

Loughborough Town Deal Board

28th February 2022

10 am 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 confirm
3	Declarations of Interest	7 - 12	To note
4	Delivery Sub Group Update	13 - 28	To action
5	Programme and Projects Update	29 – 36	To note
6	Assurance and Performance Review 2021 /22	37 - 50	To note/action
7	Communications Update	51 - 53	To note
8	AOB	-	
	Future meeting dates: <i>to be confirmed</i>	-	

Meeting minutes

PROJECT	Town Deal		
DATE	21st October 2021	LOCATION	Virtual meeting using Zoom

Attendees	
Board Members	
Dr Nik Kotecha (Co-Chair – in the Chair)	Morningside Pharmaceuticals
Cllr Jenny Bokor	Chair of MRG
Lez Cope-Newman	Loughborough BID
Jo Maher	Loughborough College
David Pagett-Wright	Chair of CCEG
Prof. Chris Rielly	Loughborough University
Deborah Taylor (CC)	Leicestershire County Council
Martin Traynor	Economy & Skills Group
Officer Attendees	
Eileen Mallon	Charnwood Borough Council
Simon Jackson	Charnwood Borough Council
Richard Bennett	Charnwood Borough Council
Chris Grace	Charnwood Borough Council
Peter McClaren	Leicestershire County Council
Nicky Conway	Minute Taker (Charnwood Borough Council)

Apologies
<p>Cllr Jonathan Morgan (co-chair, Charnwood Borough Council), Jane Hunt MP MP for Loughborough, Andy Reed (LLEP)</p> <p>Mandip Rai (LLEP), Rob Mitchell (Charnwood Borough Council), Mike Roberts (Charnwood Borough Council).</p> <p><i>There were initially some connection issues for Peter McLaren and Mrs D Taylor CC.</i></p>
Meeting Type (Team, Board or other)
Board 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. There were no matters arising.</p>

Meeting minutes

3. Declarations of Interest

During the discussion of item 5 on the agenda, Chris Rielly declared an interest as the Project Lead for Healthy and Innovative Loughborough project.

4. Local Assurance Framework

Richard Bennett introduced this report and summarised the position with the Local Assurance Framework. He noted that at its last meeting the Board had given delegated authority to the Co-Chairs to approve the final version of the Local Assurance Framework (LAF) and it had been approved on 6th October 2021.

With respect to the Terms of Reference (TOR) for the Board and Sub-Groups, these had been collated into the LAF but were not attached to the report appendices. The TORs had been amended in accordance with the decisions of the Board at its meeting on 27th September and the Delivery Sub-Group TOR had been further subject to minor amendments which had been approved by the Co-Chairs of the Town Deal Board using their delegated authority. The amended TOR had been shared with Board members on 18th October prior to publication on the Town Deal website.

It was confirmed that although the LAF had been designed in line with the Local Government Governance and Accountability Framework and the Frameworks prepared by frontrunner Town Deals, it was unique to Loughborough. It had been drafted in consultation with the Accountable Body's S151 and Monitoring Officers and had been reviewed by a representative of BEIS whose feedback had been positive. The LAF had required prompt approval to ensure it could be part of the papers submitted to the DLUHC on 15th October 2021.

Recommendation Agreed: that the Board endorses the decision of the Co-chairs to approve the Local Assurance Framework.

5. Programme Update

Richard Bennett introduced this report and provided a comprehensive summary to the Board of the current position. He noted that:

- the Project team were in the process of procuring a second consultant to provide tailored programme support to individual projects based on a skills and knowledge needs assessment by MACE.
- a programme plan setting out the milestones for the next funding window was in development and would be submitted to the Board at its next meeting.
- the Living Loughborough Project had decided to submit its project in the April 2022 funding window.

Deborah Taylor CC left the meeting.

A verbal update with respect to the Business Case submissions for the Bellfoundry and Bedford Square projects was provided. It was explained that some information had been identified by MACE as missing from the business cases or had not been included in the appropriate sections of the Summary Documents. Both Project Leads had been advised of the remedial actions

Meeting minutes

necessary and the Delivery Sub-Group then agreed to submit the two projects with the Chair and S151 Officer's delegated authority approval. It was noted that the release of funding would be conditional on these actions being resolved.

The Co-Chair of the Town Deal Board and Chair of the Delivery Sub-Group noted that he and the S151 Officer had met to review the project submission documents on 15th October and had approved the submission of the Summary Documents for the Bellfoundry and Bedford Square projects to DLUHC with assurance that the amendments required would be completed.

Summary of Board Discussion:

- it had been challenging for some Project Leads to understand what support they could receive and what was required of them due to changing circumstances. Factors discussed included delays in the construction supply industry, changes to project team membership, availability of consultants, and extremely short submission deadlines. These concerns were recognised and it was understood that some factors were outside of the Project Lead's and Programme Team's control. All Project Leads were being asked to consider carefully, taking into account these factors, whether it was possible for their project to meet the January 2022 submission deadline.
- the strength of the Loughborough Town Deal relied on all projects being successful in their delivery. It could be beneficial to share experiences of business case assessments by MACE, identify key themes and lessons to be learnt with all Project Leads whilst protecting the confidentiality of sensitive business information.
- the Programme team were continuing to prioritise communication with Project Leads but wished to clarify that in some cases the changes to deadlines and lack of available information was as a result of sudden Government changes to the Town Deal process.
- MACE had been employed using the SCAPE procurement framework and had worked quickly to set up the appraisal framework and assess the business cases in time for submission by 15th October. It was acknowledged that their focus had been to meet this deadline and would now be liaising with all Project Leads to identify knowledge and skills gaps and the support required to prepare for the next funding submission windows.
- it was challenging at present to identify what project support was required by the individual projects. The Green Book standard was complex and required a certain level of skill to use when preparing a business case. MACE would not approve a business case as robust if these standards had not been met and this was appropriate when allocating public funds.
- all project business cases were required to be submitted within one year (by 27th August 2022). The Government had provided three funding windows as it recognised some projects may wish to submit for funding earlier. Projects identified at the start as fast-track projects would not be penalised if they did not subsequently submit their business cases until later in the Town Deal process. Adhering to robust due diligence processes and applying the Green Book standards were just as important as speedy delivery.
- as the deadlines for project submission to meet the January 2022 funding window was tight, the procurement of the second consultant to support individual Project Leads in drafting robust business cases was time critical. If the deadlines could not be met it could be appropriate for individual projects to share contacts and experiences in the interim. The second consultant had been identified using SCAPE procurement framework. Any delay to letting the contract would be due to procurement processes and the release of the programme funding by the government, which was scheduled in November, and obtaining approval to spend from the DSG. It was possible within its

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TOR to expedite this by email exchange. It was difficult to determine the cost of the support required as the needs of each Project Lead had not yet been clarified. The Project Team Manager would be meeting with MACE in the next few days to determine their views on the support required and it was anticipated this could be resolved within two – three weeks.

- it was clarified that the Government would provide the funding and it was the responsibility of the Board and the S151 Officer to review the business cases and determine if the money was being used appropriately for the outcomes listed in the TIP. The Government would routinely receive a summary of outcomes and funding profiles over the life of a project but could at any time decide to review projects in detail. It was therefore critical for the Board and the Accountable Body to have a robust due diligence process.
- as the assurance assessment was completed prior to submission of the business case to the Government it was not anticipated that the release of funding would be delayed. To release the funding, the Projects leads would be subject to a Grant Funding agreement with the Accountable Body.
- Project Leads were encouraged to liaise proactively with MACE and officers if they required more support or information.

Jo Maher stated that Loughborough College would be willing to share consultants, knowledge and best practice with other Town Deal Project Leads.

It was noted that Mal Hussain had left the Council and that Chris Grace had agreed to take on the role of Town Deal Project Manager until a replacement could be recruited. The Board thanked Mal for his work particularly in submitting the two business cases on deadline and welcomed Chris to the project.

Jo Maher left the meeting.

Deborah Taylor CC re-joined the meeting during the discussion of this item.

Recommendation Agreed: that the Board notes the updates in this report.

6. Communications and Engagement Update

Richard Bennett introduced this report and summarised the details of the communications and engagement plan for the next phase of the Town Deal.

It was noted that DLUHC and ARUP considered communication was important.

Recommendation Agreed: that the Board notes the report.

6. Communications Budget Proposals

Richard Bennett introduced this report and stated that it put forward a notional budget to support communications and engagement for the Loughborough Town Deal over the next five years. The cost was currently being absorbed by the Council's general budgets, and some areas of expertise was usually outsourced. As the Delivery Sub-Group had responsibility for approving

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expenditure of the programme support fund, their approval would be sought once more details were clarified.

