

Loughborough Town Deal Board

8th March 2024

1.00pm online (MS Teams)

PUBLIC Agenda

Item	Subject	Page #	Action
1	Apologies	-	
2	Appointment of Chair and new members	-	Approval
3	Draft minutes of the previous meeting & matters arising	2-5	Approval
4	Declarations of Interest	-	
5	Governance matters	6-18	Approval
6	Delivery Sub-Group Update - (EXEMPT)		To note
7	Programme and Projects Update (EXEMPT Appendix)	20-23	To note
8	Communications Update	24-31	To note
9	AOB	-	
	Future meeting dates: tbc		

Meeting minutes

ITEM 3

PROJECT	Loughborough Town Deal		
DATE	5th December 2023	LOCATION	MS Teams/CR1 (council offices)

Attendees	
Board Members	
Dr Nik Kotecha (Chair)	Randalsun Capital Ltd
Jane Hunt	Loughborough MP (virtually)
Jo Maher	Loughborough College
David Pagett-Wright	Chair of the CCEG
Prof. Chris Rielly	Loughborough University (virtually)
Deborah Taylor (CC)	Leicestershire County Council (virtually)
Cllr Jenni Tillotson	Lead Member for Economic Development, Regeneration and Town Centres (virtually)
Martin Traynor	Economy and Skills Group (virtually)
Officer Attendees	
Jo Dexter	DBT (BEIS) (virtually)
Rob Mitchell	Charnwood Borough Council
Justin Henry	Charnwood Borough Council (virtually)
Simon Jackson	Charnwood Borough Council
Maria Curran	Charnwood Borough Council
Chris Grace	Charnwood Borough Council
Mike Roberts	Charnwood Borough Council
Nicky Conway	Minute Taker (Charnwood Borough Council)

Meeting Type (Team, Board or other)
<p>Board Meeting</p> <p>The location of the meeting was moved to Charnwood Borough Council offices due to last minute capacity issues at Great Central Railway. The proposed tour of the Locomotive shed would be rearranged.</p>
1. Apologies
<p>Lez Cope Newman (Loughborough BID), Cllr Miah (Leader of the Council), Andy Reed (LLEP), and Phoebe Dawson.</p> <p>Noted that Jane Hunt MP, Prof Chris Rielly, Deborah Taylor CC, Martin Traynor and Cllr Tillotson attended the meeting virtually. Before beginning the meeting, the Chair checked that online participants could see and hear the proceedings.</p>

Meeting minutes

2. Minutes of the previous meeting and matters arising

The minutes of the previous meeting were confirmed as a correct record.

Actions from previous meeting update:

- the vice-chair appointment has been included in the Boards Terms of Reference.
- Officers were liaising with DLUHC and the Town Team regarding project overages but currently awaiting further information regarding some project ability to deliver.
- a regional Town Deal Board Chairs meeting had been arranged in January 2024 and it was hoped that an update could be provided to the Delivery Sub-group and Board at their next meetings.
- a meeting of the Community Consultation and Engagement Group had been arranged in February 2024.

3. Declarations of Interest

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

David Pagett-Wright declared an interest as a Director of the Generator Loughborough CIC and a member of Love Loughborough (BID) project.

4. Delivery Sub-Group Update

Maria Curran provided a brief summary of the two Delivery Sub-Group meetings in November and updated the Board on the performance reporting which had been approved by the Sub-Group and submitted to DLUHC the day before the Board meeting.

Recommendation Agreed: that the Board notes the contents of the report.

5. Programme and Projects Update

Maria Curran introduced the report and provided an update for each project, noting that £13million of the Town funding had been released which was 77% of the total. £6million had been released earlier this financial year including £1.5million released for the Lanes & Links and Living Loughborough projects.

Further payments would be subject to the approval of the Performance report submitted to DLUHC. The report had been submitted using the new portal. There had been some slight tweaks to the information seen by the Board concerning tabs 6 and 7.

Jo Maher provided a verbal update on the status of the Digital Skills Hub explaining that it was on time and in budget. The tender had been a fixed and final price, and the build was likely to be uncomplicated, with an anticipated completion date of February 2025.

The digital basis of the Loughborough Impact Hub (part of the Healthy and Innovative Loughborough project) had received an award for Excellence in Digital Planning Practice at the RTPi Planning Excellence Awards 2023.

In response to questions, it was noted that the official end date for the Town Deal was March 2026 and DLUHC had indicated that project delivery could extend beyond that, but Town Deal

Meeting minutes

funding would be required to be spent by this date. The RAG ratings in the performance monitoring spreadsheet reflected the current status of projects and could not include any potential risk factors.

Mrs Taylor CC left the meeting.

The Chief Executive noted that despite rising costs and other issues the Loughborough Town Deal was in good shape and he thanked the Programme team and partners for their work. The Board acknowledged the difficult financial climate and that issues affecting the Loughborough Town Deal were affecting all Town Deals in the country. It would be beneficial to receive an update from the regional Town Deal Chairs meeting that the Chair was arranging in January.

Recommendation Agreed: that the Board notes the contents of the report.

Discussion by the Board on this item can be found in the EXEMPT minute (*by virtue of inclusion of sensitive business information*) circulated to Board members and relevant officers only.

