



DISCOVER ASHFIELD BOARD MEETING

**Friday 16th April 2021
9:00am – 9:15am start**

Virtual Meeting via Microsoft Teams

Attendees

Name	Position on Board	Position/Organisation	Apologies
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst Engineering	
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College	✓
Darron Ellis	Theme Lead – More to Discover	Historian, Sutton Living Memory Group	✓
Liz Barrett	Theme Lead – Love Where You Live	Principal, Academy Transformation Trust Further Education (ATTFE)	
Pete Edwards	Theme Lead – Be Happy, Be Healthy	Chair, Ashfield Health and Wellbeing Partnership	
Callum Parr	Board Member	Youth Council Leader, Ashfield District Youth Council	✓
Carol Cooper-Smith	Board Member	Chief Executive, Ashfield District Council	✓
Chloe O'Donnell	Board Member	Shopping Centre Manager, Idlewells Shopping Centre	✓
Christopher Baron	Observer	Office Manager, Ashfield & Eastwood MP's Office	✓
Cllr Christian Chapman	Board Member	Scrutiny Rep, Ashfield District Council	✓
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	✓
Cllr Daniel Williamson	Board Member	Annesley and Felley Parish Council	✓
Cllr Matthew Relf	Board Member	Portfolio Holder, Planning & Regen, Ashfield District Council	
David Ainsworth	Board Member	Director of Clinical Commissioning Group, NHS	
David Jackson	Board Member	Centre Manager, East Midlands Designer Outlet	✓
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	✓
Fiona Anderson	Board Member	Head of Civic Engagement, Nottingham Trent University (NTU)	
Gary Jordan	Board Member	Chair, Mansfield and Ashfield 2020	
Julia Terry	Board Member	Development Worker, Transforming Notts Together	✓
Kathryn Stacey	Board Member	Chief Executive, Citizens Advice Ashfield	
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	✓
Mark Spencer, MP	Board Member	MP for Sherwood	✓
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	
Michelle Reynolds	Substitute for Rachel Quinn	Operations Manager, D2N2, LEP	
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
Rachel Quinn	Board Member	Head of People & Skills, D2N2 LEP	✓
Robert Orgill	Board Member	Property Manager EMEA, Rolls Royce	✓
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	
Tim Brown	Substitute for Viki Dyer	Partnership Manager, Job Centre Plus	
Theresa Hodgkinson	Board Member	Director of Place and Communities, Ashfield District Council	
Viki Dyer	Board Member	District Operations Lead, Department of Work and Pensions	✓

Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	✓
Katherine Green	Supporting Officer	Senior Communications Officer, Ashfield District Council	✓
Lana Mills	Secretary / Supporting Officer	Discover Ashfield Project Officer, Ashfield District Council	
Matthew Neal	Supporting Officer	Service Director of Investment and Growth, Nottinghamshire County Council	
Sarah Daniel	Supporting Officer	Interim Service Manager for Place and Wellbeing, Ashfield District Council	
Tracey Bird	Supporting Officer	Health and Wellbeing Officer, Ashfield District Council	
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	✓

Minutes

Agenda Item		
1	Welcome / Introductions / Apologies	
	The Chair, Martin Rigley welcomed everyone to the virtual meeting.	
	Apologies were received and it was noted that:	
	<ul style="list-style-type: none"> • Tim Brown will be representing Viki Dyer. • Michelle Reynolds will be representing Rachel Quinn. 	
2	Review of Previous Meeting - Friday 19th March 2021	
2.1	Annual General Meeting (AGM) Minutes	
	Annual General Meeting minutes were agreed as a true and accurate record with one amendment to be made to the attendance log:	
	<ul style="list-style-type: none"> • Theresa Hodgkinson to be marked as present at the AGM. 	
2.2	AGM Action Log	
	Sarah Daniel and Lana Mills noted that they would discuss the two outstanding actions from the AGM during their updates later in the meeting.	
2.3	Board Meeting Minutes	
	Board minutes were agreed as a true and accurate record with one amendment to be made to the attendance log:	
	<ul style="list-style-type: none"> • Theresa Hodgkinson to be marked as present at the Board Meeting. 	
2.4	Action Log	
2.4.1	Completed Actions	Lead
2.4.1.1	Supporting Unpaid Carers in Employment Scheme (19/02/2021, Minute – 5.4) Pete Edwards to forward Lana Mills and Business Support team details of the Supporting Unpaid Carers in Employment scheme to share with Ambassadors and contacts. Update: Lana has distributed this to Business Ambassadors and Business Support have already been given a copy.	LM / PE / BS
2.4.1.2	Primary Care Networks Update (19/03/2021, Minute - 12.1) Primary Care Networks Update - David Ainsworth has been given a standing item on the agenda.	DA / LM
2.4.2	Actions (Includes actions from below minutes)	Lead
2.4.2.1	Documents to be included in May's Board Agenda Pack (16/04/2021, Minute – 4.1 & 4.3) Sarah Daniel to send Lana Mills a draft Local Assurance Framework and current stakeholder and communication plan to circulate with May's agenda.	SD / LM
2.4.2.2	COVID-19 Recovery Plans (16/04/2021, Minute - 6.4) Theresa Hodgkinson to liaise with Pete Edwards regarding the Council's	TH / PE