It was noted that to ensure that the budget covered necessary communications a strategic review could be beneficial, as the costs were believed to be conservative at this stage. It was important to use social media to expand communication and engagement and the Council would be using its corporate social media channels to do this. Board members and Project Leads could also use their own social media platforms to further communicate Town Deal news but it was acknowledged that caution would be required to ensure the message was appropriately communicated. Guidance could be sought from the Council’s Communications Manager.

Recommendation Agreed: That the Board noted the indicative budget for communications and engagement and asks the Delivery Sub-Group to consider this as part of the five year programmes support budget setting process.

7. AOB

The Co-chair updated the Board on his recent attendance at the ARUP ‘All Chairs’ meeting with regional Town Deal Chairs to share experiences. He noted that the Loughborough Town Deal compared favourably to other Town Deals in terms of its allocation of 5% programme funding, the creation of a delivery sub-group and its position in the Town Deal process. The importance of communication and ensuring the town residents understood the Town Deal was high on all Board’s agendas. From 30th November ARUP would no longer be supporting the meetings but it had been decided by the Chairs to continue to meet and share experiences.

The DSG members and officers were thanked for their hard work in ensuring the Town Deal met the shortened DLUHC deadlines successfully.

Date of Future Meetings

Once the programme plan had been finalised it was proposed that meetings for the Town Deal Board and sub-groups would be arranged covering the next six months.

Follow up actions

	<p><u>ITEM 5</u> Jo Maher stated that Loughborough College would be willing to share consultants, knowledge and best practice with other Town Deal Project Leads.</p> <p>Officers to submit a programme plan setting out the milestones for the next funding window to the Board at its next meeting.</p>
	<p><u>ITEM 7</u> Clerk to arrange future meetings in accordance with the Programme Plan for the Town Deal Board and subgroups.</p>

LOUGHBOROUGH TOWN DEAL BOARD

28 FEBRUARY 2022

ITEM 4 – Delivery Sub-Group Update

1. Introduction

This report provides 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 11th January 2022.

4. Delivery Sub-Group 11th January 2022

At its last meeting 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 an item which presented final business cases for four projects for approval.

The DSG's meeting Agenda and Minutes of the meeting are attached to this report at Appendix 1 and Appendix 2 for the Board's information. Copy of the full business cases and all the supporting information is not included here due to excessive file size and length of documentations. Any Board member wishing to see the full business cases and accompanying information should contact either the Town Deal Manager or Democratic Services Officer.

Board is advised to note that the status of projects and of overall programme management changes almost daily and therefore Item 5 of this Board Agenda should be referred to for providing a more up-to-date picture of projects' progress.

5. Appendices

Appendix A – DSG agenda 11 January 2022 (without EIA, business case appendices for item 4)

Appendix B – DSG minutes 11 January 2022

TOWN DEAL BOARD SUBGROUP MEETING
11TH JANUARY 2022, 2pm
AGENDA

 TDB - 28 Feb 2022
 Item 4
 APPENDIX A

Item	Subject	Page #	
1	Apologies		
2	Draft minutes of previous meeting	2	For approval
3	Declarations of interest		
4	Business Case Submissions	6	For noting/approval
	Careers and Enterprise Hub	10	
	Digital Skills Hub	83	
	Generator	168	
	Riverside Regeneration	247	
5	Town Deal Programme Management Budget	328	For noting
6	Programme and Project Updates	330	For noting
7	AOB		
	Future meeting dates		
	To be confirmed		

Delivery Sub-Group Meeting minutes

PROJECT	Town Deal Delivery Sub-Group		
DATE	18th November 2021	LOCATION	Virtual meeting - MS Teams

Attendees	
Board Members	
Dr Nik Kotecha (Co-Chair – in the 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
Chris Grace	Charnwood Borough Council
Sally Watson	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. The agenda for today's meeting included the paper requested regarding allocations of the 5% support budget.</p>
<p>3. Declarations of Interest</p> <p>None were declared.</p>
<p>4. Delegated Decisions by the Chair</p> <p>A confidential paper for noting was submitted outlining delegated decisions taken by the Chair of the Delivery Sub-Group and S151 Officer, including:</p> <ul style="list-style-type: none"> • Authorisation to approve the submission of the business case for the Loughborough Bell Foundry Project. • Authorisation to approve the submission of the business case for the Bedford Square Gateway Project.

Delivery Sub-Group Meeting minutes

5. Allocation of Programme Support Funding

Richard Bennett introduced the report and highlighted that the appendix included the information requested at the previous meeting. The further capacity funding of approximately £845k was intended to facilitate the additional resources required to progress the programme and support the development of robust business cases.

It was proposed that each project would be eligible for up to £10k of support funding towards the preparation of business cases and that this funding could be utilised in one of the following ways;

- Consultancy support from 31ten (through MACE, as 31ten is a subcontractor)
- 'Grant' funding for consultancy from a Project Lead's own choice of supplier
- Retrospective 'grant' funding to cover costs of business case consultancy work already incurred (for example where a project has already submitted its business case, but it needed consultancy support to get to the required Treasury green Book standards).

It was also highlighted that project leads were able to request additional funding and that the DSG would consider these requests on a case-by-case basis.

Officers would develop a set of criteria which would be used as a reference to administer funds to project leads.

It was highlighted that most projects were likely to use the consultancy service recommended by the accountable body, although some organisations had long term existing contracts with external consultants and so it would be appropriate for these organisations to continue with these working relationships.

Project leads using external consultants to support the development of business cases would be required to submit documentation such as scope of work, credentials, invoices and the accountable body would ensure that the support provided by the external consultants was of the appropriate standard.

Recommendations Agreed:

1. That the content of the report is noted.
2. That the principles for business case support outlined in section 4 of the report are approved.

6. Programme for Project Submission - Update

Chris Grace introduced the report and highlighted that the further business case submission dates had been confirmed as January, April and July 2022. He drew attention to the tables within the report and the appendix, outlining the progression of each project and the interaction between Mace and each separate project.

Delivery Sub-Group Meeting minutes

It was noted that projects aiming for business case submission in January 2022 would be required to submit the business case to the accountable body by 10 December 2021. This would enable the review of business cases by Mace ready for submission to the DSG at the meeting scheduled for 11 January 2022. It was agreed that an email be circulated to the DSG to outline which projects had submitted a business case to the accountable body by the 10 December 2021 deadline.

It was acknowledged that early intervention was required in supporting the progression of the Great Central Railway project as a business case draft had not yet been developed.

It was preferable that business cases were submitted to the January 2022 and April 2022 deadlines and that the July 2022 submission deadline should be avoided if possible as it would be high risk to rely on this date. This was to ensure that business cases were developed to a high standard and submitted in good time.

DLUHC expected a single business case for each project and full delivery of projects. It was possible for projects to reduce the scope of the original project in order to address time or resource constraints.

The further capacity funding was due to be received by the accountable body before December 2021. In the event that this funding was not available at this point, the Chair would write to DLUHC and if necessary after that, Jane Hunt MP would make contact with DLUHC in order to highlight the need for the funds.

Recommendations Agreed:

1. That the content of the report is noted.
2. That an email be circulated to the DSG to outline which projects had submitted a business case to the accountable body by the 10 December 2021.
3. That the Chair write to DLUHC to highlight the need for further capacity funding, in the event that funding was not received by December 2021.

7. Any Other Business

There was no other business to consider.

Date of Future Meetings

11th January 2021

Follow up actions

6

That an email be circulated to the DSG to outline which projects had submitted a business case to the accountable body by the 10 December 2021.

Delivery Sub-Group Meeting minutes

Follow up actions	
6	That the Chair write to DLUHC to highlight the need for further capacity funding, in the event that funding was not received by December 2021.

**LOUGHBOROUGH TOWN DEAL BOARD
Delivery Sub-Group**

11TH JANUARY 2022

Item 4 - Business Case Submissions

1. Introduction

This report presents business cases and accompanying documents for four of Loughborough's town deal projects. The business cases were formally submitted to the Town Deal Project Team in order that the business cases can now be considered by the Delivery Sub-Group.

Recommendations:

- A. That the Delivery Sub-Group notes that four 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 22nd December 2021.
- B. That the Assurance Reports, Business Cases, Equalities Impact Assessments (EqIA) and Summary Documents in Appendices A - D for the Careers and Enterprise Hub, Digital Skills Hub, Generator and Riverside Regeneration projects, be considered by the Sub-Group.
- C. That the Delivery Sub-Group considers approving the Careers and Enterprise Hub, Digital Skills Hub, Generator and Riverside Regeneration projects for submission to DLUHC by 14th January 2022, subject to the sign-off of the Accountable Body's S151 Officer.

