



## Agenda

# Discover Ashfield Board Meeting

Date: **Friday, 13th October, 2023**

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Time: **9.00 am**

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Venue: **Hybrid - Meeting Room 1, Council Offices, Urban Road & Microsoft Teams**

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	For any further information please contact:
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	<b>Hollie Maxwell-Smith</b>
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# DISCOVER ASHFIELD BOARD MEETING

## Attendees

ATTENDEES			
Name	Position on Board	Position/Organisation	Present
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Innovation Engineer, ECS Engineering	
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College – joined the meeting at 9.50am	
Darron Ellis	Theme Lead – More to Discover	Historian, Sutton Living Memory Group	
Liz Barrett OBE	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 MYP	Board Member	UK Youth Parliament Steering Group Representative for the East Midlands	
Claire Ward	Board Member	Chair of Sherwood Forest Hospitals NHS Foundation Trust	
Clare Hitchings	Substitute for Tim Hepke	Communications Lead, ITP Aero	
Christopher Baron	Substitute for Lee Anderson, MP	Office Manager, Ashfield & Eastwood MP's Office	
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	
Cllr Julie Gregory	Board Member	Scrutiny Representative, Ashfield District Council	
Cllr Matthew Relf	Board Member	Executive Lead Member for Growth, Regeneration and Local Planning, Ashfield District Council	
Cllr Keith Girling	Notts County Council Representative	Economical Development and Asset Management, Notts County Council	
David Ainsworth	Board Member	Director of Sherwood Forest Hospitals Trust	
David Williams	Substitute for Jean Sharpe	Partnerships Manager North Nottinghamshire DWP	
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	
Ella McManus	Board Member	Mansfield & Ashfield 2020	
Fiona Anderson	Board Member	Associative Director, Civic Engagement, Nottingham Trent University (NTU)	
Gary Jordan MBE	Board Member	Executive Coach / GMJ Solutions	
Ian Bond	Substitute for Peter Graw	Director of Learning, Inspire: Culture, Learning and Libraries	
Jean Sharpe	Board Member	Lincolnshire, Nottinghamshire & Rutland Progression Champion for In-Work Progression	
Julia Terry	Board Member	Development Worker, Transforming Notts Together	
Kathryn Stacey	Board Member	Chief Executive, Citizens Advice Ashfield	
Lorraine Palmer	Board Member	Programme Director, Mid Notts Place Based Partnership	
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	
Mark Spencer, MP	Board Member	MP for Sherwood	

Mark Yates	Substitute	PCN Development Managers, Nottingham and Nottinghamshire ICB	
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	
Tim Hepke	Board Member	UK Head of Maintenance and Group Property, ITP Aero	
Theresa Hodgkinson	Board Member	Chief Executive, Ashfield District Council	
Will Morlidge	Board Member	Chief Executive, D2N2 LEP	
Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	
Alastair Blunkett	Supporting Officer	Service Manager for Neighbourhoods and Environment	
Bev Bull	Supporting Officer	Chief Accountant, Ashfield District Council	
Chris Stephenson	Supporting Officer	Communications Manager, Ashfield District Council	
Christine Sarris	Supporting Officer	Assistant Director – Planning and Regulatory Services	
Hollie Maxwell-Smith	Supporting Officer	Project Officer Discover Ashfield, Ashfield District Council	
Jas Hundal	Supporting Officer	Programme Director – Place, Ashfield District Council	
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development	
John Bennett	Supporting Officer	Executive Director, Place, Ashfield District Council	
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager	
Nathan McNicholas	Supporting Officer	Senior Economic Development Officer, Ashfield District Council	
Paul Crawford	Supporting Officer	Investment Manager – Regeneration, Ashfield District Council	
Sarah Daniel	Supporting Officer	Assistant Director - Regeneration, Ashfield District Council	
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	

## **AGENDA**

**Page**

- 1. Welcome / Introductions / Apologies - Martin Rigley**
- 2 Reflections of Previous Meeting - Martin Rigley**
- a Meeting Minutes** 5 - 14
- b Action Log**
  - There were no actions from the previous meeting.
- 3 New Declarations of Interest - ALL**
- 4 Major Projects & Funding Update - Sarah Daniel** 15 - 46
- 5 Theme Lead Reports - Theme Leads**
- a Succeed in Ashfield - Martin Rigley**
- b Love Where You Live - Liz Barrett**
- c More to Discover - Darron Ellis**
- d Be Healthy, Be Happy - Pete Edwards**
- 6 Discover Ashfield Project Officer Update - Hollie Maxwell-Smith**
- 7 Board Member Updates - ALL**
- 8 Any Other Business - ALL**
- 9 Date of Next Meeting - Wednesday 15th November**



**DISCOVER ASHFIELD BOARD MEETING**

**Wednesday 23<sup>rd</sup> August  
9am – 11am**

**Hybrid – Committee Room, Council Offices, Urban  
Road & Microsoft Teams**

## **AGENDA**

**Page**

- 1. Welcome / Introductions / Apologies - Martin Rigley**
- 2. Reflections of Previous Meeting - Martin Rigley**
  - a Meeting Minutes**
  - b Action Log**
    - Hollie to send out Makerspace open evening information to the board.**
    - Melanie / Hollie to get October's Career Fair information to the board to promote and attend if possible.**
    - Hollie to move the October 6th board meeting to October 13th.**
- 3. New Declarations of Interest - ALL**
- 4. Discover Ashfield Awards – Martin Rigley**
- 5. Major Projects & Funding Update – Sarah Daniel**
- 6. Theme Lead Reports – Theme Leads**
  - a Succeed in Ashfield – Martin Rigley**
  - b Love Where You Live – Liz Barrett**
  - c More to Discover – Darron Ellis**
  - d Be Healthy, Be Happy – Pete Edwards**
- 7. Discover Ashfield Project Officer Update – Hollie Maxwell-Smith**
- 8. Board Member Updates – All**
- 9. Any Other Business – All**
- 10. Date of Next Meeting – Friday 13<sup>th</sup> October**

## ATTENDEES

Name	Position on Board	Position/Organisation	
<b>Martin Rigley MBE</b>	<b>Chair / Theme Lead – Succeed in Ashfield</b>	<b>ECS Engineering Services Ltd</b>	√
<b>Louise Knott</b>	<b>Vice Chair</b>	<b>Vice Principal, West Nottinghamshire College – joined the meeting at 9.50am</b>	√
<b>Darron Ellis</b>	<b>Theme Lead – More to Discover</b>	<b>Historian, Sutton Living Memory Group</b>	
<b>Liz Barrett OBE</b>	<b>Theme Lead – Love Where You Live</b>	<b>Principal, Academy Transformation Trust Further Education (ATTFE)</b>	√
<b>Pete Edwards</b>	<b>Theme Lead – Be Happy, Be Healthy</b>	<b>Chair, Ashfield Health and Wellbeing Partnership</b>	√
Callum Parr MYP	Board Member	UK Youth Parliament Steering Group Representative for the East Midlands	√
Claire Ward	Board Member	Chair of Sherwood Forest Hospitals NHS Foundation Trust	
Christopher Baron	Substitute for Lee Anderson, MP	Office Manager, Ashfield & Eastwood MP's Office	
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	
Cllr Matthew Relf	Board Member	Executive Lead Member for Regeneration and Corporate Transformation, Ashfield District Council	
Cllr Keith Girling	Notts County Council Representative	Economic Development and Asset Management, Notts County Council	
Cllr Julie Gregory	Board Member	Scrutiny Representative, Ashfield District Council	√
David Ainsworth	Board Member	Director of Sherwood Forest Hospitals Trust	
David Williams	Substitute for Jean Sharpe	Partnerships Manager North Nottinghamshire DWP	√
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	√
Ella McManus	Board Member	Mansfield & Ashfield 2020	
Fiona Anderson	Board Member	Associate Director, Civic Engagement, Nottingham Trent University (NTU)	√
Gary Jordan MBE	Board Member	Executive Coach / GMJ Solutions	√
Ian Bond	Substitute for Peter Gaw	Director of Learning, Inspire: Culture, Learning and Libraries	√
Jean Sharpe	Board Member	DWP - Lincolnshire, Nottinghamshire & Rutland Progression Champion for In-Work Progression	
Julia Terry	Board Member	Development Worker, Transforming Notts Together	
Kathryn Stacey	Board Member	Chief Executive, Citizens Advice Ashfield	
Lorraine Palmer	Board Member	Programme Director, Mid Notts Place Based Partnership	
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	
Mark Spencer, MP	Board Member	MP for Sherwood	
Mark Yates	Substitute	PCN Development Managers, Nottingham and Nottinghamshire ICB	
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	√
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	√
Paula Longden	Board Member	Deputy Locality Director, Nottingham and Nottinghamshire ICB	√

Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	√
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	
Tim Hepke	Board Member	ITP Aero	√
Theresa Hodgkinson	Board Member	Chief Executive, Ashfield District Council	√
Will Morlidge	Board Member	Chief Executive, D2N2 LEP	
Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	
Alastair Blunkett	Supporting Officer	Assistant Director - Neighbourhoods	
Chris Stephenson	Supporting Officer	Communications Manager, Ashfield District Council	
Christine Sarris	Supporting Officer	Assistant Director – Planning	√
Hollie Maxwell-Smith	Supporting Officer	Project Officer Discover Ashfield, Ashfield District Council	√
Jas Hundal	Supporting Officer	Interim Executive Director – Place, Ashfield District Council	
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development, Nottinghamshire County Council	
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager	√
Nathan McNicholas	Supporting Officer	Senior Economic Development Officer	
Paul Crawford	Supporting Officer	Investment Manager, Ashfield District Council	
Sarah Daniel	Supporting Officer	Assistant Director - Regeneration, Ashfield District Council	√
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	



Agenda Item	
<b>1</b>	<b>Welcome / Introductions / Apologies</b>
	<ul style="list-style-type: none"> <li>Apologies were noted for Cllr Girling, Cllr Relf, Chris Baron, Lee Anderson, Jean Sharpe, Kathryn Stacey, Julia Terry, David Ainsworth, Paul Crawford, Chris Stephenson, Alastair Blunkett.</li> </ul>
	<ul style="list-style-type: none"> <li>It was also noted that Gary Jordan and Melanie Phythian would need to leave the meeting early.</li> </ul>
<b>2</b>	<b>Review of Previous Meeting – Martin Rigley</b>
	<ul style="list-style-type: none"> <li>All minutes agreed.</li> </ul>
<b>a</b>	<b>Board Meeting Minutes</b>
	All minutes agreed.
<b>b</b>	Action Log (these include actions from the below minutes)
	<ul style="list-style-type: none"> <li>There were no actions from the meeting.</li> </ul>
<b>3</b>	<b>New Declarations of Interest – ALL</b>
	<ul style="list-style-type: none"> <li>Fiona Anderson noted Nottingham Trent University’s continued work with UK Shared Prosperity Fund through the Vertical Farming project.</li> </ul>
<b>4</b>	<b>Discover Ashfield Awards – Martin Rigley</b>
	<ul style="list-style-type: none"> <li>Martin explained Andrea and Hollie had put together a document for the upcoming Awards in February and plans for this, he passed this over to Hollie to run through.</li> </ul>
	<ul style="list-style-type: none"> <li>Hollie explained that the Awards will be at the Kirkby Leisure Centre again this year, with the proposal to have guests seated at tables to make socialising easier and for people to get up to go on the stage. The tables will have wine and soft drinks, with an option for guests to purchase further refreshments from Everyone Active so they can make an income from the event (as they don’t charge DA for room hire).</li> </ul>
	<ul style="list-style-type: none"> <li>Guests will be encouraged to arrive from 6:30pm with a singer / band providing background entertainment.</li> </ul>
	<ul style="list-style-type: none"> <li>At around 7pm guests would be encouraged to take their seats to start their buffet, with the singer / band carrying on until around 7:15pm, when the ceremony would begin.</li> </ul>
	<ul style="list-style-type: none"> <li>The awards ceremony would have a break halfway through, giving guests opportunity to socialise again whilst the performer provides background entertainment.</li> </ul>
	<ul style="list-style-type: none"> <li>The awards will then move onto the Skills Partnership ceremony, which Nathan and Melanie have worked on, with a view of finishing no later than 9pm.</li> </ul>
	<ul style="list-style-type: none"> <li>Presentations will be done by a mixture of board members, theme leads, Councillors and officers.</li> <li>As well as information about the nominees it would be great to show some short videos about them.</li> </ul>
	<ul style="list-style-type: none"> <li>There is also the opportunity to show some of the historic Discover Ashfield videos made as well as an update on UKSPF / Towns Fund work which has been happening.</li> </ul>
	<ul style="list-style-type: none"> <li>Hollie then explained the proposal to have less categories and simpler names, including:</li> </ul>

	<ul style="list-style-type: none"> <li>• Very Important Volunteer</li> <li>• Brilliant Business</li> <li>• Shining Star</li> <li>• Wonderful Workplace</li> <li>• Superhero</li> <li>• Skill Awards (Nathan / Melanie)</li> <li>• Maryrose Philanthropy Award</li> </ul>
	<ul style="list-style-type: none"> <li>• Hollie then ran through the timeframes with nominations opening end of September and closing end of October, giving ample time for people to nominate, judging to go to the Delivery group in November, filming of winners in December and the Awards on Friday 2<sup>nd</sup> February.</li> </ul>
	<ul style="list-style-type: none"> <li>• Fiona said she liked the idea of simplifying the categories but commented it would need to be clear as to who can be nominated for each.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin commented it will be difficult to beat last year's awards and he does like the idea of the seated arrangement and simplifying nomination categories.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin asked board members to approve the recommendations for next year's Discover Ashfield Awards.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin proposed and Gary Jordan seconded.</li> </ul>
<b>5</b>	<b>Major Projects &amp; Funding Update – Sarah Daniel</b>
	<ul style="list-style-type: none"> <li>• Sarah ran through the progress and risked based summary for each project for the Future High Streets Fund (included in the agenda pack).</li> </ul>
	<ul style="list-style-type: none"> <li>• She then ran through the progress and risked based summary for each project for the Towns Fund (included in the agenda pack).</li> </ul>
	<ul style="list-style-type: none"> <li>• David Williams asked Sarah if the planetarium project was providing any job opportunities as part of the social value.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin explained that the business case outlines the social value, he is unsure on the extent of this, however work experience is included.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah added that there will be a section added to the Major projects and funding report which will detail the social value being delivered for each project.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah ran through the Monitoring and Evaluation, Project Adjustment Request Guidance and Communications points of the agenda pack.</li> </ul>
	<ul style="list-style-type: none"> <li>• She then went through the Towns Fund and Future High Streets Fund Decisions.</li> </ul>
	<ul style="list-style-type: none"> <li>• It was reported and approved at the board meeting in July that £375,800 would be reallocated to TF18 Cornerstone Theatre from TF02 Construction Centre project following changes to how recoverable VAT was being managed on the construction project. The balance was to be retained within the TF02 Construction Centre project as a contingency sum for future consideration.</li> </ul>
	<ul style="list-style-type: none"> <li>• Since the approval we would like the board to note the following current position for the science discovery centre and planetarium:</li> <li>• When the business case was prepared, the project budget was calculated to be £6.35 million (including VAT), and inflation allowance based on the industry standard.</li> <li>• Tender returns have now been received for the subcontracted work packages and, with allowances made for anticipated future value engineering, the</li> </ul>