	COVID-19 recovery plans for the community. Kathryn Stacey to email Ashfield Citizen's Advice's COVID-19 recovery plan to Lana Mills to circulate to the Board.	KS / LM
2.4.2.3	Constitution and Terms of Reference (16/04/2021, Minute – 7.1) Lana Mills to circulate final approved Board Constitution and Terms of Reference.	LM
3	Declarations of Interest	
	The following declarations were noted in relation to the Towns Fund and the Future High Streets Fund projects:	
	<ul style="list-style-type: none"> • Martin Rigley - The Chair and Theme Lead for Succeed in Ashfield <ul style="list-style-type: none"> - Sherwood Observatory (Chair of the Board) - Sutton Academy Theatre Project (Board Member) 	
	<ul style="list-style-type: none"> • Louise Knott, The Vice Chair <ul style="list-style-type: none"> - Colleges/further education projects (Vice Principal, Vision West Notts College) - Construction and Civil Engineering Centre project (Vice Principal, Vision West Notts College) - ADMC (Vice Principal, Vision West Notts College) - Learning in Skills Project (Vice Principal, Vision West Notts College) 	
	<ul style="list-style-type: none"> • Liz Barrett – Theme Lead for Love Where You Live <ul style="list-style-type: none"> - College/further education projects (Principal at ATTFE) - Construction Centre project (Principal at ATTFE) - Sutton Academy Theatre Project (Principal at ATTFE) - Sherwood Observatory (Board Member) 	
	<ul style="list-style-type: none"> • Pete Edwards – Theme Lead for Be Happy, Be Healthy <ul style="list-style-type: none"> - Sutton Academy Theatre Project (Chair of Governors at Sutton Academy) 	
	<ul style="list-style-type: none"> • Fiona Anderson – Board Member <ul style="list-style-type: none"> - the Towns Fund; in particular in the ADMC project, Enterprising Ashfield Project. (Head of Civic Engagement, NTU) 	
	<ul style="list-style-type: none"> • Simon Martin – Board Member <ul style="list-style-type: none"> - College/further education projects (Vice Principal at ATTFE) - Construction centre projects (Vice Principal at ATTFE) - Sutton Centre Theatre Project (Vice Principal at ATTFE) 	
	<ul style="list-style-type: none"> • Peter Gaw – Board Member <ul style="list-style-type: none"> - Construction Centre (CEO at Inspire) - Library Innovation Centres (CEO at Inspire) 	
4	Funding Update – Sarah Daniel	
4.1	Future High Streets Fund (FHSF) / Towns Fund (TF)	
	Sarah Daniel referred to the information in the Towns Funding report (Appendix 1, sections 1 – 3) and particularly highlighted the following:	
	<ul style="list-style-type: none"> • A Local Assurance Framework (LAF) is currently being developed and once complete the draft LAF will be presented to the Board in May for review and discussion. 	
	<ul style="list-style-type: none"> • *New action* - Please see Action Log – 2.4.1.1 	
	<ul style="list-style-type: none"> • The LAF will reference Pete Hudson, the Council's Section 151 officer, who is responsible for signing off the finance for Towns Fund. 	

	Comment Melanie Phythian said that if required she would be able to support and advise Sarah on the LAF if she provides her with the draft document.
	<ul style="list-style-type: none"> Proposed that the Board consider setting up a 'Towns Fund Advisory Board' or 'Investment Board' which oversees the finances and proposed funding allocations. This subgroup will then ultimately make recommendations to the Board and have a separate Terms of Reference.
	<ul style="list-style-type: none"> Partners sat on the 'Towns Fund Advisory Board' or 'Investment Board' should have skill and expertise in this area.
	Comment The Chair Martin Rigley asked if Sarah could send an email which specifies the particular skills that Board members would require to be part of the subgroup so that members can decide whether they'd be able to take part.
4.2	Four Proposals
	Sarah Daniel discussed the Delivery part of the Towns Funding report (Appendix 1, section 3) and reiterated the four proposals the Council are asking the Board:
	Comment Melanie Phythian noted that the Board may want to consider taking up the support offer from the Towns Fund Delivery Partnership. Melanie also reiterated that the Towns Fund website is also a useful resource and board members are also able to sign up to their webinars too.
	Comment Matthew Neal raised the following concerns and points:
	<ul style="list-style-type: none"> The resources made available to develop the business cases in line with the HM Green Book standards.
	<ul style="list-style-type: none"> As part of the business case development, Nottinghamshire County Council might need to seek consent from their committees and this should be factored into the timeframes for projects which would require this.
	<ul style="list-style-type: none"> During a project prioritisation process, how will Nottinghamshire County Council be engaged as partners.
	<ul style="list-style-type: none"> *Comment* Sarah Daniel noted that the scrutiny of the business cases will take place within the subgroup the Board will set up and the project prioritisation process will be openly discussed and voted upon by the Board at the board meetings.
	The Board were asked to vote on the following four proposals:
	<ul style="list-style-type: none"> Proposal 1: Gleeds are appointed (subject to an acceptable fee proposal) to produce business cases for the projects – excluding: ADMC; any other projects identified for more specialist work and, projects which will be produced by partner organisations and/or their preferred consultant.
	Verdict: Board agreed with no objections. Cllr Relf proposed, Gary Jordan seconded.
	<ul style="list-style-type: none"> Proposal 2: Andy Dean is appointed on a longer-term contract to develop the ADMC project and to produce the business case.
	Verdict: Board agreed with no objections. Cllr Relf proposed, Gary Jordan seconded.
	<ul style="list-style-type: none"> Proposal 3: Kinver Solutions are appointed to undertake project management for the Towns Fund programme.
	Verdict: Board agreed with no objections. Cllr Relf proposed, Gary Jordan seconded.
	<ul style="list-style-type: none"> Proposal 4: Delegated authority is given to the Discover Ashfield Chair to agree final costs for items 1-3 with the Council, as per the previous Stage 1 capacity funding, with allocations reported at the next Board meeting.
	Verdict: Board agreed with no objections. Cllr Relf proposed, Gary Jordan seconded.
4.3	Towns Fund (TF) Report Continued