2. Background

- 2.1 At the meeting on 27 September 2021, the Board approved the formation of the Delivery Sub-Group, its terms of reference and level of delegation. This delegation included the approval of projects for submission to DLUHC subject to the approval of the Accountable Body's Section 151 Officer.
- 2.2 The Town Deal Project Team has commissioned MACE as independent experts to review submitted business cases in compliance with the Loughborough Town Deal Local Assurance Framework and the government's requirement for town deal business cases to meet HM Treasury 'green book' standards. Proportionate assessments are undertaken in accordance with Towns Fund and 'green book' guidance on proportionality.
- 2.3 DLUHC requires project business cases, an Equalities Impact Assessment and a Summary Document to be completed before claims are made for funding. These documents must be considered by the Delivery Sub-Group before a decision is made to submit the Summary Document to DLUHC, subject to sign off by the Accountable Body's S151 Officer.

3. Business Case Submissions

3.1 Four project's business cases have been submitted to the Town Deal Project Team for consideration by the Delivery Sub-Group:

1. Careers and Enterprise Hub
2. Digital Skills Hub
3. Generator
4. Riverside Regeneration.

3.2 The above listed four business cases have been rigorously evaluated by MACE. MACE gave initial feedback to project leads on 1st drafts of business cases and on further iterations, as appropriate, before formally producing a final Assurance Report on the final version of each business case.

3.4 Each of the four business cases has been classified as 'Ready to Proceed' in its Assurance Report and each project has achieved a 100% RAG-rating of 'Green' (that is, all sections of the business case are independently evaluated by MACE as being fully compliant with the required standards).

Careers and Enterprise Hub. The Careers & Enterprise Hub opened in April 2021 and serves members of the local public, including employers seeking help and support. The Hub provides employability skill support, assistance with job searching and exploration of further training or education. The Hub was also used as the town's first ever Jobs Market, enabling local employers to promote their vacancies and recruit directly from market stalls. The upper floor serves as a base for Loughborough University providing a space for collaborative enterprise activities.

The Business Case seeks to obtain a total £350,000 investment, with a £150,000 contribution from the Towns Fund for capital works. This funding request is in relation to Phase 2 of the refurbishment of the Careers and Enterprise Hub and seeks to deliver repairs to the roof, windows and walls. The purpose of the repairs is to further protect the building and the two-floor environment by refurbishing the life expired roof and windows and carrying out ancillary works through damp proofing external walls.

Digital Skills Hub. The Digital Skills Hub is a project in conjunction with the T-level centre, which both have the objective of increasing employment & productivity of Leicestershire businesses and addressing skills gaps. The funding request of £2.6m is for a new 600 sqm building for the proposed Digital Skills Hub. A total of 10 new programmes will be taught at the college following the completion of both the Digital Skills Hub and the T-level centre. The project output is expected to support to 5,000 Kickstart placements, apprenticeships, and T-Level participants over 5 years. There will be close collaboration with employers in the region to meet their specific skills needs.

Generator. The business case seeks approval to invest an estimated £1.6 million from the Loughborough Town Deal to complete this project. The project's objective is to convert 12 Frederick Street into a multi-use building for

the community and particularly the creative arts industry. A joint venture partnership with the private sector has enabled the vacant historic building to be purchased from Loughborough University. Part of the building (Old Art School) has already been converted and is in operation providing coworking/office spaces and a restaurant. The remaining part of the building, once developed, will be used for venue and studio hire with discounted rates offered to the creative arts industry.

Whilst this project is fully RAG-rated as 'Green', the Assurance Report does highlight an area of risk, as follows: "There is a funding gap of £130,000 for capital costs and the £70,000 operating income shortfall, noted as grant income, that is required to support pre-launch and first year operating costs. A list of potential sources of grant funding has been identified to cover the shortfall of both capital and operating costs; however, success in funding applications is uncertain and could pose a risk to the Towns Funding. The cost planning risk register gives a 6/10 probability that 'the funding needed to meet the full client brief will not be secured.' There are mitigations for this stated in the risks register and the procurement statement, which appear to be adequate".

Riverside Regeneration. The business case seeks approval to invest approximately £900k to regenerate a towpath that runs alongside the River Soar. The river is an important heritage feature of the Borough, being navigable since 1778 and used to transport goods across the UK. The towpath itself provides a route through the town centre and is used by cyclists and pedestrians as a shorter and less busy means of accessing destinations and a more scenic route. The condition of the towpath is one of mixed surfaces and poor signage. Overall, the towpath is not fit for purpose and may pose a risk to the safety and wellbeing of its users. Canal & River Trust seek to renew 2km of the path to improve active travel connectivity within and across Loughborough.

3.5 Appended to this report for each of the above referred to projects are a Business Case, Assurance Report, Equalities Impact Assessment and Summary Document. Sub-Group members are invited to review and consider the documents in the Appendices of this report. Sub-Group members are advised to note especially that the independent Assurance Reports recommend that each of the business cases are fully suitable to be given approval.

3.6 Should the Delivery Sub-Group consider that it agrees with the recommendations contained within the Assurance Reports for all or any of the four projects, then the Summary Document and accompanying paperwork for formal submission of those named agreed projects will be submitted by the Town Deal Project Team to DLUHC on or before 14th January 2022, subject to the S151 Officer signing approval to do so.

Appendices:

Appendix 1: Careers and Enterprise Hub: Assurance Report; Business Case; EqIA; Summary Document.

Appendix 2: Digital Skills Hub: Assurance Report; Business Case; EqIA; Summary Document.

APPENDICES REMOVED TO REDUCE DOCUMENT SIZE

LOUGHBOROUGH TOWN DEAL BOARD
Delivery Sub-Group

11TH JANUARY 2022

Item 5 – Town Deal Programme Management Budget

1. Introduction

1.1 This report provides an update on the Programme Management budget of the Loughborough Town Deal.

Recommendations

That the content of this report is noted.

2. Background

2.1 Charnwood Borough Council is the Accountable Body for Loughborough's town deal. The Council therefore receives town deal funding from the government and then makes payments or grants which enable the town deal programme to be delivered (and in due course town deal projects to be implemented). This function is carried out on behalf of the Loughborough Town Deal Board and the Delivery Sub-Group.

2.2 From late November 2021 the Council has started to receive funding for the programme management of the town deal (Delivery Sub-Group Item 5, 18th November 2021 referred to Programme Management budgeting proposals). From late December 2021 or early 2022 the Council was expected to have started to receive payments for approved projects. Town Deal expenditure (and income when projects are approved) will become more and more frequent from January 2022 onwards and therefore providing regular budget updates to DSG is considered prudent in terms of achieving transparency, spending accountability and progression of the Town Deal.

3. Budget Update

3.1 The table below shows the Town Deal programme management Income and Expenditure to date and the forecast income expenditure for the remainder of the lifespan of the Town Deal.

The forecast position for 2021/22 is Expenditure of £218k against Income £1,106k and net surplus of £888k.

3.2 The overall projected position is Expenditure £732k against Income of £1,106k with a remaining balance of £374k. Whilst this level of balance appears to be large, at this early point in the Town Deal lifespan it is considered sensible to have a 'contingency reserve'. For example, projects which have so far struggled to progress their project planning and business cases might need extra support to be deployed to enable them to move forward.

Town Deal Programme Management Costs 2021/22								
	2021/22			2022/23	2023/24	2024/25	2025/26	Total
	Actual to November 2021 (Period 8)	Committed Actual December 2021 to March 2022 (Periods)	Full Year Predicted Actual	Budget	Budget	Budget	Budget	
	£	£	£	£	£	£	£	£
Expenditure:-								
Town Deal Project Manager	5,509.73	39,590.27	45,100.00	104,000.00	104,000.00	104,000.00	104,000.00	461,100.00
Towns Fund Deal Agency Costs	25,725.00	365.40	26,090.40					26,090.40
Publicity	3,262.50		3,262.50					3,262.50
Comms		6,720.00	6,720.00	11,720.00	8,720.00	6,720.00	11,720.00	45,600.00
MACE Due diligence		57,253.79	57,253.79	28,500.00				85,753.79
31ten consultancy		40,000.00	40,000.00	30,000.00				70,000.00
Business Case Develop Grants		40,000.00	40,000.00					40,000.00
Total Expenditure	34,497.23	183,929.46	218,426.69	174,220.00	112,720.00	110,720.00	115,720.00	731,806.69
Income:-								
Opening balance MHCLG Grant	-91,072.33		-91,072.33					-91,072.33
MHCLG Grant received in year	-845,000.00	-170,000.00	-1,015,000.00					-1,015,000.00
Total Income	-936,072.33	-170,000.00	-1,106,072.33	0.00	0.00	0.00	0.00	-1,106,072.33
Balance of grant remaining	-901,575.10	13,929.46	-887,645.64	-713,425.64	-600,705.64	-489,985.64	-374,265.64	-374,265.64

**LOUGHBOROUGH TOWN DEAL BOARD
Delivery Sub-Group**

11TH JANUARY 2022

Item 6 – Programme and Projects Update

1. Introduction

- 1.1 This report provides an update on the town deal programme and the status of individual town deal projects. An updated version of this report will be submitted at each meeting of the Delivery Sub-Group.