	<p>project budget is now estimated to have increased to £6.51 million. This is mostly due to a higher than budgeted impact caused by persistent inflation.</p> <ul style="list-style-type: none"> <li>• Allowing for future income from multiple small donations and from interest, and a capacity fund contribution recently awarded for the LUF (Levelling Up Fund) capital funding the current budget shortfall is estimated to be £188,000.</li> </ul>
	<ul style="list-style-type: none"> <li>• The decision for the board is to underwrite the shortfall so that Mansfield and Ashfield Astronomical Society (MSAS) has the ability to draw down further funds if / when needed. MSAS will continue to fundraise to close the funding gap via other funders in the first instance.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin added that MSAS now has support from the head fundraiser at Nottingham Trent University who will be giving her time to assist in raising the shortfall, but it would be ideal to have the safety net of the funding.</li> </ul>
	<ul style="list-style-type: none"> <li>• Melanie Phythian noted that she can't make a judgement on the decision but she felt it would be a pragmatic approach and a way of being agile with funding. This project helped secure the high value of the Ashfield Towns Deal as it has regional impact and delays in the delivery would be flagged up quickly.</li> </ul>
	<ul style="list-style-type: none"> <li>• Edward Johnstone commented that the College had had tenders returned and that prices are softening but still increasing. He expressed that a few months of fundraising could result in higher costs due to the delay and recommended moving forward with the project as quickly as possible.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin asked the board to propose and second the decision.</li> </ul>
	<ul style="list-style-type: none"> <li>• Pete Edwards proposed, and Tim Hepke seconded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah then updated the board on the UK Shared Prosperity Fund, included in the agenda pack.</li> </ul>
	<ul style="list-style-type: none"> <li>• She added that the Vertical Farming project is moving forward as Mansfield Council have agreed their allocation and this will be located at Kings Mill Reservoir.</li> </ul>
	<ul style="list-style-type: none"> <li>• Melanie Phythian asked how the East Midlands Chamber work with Supporting local businesses and the NTU Enterprising Ashfield project are going to work alongside each other seamlessly.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah explained there had been a meeting of partners, including Mansfield Council, Enterprising Ashfield, Nottinghamshire County Council and ADMC around the business support work.</li> <li>• She noted that Melanie Wheelwright is working with NTU and meeting regularly, and she is also working on the Chamber contract.</li> <li>• Sarah also understood there is a need for a one stop for businesses to go to.</li> </ul>
	<ul style="list-style-type: none"> <li>• Melanie Wheelwright added there has been a premeeting with the Chamber and how Enterprising Ashfield can be linked in and further discussions will be held.</li> </ul>
	<ul style="list-style-type: none"> <li>• Fiona Anderson commented that NTU do work closely with the Chamber already but will flag this with her colleagues to see how this work is going.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah then moved onto the Green social prescribing, community growing and allotments, included in the agenda pack.</li> <li>• The board were asked to reallocate £20,000 from year 3 to be brought forward into the current year to accelerate the project as follows: <ul style="list-style-type: none"> <li>• £1,750 higher costs of planters</li> <li>• £2,500 into the small grants programme</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>£12,000 growing packs for 120 families to provide them with seed packs and support to begin growing fresh produce in their own home / gardens.</li> <li>£4,450 delivery of educational courses including growing on a budget, weaving willow and creating a wormery.</li> </ul>
	<ul style="list-style-type: none"> <li>The board were asked to propose and second the decision.</li> </ul>
	<ul style="list-style-type: none"> <li>Liz Barrett proposed, and Martin Rigley seconded.</li> </ul>
	<ul style="list-style-type: none"> <li>Sarah noted the risk register as an appendix at the end of the agenda pack.</li> </ul>
	<ul style="list-style-type: none"> <li>Ian Bond asked about the High Pavement project and that it is stated as being on track to complete in November 2024, Ian questioned whether this was meant to be 2023.</li> </ul>
	<ul style="list-style-type: none"> <li>Sarah confirmed this was an error and should be November 2023.</li> </ul>
<b>6</b>	<b>Theme Lead Reports – Theme Leads</b>
<b>a</b>	<b>Succeed in Ashfield – Martin Rigley</b>
	<ul style="list-style-type: none"> <li>Martin met with Matt Lynch, Partnership Manager at DLUCH who had come up from London to look at the district, he mainly looked at Mansfield and the common issues there.</li> <li>They discussed the projects going on and where the board is supporting.</li> </ul>
	<ul style="list-style-type: none"> <li>Melanie explained this is linked with the Levelling Up Partnership with Mansfield as the economies of Mansfield and Ashfield are intertwined.</li> <li>Melanie thanked Martin for taking the time to meet Matt.</li> </ul>
	<ul style="list-style-type: none"> <li>Fiona Anderson explained colleagues at NTU had also met with Matt Lynch to discuss the Levelling Up Funding.</li> </ul>
	<ul style="list-style-type: none"> <li>Martin went on to say that he and Liz Barrett had been meeting to discuss the Science Discovery Centre and the groundbreaking ceremony plans.</li> </ul>
<b>b</b>	<b>Love Where You Live – Liz Barrett</b>
	<ul style="list-style-type: none"> <li>Liz wanted to highlight the work that Feeding Ashfield were doing and the impact this is having to help households, she feels this should be celebrated as it is a joined-up approach which she hasn't seen anywhere else nationally.</li> </ul>
	<ul style="list-style-type: none"> <li>Liz thanked Hollie for the board meeting minutes.</li> </ul>
	<ul style="list-style-type: none"> <li>Ashfield Day was brilliant for organisation and content but a shame about the weather.</li> <li>She thanked the Ashfield District Council team for pulling this together, there were many positive comments from the day.</li> </ul>
	<ul style="list-style-type: none"> <li>The work on the Community Interest Company is continuing.</li> <li>ATTFE now have some 'Tommy' templates for Remembrance Day which they are able to loan out to partners.</li> </ul>
	<ul style="list-style-type: none"> <li>There are plans forming for the Christmas events which Liz will update the board on further into Autumn.</li> </ul>
<b>c</b>	<b>More to Discover – Darron Ellis</b>
	<ul style="list-style-type: none"> <li>There were no updates from Darron.</li> <li>Hollie updated the board that Darron did attend Ashfield Day and thanked him for this.</li> </ul>
<b>d</b>	<b>Be Healthy, Be Happy – Pete Edwards</b>
	<ul style="list-style-type: none"> <li>Pete updated the board that the last management meeting was in July, the Annual Report has been completed and approved by the Council's Cabinet.</li> <li>He is looking at printed versions and resident friendly versions.</li> <li>All members of the management group had an input in the report.</li> </ul>

	<ul style="list-style-type: none"> <li>The Children and Young Peoples network met and around 120 people attended this. Pete suggested there should be representation from Secondary Schools to broaden the scope of this.</li> </ul>
	<ul style="list-style-type: none"> <li>Leamington Community Partnership – next meeting is in September, work being coordinated by Luke Donnelly (ADC).</li> </ul>
	<ul style="list-style-type: none"> <li>The Wellbeing Network has a launch event in September which will be held at the Summit Centre in Kirkby.</li> </ul>
<b>7</b>	<b>Discover Ashfield Project Officer Update – Hollie Maxwell-Smith</b>
	<ul style="list-style-type: none"> <li>Hollie informed the board that the photography winners had all been contacted and press release had gone out, with two of them having received their prizes.</li> </ul>
	<ul style="list-style-type: none"> <li>Hollie mirrored what Liz said about Ashfield Day, with everyone being upbeat and positive on the day.</li> </ul>
	<ul style="list-style-type: none"> <li>The Food Festival was at Hucknall the previous Sunday with Feel Good Families attending to get young people involved in fresh food.</li> </ul>
<b>8</b>	<b>Board Member Updates – All</b>
	<ul style="list-style-type: none"> <li>No updates.</li> </ul>
<b>9</b>	<b>Any Other Business - All</b>
	<ul style="list-style-type: none"> <li>Martin congratulated Callum Parr on his A Level results and being accepted into Oxford Brookes University.</li> </ul>
	<ul style="list-style-type: none"> <li>Paula Longden informed the board that she will be leaving the board as she is leaving the Integrated Care Board and moving to Sherwood Forest Hospitals Trust.</li> </ul>
	<ul style="list-style-type: none"> <li>Melanie Wheelwright mentioned the Careers Fair at Kirkby Leisure Centre on October 6<sup>th</sup>.</li> <li>Business Support will also be hosting a Green Business and Decarbonisation event in early November and information will follow shortly.</li> </ul>
	<ul style="list-style-type: none"> <li>Fiona asked if Melanie had a date for the event.</li> </ul>
	<ul style="list-style-type: none"> <li>Melanie explained a date hasn't been set but it will likely be the first week of November.</li> </ul>
<b>10</b>	<b>Date of Next Meeting – Friday 13<sup>th</sup> October.</b>

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## Programmes and Funding Update October 2023

The report provides an overview of programme performance for the Future High Streets Fund (FHSF), Towns Fund (TF) and UK Shared Prosperity Fund (UKSPF) and an overview of the new funding allocation for Kirkby.