	Sarah Daniel continued discussing the Towns Funding report (Appendix 1, sections 3 – 6) and particularly highlighted the following:
	<ul style="list-style-type: none"> The stakeholder and communication engagement plan will need reviewing and this is a key part of the delivery process. A draft of the current plan will be sent out with May's board meeting agenda.
	<ul style="list-style-type: none"> *New action* – Please see Action Log – 2.4.2.2
	<ul style="list-style-type: none"> *Comment* Melanie Phythian noted again that the Towns Fund Delivery Partnership should be able to support with the stakeholder engagement and communications plan as well.
4.4	UK Community Renewal Fund
	Sarah Daniel referred to the UK Community Renewal Fund in the Briefing Note (Appendix 2) and particularly highlighted the following:
	<ul style="list-style-type: none"> UK Community Renewal Fund is a key fund for the Board to consider, however, Ashfield is not in the top 100 priority places for the fund.
	Sarah said that she had been in conversation with Fiona Anderson regarding this fund and Fiona raised the following points:
	<ul style="list-style-type: none"> An expression on interest would need to be submitted to Nottinghamshire County Council (NCC) today (April 16th).
	<ul style="list-style-type: none"> The bid for the fund would then need to be submitted to NCC by May 7th 2021 and if successful, the bid would then go to government on June 18th 2021.
	<ul style="list-style-type: none"> This means that programmes will likely be confirmed in Summer 2021 and then partners would only have six months to deliver them as the fund ends in March 2022.
	<ul style="list-style-type: none"> Therefore, as Ashfield is not a priority place for the fund, and three other Districts in Nottinghamshire are, it's likely that a bid for Ashfield wouldn't be successful.
	Comment Teresa Jackson mentioned that she would be interested in working with partners on funds similar to the UK Community Renewal Fund in future, but this might not be the best fund to submit a bid for.
	Comment Michelle Reynolds stated that D2N2 LEP would support the Board with bids for the UK Community Renewal Fund or the Levelling Up Fund if they go ahead.
	Comment Martin Rigley noted that the Sherwood Observatory are submitting an expression of interest for the UK Community Renewal Fund.
4.2	Levelling up Fund
	Sarah Daniel referred to the Levelling Up Fund in the Briefing Note (Appendix 2) and particularly highlighted the following:
	<ul style="list-style-type: none"> There are not any projects that are currently developed which fit this fund's criteria.
	<ul style="list-style-type: none"> The team are currently waiting on further guidance but are looking at a bid for Hucknall and potentially the Maid Marian Line project with partners.
5	Welcome Back Fund – Sarah Daniel
	Sarah Daniel referred to the Welcome Back Fund in the Briefing Note (Appendix 2) and particularly highlighted the following:
	<ul style="list-style-type: none"> The Council would really appreciate any input from the Board on this fund and to let Trevor Middleton know of any ideas.
	<ul style="list-style-type: none"> *Comment* Peter Gaw mentioned that with more cultural funding available, it would be good for the Board to keep in mind and consider investing in relocating Kirkby Library in any upcoming bids.
6	Reports Back from Delivery Group