Recommendation

That the content of the report is noted and that officers are asked to present refined timelines for April and July business case submissions at the next meeting of the Delivery Sub-Group.

2. Background

- 2.1 The Delivery Sub-Group is aware that the Loughborough Town Deal has 11 projects. All these projects need to prepare business cases at Treasury 'Green Book' standard before funding can be released by DLUHC.
- 2.2 The 11 projects are at different stages of business case development (see also Item 4 – Business Case Submissions). To assist with the co-ordination and monitoring of the projects' leads activity officers have produced a programme management timeline, have requested projects provide PIDs (Project Initiation Documents) and in 2022 will be implementing a process of baseline and performance monitoring. This report provides an update on these key areas of activity.
- 2.3 Officers maintain regular contact on a 1-2-1 basis with project leads via email, telephone and video calls and host an online meeting of all project leads every 2 weeks.

3. Programme Update

- 3.1 Two projects submitted their business cases on 15th October 2021 (see Section 4 below) and all other projects are now in the phase of either developing their business cases or carrying out / preparing for preliminary activity which will enable them to develop a business case.
- 3.2 Table 1 below shows the timeline and milestones which have been used for those projects which indicated they might wish to submit their business cases for consideration at this meeting in January 2022. A similar timeline will be applied to those projects which submit business cases in April or July 2022. The indicative timelines for those periods are shown at the Appendix to this

report. Refined timelines will be brought to the next meeting of the Delivery Sub-Group for endorsement. The status of each of the 11 town deal projects is shown in section 4 below.

- 3.3 Table 2 shows a RAG rating for the 6 projects which indicated they might wish to submit a business case for approval by January. Item 4 deals with the business cases which have been submitted in time for this meeting.

TABLE 1

Programme to January submission			
Task	Lead	Working Days	Date
Review the available information required to complete the business case for each project	MACE	10 days	18 – 29 Oct 21
Submit initial RAG assessments to TD Project Manager	MACE	1 day	1 Nov 21
Feedback to project leads on RAG reports and project prioritisation	TD Project Manager	2 days	2 - 3 Nov 21
Provision of support to complete the gaps / rectify weaknesses in business cases	31 Ten Cons with Project Leads	30 days	1 Nov – 10 Dec 21
Continue preparing and complete the business cases	Project Leads	30 days	1 Nov – 10 Dec 21
Projects' status and progress review meeting; recommend which projects should or should not go forward for January submission.	MACE / TD Project Manager	½ day	Tbc w/c 29 Nov
Submit business cases to Accountable Body	Project Leads	1 day	10 Dec 21
Complete the project assurance process inc. liaison meeting with S151 officer	MACE	10 days	10 Dec - 23 Dec 21
Deadline for submission of final written assurance reports	MACE	1 day	23 Dec 21
DSG Agenda deadline	Project Team	1 day	24 Dec 21
Christmas period			24 Dec – 3 Jan 22
Sign off by Delivery Sub-Group and S151 officer	Delivery Sub Grp / S151 Officer	1 day	11 Jan 22
Submit Summary Document to DLUHC	TD Project Manager	2 days	13 / 14 Jan 22

TABLE 2

Potential January 2022 Submissions: Business Case Preparation Status 23 December 2021			
Project	Project lead	Progress	Bus Case prep RAG
The Generator	Jonathan Hale, Hale Consulting	Business case completed and assurance report received from MACE.	

		Summary Document and EqIA completed.	
Careers and Enterprise Hub	Hari Khurmi, Lough College	Business case completed and assurance report received from MACE. Summary Document and EqIA completed.	
Digital Skills Hub	Hari Khurmi, Lough College	Business case completed and assurance report received from MACE. Summary Document and EqIA completed.	
Great Central Railway	David Ellard, GCR	Full business case draft not yet produced. Preliminary preparation only. Have requested support from 31ten. Decided to defer submission of business case to Spring 2022.	
Riverside Regeneration	Alan Leather, Canal and River Trust	Business case completed and assurance report received from MACE. Summary Document and EqIA completed.	
Healthy and Innovative Loughborough	Prof Chris Rielly, Lough Uni	Full business case draft not yet produced. Ongoing dialogue with MACE. Have requested support from 31ten. Decided to defer submission of business case to Spring 2022.	

4. All 11 Projects Update

4.1 The 11 town deal projects are at different stages of business case preparation and submission. The table below shows the status of each project. Confirmation has been received from the government that Bedford Square Gateway and Taylor's Bellfoundry projects have successfully passed checking procedures. Receipt of funding for the projects was expected around the Christmas period. The Council's Legal Services team is working on drafting of a funding agreement template which can be used as the basis for agreements between the Accountable Body and Project Lead organisations.

Project Name	PID produced	Business Case 1 st Draft	Business Case Final Draft	Business case approved by DSG + submitted to DLUHC	Funding agreement issued
Bedford Square Gateway	YES	YES	YES	YES	NO
Taylor's Bellfoundry	YES	YES	YES	YES	NO
Careers & Enterprise Hub (phase 2)	YES	YES	YES	PENDING	NO
Digital Skills Hub	YES	YES	YES	PENDING	NO

Healthy & Innovative Lboro	YES	PARTIAL	NO	NO	NO
Generator	YES	YES	YES	PENDING	NO
Great Central Railway	YES	PARTIAL	NO	NO	NO
Riverside Regen	YES	YES	YES	PENDING	NO
Woodbrook Flood Scheme	YES	NO	NO	NO	NO
Living Loughboro	YES	NO	NO	NO	NO
Lanes and Links	NO	NO	NO	NO	NO

- 4.2 The table above shows that there are a few, but nevertheless important, instances where a project should be RAG-rated as 'red' in some aspect. This is based on the project not having reached a point which it should have done by now. Officers are regularly liaising with the project leads about how the Living Loughborough and Lanes and Links will be moved forward.
- 4.3 All of the projects which are rated in the table above as Amber or Red in relation to production of a business case 1st draft will need support from 31 ten consultants to help develop their business cases (the exception being Woodbrook Flood Scheme which MACE advise are likely not to need support). This support has been or will be deployed in the coming weeks and months. It should be noted that the Living Loughborough and Lanes and Links projects are highly likely to need to carry out much preliminary project scoping before they are in a position to start drafting business cases.

5. Baseline and Performance Monitoring

- 5.1 The town deal project team has adopted a principle of keeping the amount of 'administration' which 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. It will be most efficient for our local monitoring of projects to be aligned to and consistent with the requirements of DLUHC and therefore achieve capacity efficiencies.
- 5.2 In late October DLUHC unexpectedly withdrew its requirement that project baseline reporting was to be provided by 1st December and notified town deal locations that guidance outlining reporting requirements was not being issued until a later date.

- 5.3 It remains the case that DLUHC guidance on reporting requirements has not yet been issued.
- 5.4 One means of keeping track of how projects are being progressed is for each of them to produce and provide a PID. The requirement for a PID was agreed by the Town Deal Board and this Delivery Sub-Group and all projects were requested to submit a PID to the Town Deal Manager by 1st November 2021. Ten projects submitted a PID. One PID remains outstanding: Lanes and Links. Officers have met with the project lead for Lanes and Links to understand why the PID has not yet been submitted. The explanation which has been given is staffing capacity limits. The project lead has been asked to notify the Town Deal Programme Manager as to when a PID can be expected.

6. Grant Agreements

- 6.1 The Accountable Body's Legal Services team has been asked to draft a Grant Agreement template which can be used in a bespoke version to enable the release of funding by the Accountable Body to a project. Proposed grant agreements will be brought before the S151 Officer and the Delivery Sub-Group before being sent to a project lead. Legal Services have been asked to complete the current drafting as soon as possible in order that funding for the Bedford Square Gateway and Taylor's Bellfoundry projects can start to be released before the end of the 2021/22 financial year.

