releasing monies from the Town Deal would be a sign of confidence for other match funders and show a commitment on behalf of the Town Deal.

The S151 officer noted that although there was some risk involved in the early release of funds it was acceptable to enable the project to progress.

Recommendations Agreed:

1. that the content of the report is noted.
2. that the Delivery Sub-Group approves the release of £380K capital funding in this financial year to the Generator project in order to achieve RIBA Stage 4 and the completion of enabling works by December 2022. The release of further capital funding and the revenue funding for the project to be conditional upon confirmation and written evidence that additional funding to meet the funding gap has been secured and the project is fully funded.

Delivery Sub-Group Meeting minutes

8. Town Deal Programme Management Budget (*item 9 on the agenda*)

With agreement of members present, this report was considered before item 8 on the agenda (The Generator Business Case Support Funding Claim) to enable budget matters to be considered whilst the meeting was quorate.

Maria Curran introduced this report and stated that:

- there was a remaining balance of approx. £500K. It was proposed to use this balance as a 'contingency reserve'.
- none of the projects at present had indicated any financial pressures resulting from increased material and labour costs and supply chain issues, and each project's financial profile currently contained contingency funds.
- there was a risk that if the balance was not spent that DLUHC could claw it back, so it could be beneficial to consider committing some of the reserve to enhance project delivery, support planning or legal capacity, additional MACE support or dedicated communications. Further investigation was required into the different options before seeking the Sub-Group's views.
- it would be prudent to consider principles for releasing contingency reserve monies using an equitable approach.

Summary of discussion:

- it would be agreeable to use the contingency reserve to support delivery of projects and to support construction inflationary costs.
- it would be unexpected if projects did not incur additional expense in the current financial climate and it was important to use the reserve wisely.

Recommendations Agreed:

1. that the content of this report is noted.
2. that the Delivery Sub-Group receive a paper on the principles of using 'contingency reserve' and revenue ideas that could beneficially support Loughborough's Town Deal programme.

Martin Traynor left the meeting, the meeting became inquorate at this point.

9. The Generator Business Case Support Funding Claim (*item 8 on the agenda*)

Maria Curran introduced this report and stated that the Generator Project had applied retrospectively for payment for consultancy work to develop its business case. The request complied to the conditions of release as agreed by the Chair on 7th December 2021 via a Delegated Decision.

The Chair noted that this was a first request for funds by the Generator Project and considered the request was acceptable.

As the meeting was inquorate before the consideration of this item, in accordance with the Sub-Group Terms of Reference, Sub-Group members agreement for the recommendation below was sought by email. All members responded and the recommendation was agreed.

Delivery Sub-Group Meeting minutes

<p>Recommendation Agreed: that a payment of £4,125 is made to the Generator Loughborough CIC in respect of consultancy work which was carried out to enable the business case for the Generator project to be developed.</p>	
<p>10. AOB</p> <p>The Chair asked that the ‘Summary on a Page’ document be updated to include funding provided to projects for consultancy support. He also thanked officers for clear detailed documentation on the agenda.</p>	
<p>Date of Future Meetings</p> <p>17 August 2022.</p>	
<p>Follow up actions</p>	
2	<p>That the Town Deal Programme Manager liaises with Jane Hunt MP regarding clarification from the Government as to whether the Town Deal Fund was likely to be readjusted to accommodate rising costs.</p>
10	<p>That the ‘Summary on a Page’ document be updated to include funding provided to projects for consultancy support</p>

LOUGHBOROUGH TOWN DEAL BOARD

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ITEM 5

Item 5 – Programme and Projects Update

1. Introduction

- 1.1 This report provides an overview of progress being made in delivering the Town Deal programme and the status of its projects.

2. Recommendation

- 2.1 That the content of the report be noted.

3. Background

- 3.1 The Board will be aware that the Loughborough Town Deal has 11 projects, all of which are moving forward at differing speeds, reflecting their differences in scale and complexity. Nevertheless, all the projects must complete a Business Case, to HM Treasury 'Green Book' standard, by this summer before funding can be released by the Department for Levelling Up, Housing and Communities (DLUHC).
- 3.2 To assist with the co-ordination and monitoring of project activity, lead organisations have been required to provide Project Initiation Documents (PIDs) in accordance with a decision of this Board previously. Officers have assisted projects to achieve business case approval and are implementing a process of baseline and performance monitoring. This report provides an update on these key areas of activity.