6.1	Succeed in Ashfield
	Martin Rigley, Theme Lead provided the following update:
	<ul style="list-style-type: none"> Promoting the proposed Automated and Distribution Manufacturing Centre (ADMC) project to stakeholders and has received letters of support from the East Midlands Chamber of Commerce, Make UK, Enginuiti.
	<ul style="list-style-type: none"> Had a meeting with Confederation of British Industry (CBI) on Monday 19th April 2021 and they were supportive of the proposed Towns Fund projects.
	<ul style="list-style-type: none"> Will sit on a new board at D2N2 which is focussed around SMEs and Manufacturing.
6.2	Love Where You Live (LWYL)
	Liz Barrett, Theme Lead provided the following update:
	<ul style="list-style-type: none"> Food poverty still remains high in Ashfield and the food parcel demand has increased at Let's All Eat. Referrals are increasing for people who have been on furlough and have unfortunately now lost their jobs.
	<ul style="list-style-type: none"> Social shops, food cook and eat clubs and budgeting workshops are starting to take place but the emergency needs to decrease before they can gather more attraction.
	<ul style="list-style-type: none"> 600 Easter eggs and 700 chef-cooked meals were distributed to local food parcel recipients over Easter. The meals were cooked by Chef Dave Marshall and were sponsored by Barlow's Butchers, a local business.
	<ul style="list-style-type: none"> ATTFE are encouraging people to shop locally and use public green spaces in Ashfield, and regularly promote the positives and values of this.
6.3	More to Discover
	Apologies were received from Darron Ellis and Lana Mills gave the following update:
	<ul style="list-style-type: none"> The first More to Discover project group meeting was held on Tuesday 13th April 2021 at Mill Waters. The socially distanced meeting involved Darron, Lana and three visitor Ambassadors from Hucknall.
	<ul style="list-style-type: none"> The project group discussed some of the challenges the heritage and tourism sector face in modern times and developed an action plan going forward.
	<ul style="list-style-type: none"> The groups' key aim going forward is to place some more heritage plaques in Ashfield, market the heritage centres and groups on the Discover Ashfield (DA) website and upload some fresh heritage content on the DA website.
6.4	Be Healthy, Be Happy
	Pete Edwards, Theme Lead provided the following update:
	<ul style="list-style-type: none"> The Ashfield Health and Wellbeing Partnership had a meeting on April 23rd 2021 to develop the action plan for the year and this will provide the basis for the Be Happy, Be Healthy theme in the Discover Ashfield Delivery Plan.
	<ul style="list-style-type: none"> The partnership is due to have a second meeting regarding the action plan on April 27th 2021 to finalise their focus going forward.
	<ul style="list-style-type: none"> Some people locally and nationally, having been locked down for a significant amount of time, are now experiencing severe anxiety about going outside to places within their community.
	Pete queried the plans community organisations are putting in place to support people with anxiety and other mental illnesses now the COVID-19 restrictions are beginning to lift:
	<ul style="list-style-type: none"> *Comment* Teresa Jackson noted the following programmes which Ashfield Voluntary Action are running: One Step programme, Befriending programme, Digital Inclusion programme.

	<ul style="list-style-type: none"> • *Comment* Theresa Hodgkinson stated that there were several COVID-19 recovery plans in place at the Council which have been developed with local partners. The plans focus on the impact of COVID-19 on both the local economy and community.
	<ul style="list-style-type: none"> • *Comment* Kathryn Stacey noted that Ashfield Citizen's Advice have a COVID-19 recovery plan in place and are looking at the health impact
	<ul style="list-style-type: none"> • *New Action* - Please see Action Log – 2.4.2.3
6.5	Primary Care Network Update – David Ainsworth
	David Ainsworth referred to the Primary Care Network (PCN) Update (Appendix 3) and highlighted the following:
	<ul style="list-style-type: none"> • PCN has been focussing on the theme 'No-one gets left behind' when delivering the vaccines and have been putting measures in place to ensure everybody gets vaccinated, such as pop-up clinics for the homeless and people with learning disabilities.
	<ul style="list-style-type: none"> • The COVID-19 vaccination bus will be arriving in Ashfield in May.
7	Discover Ashfield Officer Update – Lana Mills
7.1	Proposed Updated Constitution and Terms of Reference
	Lana Mills noted the following:
	<ul style="list-style-type: none"> • Chris Baron's previous comments had been noted and 'MPs' has now been included in paragraph three on the 'Powers' section, all other proposals remained the same.
	Verdict: Board agreed with no objections. Pete Edwards proposed, Teresa Jackson seconded.
	<ul style="list-style-type: none"> • *New action* - Please see Action Log – 2.4.2.4
7.2	Ambassadors Onboarding Process
	Lana Mills noted the following:
	<ul style="list-style-type: none"> • Had a meeting with Martin Rigley to clarify the Ambassador onboarding process.
	<ul style="list-style-type: none"> • An updated version of the Ambassador information pack has been created and the ADC Legal Department is currently checking it to make sure the pack is GDPR compliant.
	<ul style="list-style-type: none"> • Once the Ambassador information pack is ready, Lana will distribute the pack to the Board so they can share with their networks and encourage people to join our Ambassador scheme.
7.3	Ambassador Event
	<ul style="list-style-type: none"> • The Ambassador event is taking place on Wednesday 28th April 2021 and Claire Finn from Ashfield Arts Fest 2021 has been invited to promote her event and see if any Ambassadors can support her initiative.
	<ul style="list-style-type: none"> • The meeting will separate into break out rooms and Ambassadors will get the opportunity to connect in smaller groups and discuss how they can help support businesses, schools and the community as the COVID-19 restrictions start to lift.
8	Board Member Updates
	Nothing to note.
9	Any Other Business
	Nothing to note.

10	Date of Next Meeting
	Friday 21 st May 2021, 9.00am - 9.15am start.

Appendix 1

Discover Ashfield Board, 16th April 2021, Towns Funding Update

Future High Streets Fund

Revisions were submitted in mid-March, an announcement is due to be made following the May elections. Project planning is underway, with a project manager appointed. We have also met with a cinema specialist for the theatre project who is preparing a proposal.