6. Communications Update

Mike Roberts introduced the report and highlighted some of the key points. He provided further details for the arrangements of two business events and asked if Board Members could provide assistance with invitations to local businesses. The official opening of the Canal towpath had taken place on 1st December, there had been coverage on local radio and the video for this was being edited prior to release.

There were no questions and Board Members thanked the Comms team for their work, noting that the recently released Loughborough Town Deal video had been excellent.

Recommendation Agreed: that the Board notes the communications update and planned next steps.

7. Any Other Business

Jo Maher informed the Board that she would be resigning her position on the Board and the Loughborough College Acting Chief Executive Heather Clark would attend the next meeting as a Loughborough College representative.

David Pagett-Wright asked if there had been any progress on recruiting new Board Members. Members discussed several potential candidates and agreed that the Chair would contact them prior to the next Board meeting to assess interest.

The Chair, Dr Nik Kotecha, informed the Board that he would be resigning from the Board and the Delivery Sub-Group when his Chair's term of office came to an end in January 2024.

The Chief Executive, on behalf of the Board and the Borough Council thanked both Jo Maher and Dr Nik Kotecha for their efforts, time and support of the Loughborough Town Deal.

Date of next Meeting

Meeting minutes

8th March 2024, 1pm (arrange as a face to face meeting).

Follow up actions

5	The Communications team to publicise that the digital basis for the Loughborough Impact Hub (part of the Healthy and Innovative Loughborough project) had received an award for Excellence in Digital Planning Practice at the RTPi Planning Excellence Awards 2023
5	An update from the regional Board Chairs meeting to be provided at the next Delivery Sub-group and Town Deal Board meetings.
6	Board members to provide assistance with invitations to local businesses for the planned business events in 2024.
7	The Chair to contact potential candidates to assess interest in being appointed to the Board.

LOUGHBOROUGH TOWN DEAL BOARD

8TH MARCH 2024

Item 5 – Governance Matters

1. Introduction

- 1.1 This report provides the Town Deal Board with administrative guidance on the arrangements for the Delivery Sub-Group and the need to update the Terms of Reference for both the Board and the Delivery Sub-Group in response to membership changes.

2.0 Recommendations

- 1 That the Board approves the continued delegation of responsibilities set out in its Terms of Reference to its Delivery Sub-Group (DSG).
- 2 That the Board appoints a replacement Chair and an additional Board member to the Delivery Sub-Group as required by its Terms of Reference.
- 3 That the Board approves the revisions to the Terms of Reference for DSG and the associated modifications to its own Terms of Reference.

3. Background

- 3.1 The Loughborough Town Deal Board approved a governance structure for the Loughborough Town Deal that included Terms of Reference (ToR) for the Board and a Code of Conduct for its members (January 2020). Subsequent amendments to the original ToR have been approved on several occasions including setting out the Chair of the Board role. The formation of the Delivery Sub-Group (DSG) and the scheme of delegation to reflect the Sub-Group's responsibilities were approved in September 2021.
- 3.2 The ToR for the Delivery Sub-Group require:
- The members of DSG including its Chair to be appointed by the Board
 - DSG to comprise four Board members that are independent of any Town Deal project and have no conflict of interest
 - Membership, the ToR and structure of DSG to be reviewed annually by the Board.
- 3.3 DLUHC recognises that as towns move into delivery of their Town Deal projects, Boards may wish to consider how they operate moving forward. Revised ToR for both the Board and the DSG were last approved in September 2023. They reflected the new membership and chairing arrangements, including the addition of a Vice-Chair, alongside changes to incorporate

guidance from the Department for Levelling Up, Housing and Communities (DLUHC) on the project adjustment process.

4. DSG Review and Governance Matters

4.1 The Scheme of Delegation from the Board to the Delivery Sub-Group including approval of both amendments to projects and the submission of Performance Monitoring reports to DLUHC means DSG often meets more regularly than the quarterly frequency required by its ToR.

4.2 In the FY 2022/23, DSG met a total of seven times to consider:

- Business Cases from five projects for submission to DLUHC;
- Half-yearly formal Performance Monitoring reports also for submission DLUHC;
- several Project Adjustment Requests (PARs); and
- Quarterly project monitoring updates from projects.

This current financial year, DSG is on course to meet at least six times and to-date has considered formal Performance Monitoring reports, project adjustments and delivery challenges. All meetings of DSG have been quorate and the average attendance figure is three members per meeting.

4.3 The Sub-Group has also considered support for projects and issues including amendments to projects and Grant Agreements via electronic communication. Additionally, the Chair has taken delegated decisions that required urgent agreement. Both approaches are in accordance with DSG's ToR.

4.4 As the penultimate financial year of the programme approaches and with all projects having successfully completed Stage 2 Business Case approvals, and Town Deal funding being released to the Accountable Body, DSG's approach to responding to delivery challenges and considering adjustments to projects has evolved. Project Leads are now invited to attend part of DSG meetings to present their proposed change requests and explain the detailed reasons for them. This enables DSG members to directly query and robustly examine issues, challenges and proposed options for change.

4.5 The formation and delegation of responsibilities to DSG is proving effective in responding promptly to project issues, especially urgent matters arising in relation to delivery. Consistent membership and regular meeting attendance has equipped Sub-Group members with a greater understanding of the challenges being faced by Town Deal projects and DLUHC's mandatory processes.