4. Programme Update

- 4.1 The programme for the submission of business cases has experienced minor delay of approximately one month. Since the last Board meeting, two projects submitted their business cases in spring and a further project submitted in early summer (see Section 5 below). At the time of writing and subject to DSG approval, the final two projects are on course to achieve submission before the end of summer.
- 4.2 This means most projects are preparing to move into their delivery phase, with the capital works for many on course to be delivered in Financial Year 2023/24. Close monitoring of projects activity continues to be undertaken via 1-2-1 liaison, Project Leads meetings and co-ordination by the Town Deal Project Team. Officers will continue to report progress, or flag issues, on the programme and projects to this Board and the Delivery Sub-Group.

5. Projects Update

- 5.1 ***Stage 2 Business Case Development:***

The table below shows the status of each project at the time of the writing of this report.

Project Name	PID	Final Business Case & Assurance	DSG approval & submission to DLUHC	Funding Rec'd from DLUHC	Grant Agreement Completed
Bedford Sq Gateway	YES	YES	YES	YES	YES
Taylor's Bellfoundry	YES	YES	YES	YES	YES
Careers & Enterprise Hub	YES	YES	YES	YES	NO
Digital Skills Hub	YES	YES	YES	YES	NO
Healthy & Innovative L'boro	YES	YES	YES	YES	NO
The Generator	YES	YES	YES	YES	NO
Great Central Railway	YES	YES	YES	YES	NO
Riverside Regeneration	YES	YES	YES	YES	NO
Wood Brook Flood Scheme	YES	YES	YES	Not Yet Required	NO
Living L'boro	YES	YES	NO	NO	NO
Lanes & Links	YES	YES	NO	NO	NO

5.2 A greater proportion of projects have successfully progressed through key 'gateways' of the Town Deal's Stage 2 in comparison to the last report to the Board. Several Grant Agreements are being finalised and the Council, as the Accountable Body, is now trialling the use of DocuSign software to expedite completion of the Agreements. Completion of these Agreements is expected by the end of September at the latest. The information above and below is correct at the time of writing of this report and is subject to change.

5.3 Brief descriptions of the projects' current progress are set out below for information:

Bedford Square Gateway: construction has been subject to delay because of the discovery of uncharted utilities and the failure to start and complete planned utility diversion works. However, the public realm ground works have now been completed and the remaining phase (gateway feature) is being implemented.

Taylor's Bellfoundry: Procurement of a contractor is close to conclusion and a commencement on-site is expected soon. The tender returns exceeded the available budget for the project and in response, a process of value engineering has commenced. Proposed changes will be closely monitored.

Careers and Enterprise Hub (Phase 2): The Hub is already operating in Loughborough Market Place due to early 'Accelerated' funds received from the Town Deal. The Grant Agreement for a second phase of work to the building is, at the time of writing, close to completion. This will enable a contractor to be procured and the project remains on course for completion this financial year.

Digital Skills Hub: The success of the College's IoT bid means the location of the Digital Skills Hub needs to change. The project design team has been appointed and work on concept and developed designs (RIBA Stages 2&3) is about to commence. Proposals are being monitored.

Healthy and Innovative Loughborough: This is one of the Town Deal's most ambitious and complex projects and so delivery of its component parts will be phased. The first phase, the construction of the Sports Park Pavilion is progressing with external funding. Town Deal funding will support its completion this financial year. The other phases are due to commence in early 2023 with the recruitment of key staff.

Generator: The phased release of funding (approved by DSG) will enable designs to RIBA Stage 4 and procurement of a contractor to be completed this financial year. Enabling work including surveys and asbestos removal will also be undertaken once the Grant Agreement is completed. Additional external match funding is being sought to meet the budget deficit.

Great Central Railway: Procurement of several contractors has been undertaken but further tendering will be required. GCR is in discussion with the Local Planning Authority to ascertain if planning permission is required for proposed project adjustments/ improvements. A slight delay to delivery is currently expected, meaning completion will be in Q1 2023/24.

Riverside Regeneration: Completion of detailed designs is forecast to be slightly delayed meaning delivery on-site will take place in Q4 this financial year rather than Q3.