### 1. Future High Streets Fund

#### 1.1 Finance:





The table below sets out the approved profiled income from DLUHC and associated co-funding for each project. Approved changes from the previous Discover Ashfield Board reporting period are included.

Project	RDEL/CDEL	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	Total (£)
FHSF Sutton Academy Theatre / Cornerstone	RDEL (Revenue)	-	-	-	-	-	-
	CDEL (Capital)	48,545	143,287	2,155,287			2,347,118
		<b>48,545</b>	<b>143,287</b>	<b>2,155,287</b>	-	-	<b>2,347,118</b>
	<b>Co-funding</b>			<b>100,000</b>			<b>100,000</b>
TF18 Cornerstone	CDEL	-	1,496	-	874,304	-	875,800
<b>TOTAL</b>							<b>2,947,118</b>
FHSF High Pavement	RDEL						-
	CDEL	988,342	148,812	514,511			1,651,665
	<b>Sub Total</b>	<b>988,342</b>	<b>148,812</b>	<b>514,511</b>	-	-	<b>1,651,665</b>
	<b>Co-funding</b>		-	<b>937,289</b>			<b>937,289</b>
<b>Total</b>							<b>2,588,954</b>
FHSF Low Street 9-11 and No 14	RDEL						
	CDEL	86,920	1,081,310	581,770			1,750,000
	<b>Co-funding</b>			<b>647,933</b>			<b>647,933</b>
<b>Total</b>							<b>2,397,933</b>

FHSF Fox Street pop- up food court and car park	RDEL						
	CDEL	67,314	44,397	419,378			531,088
	Co-funding	-		70,912			70,912
<b>Total</b>							<b>602,000</b>

## 1.2 Progress

A progress and risk-based summary for each project is provided below.

Project	Achievements/ progress/next steps	Risk Level / programme and cost
<b>Theatre Project</b>	RIBA stage 3 has been developed and reviewed and the procurement strategy is being progressed. We are in discussion with DLUHC regarding revising the delivery programme. The risk remains elevated because the project programme has slipped without the ability to bring forward the completion.	
<b>Low Street</b>	14 Low Street - Complete. 9-11 Low Street – The contract has been awarded and the council is progressing the contract agreement and mobilisation.	
<b>High Pavement</b>	Project on site and remains on track to complete in November. Heads of Terms have been agreed with an anchor tenant who will take on the ground floor and first floor in the west wing of the building. Makerspace committee is growing and now leading on promotion of the new facilities and developing the fit out of the space. Business unit promotion is progressing alongside the UKSPF business grant scheme.	
<b>Fox Street</b>	Value engineering has reduced the project budget requirements to £1.9 – £2.1 million to deliver the Portland Square and Fox Street projects. Subject to approval of funding reallocation and final value engineering options the project can be delivered.	



## 2. Towns Fund

### 2.1 Finance

The table below sets out the approved profiled income from DLUHC and associated co-funding for each project. Approved changes from the previous Discover Ashfield Board reporting period are included.

Project	RDEL/CDEL	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	Total (£)
TF-01 Ashfield Civil Engineering Centre	RDEL (Revenue)	-					-
	CDEL (Capital)	6,902	46,865	2,047,367	-		2,101,134
	<b>Sub Total</b>	<b>6,902</b>	<b>46,865</b>	<b>2,047,367</b>	<b>-</b>	<b>-</b>	<b>2,101,134</b>
	<b>Co-funding</b>		<b>453,017</b>	<b>250,000</b>	<b>60,500</b>		<b>763,517</b>
<b>TOTAL</b>							<b>2,864,651</b>
TF-02 Ashfield Construction Centre	RDEL	-	-	-	-	-	-
	CDEL	14,746	21,377	733,077	4,032,555		4,801,755
	<b>Total</b>	<b>14,746</b>	<b>21,377</b>	<b>733,077</b>	<b>4,032,555</b>	<b>-</b>	<b>4,801,755</b>
	<b>Co-funding</b>		<b>-</b>	<b>1,837,500</b>	<b>-</b>	<b>-</b>	<b>1,837,500</b>
<b>TOTAL</b>							<b>6,639,255</b>
TF-03 Automated Distribution and Manufacturing Centre	RDEL	-	-	500,000	375,000	125,000	1,000,000
	CDEL	17,035	153,724	19,079,241	233,141	-	19,483,141
	<b>Sub Total</b>	<b>17,035</b>	<b>153,724</b>	<b>19,579,241</b>	<b>608,141</b>	<b>125,000</b>	<b>20,483,141</b>
	<b>Co-funding</b>				<b>467,000</b>	<b>934,000</b>	<b>1,401,000</b>
<b>TOTAL</b>							<b>21,884,141</b>
TF-04 Cycling and Walking Routes	RDEL	-	-	-	-	-	-
	CDEL	1,142	30,000	1,808,138	97,000	-	1,936,280
	<b>Total</b>	<b>1,142</b>	<b>30,000</b>	<b>1,808,138</b>	<b>97,000</b>	<b>-</b>	<b>1,936,280</b>

	<b>Co-funding</b>			-	<b>45,000</b>		45,000
<b>TOTAL</b>							<b>1,981,280</b>
<b>TF-05 Enterprising Ashfield</b>	RDEL	2,344	681,553	1,360,103	985,000	816,000	3,845,000
	CDEL	-	-	-	-	-	-
	<b>Sub Total</b>	<b>2,344</b>	<b>681,553</b>	<b>1,360,103</b>	<b>985,000</b>	<b>816,000</b>	<b>3,845,000</b>
	<b>Co-funding</b>						<b>3,746,867</b>
<b>TOTAL</b>							<b>7,591,867</b>
<b>TF-06 Green Ashfield</b>	RDEL	-	-	-	-	-	-
	CDEL	1,142	114,457	1,684,401	398,048		2,198,048
	<b>Sub Total</b>	<b>1,142</b>	<b>114,457</b>	<b>1,684,401</b>	<b>398,048</b>	-	<b>2,198,048</b>
	<b>Co-funding</b>			<b>2,812,134</b>	<b>317,167</b>	-	<b>3,129,301</b>
<b>TOTAL</b>							<b>5,327,349</b>
<b>TF-07 High Street Property Fund</b>	RDEL	-	-	-	-	-	-
	CDEL	18,265	4,631	876,305			899,201
	<b>Sub Total</b>	<b>18,265</b>	<b>4,631</b>	<b>876,305</b>	-	-	<b>899,201</b>
	<b>Co-funding</b>			<b>100,000</b>			<b>100,000</b>
<b>TOTAL</b>							<b>999,201</b>
<b>TF-08 Kings Mill Reservoir Leisure Development</b>	RDEL	-	-	-	-	-	-
	CDEL	23,196	459,422	2,059,125	810,257		3,352,000
	<b>Sub Total</b>	<b>127,000</b>	<b>2,414,743</b>	<b>2,414,743</b>	<b>2,414,743</b>		<b>3,352,000</b>
	<b>Co-funding</b>			<b>192,000</b>	<b>456,000</b>		<b>648,000</b>
<b>TOTAL</b>							<b>4,000,000</b>
<b>TF-09 Kingsway Sports Hub</b>	RDEL	-	-	-	-	-	-
	CDEL	5,640	87,059	1,398,977			1,491,676
	<b>Total</b>	<b>5,640</b>	<b>87,059</b>	<b>1,398,977</b>	-	-	<b>1,491,676</b>
	<b>Co-funding</b>	<b>39,000</b>			<b>910,000</b>		<b>949,000</b>