4.6 The end of the Dr Nik Kotecha's term in January means the role of Chair of the Delivery Sub-Group is now vacant and the number of members is reduced to three. As set out in its ToR, it is the Board's responsibility to appoint both Board members to the Sub-Group and its Chair. The requirement for independence

limits membership of DSG and so DSG recommends to the Board that Charles Bentley is appointed as the fourth member of the Delivery Sub-Group.

- 4.7 In response to the recommended addition of a new Board member to DSG, it is considered to be an appropriate time to update the ToR of DSG to better reflect its current responsibilities. A copy of the amended ToR is available at Appendix A and adjusts responsibilities to assessing amendments to projects' business cases and value for money; and deletes references to Stage 2 business case development and submission to DLUHC for approval. These changes are reflected in updated ToR for the Board, which are attached for information at Appendix B. These will need further updating to reflect the Board's new membership and Chair as discussed under Item 2 and need to be ratified at the next Board meeting.

5. Appendices

APPENDIX A: Amended Town Deal Delivery Sub-Group
Terms of Reference

APPENDIX B: Amended Town Deal Board Terms of Reference

Draft Terms of Reference

Loughborough Town Deal Delivery Sub-Group

1. Membership

The members of the Sub-Group shall be appointed by the [Loughborough Town Deal Board \(hereby referred to as the 'Board'\)](#) and may be removed at any time by the Board.

The Sub-Group shall comprise of a total of 4 Board Members and be supported by Officers as required.

The Sub-Group Members must be independent of any of the Town Deal Projects and have no conflicts of interest.

The Board shall appoint the Chair of the Sub-Group.

The membership, Terms of Reference and structure of the Sub-Group shall be reviewed on an annual basis by the Board. The Board reserves the right to amend the Terms of Reference at any time.

2. Purpose

- To support the Loughborough Town Deal Board and project team in administering the preparation, submission, delivery and monitoring of Town Deal Projects.
- To advise the Loughborough Town Deal Board that projects satisfy the Local Assurance Framework.
- To support the project team and project leads in the submission of projects to government and in their delivery.
- To monitor and review the performance and delivery of projects.

3. Sub-Group Responsibilities

To assess and support projects to progress [amendments to their full business cases stage](#), in accordance with the Heads of Terms Agreement with Government [and DLUHC's Project Adjustment Request \(PAR\) process](#).

To approve the allocation of DLUHC programme support funding.

To secure confirmation from the Accountable Body and Section 151 Officer that projects meet the requirements of the Project Assurance Framework [and remain good value for money](#).

To undertake a final strategic assessment of projects through to contracting stage, based on the recommendations of an independent due diligence process.

To approve projects for [submission to DLUHC and for](#) contracting and delivery, subject to final approval by the Accountable Body's S151 Officer.

To monitor the performance of approved projects on a quarterly basis during the delivery stage and in accordance with the terms set out within the Grant Funding Agreements for each project and to make recommendations to the Loughborough Town Deal Board on interventions that may be necessary.

To suspend projects where there are 'Red' rated issues, such as potential for significant overspends and/or project delays leading to late completion.

Where a project is suspended, to make a report to the Board for it to consider halting the project unless urgent action is required in which case the report is to be circulated to all Board Members for their views and, that on receiving all responses, the Chair makes the final decision if the Board is not convened.

To approve the submission of Performance Monitoring reports to DLUHC.

To support Programme delivery through regular project review, particularly in respect of:

- Project stage and Planning status
- Funding sources and status of match funding
- Key Issues
- Continued Strategic need
- Economic Case, including assessment of outputs and value for money.
- Commercial Case, including market assessment and development appraisal as relevant to the scheme.
- Financial Case, including review of the mechanism for investment, procurement, state aid and legal compliance.
- Management Case, including assessment of deliverability, programme, and milestones.
- Overall Delivery Risk Assessment

To support ~~Business Case development through partnership working and use of specialist working groups (making use of existing governance structures wherever possible):~~

~~To prepare progress reports on business case development to enable assessment, prioritisation, and approval of projects.~~

~~To receive reports from project leads in respect of programme projects.~~

~~To support the Town Deal Board:~~

- ~~In~~ promoting the Town Deal Programme and Investment Plan and advocating for support from partners.
- To regularly review the structure, size and composition (including the skills, knowledge, experience and diversity) of the Sub-~~Committee Group~~ and make recommendations to the ~~main~~ Board (~~hereby referred to as the 'Board'~~) with regard to any changes.
- To work and liaise as necessary with the Board and to consider any other matters as may be requested by the Board.

To monitor and consider for approval variations to projects including Project Adjustments Requests that comprise but are not limited to:

- An overall change of project scope
- Re-scoping of outputs/outcomes
- Change to a project's Towns Fund funding amount
- Change to a project's match funding amount (if this impacts on outputs and outcomes)
- Movement of funds between projects within the programme
- Merging projects or splitting projects into multiple interventions
- Cancellation of projects
- A change in location.