Towns Fund Stage Two

1. Overview
2. Local Assurance Framework
3. Business case development and funding
4. Partnership-led projects
5. Other requirements
6. Project prioritisation

1. Overview

MHCLG confirmed in March that there would be no further announcements on Towns Deals until after the elections on May 6th.

Once we receive the offer we will have three weeks to respond and to sign the Heads of Terms (HoT) agreement with MHCLG. The HoT will include conditions for some projects. It's likely that a Board meeting will need to be arranged to discuss this. The HoT will need to be signed by the Chair of the Board and the Council.

After agreeing Heads of Terms, we will have two months to submit a Summary Document, confirming which projects will be taken forward, this will include deciding how to allocate funding across the projects; expected outputs and outcomes; plans for addressing key conditions and whether any projects will be fast-tracked. During this time we will have to prioritise projects if the offer is not the full amount requested.

Although the Accountable Body is accountable for implementing the Town Deal, the Board should have an ongoing role and have sight of decisions as projects are developed in more detail or possible changes are made. The nature and degree of the Board's oversight should be agreed locally.

Ultimate decision-making responsibility will lie with the Accountable Body, but the Town Deal Board Chair will be a signatory to the Summary Document and should make decisions in partnership and collaboration with the Town Deal Board.

2. Local Assurance Framework

A Local Assurance Framework (LAF) is required to ensure good governance, accountability and transparency.

The LAF will set out the roles of the Board, the Accountable Body and the promoters of projects and will include the process of ensuring value for money, prioritisation, appraisal, business case development and risk management. The LAF will need to be reviewed annually.

The Accountable Body for the Kirkby and Sutton Town Deal is Ashfield District Council which has responsibility for ensuring a LAF is in place, meets the standards set out by

Government and that all funding decisions are made in accordance with it. The Council's Section 151 officer (Pete Hudson) ultimately provides assurance of proper use of Government Funds and Governance Procedures.

Any third party involved with the Board or who is providing a service to the Board will be made aware they are expected to act within the governance system and that their conduct is expected to be consistent with the standards applicable to members of the Board.

The Nolan Principles of Public Life underpin the LAF and all board members are expected to adhere to them: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

We are currently preparing a draft Local Assurance Framework which is based on D2N2's LAF. This will be sent out to Board members shortly and will be an agenda item at the Board meeting in May.

3. Business case development and funding

Stage Two of the Towns Fund is to develop business cases for each project and to submit a Summary Document of the business cases to MHCLG (within 12 months). All business cases will require local assurance overseen by the Board. MHCLG can call in any business case to be assured centrally (likely to be larger projects such as ADMC).

Business cases will need to be HM Green Book compliant, a template has been provided to guide the process.

There is no minimum value for money threshold for projects however all business cases must contain robust value for money assessments. If value for money values are low, then additional justification will need to be provided.

The Green Book has recently been updated and there is now a much stronger emphasis on the strategic case backed up by theory of change analysis, and renewed clarity on what constitutes value for money. <https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-government>

There is also further guidance available which includes MHCLG Appraisal Guidance and DfT transport analysis guidance.

Business Cases

Full Business Cases need to be based on the five-case model, we will need to decide what is proportionate for each project, based on the local assurance framework. Each project will have its' own business case, unless projects are closely related and can be grouped together.

The content of the five cases is outlined below:

- **Strategic** - strong evidence of need and clear case for change; relevant policies; clear vision and SMART objectives; summary of options developed and assessed; investment clearly defined; Theory of Change; key risks, constraints and interdependencies
- **Economic** - Options for investment clearly justified; Scenarios clearly defined; Benefits are consistent with the Theory of Change; key benefits modelled and monetised; Additionality of benefits; Costs include Optimism Bias; estimated Benefit/Cost ratio; Sensitivity tests considered; Non-monetised benefits (e.g. social benefits)

- **Financial** - Project costs including risks; cost profile; funding ask; assessment of potential funding sources and affordability
- **Commercial** - Commercial feasibility / deliverability; Contractual issues / milestones; Procurement strategy; Risk allocation
- **Management** –Governance; key roles and responsibilities; Programme and timeline; Approach to project management; capability for delivering the project; Key stakeholders; stakeholder engagement strategy; Key risks; Project interdependencies; Benefits realisation plan; Monitoring and evaluation strategy.

Business case assurance

Each business case will need to be signed off by the Board, and the Council’s S151 officer and Cabinet.

MHCLG may carry out spot checks on projects during stage 2, targeted at projects where there are concerns or risks, to confirm that the business case is being developed in line with the guidance.

We are currently working with Broxtowe and Chesterfield councils to explore joint procurement for the assurance work. The work would involve an independent appraisal by appointed experts who had not been involved in the development of the business cases.

It is suggested that the local assurance is overseen by a sub-group of the Board, with members of the sub-group having the requisite skills and expertise for this role. This could be named as a Towns Fund Advisory Board or a broader description to cover future funding, for example Investment Board (as per D2N2). The sub-group would make recommendations to the Board and have its own Terms of Reference.