<b>TOTAL</b>								<b>2,440,676</b>
<b>TF-10 Library Innovation Centres</b>	RDEL	-	-	48,000	51,000	51,000	150,000	
	CDEL		3,375	509,625	38,000	36,478	587,478	
	<b>Sub Total</b>	<b>-</b>	<b>3,375</b>	<b>557,625</b>	<b>89,000</b>	<b>87,478</b>	<b>737,478</b>	
	<b>Co-funding</b>				<b>113,000</b>		<b>113,000</b>	
<b>TOTAL</b>								<b>850,478</b>
<b>TF-11 North Kirkby Gateway</b>	RDEL	-	-	-	90,000	90,000	180,000	
	CDEL	7,935	83,605	1,520,583	4,630,797	3,786,727	10,029,648	
	<b>Sub Total</b>	<b>7,935</b>	<b>83,605</b>	<b>1,520,583</b>	<b>4,720,797</b>	<b>3,876,727</b>	<b>10,209,648</b>	
	<b>Co-funding</b>				<b>2,155,000</b>	<b>2,985,999</b>	<b>5,140,999</b>	
<b>TOTAL</b>								<b>15,350,647</b>
<b>TF-12 Portland Square Refurbishment</b>	RDEL	-	-	-	-	-	-	
	CDEL	65,000	400,000	264,352	-	-	729,352	
	<b>Total</b>	<b>65,000</b>	<b>400,000</b>	<b>264,352</b>	<b>-</b>	<b>-</b>	<b>729,352</b>	
	<b>Co-funding</b>	<b>-</b>		<b>136,000</b>			<b>136,000</b>	
<b>TOTAL</b>								<b>865,352</b>
<b>TF-14 Science Discovery Centre &amp; Planetarium</b>	RDEL	-	-	-	-	-	-	
	CDEL	149,500	385,786	1,554,714	208,004		2,248,004	
	<b>Total</b>	<b>149,500</b>	<b>385,786</b>	<b>1,554,714</b>	<b>208,004</b>	<b>-</b>	<b>2,298,004</b>	
	<b>Co-funding</b>	<b>-</b>	<b>29,000</b>		<b>956,000</b>		<b>985,000</b>	
<b>LUF- Science Discovery Centre</b>	CDEL	-	250,000	1,425,000	1,425,000	-	3,100,000	
<b>Total</b>								<b>6,333,004</b>
<b>TF-15 Sutton Lawn Sports Hub</b>	RDEL	-	-	-	-	-	-	
	CDEL	5,661	113,904	651,435	1,247,633		2,018,633	
	<b>Total</b>	<b>5,661</b>	<b>113,904</b>	<b>651,435</b>	<b>1,247,633</b>	<b>-</b>	<b>2,018,633</b>	

	<b>Co-funding</b>			<b>83,340</b>	<b>2,064,000</b>		<b>2,147,340</b>
<b>TOTAL</b>							
							<b>4,165,973</b>
<b>TF-16 Visitor Digital Offer</b>	RDEL	-	-	-	-	-	-
	CDEL	11,474	58,539	144,797			214,809
	<b>Total</b>	<b>11,474</b>	<b>58,539</b>	<b>144,797</b>	-	-	<b>214,809</b>
	<b>Co-funding</b>			<b>45,000</b>			<b>45,000</b>
<b>TOTAL</b>							
							<b>259,809</b>
<b>TF-17 West Kirkby Gateway</b>	RDEL	-	-	-	-	-	-
	CDEL	6,908	250,128	1,459,965	2,741,041		4,458,041
	<b>Total</b>	<b>6,908</b>	<b>250,128</b>	<b>1,459,965</b>	<b>2,741,041</b>	-	<b>4,458,041</b>
	<b>Co-funding</b>				<b>3,920,000</b>		<b>3,920,000</b>
<b>TOTAL</b>							
							<b>8,378,041</b>

## Programme finance review

A review of the programme finance has been undertaken to address the ongoing challenges of inflation, market trends and project constraints. The table below details the current high-level position for each project and identifies proposals for reallocation of funds.

The board has delegated authority to approve the movement of funds between projects up to £500,000, without a project change request needing to be approved by DLUHC.

Project	Towns Fund	Recommendation	Reduce	Increase
TF-01 Ashfield Civil Engineering Centre	£2,101,134	Budget remains suitable	£0	£0
TF-02 Ashfield Construction Centre	£4,801,755	Budget remains suitable	£0	£0
TF-03 Automated Distribution and Manufacturing Centre	£20,483,141	Monitor: Project at RIBA Stage 2, costs being updated	£0	£0
TF-04 Cycling and Walking Routes	£1,936,280	Project is scalable according to the budget available.	£0	£0
TF-05 Enterprising Ashfield	£3,845,000	Budget remains suitable	£0	£0
TF-06 Green Ashfield	£2,198,048	Project is scalable according to the budget available.	£0	£0

TF-07 High Street Property Fund	£899,201	Monitor project scope depending on available assets.	£0	£0
TF-08 Kings Mill Reservoir Leisure Development	£3,352,000	In delivery - Monitor balance of contract contingency.	£0	£0
TF-09 Kingsway Sports Hub	£1,491,676	Inflationary budget risk. The project requires an increase in budget of £500k to enable the Towns Fund outputs and Football Foundation objectives to be met.	£0	£500,000
TF-10 Library Innovation Centres	£737,478	Monitor risks of delivery.	£0	£0
TF-11 North Kirkby Gateway	£10,209,648	The project is progressing in partnership with developers which is likely to mean the partners share the financial risk. A lower project contribution / budget is therefore considered suitable.	-£1,300,000	£0
TF-12 Portland Square Refurbishment	£729,352	Value engineering has reduced the required budget envelope to £1.9 – 2.1 million. The budget requires increasing by £500k.	£0	£500,000
TF-14 Science Discovery Centre & Planetarium	£2,248,004	Budget remains suitable	£0	£0
LUF- Science Discovery Centre	£3,100,000	Budget remains suitable	£0	£0
TF-15 Sutton Lawn Sports Hub	£2,018,633	Inflationary budget risk. The project requires £800k to enable the Towns Fund outputs and Football Foundation objectives to be met.	£0	£800,000
TF-16 Visitor Digital Offer	£214,809	Budget remains on target	£0	£0
TF-17 West Kirkby Gateway	£4,458,041	£2.458 million allocated to Wyvern Club and train station improvements. Balance leaves £2 million TF funding and 800k borrowing.	-£500,000	£0
TF18 Cornerstone	£875,800	Budget remains suitable	£0	£0
<b>TOTAL</b>	<b>£65,700,000</b>		<b>-£1,800,000</b>	<b>£1,800,000</b>

**Decision 1: The Discover Ashfield Board is requested to approve the following:**




- a. Reduce budget TF11 North Kirkby Gateway: £1,300,000
- b. Reduce budget TF17 West Kirkby Gateway: £500,000

- c. Increase budget TF09 Kingsway Sports Hub: £500,000
- d. Increase budget TF12 Portland Square: £500,000
- e. Increase budget TF15 Sutton Lawn Sports Hub £800,000



Changes above £500k will need to be submitted to DLUCH for approval.

## 2.2 Project highlights report

A progress and risk-based summary for each project is provided below.