To approve Project Adjustment Requests on behalf of the Loughborough Town Deal Board in conjunction with Charnwood Borough Council, as the Accountable Body that meet the following criteria:

- Up to 30% change to agreed project outputs and outcomes
- 30% flexibility to move spend across years
- Reallocating up to 30% of project funding to another project within the Loughborough Town Deal, provided:
 - i. The change does not exceed 30% of the source project value
 - ii. The projects remain good value for money as per the requirements of the Town Deal fund and
 - iii. Outputs, outcomes and spend timetable do not move or reduce by more than 30%

Subject to meeting all other required criteria, any reallocation of project funding above £500k is to be decided by the Loughborough Town Deal Board unless an urgent decision is required, in which case the proposal is to be circulated to all Board Members for their views and, on receiving all responses, the Chair makes the final decision if a Board meeting is not convened.

Where proposed project changes exceed the 30% thresholds set out above, on behalf of the Loughborough Town Deal Board approve the submission of Project Adjustment Requests for DLUHC approval.

4. Professional and Administrative Support

Committee management and administrative support to the Sub-Group will be provided by Charnwood Borough Council.

5. Quorum

A quorum shall be 2 members present, including at least one independent representative and the Sub-Group Chair. If there is no quorum the meeting can continue for discussion purposes only but no decisions can be made.

6. Frequency of meetings

The Sub-Group will meet at least four times a year. The Sub-Group may meet at other times during the year as agreed between the members of the Sub-Group or as otherwise requested by the Board and may approve recommendations via written procedure, including via electronic communication.

Only members of the Sub-Group have the right to attend Sub-Group meetings but other non-voting representatives and external advisers may be invited to attend all or part of any meeting as and when appropriate provided that that such parties agree to be bound by the Code of Conduct and shall be entitled to speak at the meeting with the prior permission of the Chair.

7. Conduct

Members of the Sub-Group shall abide by the agreed Board Code of Conduct and return Declaration of Interests on an annual basis.

The Sub-Group shall give due consideration to all laws, regulations and guidance as appropriate.

The Sub-Group will, from time to time, consider projects and proposals of a “commercial in confidence” or sensitive nature. All Board Members and Observers will observe the need for confidentiality in this respect.

If a Sub-Group member has a pecuniary or personal interest in a matter to be discussed at a meeting the member shall immediately declare the nature of the conflict or potential conflict and withdraw from all or part of any meeting where the conflict would be relevant.

8. Notice of Meetings

Meetings of the Sub-Group shall be called by the secretary of the Sub-Group at the request of the Chair of the Sub-Group or the Board.

Unless otherwise agreed, a copy of the agenda and associated papers will be sent to every member of the Sub-Group five clear working days before the meeting. The agenda will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such details as are available.

Any supporting papers shall be sent to each member of the Sub-Group and other attendees (as appropriate) at the same time.

9. Decisions

Each member of the Sub-Group shall have one vote, which may be cast on matters considered at the meeting. Votes can only be cast by members attending a meeting of the Sub-Group. If the number of members attending the meeting does not allow for a decision to be reached due to the reduced numbers, absent members may be called upon to cast their vote by email. This will be recorded in the minutes of the meeting.

Other representatives and external advisors invited to a meeting of the Sub-Group will not be able to vote on decisions made by the Sub-Group.

Any decision of the Sub-Group must be a majority decision.

If a matter that is considered by the Sub-Group is one where a Sub-Group member, either directly or indirectly has a personal interest, that member shall not be permitted to vote on that matter and may not take part in discussions relating to that matter. In this instance, the Sub-Group member shall be required to leave the meeting until such time as the matter has been dealt with and any vote has taken place.

Save where he or she has a personal interest, the Chair will have a casting vote.

A resolution in writing, sent to all members entitled to receive notice of a meeting of the Sub-Group and agreed in writing by a majority of the members shall be valid and effectual as if it has been passed at a meeting duly convened and held and may consist of several documents in materially the same form each agreed in writing by one or more members. This includes via the use of electronic mail.

Decisions identified by the Sub-Group that require urgent agreement that does not allow for a Board meeting to be convened can be made by the full approval of ~~its~~the Chair ~~of the Board~~.

10. Reporting

The proceedings and resolutions of meetings of the Sub-Group, including the names of those present and in attendance, shall be minuted by the secretary of the Sub-Group.

Draft minutes of each meeting will be circulated to all members of the Sub-Group. Once approved, the minutes of each meeting will be submitted to the Board as a formal record of the decisions of the Sub-Group on behalf of the Board unless it would be inappropriate to do so. If information discussed at the Sub-Group meeting is of a business sensitive or confidential nature this information will be shared as a confidential note to the Board and not published on the Loughborough Town Deal Website.

The Sub-Group shall produce an annual report, summarizing project progress and spend and any other matters pertinent to the delivery of the programme. This report will be presented to the Board.