Funding and procurement for Stage Two

We have been granted an additional £100k by MHCLG to complete the business case stage of the process. We had requested £187k (based on costings provided by a consultant, some Council staff costs and contingency) but Towns Fund revenue funding is limited.

From the original allocation of £324,038 at completion of Stage one, there was £120,526 remaining.

Capacity funding has been committed/ spent as follows:

- Feasibility work - architectural, property and costings: £118,996
- Writing of elements of Section 1 of the TIP: £5,000
- Masterplanning: £6,000
- General and specialist project development support: £67,000
- Engagement: £1,516
- Staff costs: £5,000 (reduced from £30k following outcome of second award)

Total £203,512

We have an overall budget of £220,526 to complete Stage Two of the bid. We have removed contingency; internal staff costs for 21/22 will need to be reduced and we will need to review costs on an ongoing basis to ensure that all works are completed within budget.

We are also working with partners to identify alternative funding sources; NTU and VWNC have already confirmed contributions for the ADMC project.

Delivery

There is a need to ensure that there is sufficient resource within the Council's Place Team to support Towns Fund and FHSF delivery.

We are currently recruiting to an existing Place and Projects Officer post – this post has been previously advertised, if this latest recruitment is unsuccessful we will need to review the options. We are also proposing to utilise a consultancy; Kinver Solutions to provide additional project management resource during the five-year Towns Fund programme. The company have been managing the Kirkby Leisure Centre new build and the new leisure operator contract and have a proven track record in project management and delivery.

In mid-March we appointed a consultant on a short-term contract to develop the ADMC (Automated Distribution and Manufacturing Centre) due to the high value and complexity of the project. Andy Dean (AD Business Solutions) is highly experienced and has been undertaking a similar role for Nottingham Trent University (NTU) in the development of the £23m Medical Technologies Innovation Facility which brings together organisations, clinicians & university researchers to develop ideas and get them to market. Andy also delivered NTU's Smart Wireless Innovation Facility - SWIFt which helps companies to accelerate their digital technology based projects, providing a test bed and product development facilities and services, and showcase area for demonstrations.

Andy is currently liaising with businesses which expressed an interest in the centre and working with the main partners: NTU, Vision West Notts. College and the Council to develop the vision, mission and specification for the building.

Initially the project management costs would be covered by the capacity funding and the salaries from the vacant posts within the Place Team. In the longer-term, once funding is secured, the ongoing costs would be capitalised as part of the project costs.

We also need to appoint consultants to develop the business cases for the projects. We have received advice from the Council's procurement partner Nottingham City Council. Our preferred approach is to appoint Gleeds for the majority of the business cases due to their previous involvement with seven of the projects and their general understanding of the process. Gleeds also produced the business cases for the successful FHSF submission. The work would be to an agreed cost through a framework agreement. Gleeds would continue to work with the architects Guy Taylor Associates.

We are currently reviewing whether any other consultants could be used for some of the more specialised projects, for example the cycling and walking routes project.

We are also reviewing whether the Council would be best placed to write some sections of the business cases (the Strategic and Management cases) which would also reduce costs.

We are preparing a report for consideration by the Council's Leadership. There is a necessity to appoint to the project management and business case roles as soon as possible due to the demand that Towns Fund/ FHSF is creating for this type of support.

We therefore propose that:

1. Gleeds are appointed (subject to an acceptable fee proposal) to produce business cases for the projects – excluding: ADMC; any other projects identified for more specialist work and, projects which will be produced by partner organisations and/or their preferred consultant
2. Andy Dean is appointed on a longer-term contract to develop the ADMC project and to produce the business case

3. Kinver Solutions are appointed to undertake project management for the Towns Fund programme
4. Delegated authority is given to the Discover Ashfield Chair to agree final costs for items 1-3 with the Council, as per the previous Stage 1 capacity funding, with allocations reported at the next Board meeting.

4. Partnership-led projects

Where other organisations are leading on the development of the business case and the delivery of the project an agreement will need to be made between the accountable body and the delivery body (e.g. Memorandum of Understanding - MOU) for the allocation of Towns Fund monies.

Although the majority of the projects involve partnership working, subject to agreement it is likely that a MOU would only be applicable to three projects where a partner is the lead organisation: the Library Innovation Centres (Inspire), the Science Discovery Centre and Planetarium (Mansfield & Sutton Astronomical Society) and Enterprising Ashfield (Nottingham Trent University). This will be discussed further with the partners.

It is proposed that the Council leads on all other approved projects with ongoing engagement with project partners.

5. Other requirements for Stage Two

The Public Sector Equality Duty - a programme-level impact assessment, together with relevant project-level impact assessment will be required, with a summary included in the Summary Document submission. Relevant Environmental Impact Assessments will also need to be undertaken.

Stakeholder engagement and communication plan

The plan submitted as part of the Stage One submission will need to be reviewed and developed. We will bring a draft to the next Board meeting in May.

Monitoring and evaluation

The Towns Fund (and Future High Streets) Monitoring and Evaluation (M&E) framework guidance has now been issued, the main requirements for formal reporting are:

- Twice a year reporting on Inputs, Activities and Outputs - several mandatory indicators and a selection of indicators based on the projects
- Primarily tracking spend, progress and completion of projects, and the direct results of the projects
- Small number of outcome indicators, e.g. jobs created/ maintained.