Project	Achievements/ progress/next steps	Risk Level / programme and cost
<b>Be Healthy Be Happy</b>		
North Kirkby Gateway	A specialist property legal team has been appointed and has drafted a development agreement with a developer to progress the land assembly and development for the Pond Hole / Ellis Street development. Options for development partnerships and delivery models are being explored. The project will reach a critical point during the next reporting period to establish the preferred delivery model.	
Kirkby Sports Hub	<p>A project cost and risk management appraisal has been undertaken and updated to establish a deliverable cost plan with will achieve the Towns Fund and Football Foundation objectives.</p> <p>The revised cost plan has identified where additional funding is required through the Towns Fund programme. Subject to approval of the funds being reallocated the project risks remain controlled.</p>	
Sutton Lawn Sports Hub	<p>A project cost and risk management appraisal has been undertaken and updated to establish a deliverable cost plan with will achieve the Towns Fund and Football Foundation objectives.</p> <p>The revised cost plan has identified where additional funding is required through the Towns Fund programme. Subject to approval of the funds being reallocated the project risks remain controlled.</p> <p>A planning application has been submitted for the tennis court floodlighting which will be taken to planning committee later this year. Contracts are being prepared for the delivery of the improvements.</p> <p>A revised cost plan has been developed and identified where additional fund are required. Subject to approval of the funds being reallocated the project risks remain controlled.</p>	

<b>More to Discover</b>		
<b>Sutton Town Centre</b>		
Portland Square	Value engineering has reduced the project budget requirements to £1.9 – 2.1 million to deliver the Portland Square and Fox Street projects. Subject to approval of funding reallocation and final value engineering options the project can be delivered.	↔
Sutton Academy Theatre	RIBA stage 3 has been completed and the procurement strategy is now being progressed.  We are in discussion with DLUHC regarding revising the delivery programme. The risk remains elevated because the project programme has slipped and without the ability to bring forward the completion.	↑
<b>Visitor Economy</b>		
Cycling and walking routes	A mini tender is being prepared through the ESPO framework.	↔
Visitor digital offer	Testing protocol is underway of the new website and app. Due to a late release of the testing model the final commissioning has been delayed. Marketing assets are being developed ready for the launch. The risk remains elevated slightly because the project programme has slipped due to the testing protocol of the system requiring additional time to be completed before the launch.	↑
Science Discovery Centre and Planetarium	The principal contractor has commenced on site and a ground-breaking ceremony was well attended by the project partners. Current risks are controlled.	↔
Kings Mill Reservoir leisure development	The enabling contract work is completed for the car park and demolition of the former club house. The team is now developing a marketing pack for the site and exploring delivery models with the Mill Adventure Base. The Mill Base public high ropes outdoor adventure system is completed and is in the commissioning and testing stage.	↔
<b>Succeed in Ashfield</b>		
ADMC (Kirkby/Sutton)	Heads of Terms have been agreed for the purchase of the preferred site and the legals are being progressed. The design team have been instructed to finalise RIBA stage 2 and subject to approval through the project gateway, progress RIBA stage 3. Development work for the operating model is being progressed.	↓
Ashfield Construction Centre and Satellite	Due to complexities around the delivery timings and interdependencies within the College, VWNC have proposed to deliver the scheme and have worked up a cost plan from delivery within the budget envelope. The plans are to be	↔

	presented to the VWNC finance committee mid-October for approval.	
Ashfield Civil Engineering Centre	<p>VWNC are progressing further detailed surveys of the project site to inform potential ecological site constraints.</p> <p>Further site assembly options are being explored; however, this may result in a delay to the opening of the facilities until 2024. Complexities around land ownership are being reviewed to enable the legal agreements between ADC and Vision West Notts to be progressed.</p>	
Enterprising Ashfield	<p>Enterprise – HeadStart</p> <ul style="list-style-type: none"> <li>• 126 total enrolments to date</li> <li>• 42 clients undergoing active delivery.</li> <li>• 45 clients assessed and confirmed Enterprise Ready</li> <li>• 43 Grant Agreements signed.</li> <li>• 38 grants paid to clients.</li> </ul> <p>Enterprise – R&amp;D Collaboration</p> <ul style="list-style-type: none"> <li>• 10 total enrolments to date</li> <li>• 1 in delivery</li> <li>• 11 potential leads</li> <li>• 2 in development.</li> </ul> <p>Enterprise – Growth</p> <ul style="list-style-type: none"> <li>• 15 total enrolments to date</li> <li>• 23 diagnostics completed.</li> <li>• 6 businesses completed workshops (6 in pipeline)</li> <li>• 4 businesses receiving ongoing 1:1 bespoke support.</li> </ul> <p>Talent – Graduate Placements</p> <ul style="list-style-type: none"> <li>• 16 graduates enrolled and placed.</li> <li>• 5 Placements currently on-going</li> <li>• 2 placements employed, contracts signed and waiting to start</li> <li>• 11 Placements completed.</li> <li>• 10 Grant Agreements in pipeline/development</li> </ul> <p>Talent – Apprenticeships</p> <ul style="list-style-type: none"> <li>• 26 total enrolments to date across Health, Civil Engineering, Social Work, Construction and Law.</li> <li>• 2023/ 24 Starts currently = 8 Apprenticeships (30 - target to Sept 24)</li> <li>• 10 (current) potential leads</li> <li>• Apprenticeship targets being reviewed.</li> </ul> <p>Skills</p> <ul style="list-style-type: none"> <li>• 30 short courses completed:</li> <li>• 153 clients attended courses to date</li> <li>• 253 total enrolments to date</li> </ul>	



	<ul style="list-style-type: none"> <li>43 people attended second course, with 68 places booked on future 2nd courses.</li> </ul> <p>Delivered / in delivery:</p> <ul style="list-style-type: none"> <li>Better Writing Skills course was delivered on 11th July for an engineering company.</li> <li>Mill Waters Café – 10 enrolled for a course in Sales Success.</li> </ul> <p>In pipeline:</p> <ul style="list-style-type: none"> <li>36 attended 'Business Intelligence course in September</li> <li>potential 36 attendees for Import/Export course.</li> </ul> <p>The risk remains elevated because although individuals are benefitting from multiple strands of the programme the numbers cannot be double counted. The outputs are currently down on the expected numbers for this point in the project delivery. The programme is being reviewed by NTU to ensure that the targets can be met.</p>	
Library Innovation Centres - Kirkby & Sutton	Project planning is progressing for the Sutton project in collaboration with Nottinghamshire County Council and Inspire.	↔
<b>Greener Ashfield</b>		
West Kirkby Gateway & public transport hub	<p>The design team is progressing the RIBA Stage 3 plans and procurement plan for the Wyvern Club site and improvements to the station car park.</p> <p>Options for the land on Lane End are being monitored.</p>	↔
Green Ashfield	<p>The procurement strategy, documents for the various energy reduction interventions, an energy monitoring strategy and an implementation plan have been drafted for review.</p> <p>The risk remains elevated slightly because the project programme has slipped due to delays in agreeing the project plan.</p>	↑
High Street Property Fund	Development phase for the Moor Market flats is progressing. The property market is being monitored for new opportunities.	↔

## 2.3 Monitoring and Evaluation

The preparation for the next monitoring and evaluation return period has commenced and will be submitted at the end of November, subject to board approval. DLUHC have been testing an online system to be adopted although this has not been approved in time for this reporting period. The DA board meetings don't align to the DLUHC reporting and accountable body sign off period and we are therefore seeking approval to delegate the review and approval process for the monitoring to the Board's Funding Subgroup.

**Decision 2:** Proposal to delegate the review and approval process for the funding monitoring to the Board's Funding Subgroup.

## **2.4 Communications**

Communication activities during this period are detailed in the attached reports for August and September.

Next period:

- TF16 – Visitor Digital: Promotion of social value contributions to six charities across Ashfield.
- TF 03 – ADMC: Masterplan including site assembly.
- TF 08 – Kings Mill Leisure Building – Promotional / marketing information
- FHSF – Contract Start: 9-11 Low Street planned renovation works.
- FHSF – Announcement for Fox Street redevelopment contract work
- FHSF – Maker Space public events and updates
- FHSF – Theatre Project design vision
- FHSF – High Pavement Business Units grant scheme
- TF16 - Visitor Digital promotional launch videos.
- Public Q&A sessions for the programmes.

## **2.5 Risk registers**

The Towns Deal and Future High Streets programmes have the following changes in risk: -

- Council is still awaiting Future High Streets project adjustments.
- Delays in the delivery of some projects put pressure on the delivery of the programme's outputs and outcomes.
- Review the impact on projects where there are changes made that differ from the original business case.
- Ensure the Social Value from each contract is being delivered.

## 2.6 Procurement




Procurement activity since the last DA Board is shown below.