Loughborough Town Deal Board

Terms of Reference

Membership

Chair – ~~Nik Kotecha, Business Community~~

Executive Board Members

Jane Hunt MP

Cllr Deborah Taylor, LCC

Cllr Jewel Miah, Leader of CBC

Lez Cope Newman, Loughborough BID

Andy Reed, LLEP representative (Vice Chair)

Martin Traynor, Chair, Economy and Skills Group, Charnwood Together

Prof Chris Rielly Loughborough University

Heather Clarke~~Jo Maher~~, Loughborough College

Non-Executive Board Members

Chair – Cllr Jenni Tillotson, Member Reference group

Chair – David Pagett-Wright, Community Engagement and Consultation group

Officer attendees

Rob Mitchell - CBC

Justin Henry- CBC

Chris Grace - CBC

TD Programme Manager - CBC

Tom Purnell - LCC

Phoebe Dawson – LLEP

Finance Officer - CBC

Others as invited for specific agenda items

Chair's Role

The Chair will lead the Board in achieving its objectives and obligations in maintaining its strategic oversight of the Loughborough Town Deal; ensuring proper and effective monitoring of Town Deal activity; and championing and supporting partnership working ensuring that decisions are made by the Board in accordance with its good governance principles.

The Chair will remain in office for two years from election unless re-elected by majority vote of the Board. Should the Chair step down during their tenure a new representative will be elected at the next available Board meeting.

The Chair will have delegated authority to:

- Amend the Town Investment Plan prior to its submission to the government.
- Take decisions in urgent circumstances to ensure programme delivery subject to a delegated authority report being made to the Board to confirm the decision.

Board Responsibilities

- To provide support and advice to the Accountable Body (Charnwood Borough Council) in developing a Town Deal bid in line with the Government prospectus.
- To maintain strategic oversight of the Town Deal Bid and set the direction of the investment plan.
- To approve the annual delivery plan and monitor the delivery of targets in the plan.
- To oversee the establishment of the programme (officer) team and other Sub-Groups as the Board sees fit.
- To ensure that the programme team and the Sub-Group have sufficient resources, knowledge and capacity available to deliver the objectives.
- To make representation to government departments for advice and assistance as necessary.
- To ensure the necessary liaison arrangements are in place to maximise resources across the range of partners, and to work collaboratively to deliver the shared objectives.
- To receive representation from the Member Reference Group, and consider the views of Members, ensuring adequate liaison with the group.
- To ensure the views of the community are represented and considered through the Community Consultation and Engagement Group, and the communications strategy
- To ensure all the necessary governance matters within the remit of Charnwood Borough Council are identified and progressed effectively.
- To delegate decisions to the Delivery Sub-Group, as set out in the Scheme of Delegations except the reallocation of up to 30% of Town Deal project funding to another project within the Loughborough Town Deal, which meets the PAR criteria from DLUHC but is above £500k. In such cases, the reallocation is to be decided by the Loughborough Town Deal Board unless an urgent decision is required, in which case the proposal is to be circulated to all Board Members for their views and, on receiving all responses, the Chair makes the final decision if a Board meeting is not convened.

Scheme of Delegation

On behalf of the Board the Delivery Sub-Group may:

- Approve projects for ~~submission to DLUHC and for~~ contracting and delivery, subject to final approval by the Accountable Body's S151 Officer.
- To approve amendments to projects, in conjunction with Charnwood Borough Council as the Accountable Body, as set out in the Project Assurance Framework and in accordance with delegated decision-making flexibilities as set out in the Project Adjustment Request (PAR) guidance (July 2023) from DLUHC including any reallocation of project funding up to a maximum of £500K from an individual Town Deal Project to another project within the Loughborough Town Deal.
- That any proposed project amendments where the reallocation of project funding is above £500k is to be decided by the Board unless an urgent decision is required, in which case the proposal to be circulated to all Board members for their views and that on receiving all responses the Chair to make the final decision if a Board meeting is not convened.

- To approve on behalf of the Loughborough Town Deal Board the submission to DLUHC of all other Project Adjustment Requests that exceed the current (30%) delegated thresholds.
- Approve allocation of DLUHC Programme support funding.
- Approve the submission of Performance Monitoring reports to DLUHC.
- Suspend projects where there are Red rated issues such as potential for significant overspend and or project delay leading to late completion.
- Where a project is suspended, to report to the Board for it to consider halting the project unless urgent action is required, in which case to circulate to all Board Members for their views and that on receiving all responses the Chair makes the final decision if the Board is not convened.

Professional and Administrative Support

Charnwood Borough Council shall act as the accountable body for the Town Deal Board in respect of financial matters, and its financial procedure rules will apply in this context.

Committee management and administrative support to the Board will be provided by Charnwood Borough Council.

Quorum

The quorum for meetings of the Board will be five voting members, including the Chair ~~or~~ the person presiding the meeting. If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chair's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.

If there is no quorum at any stage during a meeting, the Chair will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed, and the remaining items will be declared null and void.

Frequency of Meetings

Meetings will be held every two months in the first instance. Once the Town Deal investment plan is in the delivery stage, the frequency will change to once every quarter, at the agreement of the Chair. The frequency of meetings can be varied following a discussion and vote of the Board, at the discretion of the Chair.

Conduct

The Loughborough Town Deal Board will be based on collaboration and business will be conducted in the spirit of partnership working and abide by the Nolan principles. All Board Members are required to sign up to the Code of Conduct set out at Annex 1 and to declare any personal or pecuniary interests. These records will be maintained by the Lead Council and published on the Loughborough Town Deal website. All decisions will be made in accordance with the following principles:

- Due consultation will be carried out where appropriate (including taking relevant professional advice from officers);
- There will be a presumption in favour of open and transparent decision making;
- There will be a clarity of aims and desired outcomes;

- All decisions will be taken as members of the Loughborough Town Deal Board and not on behalf of specific organisations or areas;
- If a board member persistently disregards the ruling of the Chair, or person presiding the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chair, or person presiding the meeting, may move that the board member be not heard further. If seconded, a vote will be taken without discussion.
- If a board member continues to behave improperly after such a motion is carried, the Chair, or person presiding the meeting, may move that either the board member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion. Board members representing public authorities shall be bound by the Code of Conduct of their nominating body.