Woodbrook Flood Scheme: The business case Summary Document was submitted to Towns Fund/DLUHC in July and a decision is awaited. A Project Adjustment Request has also been submitted for approval – the main changes are a postponement in drawing down Town Deal funding as well as increased project outputs and outcomes.

Living Loughborough: This will be an August business case submission, subject to DSG approval, due to delays, capacity issues and complexities in preparing the final business case. Consequently, confirmation from Towns Fund/DLUHC will be delayed until December.

Lanes and Links: This is also expected to be an August business case submission, subject to DSG approval, for the same reasons as the Living Loughborough project.

6. Performance Monitoring

- 6.1 The Town Deal Project Team has adopted a principle of keeping the amount of 'administration' that project leads carry out to a minimum, in accordance with the deliberations of the Town Deal Board and Delivery Sub-Group. This will enable the focus of project leads' (often relatively limited) capacity to be on actual project delivery.
- 6.2 Across the lifespan of the Town Deal, it will be most efficient for our local monitoring of projects to be aligned to and consistent with the updated requirements of DLUHC. Based on these requirements, a simple 'Quarterly Progress Report' template has been produced for the project leads to complete. The first reports, covering the period April to June 2022, have been used to provide the updates at 5.3 above. A financial report template will be produced to monitor how Town Deal and match funding is being utilised. This monitoring information will be collated and reported quarterly to DSG as part of its monitoring responsibilities. It should also make for more straightforward completion of formal half-yearly reports.
- 6.4 As part of the DSG approved monitoring process, a 'Delivery Tracker', which RAG-rates progress towards key project milestones, has been implemented. This is discussed and updated at the Project Leads meetings. It provides an early warning of potential delays and identifies further support a project may require. This tracker will be used to escalate significant delays, should they occur, to a 'Challenge Panel' of the Town Deal Project Team and onto DSG and this Board if necessary.

LOUGHBOROUGH TOWN DEAL BOARD

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ITEM 6

Item 6 – Assurance and Performance Review

1. Introduction

- 1.1 This report provides information on assurance for the period up to 30 April 2022 along with formal performance monitoring reports that were required by the Department for Levelling Up, Homes and Communities (DLUHC) for the period up to the end of financial year 2021/22.

2. Recommendations

- 2.1 That the content of the report be noted.

3. Background

- 3.1 DLUHC requirements for the monitoring of performance in delivery of town deal programmes was scheduled to take place before the end of 2021 but the reporting window was cancelled. Interim reporting arrangements were put in place, requiring completion in mid-February 2022. The completed template was reported to the Board at its February meeting.
- 3.2 In parallel, DLUHC also asked for assurance information and statements to be submitted in February/ March 2022. The Section 151 Officer's submissions were reported to the February Board meeting. The Co-Chairs' Governance Assurance Statement was circulated to Board members and submitted as required in March.

4. Assurance and Performance Review

- 4.1 Since the Board last met, DLUHC required further assurance information in respect of the Loughborough Town Deal, for the period up to 30 April 2022. The Council's Section 151 Officer's Assurance Statement and Assurance Letter to the DLUHC Accounting Officer, along with a Governance Assurance Statement from the Co-Chairs were submitted on 25 May. Copies of these documents are attached at Appendix 1-3 for information.
- 4.2 In late April DLUHC issued updated performance monitoring templates and guidance for half yearly formal reporting. The first mandatory report covered only projects for which the Accountable Body (Charnwood Borough Council) had received Town Deal funding for the period to the end of March 2022. For Loughborough, information was provided in relation to the Bedford Square Gateway and the Loughborough Bellfoundry projects as well as the Careers & Enterprise Hub; the Digital Skills Hub; The Generator; and Riverside Regeneration projects - the funding for these last four projects was received close to the end of March. An additional addendum report for them was also required to provide a progress update for April and May 2022.

- 4.3 Furthermore, updates were provided on programme-wide progress and the use of programme management capacity funding; the 5% CDEL Pre-Payment ('Early Release'); and Accelerated Funding, which funded the Careers and Enterprise Hub Phase 1 project.
- 4.4 The completed report and addendum were approved for submission by DSG and the Board's Co-Chairs. The documents were signed by the S151 Officer and submitted on 9 June 2022. A copy of the reports is attached at Appendix 4 for information.
- 4.5 The next formal report to DLUHC is required to be submitted by 1 December 2022. In the interim, DSG will continue to monitor progress and performance on a quarterly basis in accordance with its responsibilities set out in its Terms of Reference.