Project	Contractor / Consultant	Value	SME or VCSE Y/N	Procurement Type	Project	Status	Address	Award Date
Reporting Period		15th August - 4th October 2023						
TF16	Pulse	£71,500		Direct Award ESPO Frame	WKG - Wyvern	Complete	Lace Market, Nottingham	
FHSF Fox St./TF-12	Lindum Group Limited	£31,002.49	N	Direct Award PAGABO Framework	FHSF Fox St./TF-12	Complete	Lindum Business Park, Station Road, North Hykeham, Lincoln, Lincolnshire, LN6 3QX	02.10.2023
FHSF-LS	Miller Knight	£1,149,072.39		Open Market Tender	9-11 Low Steet		Sherwood Business Park, Mansfield	
TF08	Lindum Ltd	£2,550,272.00		Scape Framework	Kings Mill	Started on site in August 2023, contract being signed 09.10.23	Lindum Business Park, Station Road, North Hykeham, Lincoln LN6 3QX	
TF01	EMEC Ecology	£2146.20	Y	Direct Award	Is Hub Site Ecology Rep	Started August 2023	Emec Ecology The Old Ragged Schiil Brook Street Nottingham NG1 1EA	29.08.2023

## 3.0 UK Shared Prosperity Fund

### 3.1 Project highlights report

A progress and risk based summary are provided below for Community and Place projects and the Supporting Local Business and People and Skills programmes.

Programme	Achievements/ progress/next steps	Risk Level / programme and cost
<b>Communities and Place Projects</b>		
Hucknall Town Centre- High Street Property Improvement Fund	Jointly launched with the Supporting Local Business Enterprise Grant on 31 July. Town Centre Management has visited all eligible properties, but uptake has been low with only 4 enquiries. Officers are reviewing both the funding and the eligibility criteria. Risk increased due to lack of take up.	
Selston Country Park Phase 2 improvements	The project is on the capital programme and being procured.	
Coxmoor Estate, Kirkby – environmental improvements	Meetings held with stakeholders to agree priorities. The contractor is engaged, and the programme is being developed.	
Sutton – environmental improvements	Completed	N/A
Hucknall Safer Streets	Completed	N/A

Events and Activities	Several events have been delivered including the Coronation, Ashfield Day, and Selston Community Event, with the Christmas events upcoming.	↔
Visitor economy	The budget has been reprofiled and a consultant is being appointed to undertake a review and provide recommendations	↔
Arts Council Bid	EOI submitted, Arts Council feedback has been received and some clarifications are being provided.	↔
Kings Mill Ranger / activities	Whilst this element is planned for 2024-25, steps are being taken to ensure this links well with activities delivered by the Mill Adventure Base	↔
Green social prescribing	Programme has been accelerated to meet local demand.	↔
Cycling and Walking	Proposal to accelerate the programme is proposed below.	↓
Community Vertical Farming	Preplanning for delivery is underway with NTU. Risk increased due to limited progress.	↑
Digital support for local communities	ATTFE has been awarded the contract. They have put in place promotion and marketing materials, launched the programme and are preparing to start delivery.	↓
<b>Supporting Local Business</b>	<p>Most of the programme is being delivered by East Midlands Chamber of Commerce through the Nottinghamshire Joint procurement. The programme is known as the Ashfield Accelerator Local Business Framework. It will offer to businesses access to develop Decarbonisation Plans, with funding, move into Overseas trade, and specialisation in Digital and Innovation along with specialist workshops that align to the District's leading sectors.</p> <p>The Enterprise Grant has been launched with interest but currently a low uptake. The eligibility criteria are to be reviewed. Online trading opportunities are being considered with West Nottinghamshire College developing a proposal for an online tool. The Pre-opening ADMC programme is in delivery.</p> <p>Two specialist events are due to be delivered, in October there is the Career's Fair and in November a Go Green business event.</p> <p>The High Pavement rental incentive scheme is about to be launched with promotional materials. The application will be online and will precede the completion of the facility. Work is being undertaken with Inspire to develop a job description for a Maker Space coordinator.</p>	↔
<b>People and Skills</b>	Mobilisation is at pace. The joint procurement for supporting economically inactive people has been	↔

	awarded to Futures. The potential start date is imminent. The Council is undertaking procurement for Basic and Lifestyle skills with five bids received. For the services to be delivered in 2024-25, specifications have been prepared and the tender will go live on 1 <sup>st</sup> November for Business and Education, Talent retention, Digital skills level 2, and Local Careers advice.	
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### 3.2 Cycling and Walking project

In year 1, £9,175 was allocated to a project based at Titchfield Park in Hucknall which delivered several learn to ride, bike confidence, bike recycling and bike maintenance sessions.

Following the success of this pilot, the Board approved year 2 spend:

- Further sessions at Titchfield Park from July – November, then February – March 2024
- Development of a cycle hub at Titchfield Park
- Two Cycle Leader courses (Jan – March 2024)
- One Walk Leader Training (currently contacting individuals who have shown an interest to find suitable date/time)
- Young People Engagement (pilot – hoping to start after October half term)

	<b>Initial Allocation</b>	<b>Actual</b>
Year 1	£10,000	£9,175
Year 2	£20,000	£20,968
Year 3	£60,000	£59,857

The funding for this project is currently weighted to year 3 but to ensure maximum likelihood of sustaining the activities it is proposed to bring additional funding forward into year 2.

#### Cycling in Sutton

Ridewise have secured funding to run a monthly session at Sutton Lawn from October – March 2024. This will follow the same format currently as Hucknall (1 Dr Bike session, and 2 fun cycling sessions per day).

We would like to build from these initial sessions and provide weekly activity at Sutton Lawn from February – July 2024 and deliver a Volunteer Ride Leader Course in Sutton towards the end of this period.

The sessions would also provide opportunity to cycle to Kings Mill Reservoir to encourage residents to utilise the facilities at this site also.

We would expect attendance of approx. 30 people per week. The total cost of this would be £12,000 of which we would bring £2,000 from year 3 into year 2. Further information about the project is provided in Annex 1.

#### Cycling/Scooting in Kirkby

Working with Asylum Skatepark based in Sutton, we would like to pilot a project to engage young people in biking/scooting activity on Holidays Hill Park (Coxmoor) and Kingsway Park (Kirkby). Both parks have facilities for this type of activity.

Weekly sessions would be provided with two qualified coaches, who would support young people to develop their skills and confidence, as well as provide positive activity.

We will work with other partners such as Notts Police, Community Protection Officers, and the Youth Service, to encourage them to engage with the young people.



Asylum Skatepark would deliver weekly discounted sessions at their venue providing an opportunity for young people to experience their facilities. Young people attending the sessions at the parks would be encouraged to take up this offer.

The project would start in February and run for 6 months as a pilot. The total cost of this project would be £6,000, with £3,000 utilised from year 3 funding.

### Walking across Ashfield

It has been recognised that there are many voluntary and community organisations across Ashfield, who with a little funding, could enhance their offer to include short, localised, friendly walks.

The proposal is to create a fund for these organisations which could cover the cost of walk leader training, hire of a venue as a meeting place, refreshments for after the walk, purchase of walking aids and/or footwear etc.

The fund would be administered by Ashfield District Council in a similar way to the fund created through the UKSPF green social prescribing funding. £15,000 would be allocated for this from year 3. The fund would open in January 2024. Although difficult to predict, we would look to start 15 new walks in the district.

The total funding requested to be brought forward to Year 3 is £20,000 which would leave £39,857 remaining for year 3.

**Decision 3: The Discover Ashfield Board is asked to approve the project proposal outlined above.**

### **3.3 Risk Register**

The main risk to the UKSPF programme is the uncertainty over whether any underspend can be carried forward to 2023/24. The following provides a summary of how risks are being managed on individual projects:

- The Hucknall Town Centre and Enterprise Grants were launched in July, the uptake over the past two months is not as expected, eligibility criteria and funding are currently being reviewed.
- Projects to be delivered in 2024 –2025 are being planned and procured.
- Walking and Cycling scheme – proposal to accelerate delivery of the scheme to meet higher than anticipated demand.
- East Midlands Chamber of Commerce is mobilising to deliver the Ashfield Accelerator.
- The Council is entering into an agreement with NTU to deliver the Community Vertical Farming Initiative.
- ATTFE is in the delivery phase of the Community Digital support project.
- Online trading opportunities programme is in the proposal phase.
- The ADMC preopening programme is in delivery.
- Specialist events are planned for delivery in October and November.
- High Pavement rental incentive scheme is being finalised and will be available online, less funds are required overall.
- As a result of a successful recruitment process a Graduate Economic Development Officer is in post.
- Futures have been appointed to deliver support packages for economically inactive people. This work will start as soon as agreements are in place.