Notice of and invitations to meetings

At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Board. The agenda will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such details as are available.

Voting

Board members commit to seek, where possible, to operate on the basis of consensus. Should it not be possible in a specific instance to find a consensus, the decision will be made on the basis of a simple majority. Only Executive board members are able to vote. The Chair will have the casting vote.

Matters which are the responsibility of the Accountable Body, will be reserved to Charnwood Borough Council.

Minutes

The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

The minutes will be published as draft minutes on the Town Deal website 10 working days after the meeting. Once the minutes have been confirmed by the Board they will be published on the Town Deal website within 10 working days of confirmation.

The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

Minutes will be made available to the public.

Annex 1

Loughborough Town Deal Board - Code of Conduct

As per the Towns Fund Prospectus, the Government expect that Town Deal Boards align with governance and policies of the Lead Council (Charnwood Borough Council). This includes the Members' Code of Conduct (incorporating conflicts of interest), Officers Code of Conduct, Whistle Blowing policy, and Protocol on Member/Officer relations (incorporating complaints).

Charnwood Borough Council expects employees and its members to adhere to the Nolan Principles of public life. Therefore, members of the Loughborough Town Deal Board, the Community Engagement Consultation Group, the Town Deal Member Reference Group and Town Deal Programme team are expected to adhere to those same principles of:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Although the Government expects that The Boards' Code of Conduct must align with that of the Lead Council, there may be elements of the Lead Council's Code of Conduct and associated protocols that are not applicable to board members, in relation to the Loughborough Town Deal Board and its function.

Members of the Loughborough Town Deal Board are required to declare any interests, gifts or hospitality which they have or receive which could influence any decisions they may make as Board members.

If a complaint is received by The Board, the matter will be referred to the Lead Council and dealt with under the Lead Council's complaints policy.

Copies of the Lead Council's applicable policies, within its own Code of Conduct can be obtained via the website:

https://www.charnwood.gov.uk/files/documents/part_5_codes_and_protocols/Part%205%20Codes%20and%20protocols.pdf

Failure to adhere to the Loughborough Town Deal Board Code of Conduct could result in removal from the Board.

I agree to abide by the principles as detailed above

Signed:

Date:

Name:

Organisation:

ITEM 6 - DELIVERY SUB GROUP UPDATE IS EXEMPT

LOUGHBOROUGH TOWN DEAL BOARD

8TH MARCH 2024

Item 7 – 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

That the contents of the report be noted.

3. Background

- 3.1 Monitoring is a key component of the Town Deal programme, helping to performance manage how funding is being utilised and projects delivered while ensuring accountability for public funding. As set out in its Terms of Reference, the Delivery Sub-Group (DSG) is responsible for monitoring the performance of approved projects during their delivery stage while the Board is responsible for maintaining strategic oversight of the Town Deal, approving the annual delivery plan and monitoring the delivery of target outputs and outcomes.

4. Programme Update

- 4.1 The total Town Deal funding received to-date remains unchanged at almost £13M, of which approx. £5.9M was received this financial year. No further funding will be released until the new financial year and the amount will be informed by project performance detailed in the formal Performance Monitoring report. Funding continues to be released to and utilised by all projects except two. Final Town Deal funding payments have also been distributed to a further two projects.
- 4.2 Three Town Deal projects are now essentially completed, although two are still in their rectification period. The next completion is on course to take place in Q1 FY 2024/25 with a further two projects scheduled to finish by March 2025.
- 4.3 Delivery performance continues to be subject to delay with project leads identifying rising costs as the on-going leading factor. The challenge of above budget tender prices remains, impacting delivery expectations particularly as longer time periods are needed to explore and agree value engineering options. Several projects have highlighted the possible need to amend outputs and/or funding amounts, which in turn could mean an increased need for project adjustment requests (PAR). The PAR process, with its conditional delegated authority for local decision-making, is designed to speed up decision-making but the required background work (updates to business cases, recalculated

Benefits Costs Ratios (BCRs) and additional local assurance) has time implications. With the programme moving into its penultimate year, substantial project changes at this stage are at increasing risk of impacting their delivery, the benefits to Loughborough and the overall success of the programme.

5. Projects Update

5.1 The 'Summary on a Page' (Exempt Appendix A) provides a synopsis of the progress and status of each Town Deal project. Brief descriptions of the remaining projects' progress are set out below for information:

5.2 **Bedford Square Gateway:**

All snagging and defects works except for some limited drainage work, have been completed. The remaining issue is how long Leicestershire County Council, as the Highway Authority, expects the rectified works to be maintained prior to adoption. Discussions with County Council highway officers continue in order to finalise this issue.

5.4 **Taylor's Bellfoundry:**

Refurbishment work has progressed significantly. However, the contractor has requested an extension of time, due primarily to delays with M&E works, taking Practical Completion of the main works contract to May.