Appendix 1 – Assurance letter to the Permanent Secretary (DLUHC) from S151 Officer

Appendix 2 – Assurance Report/ Statement from S151 Officer

Appendix 3 – Governance Assurance Statement from the Board's Co-Chairs

Appendix 4 – EXEMPT ITEM

June 2022 formal reports to DLUHC
(attached separately as an excel spreadsheet due to the level of information contained)



Charnwood

Southfield Road Loughborough Leicestershire
LE11 2TT

Email: simon.jackson@charnwood.gov.uk

BY EMAIL:

LUFandTFAssurance@communities.gov.uk

Permanent Secretary
Accounting Officer
Department Levelling Up, Housing and Communities
2 Marsham Street
London
SW1P 4DF

25 May 2022

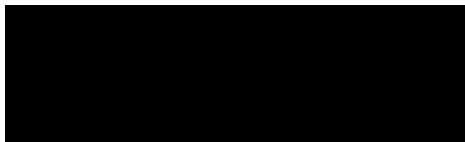
Dear Permanent Secretary

Re: Loughborough Town Deal

As Chief Finance Officer for Charnwood Borough Council, the Town Deal Accountable Body, I would like to confirm that myself and my deputies have undertaken all the necessary checks to ensure that the Accountable Body and Town Deal Board have in place the processes to ensure the proper administration of their financial affairs, this is inclusive of all capacity and accelerator payments.

Accordingly, having considered all the relevant information, in my role as the Chief Finance Officer I am of the opinion that the financial affairs of the Accountable Body and Town Deal Board are being properly administered with regard to the Town Deal.

Yours sincerely



Simon Jackson

Strategic Director - Environmental and Corporate Services (& s151 Officer)
Charnwood Borough Council



Telephone: 01509 263151

Email: information@charnwood.gov.uk

Visit us at www.charnwood.gov.uk

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APPENDIX

Town Deal projects which have received at least one payment and for which I am providing this statement.

Town Deal Name	Project Name
Loughborough Town Deal	Loughborough Public Realm: Bedford Square Gateway
Loughborough Town Deal	Taylor's: Saving the Last Major Bell Foundry in Britain
Loughborough Town Deal	Careers and Enterprise Hub Phase 1 [Accelerated Funding project]
Loughborough Town Deal	Careers and Enterprise Hub Phase 2
Loughborough Town Deal	Riverside Regeneration
Loughborough Town Deal	Digital Skills Hub
Loughborough Town Deal	The Generator
Loughborough Town Deal	Programme management

Annex A: Chief Finance Officer (Section 151) Assurance Statement for Town Deal

The Chief Finance Officer (Section 151) should here provide a report on the Accountable Body's Governance work for the Town Deal, for the period since costs have been incurred up to 30 April 2022, with a specific requirement to identify any issues of concern, on governance and transparency. This report should be sent to the Assurance Team via

LUFandTFAssurance@levellingup.gov.uk

Copying the Cities and Local Growth Unit Area Lead by 20 May 2022.

(max 500 words - guide)

The Accountable Body (AB), in conjunction with the Town Deal Board has set a local assurance framework to provide a basis for governance and transparency through the Town Deal project delivery process.

As s151 Officer for the AB, I have undertaken the specific role in checking and validating business development and submission. This complements the work of independent consultants appointed to quality assure the business cases in line with green book standards.

Financial procedures have been set up to control funds from DLUHC remitted to the AB.

Financial and governance procedures have been set up to control draw down of funds by Project Sponsors which, inter alia, require that business cases are fully compliant with green book guidelines.

As AB we have also facilitated programme management and supported the Town Deal Board in undertaking their governance responsibilities.

The Chief Finance Officer (S151) should confirm adherence with each aspect of governance and transparency for the Town Deal Project(s).

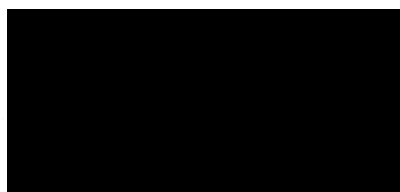
Where the response is a 'No', please identify the Town Deal Project(s) to which this refers and briefly set out the concerns.