The draft project outputs submitted within the bid will need to be reviewed so that they align with the indicators now set for Towns Fund. An M&E plan will need to be submitted with the Summary Document, which will need to include updated indicators for each project.

6. Project prioritisation

It is likely that we will need to prioritise projects (if the Towns Fund offer is less than the funding requested). There is flexibility for us to prioritise our own projects, although projects need to be broadly similar to those submitted. Not all projects may have been

given the go-ahead in the Heads of Terms and some projects might have conditions attached.

The most important element is the collective contribution the projects will make to the vision, strategy, and objectives within the Town Investment Plan (TIP). We will need to consider what key benefits we are trying to achieve, what mix of projects will unlock the area's potential and make the greatest overall contribution to realising the strategy and objectives and which projects best address market failure and have the greatest potential to bring in long term investment. We should also consider if funding for some projects can be sourced elsewhere, if some projects can be delayed or grouped together or if some projects of lower value can be grouped with larger value projects to make savings.

Example scenarios include:

- Taking forward all projects (assuming they were accepted in the Heads of Terms) with an amount of funding taken off each
- Dropping some lower priority projects, keeping the higher priority projects at, or close to, their original allocation
- Grouping together or merging different projects

The guidance suggests an initial discussion of the Board to get an early understanding of emerging views, followed by analysis and scenario planning with a proposal presented back to the Board and council bodies for agreement. An alternative is to facilitate a Board/ Council Members workshop to determine which projects to take forward.

Sarah Daniel, Interim Service Manager for Place and Wellbeing, Ashfield District Council

Appendix 2

Briefing Note: Government Regeneration/ Town Centres Funding & Initiatives April 2021

Levelling Up

The government has launched three investment programmes to support the levelling-up agenda. Government will work with local partners in 2021 to develop an approach that delivers the infrastructure and regeneration priorities local leaders want to see in their area.

Government will also be working with local businesses on the future role of Local Enterprise Partnerships to ensure local businesses have clear representation and support in their area, in order to drive the recovery. Government will be working with LEPs over the coming months, with a view to announcing more detailed plans ahead of summer recess and includes consideration of LEP geographies.

Government will publish an Investment Framework for the UK Shared Prosperity Fund – the replacement to European Union structural funds which will tail off after 2022-23. The Prosperity Fund will commence in 2022.

1. The UK Community Renewal Fund - £220m (90% revenue), up to £3m per bid, deadline 18th June

In advance of the launch of the UK Shared Prosperity Fund - investment in skills, enterprise and employment. Will prioritise projects that target investment at communities in need, especially at the top 100 priority places, capacity funding will be given to the lead authority for these places. There are no Ashfield towns included on the list which is based on an index of economic resilience which measures productivity, household income, unemployment, skills and population density.

2. The Community Ownership Fund

To empower communities to protect community assets in their area by providing funding to take ownership over them, in support of the social wellbeing of local communities.

3. The Levelling Up Fund - £4.8bn

This will fund local transport schemes, urban regeneration projects and cultural assets, jointly managed by HM Treasury, MHCLG and DfT.

The first round will prioritise bids that can demonstrate investment or begin delivery on the ground in 2021/22. Further detail on how the Fund will operate from 2022-23 onwards will be set out later this year. The deadline for the first round is Friday 18 June, further guidance on submission will be issued shortly.

Ashfield is in category 2, the index is based on metrics including need for economic recovery and growth, need for improved transport connectivity and need for regeneration. Preference will be given to bids from higher priority areas. Bids from categories 2 and 3 will be considered on their merits of deliverability, value for money and strategic fit, and could still be successful if they are of **exceptionally high quality**.

For projects that require up to £20m of funding and larger high value transport projects, by exception. Bids above £20m and below £50m will be accepted for transport projects and can be submitted by any bidding local authority. They will be subject to a more detailed business case process and will need to score highly overall.

The first round will focus on three themes: **smaller transport projects** that make a genuine difference to local areas; **town centre and high street regeneration**; and support for maintaining and expanding the UK's portfolio of **cultural and heritage assets**, in particular:

- **Transport investments** including (but not limited to) public transport, active travel, bridge repairs, bus priority lanes, local road improvements and major structural maintenance, and accessibility improvements. We are requesting proposals for high-impact small, medium and by exception larger local transport schemes to reduce carbon emissions, improve air quality, cut congestion, support economic growth and improve the experience of transport users.
- **Regeneration and town centre investment**, building on the Towns Fund framework to upgrade eyesore buildings and dated infrastructure, acquire and regenerate brownfield sites, invest in secure community infrastructure and crime reduction, **and bring public services** and safe community spaces into town and city centres.
- **Cultural investment maintaining, regenerating, or creatively repurposing** museums, galleries, visitor attractions (and associated green spaces) and heritage assets as well as creating new community-owned spaces to support the arts and serve as cultural spaces.