Appendix

<i>Indicative Programme to April submission</i>			
Task	Lead	Working Days	Date
Review the available information required to complete the business case for each project	MACE	10 days	January 22
Submit initial RAG assessments to TD Project Manager	MACE	1 day	January 22
Feedback to project leads on RAG assessments and PIDs	TD Project Manager	2 days	January 22
Provision of support to complete the gaps / rectify weaknesses in business cases	31 Ten Cons with Project Leads	30 days	31 Jan – 11 March 22
Continue preparing and complete the business cases	Project Leads	30 days	31 Jan – 11 March 22
Projects' status and progress review meeting; recommend which projects should or should not go forward for April submission.	MACE / TD Project Manager	½ day	w/c 14 Feb 22
Submit business cases to Accountable Body	Project Leads	1 day	11 March 22
Complete the project assurance process inc. liaison meeting with S151 officer	MACE	10 days	11 March – 24 March 22

Deadline for submission of final written assurance reports	MACE	1 day	24 March 22
DSG Agenda deadline	Project Team	1 day	28 March 22
Sign off by Delivery Sub-Group and S151 officer	Delivery Sub Grp / S151 Officer	1 day	6 April 22
Submit Summary Document to DLUHC	TD Project Manager	2 days	14 April 22

Indicative Programme to July submission			
Task	Lead	Working Days	Date
Review the available information required to complete the business case for each project	MACE	10 days	April 22
Submit initial RAG assessments to TD Project Manager	MACE	1 day	April 22
Feedback to project leads on RAG reports and project prioritisation	TD Project Manager	2 days	April 22
Provision of support to complete the gaps / rectify weaknesses in business cases	31 Ten Cons with Project Leads	30 days	28 Apr – 13 June 22 (taking account of 3 Bank Holiday days)
Continue preparing and complete the business cases	Project Leads	30 days	28 April – 13 June 22 (taking account of 3 Bank Holiday days)
Projects' status and progress review meeting; recommend which projects should or should not go forward for January submission.	MACE / TD Project Manager	½ day	w/c 16 May
Submit business cases to Accountable Body	Project Leads	1 day	13 June 22
Complete the project assurance process inc. liaison meeting with S151 officer	MACE	10 days	13 June - 24 June 22
Deadline for submission of final written assurance reports	MACE	1 day	24 June 22
DSG Agenda deadline	Project Team	1 day	28 June 22
Sign off by Delivery Sub-Group and S151 officer	Delivery Sub Grp / S151 Officer	1 day	7 July 22
Submit Summary Document to DLUHC	TD Project Manager	2 days	15 July 22

Delivery Sub-Group Meeting minutes

PROJECT	Town Deal Delivery Sub-Group		
DATE	11th January 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
Chris Grace	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 an email be circulated to the DSG to outline which projects had submitted a business case to the accountable body by the 10 December 2021 – COMPLETE • that the Chair write to DLUHC to highlight the need for further capacity funding, in the event that funding was not received by December 2021 – NOT REQUIRED, funding received.
<p>3. Declarations of Interest</p> <p>None were declared.</p>

Delivery Sub-Group Meeting minutes

4. Business Case Submissions

Chris Grace introduced this report and stated that although the volume of documentation submitted to the meeting for the Sub-Group to consider was substantial, it was in line with Town Deal processes and that members could have confidence that if the Government wished to perform spot checks in future, that there was a robust evidence trail and documentation available. He drew the Sub-Group's attention to the four projects that had been submitted providing a high-level summary of each project's documentation and business case. He noted that:

- all four projects had been fully RAG-rated green,
- the Equality Impact Assessments had been assurance checked by a Council colleague with minor amendments fed back to each project,
- there was less information provided in the Summary Documents for this submission cycle compared to the information submitted to DLUHC in October as this was not required for the second round of submissions,
- MACE had met with the S151 Officer before Christmas to review the position with each project and to explain its assurance assessment for each project.

Summary of discussion:

- Generator Project - concerns raised regarding funding gap of £130K (capital costs) and £70K (operating income shortfall) – noted that the capital costs were less of a concern as this was a small percentage of overall funding requested. However operating income shortfall was of more concern, would there be an expectation for the Council to provide funding as a last resort? This area of risk was noted by MACE in its Assurance Report, the shortfall was grant income required to support pre-launch and first year operating costs and not expected to impact further long term. The risk rating was 6/10 due to mitigations in the risks register. The S151 Officer confirmed that in his view it was an acceptable risk but that it should be made clear to the Project that any operating subsidy would not be funded by the Council.
- Generator Project – the project had already secured funding to refurbish the building and open the café which was positive. Historically, its track record was to request additional funding support from the Council but the current business case was robust and a clause could be included in the grant agreement clarifying the Council's position on future funding. It was also acknowledged that the Generator had been much more successful recently in securing funding from a variety of sources, including the private sector.
- Generator Project – if the project secured capital costs but failed to secure revenue funding it was likely that the building would be refurbished and operational, but the project may be required to compromise on its vision long term in how it achieved its income stream. It was beneficial for the building to be maintained as an iconic Loughborough heritage building and it was anticipated there if the project did not progress as forecast there would be some local discretion by the Town Deal Board and Sub-Group to withhold funding or clawing back money if necessary (this was noted as a potentially complex legal process).
- Digital Skills Hub – it was noted that its business case referenced the KickStart scheme and that this had ended in December. It was recommended this be removed prior to submission.
- Careers and Enterprise Hub and Riverside Regeneration – both projects considered good with no concerns.

Delivery Sub-Group Meeting minutes

Chris Grace provided an update on the position with the two projects (Bedford Square Gateway and Taylor's Bell Foundry) submitted to DLUHC in October. He noted that both projects had been required to provide some additional information following the previous conditional approval which DSG had given for the projects to proceed and that this information had been received. The information had not, to date, been considered by MACE but was satisfactory in the view of project team officers; no further questions had been raised by DLUHC.

Partial funding had been released for these two projects in December 2021 which was contrary to previous advice from civil servants that DLUHC was releasing project monies in totality upfront. Further information was being sought as to when the rest of the funding would be released. It was noted both projects required further funding in 2022-23 financial year and guidance as to when, during this year the money would be released, would be beneficial both to the projects and the Town Deal. Members wished to be assured that projects would not be delayed due to cash flow issues. Both project leads had been notified that the Accountable Body had asked DLUHC for clarification regarding this matter.

It was confirmed that the S151 Officer was happy to approve these four projects for submission to DLUHC and that signatures of both Co-chairs would be included in the Summary Documents prior to submission.

Recommendations Agreed:

1. That the Delivery Sub-Group notes that four 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 22nd December 2021.
2. That the Assurance Reports, Business Cases, Equalities Impact Assessments (EqIA) and Summary Documents in Appendices A - D for the Careers and Enterprise Hub, Digital Skills Hub, Generator and Riverside Regeneration projects, be considered by the Sub-Group.
3. That the Delivery Sub-Group approves the Careers and Enterprise Hub, Digital Skills Hub, Generator and Riverside Regeneration projects for submission to DLUHC by 14th January 2022, subject to the sign-off of the Accountable Body's S151 Officer.
4. That the Generator Project is informed by email that there will be no funding available from Charnwood Borough Council and that the Grant Agreement includes a clause to state that the project should confirm it has secured funding, or monies will be withheld.
5. That the additional information provided by the Bedford Square Gateway and Taylor's Bell Foundry Project that was required prior to submission to DLUHC be reviewed by MACE.

5. Town Deal Programme Management Budget

Chris Grace introduced this report and noted the budget related to the programme management of the Town Deal and not to individual project budgets. A procedure to manage the project budgets would be created in due course. The £845K funding for programme support had been released from the Government in addition to earlier funding support received during 2021.

Delivery Sub-Group Meeting minutes

There was potentially a significant underspend of £374K but members were advised to keep this as a contingency over the life of the Town Deal and with respect to current circumstances whereby inflationary costs, labour and raw material costs were expected to rise. There could be situations where a project required further support to the already allocated £10K to create its business cases or if a project was unable to continue and a reserve project was brought in this could require funding.

Recommendation Agreed: that the content of this report is noted and that members considered the forecasted underspend to be acceptable.

6. Programme and Project Updates

Chris Grace introduced this report and drew the Sub-Group's attention to section 4 which provided an update on the status of all 11 projects. He noted that the Great Central Railway and Healthy and Innovative Loughborough projects were both working with 31ten to progress their business cases, and the Woodbrook Flood Scheme would be submitted in the Summer due to the statutory process it was required to go through. He noted areas of concern for the Lanes and Links and Living Loughborough projects and that a prospective contractor (Lambert Smith Hampton) had been identified to work with the Project Leads to advance both projects expediently.

Projects would also require monitoring; further guidance was being sought from DLUHC how to implement this to meet their and local requirements.

As the Accountable Body was now receiving funding for projects, Grant Agreements were required for non-Council led projects and Legal Services were progressing with a template. If a project was led by the Council a Memorandum of Understanding would be completed to ensure transparency.

Summary of discussion:

- Lane and Links – concerns were raised regarding the lack of PID and that it had missed the deadline of November 2021. It was agreed that the PID should be completed as soon as possible.
- whether there was a risk of projects slipping off the list, wanting to ensure that all £16.9mill was used. There was a small risk but officers were confident that all 11 projects would be able to complete their business cases within the appropriate timelines.
- that Living Loughborough was a large and complex project and involved a large sum of money. A deadline of May/June could be given for the development of its business case to ensure that if it did not get RAG-rated fully green there would be time to correct any issues before the final deadline in July. All project leads could use 31ten and an additional consultant (Lambert Smith Hampton) had been contracted to help with this project. Concerns were raised that projects would not be fully RAG-rated green on submission to the Sub-Group for approval, but it was noted that the Sub-Group could approve a business case with amber ratings if it wished.
- both Living Loughborough and Lanes and Links projects were good projects, the delay in progress was due to a lack of resources and this had been discussed with the Accountable Body's Chief Executive.