	Tick		Project Name(s)	Detail of appropriate activity
	Y e s	N o		
<p>Procurement</p> <p>All projects are compliant with the appropriate Public Contract Regulation and are in the public domain (e.g., Contract Finder) and any onward disbursement of the grant funds to project partners (e.g., sub-grant arrangement) fully meets their national subsidy controls and confirms robust due diligence has been undertaken.</p>	X		<p>Careers & Enterprise Hub phase I</p> <p>Bedford Square Gateway</p> <p>Taylor's Bell Foundry</p>	
<p>Conflict of interest</p> <p>Conflict of Interest controls are active and in line with the Accountable Body's policies and practice.</p>	X		<p>Careers & Enterprise Hub phase I</p> <p>Bedford Square Gateway</p> <p>Taylor's Bell Foundry</p> <p>Careers & Enterprise Hub phase II</p>	<p>(Note – the Local Assurance Framework ensures that TD decision makers are not associated with individual projects)</p>

			<p>Digital Skills Hub</p> <p>The Generator</p> <p>Riverside Regeneration</p> <p>Great Central Railway</p> <p>Healthy & innovative Loughborough</p>	
<p>Business Case</p> <p>All Business Cases are signed off in line with the Accountable Body's decision-making processes,</p>	X		<p>Careers & Enterprise Hub phase I</p> <p>Bedford Square Gateway</p> <p>Taylor's Bell Foundry</p> <p>Careers & Enterprise Hub phase II</p> <p>Digital Skills Hub</p> <p>The Generator</p> <p>Riverside Regeneration</p> <p>Great Central Railway</p> <p>Healthy & Innovative Loughborough</p>	
<p>State Aid and Subsidy Control</p> <p>The necessary arrangements are in place and all projects are compliant with the appropriate regulations for State Aid and Subsidy Control.</p>	X		<p>Careers & Enterprise Hub phase I</p> <p>Bedford Square Gateway</p> <p>Taylor's Bell Foundry</p> <p>Careers & Enterprise Hub phase II</p> <p>Digital Skills Hub</p> <p>The Generator</p> <p>Riverside Regeneration</p>	

<p>Counter Fraud</p> <p>The necessary governance and assurance arrangements are in place and that all legal and other statutory obligations and consents will be adhered to, ensuring the safe administration of grants and that appropriate measures are in place to mitigate against the risk of both fraud and payment error.</p>	<p>X</p>	<p>Careers & Enterprise Hub phase I</p> <p>Bedford Square Gateway</p> <p>Taylors Bell Foundry</p> <p>Careers & Enterprise Hub phase II</p> <p>Digital Skills Hub</p> <p>The Generator</p> <p>Riverside Regeneration</p>	
<p>Risk</p> <p>Risk management is active with live Risk Register(s) and appropriate scrutiny to manage and mitigate risk.</p>	<p>X</p>	<p>Careers & Enterprise Hub phase I</p> <p>Bedford Square Gateway</p> <p>Taylors Bell Foundry</p> <p>Careers & Enterprise Hub phase II</p> <p>Digital Skills Hub</p> <p>The Generator</p> <p>Riverside Regeneration</p> <p>Great Central Railway</p> <p>Healthy & Innovative Loughborough</p>	
<p>Expenditure</p> <p>All expenditure of this fund has been in line with the</p>	<p>X</p>	<p>Programme Management</p> <p>Careers & Enterprise Hub phase I</p>	

Local Authorities policies and in support of Town Deal Grant Offer Letter and Heads of Terms			Bedford Square Gateway	
---	--	--	------------------------	--



Signed:

Name: Simon Jackson

Chief Finance Officer (Section 151) for Charnwood Borough Council

Date: 25 May 2022

The Town Deal Board Chair should here provide a formal assurance statement on the status of governance and transparency. This should include any overview and scrutiny function undertaken by the Accountable Body for the Town Deal Board.

This is to be sent to the Assurance Team via LUFandTFAssurance@levellingup.gov.uk copying the Cities and Local Growth Unit Area Lead by 31 May 2022.

(max 500 words - guide)

The Loughborough Town Deal Board, in conjunction with Charnwood Borough Council as the Accountable Body, has established and approved a Local Assurance Framework to provide the basis for governance and transparency through the Town Deal project delivery process. This suite of procedures, information and guidance sets out how the Loughborough Town Deal programme and its projects will be managed and governed, taking account of the Heads of Terms agreed with Government.