5.5 **Digital Skills Hub:**

The College has been negotiating with an alternative contractor to deliver the Hub building. A reduced floorspace is proposed, which is a change to an agreed output and so will require a Project Adjustment Request (PAR). The project's updated business case is currently subject to independent assurance and will be presented to DSG in due course. A significant challenge to delivery is an identified funding shortfall. An amended planning application is also required - the College has undertaken pre-application discussions and the feedback has been positive, meaning the planning risk score is considered low.

5.6 **Riverside Regeneration:**

The main contract work has been completed with the spray tar and chip layer swept off in mid-December and the project is now in its defects and snagging period. The Project Lead has confirmed that the completed towpath improvements have proved beneficial during recent flooding events in Loughborough, as the reinforced path has remained intact despite the flooding.

5.7 **Generator:**

Confirmation of funding from the Community Ownership Fund enables all the main refurbishment work along with and some additional, fit-out type work to be delivered. Revised project outputs and required PAR are being finalised for submission. Completion is expected by the end of FY 2024/25.

5.8 **Great Central Railway:**

In response to rising costs, and mindful of its other strategic priorities, Great Central Railway has been re-examining its Town Deal project and alternative approaches to delivering its expected benefits. GCR has presented its current thinking to and secured 'in principle' support from the Delivery Sub-Group subject to the provision of more detailed information. The need for an amended planning permission increases planning risk and the potential for further delay.

5.9 **Healthy and Innovative Loughborough:**

Research staff are now in post and all component parts of the project have commenced. SPP4 was officially opened last year and tenants including UK Anti-Doping and Swim England have moved in. The New Business Wayfinder (NBW) refurbishment on LUSEP (Loughborough University Science Enterprise Park) has been completed but the work to the first floor of the Careers & Enterprise Hub (managed by the College on behalf of the University) has not yet started although the space has been used for four business/entrepreneur events. Project activities on the Active Living, The Impact Hub and Connected Loughborough components are progressing towards public engagement and participation

5.10 **Woodbrook Flood Scheme:**

Further modelling work has been completed and economic benefits are being calculated and analysed. Further updates from the Environment Agency are expected later in March.

5.11 **Living Loughborough:**

Delays continue to be encountered on some component work packages but good progress is also being made including:

- The appointment of the provider of the digital business skills support. The training programme was launched by the BID in January and the first webinar and online training session took place in late January.
- Planning permission for the museum café canopy was granted in November and fabrication work has commenced. A planning application for the canopy in Southfields Park has now been submitted (ref: P/23/3387/2).
- New, prototype market stalls are being delivered and subject to testing and consultation with market traders and other key stakeholders, an order for the new stalls is expected to be placed in the near future.

Overall, the project remains on track to be completed as envisaged.

5.12 **Lanes and Links:**

Planning permission has been granted for the Hope Bell, the Bell frame has been commissioned and the Hope Bell is on track for completion at the end of September 2024. The improvement work to the paths in Queens Park and the installation of the Carillon Information point will then follow. Ownership issues

have delayed the Bleach Yard improvements but overall, all improvements are on track to be completed by March 2025.

6. Conclusion and Next Steps

- 6.1 Close monitoring of project delivery and activity continues to be undertaken. Officers will continue to report progress, or flag issues, on the programme and projects initially to the Delivery Sub-Group but also the Town Deal Board.
- 6.2 Compared to December's formal submission to DLUHC, some further delays have been reported and as a consequence no further projects will be completed this financial year. However, two completions are on course for the first half of the financial year followed by a further three project (subject to approvals) completions by March 2025.

7. APPENDICES

Appendix A: EXEMPT ITEM – Project 'Summary on a Page'

LOUGHBOROUGH TOWN DEAL BOARD

8TH MARCH 2024

Item 8: Communications Update

1. INTRODUCTION

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

2. **RECOMMENDATION:** That the Board notes the communications update and planned next steps.

3. RECENT COMMUNICATIONS ACTIVITY

3.1. There has continued to be a period of communications activity to highlight updates about the Town Deal projects.

CANAL IMPROVEMENTS IN LOUGHBOROUGH OFFICIALLY OPENED



3.2. A press release was issued by the Canal & River Trust on December 4, 2023 to mark the completion of the canal restoration project. This was shared across Town Deal and CBC channels, achieving a reach of over 5,600.

3.3. The story was also sent to 11,452 CBC Charnwood Now email alert subscribers which received an open rate of 45% and 338 unique link clicks.

3.4. The media coverage is summarised below:

Date	Content	Media Outlet
19.12.23	Canal towpath completed after investment	Loughborough Echo
04.12.23	Towpath works completed	BBC Radio Leicester
04.12.23	Towpath works completed	Fosse 107



- 3.5. A video including interviews with Board members and the Canal & River Trust representatives was also produced. This was shared across multiple channels and below are some social media metrics captured by the CBC communications team.

Channel	Reach	Video Views	Engagement
LTD X	N/A (Shared CBC post)	N/A	N/A
CBC X	9,877	Over 2,000	145
CBC LinkedIn	823	1,148	81
CBC YouTube	N/A	151	1 like
CBC FB	969	341	14

- 3.6. The video was also sent to 11,447 CBC email alert subscribers which received an open rate of 41% and 568 unique link clicks.