See Annex 1 for further information and:

<https://www.gov.uk/government/collections/new-levelling-up-and-community-investments>

Support for High Streets

1. Welcome Back Fund

New £56 million Welcome Back Fund to help councils boost tourism, improve green spaces and provide more outdoor seating areas, markets and food stall pop-ups.

Ashfield received an allocation of £114k in June 2020 through the Reopening High Streets Safely Fund (RHSSF) and the Welcome Back Fund is an extension of ERDF funding. We should expect to receive a further £114k allocation with the delivery period up to March 2022.

The new fund will support existing RHSS activities, with the following additions:

- Support and promote a safe public environment for the visitor economy
- Allow local areas to develop plans for responding to the medium-term impact of Covid including trialling new ideas particularly where these relate to the High Street
 - Publicity campaigns and marketing activity for street food markets to support local businesses
 - Improving green space and seating areas to encourage people back to town centres
 - Beautification of areas to support the visitor economy.

The funding can also be used to help local areas overcome the long-term impact of Covid, including trialling new ideas such as 'virtual high streets' and research projects to futureproof local economies and communities.

The new strands of activity must be linked to a local strategy, final eligibility details are still being developed.

As European funding there continues to be strict criteria, the funding cannot be used for:

- Activity that provides no additionality - it should not be replacing the source for already committed expenditure
- Capital expenditure – permanent changes to the environment are not permitted
- Grants to businesses

2. High Streets Task Force

The government has recently announced two initiatives to support the high street as we come out of lockdown.

The High Streets Task Force is an alliance of place making experts working to redefine the high street. Commissioned by the Government in 2019, they provide guidance, tools and skills to help develop communities, partnerships and local authorities transform their high streets. The aim being to strengthen local leadership in high streets and town centres, by providing information, advice, training, knowledge and data.

Ashfield has been included in the recent announcement that 70 local authorities will receive support from the task force during next financial year.

Support will be tailored to a specific local high street or centre to help create the best vision and strategies for the area. Following a one-day expert visit, each location can receive a range of services offered by the Task Force, including expert consultancy, mentoring, visioning or place making workshops, access to footfall data, and training programmes for place managers and leaders.

The Task Force has been helping local authorities over the past 12 months in pilot locations, including Preston, Coventry, Salford, Croydon, Accrington, Hartlepool and West Bromwich.

Appendix 3

Primary Care Networks (PCN) Update for the ICP Board

Author: David Ainsworth

As at: 12/4/2021

This paper provides a synopsis of the most recent work of the six Primary Care Networks in Mid Nottinghamshire as an update for the ICP Board. The value of each scheme describes some but not all of the intended benefits to people, the system and the economy.

Virtual Ward

- Provides a step down mechanism to enable earlier and safe discharge initially for COVID positive patients.
- Using home oxygen saturation monitoring
- Over 20 people have safely been monitored at home and discharged from home

Partners: Sherwood Forest Hospitals (SFH), PCNs and Nottinghamshire Healthcare Trust (NHT)

Value: People can go home sooner; knowing their care can safely be provided through additional monitoring. This matters because hospital inpatient stay can lead to overall decompensation of an individual's wellbeing.

Pulse Oximeter at Home

- Step up service to monitor patients at home using pulse oximetry and prevent hospital admission by safely detecting early signs of deterioration.
- Over 100 patients have now gone through the service and safely discharged

Partners: PCNs, NHT, EMAS, District Councils and NEMS

Additional Roles First Contact Practitioners

- All practitioners have been recruited to and they can now request access to diagnostic testing such as MRI scans
- Activity data not yet available
- Enables people to see a physiotherapist for common musculoskeletal problems freeing up GPs to deal with complex long term conditions and COVID management

Partners: ICP MCK Hub, PCNs, SFH

Value: People with MSK conditions can go straight to the discipline trained especially in MSK getting access to treatment and recovery first hand. This helps people back into work and the economy in sick day reduction.

Vaccine Targeted clinics

- To ensure 'no one is left behind' the PCNs have delivered COVID vaccination clinics to homeless people, people with a learning disability and autism and in support of the housebound community.

Partners: PCNs, District Council humanitarian teams, CCG COVID programme, Police, Education, Housing officers, SFH Bank staff

Value: All members living in our communities get access to their COVID vaccination irrespective of their housing, ability both physical and mental and socio-economic circumstances; globally increasing uptake which helps community prevention.

Social Prescribing Link Workers

- Funding has been agreed to train the link workers in mental health – given the level of incidence they see
- Over 600 people are on their current case load

Partners: CVS, District councils, PCNs, SFH, Police, Education, DWP, Housing, Social Care

Value: People with complex life choices and circumstances or those who find the current system difficult to work with can be helped find their way through the system to get the help and brief interventions that will make a meaningful impact upon their lives and health outcomes.

EMAS Direct Dial

- Crews have been calling GPs through dedicated lines allowing people to be cared for in a primary care setting.
- Over 550 patients in the last five months (up to March 21) have been safely cared for between EMAS and the PCNs.

Partners: PCNs, EMAS and SFH ED department

Value: Hospital isn't always the best place and often GPs are well placed to advise on people they have known and treated for years. Staying at home and starting treatment there is a safe way to improve people's health and follow up can be managed in a seamless way with fewer hand-offs.