The Town Deal Board works closely and collaboratively with our Accountable Body, combining robust public sector procedures with leadership and strategic vision to provide successful oversight and scrutiny of Loughborough's Town Deal programme.

The Accountable Body performs an important function in our financial, legal and due diligence processes. Its s151 Officer provides financial compliance safeguards and he has specifically checked and validated business case development and submissions, in conjunction with and complementary to the work of independent consultants appointed to quality assure the business cases in line with standards set in HM Treasury's Green Book. Financial and governance procedures have been set up to control the drawdown of funds by Project Sponsors.

The s151 Officer attends Board and Board sub-group meetings and is able to offer advice during the meeting. The Accountable Body has also facilitated programme management and supported the Town Deal Board in undertaking their governance responsibilities.

However, the Loughborough Town Deal Board retains overall responsibility for these functions even when it delegates responsibility for delivery or project/programme monitoring.

The Town Board Chair should confirm adherence with each aspect of governance and transparency for the Town Deal Project(s).
Where the response is a 'No', please identify the Town Deal Project(s) to which this refers and briefly set out the concerns.

	Select		Project Name(s)	Detail of appropriate activity
	Y e s	No		
<p>Procurement</p> <p>All projects are compliant with the appropriate Public Contract Regulation and are in the public domain (e.g., Contract Finder) and any onward disbursement of the grant funds to project partners (e.g., sub-grant arrangement) fully meets their national subsidy controls and confirms robust due diligence has been undertaken.</p>	X			
<p>Conflict of interest</p> <p>Conflict of Interest controls are active and in line with the Accountable Body's policies and practice.</p>	X			(Note – the Local Assurance Framework ensures that TD decision makers are not associated with individual projects)

<p>Business Case</p> <p>All Business Cases are signed off in line with the Accountable Body's decision making Process.</p>	X			
<p>State Aid and Subsidy Control</p> <p>The necessary arrangements are in place and all projects are compliant with the appropriate regulations for State Aid and Subsidy Control.</p>	X			
<p>Counter Fraud</p> <p>The necessary governance and assurance arrangements are in place and that all legal and other statutory obligations and consents will be adhered to, ensuring the safe administration of grants and that appropriate measures are in place to mitigate against the risk of both fraud and payment error.</p>	X			
<p>Risk</p>				

Risk management is active with live Risk Register(s) and appropriate scrutiny to manage and mitigate risk.	X		
Expenditure All expenditure of this fund has been in line with the Accountable Body's policies and in support of Town Deal Grant Offer Letter and Heads of Terms	X		

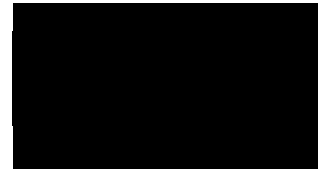
Signed:



Name: Dr Nik Kotecha
Co-Chair for Loughborough Town Deal Board

Date: 24th May 2022

Signed:



Name: Cllr Jonathan Morgan
Co-Chair for Loughborough Town Deal Board

Date: 24th May 2022

LOUGHBOROUGH TOWN DEAL BOARD

ITEM 7

19 August 2022

Item 7: Communications update

1. Introduction

- 1.1. This paper gives an update on communications activity surrounding the Town Deal.

2. Recommendation:

That the Board notes the communications update.

3. Recent communications activity

- 3.1. There has been a busy period of communications activity since the last board meeting, particularly around the announcement of confirmed funding for several projects. The activity has included press releases, media interviews, production of videos, social media content and email alerts.

Press releases

- May 6 - Loughborough College's Digital Skills Hub receives £2.6 million boost from Loughborough Town Deal
- May 13 - Loughborough Town Deal support makes a splash with £885,000 grant for River Soar towpath improvements
- May 20 - Loughborough's Careers and Enterprise Hub marks first anniversary May 20
- June 7 - Loughborough Town Deal confirms £1.6m grant for arts and culture hub

Media Coverage

- 12 pieces of media coverage on Radio Leicester and Fosse 107 Radio and in the Loughborough Echo, Leicester Mercury and LeicestershireLive