Delivery Sub-Group Meeting minutes

- whether reserve projects were ready to progress if additional capital underspend was offered to the Town Deal – the reserve projects were not actively being progressed and without funding it would be challenging to progress these. The projects were Council led and there was currently no capacity to develop them further. It was noted that this approach of ensuring reserve projects were shovel ready was being taken by other Town Deals as discussed at the regional chairs meeting. It would be a shame to miss any further financial opportunities by not having projects prepared but it was acknowledged that if more funding was made available this could be required by the current list of projects due to rising costs.

Recommendation Agreed: That the content of the report is noted and that officers are asked to present refined timelines for April and July business case submissions at the next meeting of the Delivery Sub-Group or by email beforehand.

7. AOB

It was noted that the co-chairs for the Town Deal Board had been in office for the required two years and were required to be re-elected. Both Dr Kotecha and Cllr Morgan had indicated they wished to be re-elected and this would be communicated to Board members in due course for members to vote.

Date of Future Meetings

Officers to determine necessary dates for meetings to align with DLUHC submission schedules.

Follow up actions

4	Remove Kick Start from Digital Skills Hub submission documents
4	Officers to follow up potential dates for phased release of monies with DLUHC
6	Officers to seek further guidance from DLUHC regarding monitoring processes of projects
6	Chair to liaise with Chief Executive with respect to provision of additional resources to progress Lanes and Links and Living Loughborough projects

LOUGHBOROUGH TOWN DEAL BOARD

28 FEBRUARY 2022

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 of the status of the Deal's 11 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 these projects will move forward at differing speeds, reflecting their differences in scale and complexity. Nevertheless, all the projects must complete a Business Case by the summer of 2022. Priority has been given to ensuring that projects are making progress in that respect. Project leads need to prepare business cases at HM Treasury 'Green Book' standard before funding can be released by the department for Levelling Up, housing and Communities (DLUHC).
- 3.2 The 11 projects are at different stages of business case development, business case approval or project delivery. To assist with the co-ordination and monitoring of the projects' leads activity officers have produced a programme management timeline, have requested projects provide PIDs (Project Initiation Documents) in accordance with a decision of this Board previously, 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 overall town deal programme continues to be on schedule and at the time of writing all deadlines set by DLUHC have been met. Two projects submitted their business cases in autumn 2021 and four projects submitted business cases in winter 2021/22 (see Section 5 below). The remaining projects are now in the phase of developing their business cases. It will remain important to ensure that close monitoring of projects activity is undertaken. This is done via regular 1-2-1 liaison by the Town Deal Project Manager, fortnightly Project Leads Meetings, co-ordination by the Town Deal Project Team, a fortnightly catch-up with MACE consultancy and liaison with 31ten consultancy. Officers will continue to report progress, or flag issues, on the programme and projects to this Board and the Delivery Sub-Group.
- 4.2 Tables 1 and 2 below shows the timeline and milestones being used for those projects which have indicated they intend prepare business cases for approval

and submission to DLUHC in April 2022 and July 2022. The status of each of the 11 town deal projects is shown and described in Section 5 below.

- 4.3 Table 3 shows a RAG rating for the projects which have indicated they wish to submit a business case for approval by April. It is correct as at the time of writing this report. Board should be aware that changes to a project's status can occur from day to day. Officers are providing updates to the Delivery Sub-Group on a regular basis and will have done so on or around the 21st February.

TABLE 1

Loughborough Town Deal Timeline for April 2022 submissions			
Task / Milestone	Lead	Working Days	Working Period / Deadline
Review first draft business cases / available information required to complete the business case for each project. Liaise with Project Leads.	MACE	10 days	January 22
Submit initial RAG assessments to TD Project Manager	MACE	1 day	January 22
Feedback to Project Leads on MACE's first RAG assessment.	TD Project Manager	2 days	January 22
Provision of support [where necessary] to complete the gaps / rectify weaknesses in business cases	31 Ten Cons with Project Leads	30 days*	31 Jan – 11 March 22
Continue preparing and complete production of the business cases	Project Leads	30 days	31 Jan – 11 March 22
Projects' status and progress review meeting; recommend which projects should or should not go forward for April submission. Inform Delivery Sub-Group of the projects' status.	MACE / TD Project Manager / Head of Planning and Regen	½ day	w/c 21 Feb 22
Submit final business cases to Accountable Body	Project Leads	1 day	11 March 22
Complete the project assurance process inc. liaison meeting with S151 officer	MACE	7 days	11 March – 22 March 22
Deadline for submission of final written assurance reports to TD project Manager	MACE	1 day	22 March 22
Preparation of Delivery Sub-Group Reports	TD Project Manager	7 days	23 March – 31 March
Delivery Sub-Group Agenda circulation deadline	TD Project Manager / Dem Servs Officer	1 day	31 March 22
Approval / Sign off by Delivery Sub-Group and S151 Officer	Delivery Sub Grp / S151 Officer	1 day	11 April 22
Finalise and submit Summary Document and any accompanying documents to DLUHC	TD Project Manager	3 days	14 April 22

* 31 Ten will not provide 30 days of consultancy support to each project. Hours / days of support to be determined via agreement between MACE and the Accountable Body.

TABLE 2

Loughborough Town Deal Timeline for July 2022 submissions			
Task / Milestone	Lead	Working Days	Working Period / Deadline
Review first draft business cases / available information required to complete the business case for each project. Liaise with Project Leads.	MACE	10 days	January 22 – 8 April 22
Submit initial RAG assessments to TD Project Manager	MACE	1 day	April 22
Feedback to Project Leads on MACE's first RAG assessment	TD Project Manager	2 days	April 22
Provision of support [where necessary] to complete the gaps / rectify weaknesses in business cases	31 Ten Cons with Project Leads	30 days*	21 Apr – 13 June 22 (taking account of 3 Bank Holiday days)
Continue preparing and complete production of the business cases	Project Leads	30 days	28 April – 13 June 22 (taking account of 3 Bank Holiday days)
Projects' status and progress review meeting; recommend which projects should or should not go forward for July submission.	MACE / TD Project Manager / head of Planning and Regen	½ day	w/c 16 May
Submit final business cases to Accountable Body	Project Leads	1 day	8 June 22
Complete the project assurance process inc. liaison meeting with S151 officer	MACE	7 days	8 June - 17 June 22
Deadline for submission of final written assurance reports to the TD Project Manager	MACE	1 day	17 June 22
Preparation of Delivery Sub-group reports	TD Project Manager	7 days	17 June – 27 June 22
Delivery Sub-Group Agenda circulation deadline	TD Project Manager / Dem Servs Officer	1 day	27 June 22
Approval / Sign off by Delivery Sub-Group and S151 Officer	Delivery Sub Grp / S151 Officer	1 day	6 July 22
Finalise and submit Summary Document and any accompanying documents to DLUHC .	TD Project Manager	7 days	15 July 22

* 31 Ten will not provide 30 days of consultancy support to each project. Hours / days of support to be determined via agreement between MACE and the Accountable Body.

TABLE 3

Potential April 2022 Submissions: Business Case Preparation Status w/c 14/02/22			
Project	Project lead	Progress	Business Case preparation RAG
Lanes and Links	Sylvia Wright	A PID for this project has now been produced and approved by an internal project board. Consultants Lambert Smith Hampton have been appointed by the project lead organisation to work on development of the project and its business case. No early draft of the business case has yet been produced and therefore it would seem highly unlikely that anything will be ready for assurance checking and approval in this submission window. Indeed, the PID sets out that a summer 2022 submission is now scheduled.	
Great Central Railway	David Ellard	31ten consultants have been engaged with the Project Lead since January and are reporting that good progress is being made in progressing the drafting of the business case.	
Healthy and Innovative Loughborough	Prof Chris Rielly, Lough University	31ten consultants have been engaged with the Project Lead since January and are reporting that good progress is being made in progressing the drafting of the business case, albeit that the project has a number of complexities which will need to be robustly explained in order to smoothly satisfy Green Book standard assurance checks which will be carried out by MACE.	

5. All 11 Projects Update

5.1 **Business Case Development:** the 11 town deal projects are at different stages of business case preparation and submission. The table below shows the status of each project at the time of the writing of this report.