3.7. A video was also produced showing before and after images of the canal towpath and shared across social media channels. This was shared across multiple channels and below are some social media metrics captured by the CBC communications team.

Channel	Reach	Video Views	Engagement
LTD X	N/A (Shared CBC post)	N/A	N/A
CBC X	492	No metrics available	8
CBC LinkedIn	1,009	496	54
CBC YouTube	N/A	596	8 likes
CBC FB	9,345	3,678	107

3.8. The video was also sent to 11,447 CBC email alert subscribers which received an open rate of 41% and 568 unique link clicks.

BUSINESS SUPPORT SCHEME BACKED BY TOWN DEAL IS UNDERWAY

3.9. A press release was issued by Love Loughborough on January 19, 2024 about the commencement of a scheme to support local businesses, offering workshops, webinars and 1-2-1s which is part of the Living Loughborough Project.

3.10. This was shared across Town Deal and CBC channels.

BUSINESS LUNCH BRIEFING WILL UPDATE PROGRESS ON £40M LOUGHBOROUGH TOWN DEAL



3.11. A press release was issued on January 22 to promote the Delivering the Deal Business Lunch briefing. This was shared across Town Deal and CBC channels, achieving a reach of over 1,100.

3.12. The media coverage is summarised below:

Date	Content	Media Outlet
24.01.24	Businesses invited to Town Deal event	Loughborough Echo

3.13. The story was also sent to 6,493 CBC Business email alert subscribers which received an open rate of 40% and 42 unique link clicks. It was also sent to 11,745 Charnwood Now general news email alert subscribers which received an open rate of 46% and 65 unique link clicks.

£14 MILLION OF INVESTMENT DELIVERED BY LOUGHBOROUGH TOWN DEAL AND MORE ON THE WAY



3.14. A press release was issued on February 5, 2024 to highlight the level of Town Deal investment delivered so far and to mark the end of Dr Kotecha’s term as Town Deal chair. This was shared across Town Deal and CBC channels, achieving a reach of over 3,700.

3.15. The media coverage is summarised below:

Date	Content	Media Outlet
14.02.24	Town Deal delivers £14 million of investment	Loughborough Echo
06.02.24	Loughborough Town Deal delivers £14m of investment and more on the way	Nuse Online website
06.02.24	Loughborough Town Deal delivers £14m of investment and more on the way	LLEP Growth Hub Business Gateway
07.02.24	Loughborough Town Deal delivers £14m of investment and more on the way	East Midlands Business Link
07.02.24	Millions delivered by Town Deal	Public Sector Executive

3.16. The story was also sent to 11,757 CBC Charnwood Now email alert subscribers which received an open rate of 44% and 385 unique link clicks. It was also sent to 6,511 Business email subscribers which received an open rate of 37% and 92 link clicks.



3.17. Transport Minister Huw Merriman visited the canal project on February 26. This was shared across Town Deal and CBC social media channels. Some metrics are below.

Channel	Reach	Video Views	Engagement
LTD X	672	N/A	17
CBC X	N/A	N/A	N/A
CBC LinkedIn	503	N/A	38
CBC YouTube	N/A	N/A	N/A
CBC FB	N/A	N/A	N/A

3.18. Loughborough University issued a press release on February 27 to appeal for volunteers to take part in drop-in sessions to help gather information on keeping active and travel as part of the Healthy and Innovative Loughborough project. This was being shared across Town Deal and CBC channels. No metrics were available at the time of this report being produced.

IMPROVEMENTS TO QUEEN'S PARK CAFÉ THANKS TO TOWN DEAL INVESTMENT



- 3.19. A press release was issued on February 27, 2024 about the forthcoming start of work to improve the café area in Queen's park as part of the Living Loughborough project. This was being shared across Town Deal and CBC channels but not metrics were available at the time of this report being completed.

4. SOCIAL MEDIA

- 4.1 Existing content such as short videos about the projects has continued to be utilised. Below are some metrics from social media content published on Town Deal and Council channels since the last board meeting in December.

Channel	Posts	Reach
LTD X	8	2,221
CBC X	1	887
CBC LinkedIn	3	2,332
CBC FB	1	1,852

5. NEXT STEPS

Date	Project	Content
March	All	<u>Press release / Social</u> Publica can find out more about the Town Deal thanks to display at Loughborough Town Hall – March 21-23
March	All	<u>Press release</u> New chair appointed to Loughborough Town Deal and new member added to Board
April / May	Living Loughborough	<u>Press release / photos / video</u> Completion of the work at Queen’s Park café
April	Living Loughborough	<u>Press release</u> Plans to create a new canopy in Southfields Park
April - May	Generator	Possible comms on contractors starting work
April / May	Bellfoundry	Possible comms on completion of project. Need to co-ordinate with Bellfoundry Trust. Other funders involved
April / May	Living Loughborough	Comms message around investment in market stalls / kit.
March – May	All	Continue to share videos / GIFs giving project overviews

6. ISSUES

- 6.1 There are no immediate comms or media issues. Longer term risks remain regarding the delivery of projects and any reputational impact, but all projects are progressing.
- 6.2 The CBC communications team continue to liaise and work with CBC colleagues and Town Deal project leads so potential communications issues can be quickly highlighted and action taken.