Videos produced by CBC Comms Team

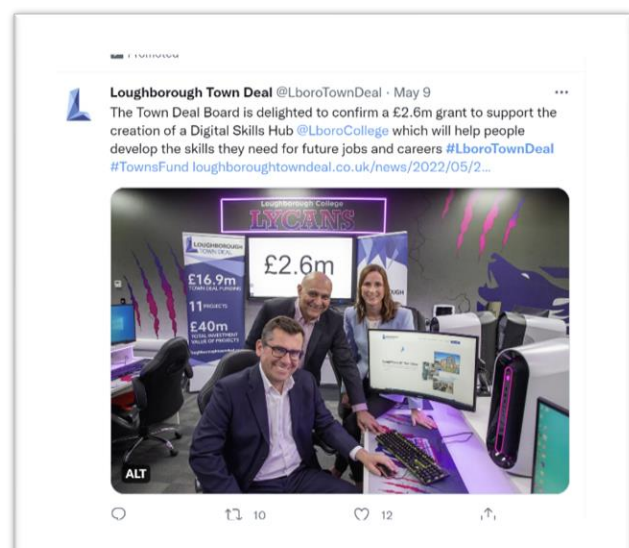
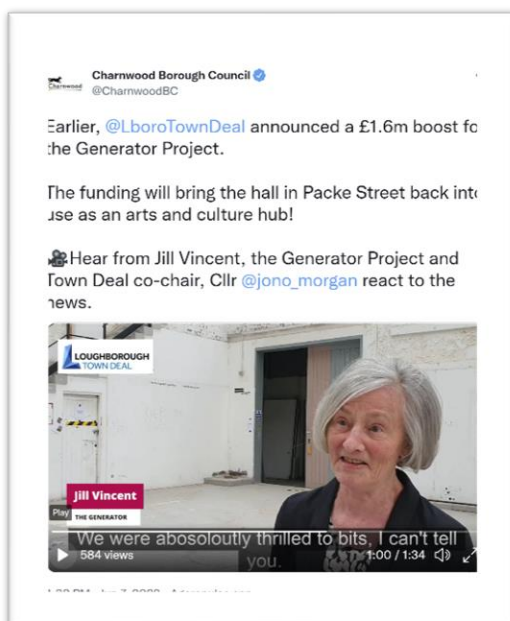
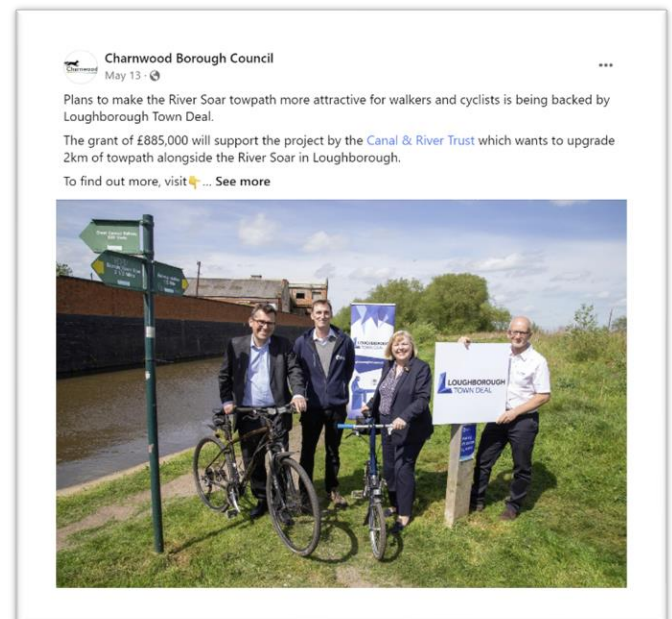
- May 6 - Digital Skills Hub
- May 13 - River Soar Towpath project
- June 7 - Generator project

The videos were shared on social media including Facebook, Twitter, LinkedIn and YouTube.