Project Name	PID produced	Business Case 1 st Draft	Business Case Final Draft	Business case approved by DSG + submitted to DLUHC	Grant Agreement issued to project
Bedford Square Gateway	YES	YES	YES	YES	Agreement in preparation
Taylor's Bellfoundry	YES	YES	YES	YES	YES, awaiting signing
Careers & Enterprise Hub (phase 2)	YES	YES	YES	YES	NO
Digital Skills Hub	YES	YES	YES	YES	NO
Healthy & Innovative Lboro	YES	YES	NO	NO	NO
Generator	YES	YES	YES	YES	NO
Great Central Railway	YES	YES	NO	NO	NO
Riverside Regen	YES	YES	YES	YES	NO
Woodbrook Flood Scheme	YES	NO	NO	NO	NO
Living Loughboro	YES	NO	NO	NO	NO
Lanes and Links	YES	NO	NO	NO	NO

5.2 The table above shows a spread of 'green' RAG-ratings in comparison with the last time this reporting was brought before the Board. Officers have liaised with project leads to identify how projects such as Lanes and Links and living Loughborough could be moved forward with more pace and consequently the projects are now being supported by a consultancy. The information above and below is correct at the time of writing of this report and is subject to change. Here is a brief description of the overall status of each of the 11 projects for Board's information:

Bedford Square Gateway: the scheme continues to be delivered by contractors and a new and final phase which relies on Town Deal funding has commenced following release of funds to the Accountable Body by DLUHC.

Taylor's Bellfoundry: Following the release of Town Deal funds to the Accountable Body, a Grant Agreement was issued to the Loughborough Bellfoundry Trust on 11th February 2022. Once the Agreement is signed, it is expected that contractors will be able to commence work on the project in March.

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. For further work to be carried out to the premises a second phase of the project needs Town Deal funding. The business case was approved by the DSG in January 2022 and confirmation of the release of funding by DLUHC should be confirmed before the end of March.

Digital Skills Hub: The business case was approved by the DSG in January 2022 and confirmation of the release of funding by DLUHC should be confirmed before the end of March.

Healthy and Innovative Loughborough: This is one of the Town Deal's most ambitious and complex projects and therefore compilation of the business case is also complex. The University is working with 31ten consultants on development of the business case. Good progress is being made and it is expected that a full business case will be submitted to the Accountable Body by 11th March 2022 for assurance assessment by MACE.

Generator: The business case was approved by the DSG in January 2022 and confirmation of the release of funding by DLUHC should be confirmed before the end of March

Great Central Railway: the Project Lead is working with 31ten consultants on development of the business case. Good progress is being made and it is expected that a full business case will be submitted to the Accountable Body by 11th March 2022 for assurance assessment by MACE.

Riverside Regeneration: The business case was approved by the DSG in January 2022 and confirmation of the release of funding by DLUHC should be confirmed before the end of March.

Woodbrook Flood Scheme: The Environment Agency has maintained contact with the Town Deal Manager and MACE. Due to the complexities of the project and various statutory requirements around flood mitigation schemes, this project will submit a business case for the July submission window. Officers will continue to liaise with the project lead and discuss whether there is any realistic prospect of a business case being produced in advance of July.

Living Loughborough: this will be a July business case submission due to the complexities of the project. The Project Leads are now actively engaged with Lambert Smith Hampton (LSH). LSH will work with them and project stakeholders in preparation of the business case.

Lanes and Links: Capacity issues have prevented this project from progressing its business case as quickly as had been hoped. However, a PID has now been produced and LSH has been appointed to work with the Project Lead and project stakeholders in development of the project and preparation of the business case for Town Deal funding. The business case will not be ready for submission in the next submission window and therefore a plan of action is being put in place to ensure that the July submission window is met.

6. Performance Monitoring

- 6.1 The Town Deal Project Team has adopted a principle of keeping the amount of 'administration' which 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. 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 requirements of DLUHC.
- 6.2 In late October 2021 DLUHC unexpectedly withdrew its requirement that project baseline reporting was to be provided by 1st December 2021 and notified town deal locations that guidance outlining reporting requirements was not being issued until a later date. It has now been confirmed that the guidance will not be issued until April 2022.
- 6.3 DLUHC did issue, at short notice, a requirement for what is described as "light touch" reporting on town deal projects by 18th February, where DLUHC has released funding. Board is advised to refer to Item 6 of this Agenda for information on this matter.

7. Programme Management Funding

- 7.1 Board is advised that £845,000 of Programme Management funding was received from DLUHC in late December 2021. This has enabled consultancy support to be deployed to projects to assist them in the development of their business cases. Projects have also been able to claim up to £10,000 for retrospective costs incurred in the development of business cases. To date, claims have been received from Loughborough College for its two projects and the Loughborough Bellfoundry Trust. Details of Programme Management funding, spend and forecast expenditure are shown at Item 4 above.
- 7.2 Board is advised that the current Town Deal Programme Manager's secondment ended on 27th February 2022. A new person will commence in post on 1st March 2022. Due to market conditions, expenditure on the post will increase slightly and this will be reported to the DSG as per all other financial expenditure matters. The new postholder will work 4 days per week.

LOUGHBOROUGH TOWN DEAL BOARD

28 FEBRUARY 2022

ITEM 6 – Assurance and Performance Review 2021 / 22

1. Introduction

- 1.1 This report provides information on assurance and performance monitoring returns which are required by the Department for Levelling Up Homes and Communities (DLUHC) in February and March 2022.

2. Recommendations

- 2.1 That the content of the report be noted.
- 2.2 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.

3. Background

- 3.1 DLUHC guidance on requirements for the monitoring of performance in delivery of town deal programmes and projects was scheduled for issue in 2021 but the guidance was withdrawn. DLUHC advises that it now intends to release the guidance during April 2022.
- 3.2 In the absence of the performance monitoring guidance, DLUHC informed towns, unexpectedly, that an interim performance monitoring template needed to be completed by 18th February 2022. In parallel, DLUHC has also asked for assurance information and statements to be submitted by 18th February and 11th March 2022. DLUHC has described this exercise as an Assurance and Performance Review 2021/22.

4. Assurance and Performance Review

- 4.1 The S151 Officer was required to sign-off a performance reporting template and to submit it to DLUHC by 18th February 2022. DLUHC required performance information only for aspects of the town deal where it had already released funding. Accordingly for Loughborough information was provided in relation to Programme Management funding, Accelerated Funding (Careers and Enterprise Hub Phase 1), Loughborough Bellfoundry project and the Bedford Square Gateway project. The completed template is attached at Appendix 1 for Board's information.
- 4.2 The Section 151 Officer was required to complete, sign-off and submit an Assurance Letter and Assurance Report by 18th February 2022. The letter and completed reports are attached at Appendices 2 and 3 for Board's information.
- 4.3 The Co-Chairs of this Board are required to write, sign-off and submit an Assurance Statement about the activities which have taken place to ensure

good governance of the Town Deal, on or before 11th March. Officers will support the Co-Chairs in the drafting of the statement. The template for the statement is attached at Appendix 4 for Board's information. It is suggested that upon the statement being drafted it is circulated to Board by email for your comment before being submitted to DLUHC. This will ensure that Board has sight of your Co-Chairs' proposed Assurance Statement.

Appendix 1 – **attached separately** as an excel spreadsheet (due to the level of information contained)

Appendix 2 - Assurance letter to the Permanent Secretary (DLUHC) by S151 officer.

Appendix 3 – Assurance Report / Statement

Appendix 4 – Governance Assurance Statement Template



ITEM 6
APPENDIX 2

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

16 February 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

signature redacted

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

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	Programme management

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

The Chief Finance Officer (Section 151) should here provide a report on the Accountable Body's work for the Town Deal for the period since costs have been incurred up to 31 December 2021, and their opinion, 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@communities.gov.uk

copying the Cities and Local Growth Unit Area Lead by **18 February 2022**.

(max 500 words)

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 Concern
	Yes	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>Careers & Enterprise Hub phase I</p> <p>Bedford Square Gateway</p> <p>Taylors 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>	<p>X</p>	<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>(Note – the Local Assurance Framework ensures that TD decision makers are not associated with individual projects)</p>
<p>Business Case</p> <p>All Business Cases are signed off in line with the Accountable Body's decision-making processes,</p>	<p>X</p>	<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>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>	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>Risk</p> <p>Risk management is active with live Risk Register(s) and appropriate scrutiny to manage and mitigate risk.</p>	X		<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>Expenditure</p> <p>All expenditure of this fund has been in line with the Local Authorities policies and in support of Town Deal Grant Offer Letter and Heads of Terms</p>	X		<p>Programme Management</p> <p>Careers & Enterprise Hub phase I</p>	