Social media

There were a number of social media posts issued on the Town Deal Twitter account and across the Council's social media accounts including Twitter, Facebook and LinkedIn. The highlights included:

- Posts about the Digital Skills Hub reached 4,000 people on Facebook with nearly 1,000 video views and also reached around 5,000 people on LinkedIn
- Posts about the River Soar Towpath project reached nearly 7,000 people on Facebook and with nearly 1,000 video views
- Posts about the Generator project reached around 12,000 on Facebook with 800 video views





CBC Email alerts

- Five email alerts sent to over 10,000 subscribers

3.2. There has also been communications activity around the development of the Hope Bell as part of the Lanes and Links Project. In particular:

- A consultation event was held at Loughborough Town Hall on March 28
- A virtual meeting was held for representatives of the Loughborough Council of Faiths on April 7
- An online survey co-ordinated by Vertigo Creative, who have led the design on the Hope Bell, was promoted by the Council across all channels
- Press releases, web articles and social media content were produced to highlight the consultation

4. Other

4.1. We have shared a Loughborough Town Deal Engagement Monitoring Form with projects to capture the engagement work being carried out by the projects

4.2. Guidance has been issued to projects to remind project leads about the need to include the HM Government logo and Loughborough Town Deal logo on all marketing and publicity materials

5. Next steps

5.1. Co-ordinate media opportunities for the latest funding announcements, in particular for the Great Central Railway and Healthy and Innovative Loughborough

5.2. Manage communications around the unveiling of the Hope Bell design including with stakeholder groups



LOUGHBOROUGH TOWN DEAL BOARD

19 AUGUST 2022

Item 8 – Town Deal Budget 2021/22

1. Introduction

- 1.1 This report provides an update on the Programme Management budget of the Loughborough Town Deal for financial year 2021/22.

2. Recommendations

- 2.1 That the content of this report is noted.

3. Background

- 3.1 Charnwood Borough Council is the Accountable Body for Loughborough's Town Deal. Accordingly, the Council receives Town Deal funding from the government on a financial year-by-year basis. It then makes grants/ payments to project lead organisations, which enables the town deal projects to be implemented and the programme delivered. This function is carried out on behalf of the Loughborough Town Deal Board.
- 3.2 From late November 2021 the Council started to receive funding for the programme management of the town deal. In addition, £845,000 was received from DLUHC in late December 2021. This Pre-Payment ('Early Release') Funding equates to 5% of Loughborough's Town Deal of £16.9m. It has been used to meet revenue costs that exceeded the initial programme management payment.
- 3.3 The Accountable Body has also begun to receive Town Deal Project Grant for approved projects, which is based on a project's annual expenditure profile (submitted to DLUHC as part of the acceptance of the Town Deal Heads of Terms in August 2021). The receipt and release of Town Deal Project Grant will become more frequent as more projects move into delivery stage.

4. Budget Update

- 4.1 Programme Management funding in FY 2021/22, enabled consultancy support to be deployed to projects to assist them in developing their business cases. The support available was either Town Deal appointed consultants or a project's own consultancy, the latter being limited to retrospective cost claims up to £10,000. In FY 2021/22 retrospective claims were received from Loughborough College for its two projects and the Loughborough Bellfoundry Trust. The Town Deal's appointed consultants began supporting Great Central Railways and Loughborough University but that assistance concluded earlier this financial year – hence the cost not being incurred in 2021/22.

- 4.2 The programme management revenue monies funded a Business Case training exercise and met the costs of locally assuring the six Business Cases submitted in 2021/22. Other costs incurred include programme manager staff and admin costs throughout the financial year as well as publicity and comms costs.
- 4.3 Details of the programme management income and expenditure for FY 2021/22 are provided in Appendix 1. The table also includes existing budget allowances for the remainder of the Town Deal lifespan.
- 4.4 In addition, the table includes grant received from DLUHC in respect of approved projects. These grant payments were reduced by 5% by DLUHC to reconcile the Pre-Payment ('Early Release') funding already received. Consequently a 5% adjustment has been included, effectively transferring that 'shortfall' from the programme management budget to the projects' grant budget code. This ensures projects receive the full amount (100%) expected. However, the Loughborough Town Deal will continue to receive other regular programme management payments over the life of the Town Deal to offset the 5% reductions, thus ensuring Loughborough receives its £16.9m Town Deal funding.
- 4.5 The overall Town Deal financial position at the end of 2021/22 shows a programme management expenditure of c.£188k against a total income of £1,173k with a net surplus of £985k. In terms of approved project grants, approx. £1.73m was received in respect of Bedford Square Gateway; Loughborough Bellfoundry; the Careers & Enterprise and the Digital Skills Hubs; the Generator; and Riverside Regeneration projects. However only £700k of project grant funding was released because of a combination of funding from DLUHC being received close to the end of the financial year and Grant Agreements not being in place.

Appendix 1 – Loughborough Town Deal Expenditure (confidential, circulated separately)