Signed: *signature redacted*

Name: Simon Jackson

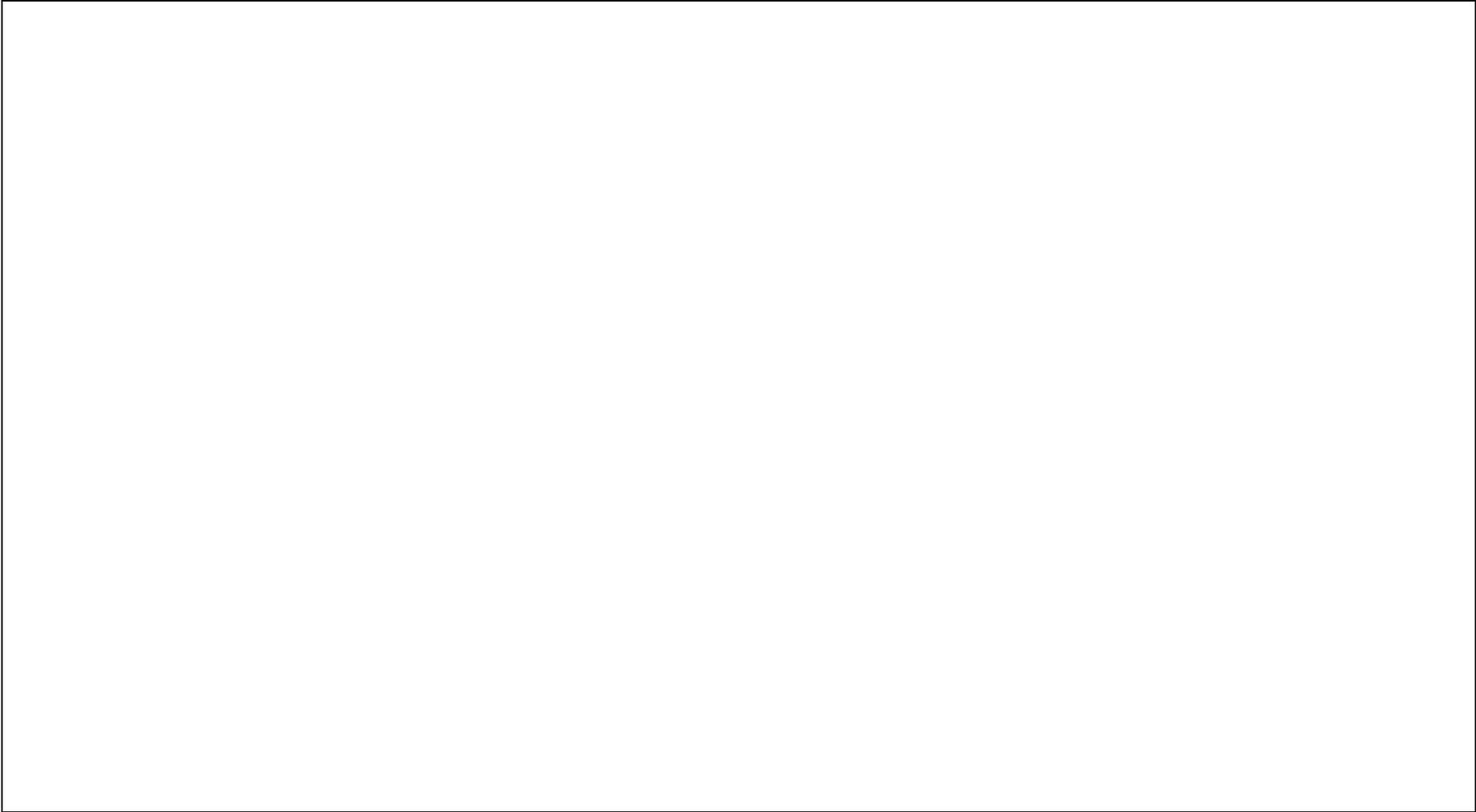
Chief Finance Officer (Section 151) for Charnwood Borough Council

Date: 16 February 2022

Governance Assurance Statement – Town Deal

The Town 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 inclusive of all active Town Deal projects including those which received capacity and accelerator payments, for the period since costs have been incurred up to 31 December 2021.

**This is to be sent to the Assurance Team via LUFandTFAssurance@communities.gov.uk copying the Cities and Local Growth Unit Area Lead by 18 February 2022.
(max 500 words)**



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 Concern
	Yes	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>				
<p>Conflict of interest</p> <p>Conflict of Interest controls are active and in line with the Accountable Body's policies and practice.</p>				

<p>Business Case</p> <p>All Business Cases are signed off in line with the Accountable Body's decision making Process.</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>				
<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>				

Risk Risk management is active with live Risk Register(s) and appropriate scrutiny to manage and mitigate risk.				
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				

Signed:

Name:

Chair for [insert name of Town Deal Board]

Date:

**LOUGHBOROUGH TOWN DEAL BOARD
28 FEBRUARY 2022**

ITEM 7: Communications

1. Introduction

- 1.1. This report gives an update on recent communications activity for the Town Deal.

2. Recommendation:

That the Board notes the content of the report.

3. Recent communications activity

- 3.1. The Council's Communications Team issued communications about the Town Deal funding for the Bedford Square Gateway Project on 17th November 2021.
- A press release about the funding received coverage in:
 - Leicestershire Live
 - Fosse 107
 - Loughborough Echo
 - The release was shared on the Council and Town Deal social media Twitter accounts
- 3.2. The Council's Communications Team created an 'infograph' about Loughborough's Town Deal projects. It was published on 24th January 2022 on the Council and Town Deal social media accounts, achieving around 6,000 impressions. It has recently been shared on social media by some Board members and officers of the Council. The 'infograph' is shown below for information.

LOUGHBOROUGH TOWN DEAL

Loughborough has secured a £16.9m Town Deal from Government. Organisations and people from across the town are working together to deliver projects to make the town better for local people, businesses and visitors. 11 projects have been chosen to receive Town Deal funding.

£16.9m
TOWN DEAL FUNDING

11 PROJECTS FOR
THE TOWN

£40m
TOTAL INVESTMENT VALUE
ACROSS THE PROJECTS

www.loughboroughtowndeal.co.uk

THE PROJECTS

Loughborough Wood Brook Flood Risk Management Scheme

- Flood defence scheme for Loughborough town centre
- It will protect up to 360 residential and 101 non-residential properties.
- Bring 5 sites out of flood risk

The Generator - Creative Industries & Community Arts Hub

- Creation of a Creative Industries & Community Arts Hub
- Will bring a derelict 1930s building back to use as an arts venue, visitor attraction & workspace for creative industries
- Multimedia arts centre café and restaurant

Loughborough College Digital Skills Hub

- Creation of Digital Skills Hub at the college
- Help for unemployed and semi-skilled adults
- Boost skills for local people and businesses

Living Loughborough Project

- Rejuvenate Loughborough town centre
- Increase outdoor seating and dining areas
- Add semi-permanent stalls to encourage pop-ups and street activity
- Improve lighting and CCTV

Healthy and Innovative Loughborough

- Utilise Loughborough University innovation and knowledge to support business innovation and growth
- Contribute to 220 jobs and support 70 new businesses.
- Increase employment space at the Science & Enterprise Park



Bedford Square Gateway Project

- Improving the public realm of Loughborough town centre
- Making pavements wider and more attractive to visitors and easier to navigate for pedestrians
- The scheme aims to drive footfall for local businesses

John Taylor's Bell Foundry: Saving the last major bell foundry in Britain

- Remove the Foundry from the heritage 'at risk' register
- Create a new Bell Museum with improved access
- Attract more visitors and increase tourism

Riverside Regeneration

- Improve 2km of the Grand Union Canal through the town centre
- Resurface and make the tow path more accessible and installation of signage, lighting, wayfinding, and access points
- Increase the number of mooring sites

Careers and Enterprise Hub

- Support for the Careers and Enterprise Hub which opened in Loughborough in 2021
- The hub helps people, young and old, develop skills or start a business
- Contributes to levelling up opportunities and economic activity

Great Central Railway

- Project will support creation of a new Heritage Locomotive Works, Education Centre & Museum
- It will help to preserve and develop rare employment skills
- Boost for tourism. GCR attracts over 110,000 visitors per annum

Lanes and Links

- This project will create a Covid-19 memorial, The Hope Bell, and improve access routes in the Queen's Park area

- 3.3. Communications were issued on 25th January 2022 about the Town Deal's support for the Loughborough Bell Foundry Trust.
- A press release resulted in the following coverage:
 - East Midlands Today
 - Radio Leicester
 - Loughborough Echo
 - Fosse 107 online
 - The Business Desk
 - Leicester Mercury
 - Posts issued on the Council's social media accounts received around 12,000 impressions across Twitter, Facebook and LinkedIn. The news was also shared on the Town Deal Twitter account
 - A video was also produced with the posts receiving around 4,000 impressions on Twitter and Facebook
 - A Council email alert (Charnwood Now) was sent to 9,900 subscribers.

4. Next Steps

- 4.1. Board members, officers of the Council and local stakeholders in the Town Deal will be encouraged to share the 'infograph' to raise awareness of the number of projects and scale of investment.
- 4.2. Communications will be prepared for future funding announcements before the end of March, should DLUHC release funding for the four projects which were approved by the Delivery Sub-Group in January 2022.
- 4.3. The Communications Team will co-ordinate ongoing features and updates on projects as they start to be delivered.