#### **4.0 Kirkby ‘Plan for Towns’ programme**

A £20m allocation of government funding has been announced for Kirkby as part of a national ‘Plan for Towns’ programme. Kirkby is one of 55 towns to receive the allocation, to be paid over a period of 10 years, to invest in local people’s priorities. The endowment-style fund will be split 25% Resource, 75% Capital.

The long-term ‘Plan for Towns’ will empower communities to take control of their future and take long term decisions, setting out the town’s vision and priorities for investment and regeneration, aligned to the themes of:

- Safety and security
- High streets, heritage and regeneration
- Transport and connectivity.

Towns will be required to demonstrate how they have developed plans in consultation with local people and will be expected to provide a contribution, for example time and resource, local match-funding or properties to include in regeneration projects.

#### **Town Board**

A Town Board will need to oversee the fund and plan, and should be chaired by a local business or community leader and include:

- Community partners - groups, faith groups, local charities, infrastructure organisations.

- Local businesses and social enterprises, key local employers or investors.
- Key cultural, arts, heritage and sporting organisations.
- Public sector agencies e.g. schools, police etc.
- MP, district council, parish council, Mayoral and Upper Tier Authority.

Where the town already has a Town Deal Board, they will be able to repurpose the Board to make sure that they have the right people to drive forward their priorities.

Town Boards will be responsible for:

- Identifying the issues, priorities and a shared vision to focus on for the Long-Term Plan, including supporting a process of ongoing community engagement
- Working with the local authority to develop the Long-Term Plan for their town, setting out how local partners will use their knowledge, powers, assets and new funding to deliver for their communities
- Identifying opportunities for Board members to utilise specific powers, such as neighbourhood planning, to drive forward their Long-Term Plan
- Identifying opportunities to bring in additional philanthropic or private investment to support the Long-Term Plan
- Overseeing the delivery of projects set out in the plan.

Ashfield District Council will act as the accountable body and be responsible for ensuring good use of public funds via existing Section 151 officer duties.

The Long-Term Plan will need to include:

- The priorities of residents, evidenced by local engagement
- How the funding and support will be deployed in line with investment themes to support these priorities
- How local authorities, community groups and businesses are using their existing assets and resources to support these priorities
- How the Board intends to attract additional private and philanthropic investment
- How members of the Town Board are using their existing powers and flexibilities to support these priorities.

### Timeline

DLUCH to provide further guidance and discuss next steps	TBC
ADC to bring local partners together to form Town Board/ expand existing Town Deal Board	By April 2024
Begin to set out a vision, formulate investment priorities and engage with local communities.	Prior to Spring 2024
Capacity funding released to support the development of investment plans, including additional community engagement activities	Spring 2024
Submission of Long-Term Plans and release of year one funding - subject to assessment of the Plan by DLUHC	From Summer 2024

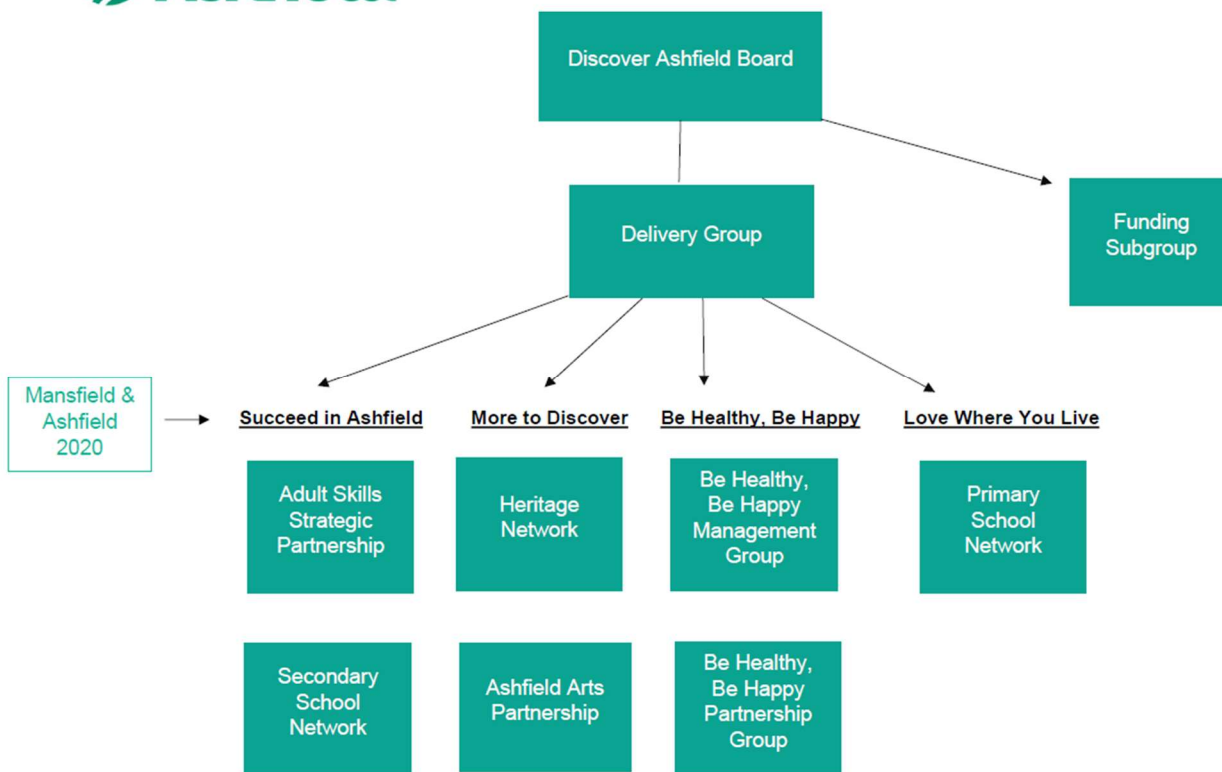


A new government Towns Taskforce will engage towns to monitor progress and provide support. The full guidance can be found via this link:

<https://www.gov.uk/government/publications/our-long-term-plan-for-towns>

The DA board is asked to discuss the above and consider whether a Kirkby Board could sit within the existing DA structure.

### Current DA structure



## Arthur

'I attended the session with my youngest son Arthur, who is 5. I had been trying to get him to ride his bike without stabilisers for quite a while - with no luck. One of our friends recommended the session who had only one session and his daughter was riding her bike. So thought we would give it a go.

After only about 20 minutes, Arthur was rolling down the hill in the car park with his legs on the pedals, and after about 30 mins he was peddling too. I was totally amazed!!! The guys who run the session were amazing, really fun , helpful and encouraging!

We stayed for quite a while after the session, learning how to turn and building his confidence - he didn't want to go home!! 🤪

I am forever grateful to those chaps, Arthur can now ride his bike as fast as his older brother.'



## Feedback

- ▶ A non-English Speaking mother and her son attended one of the Saturday's sessions. She brought her bike down to be fixed (this was her only form of transport) and the mechanics fixed her bike to make it road worthy. At the same time her son took part in the learn to ride session.
- ▶ A young boy had his bike stolen and his bike was his mode of transport. RideWise was approached by a local community helper and we donated a bike to the young boy.
- ▶ A family of four had brought their children to learn to cycle. They had bike but they were rusted and have been in the shed for quite some time. Once the children had learnt to ride, the family brought all 4 bikes to be checked over, so they can safely go on family bike rides.
- ▶ 'I love going down and cycling in a safe space with the help of the instructors. As an older women, I lack the confidence to cycle on the road or on my own. It's brilliant what they're offering'



Appendix 2 – Cycle Hub Container, Titchfield Park, Hucknall



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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1		Risk Heat Map					Date: End of September 2023												
2		Risk Heat Map					Version: Rev 1												
3		Risk Heat Map																	
4		Risk Heat Map																	
5	Risk No			Probability (P)	Impact (I)	Risk Rank	Programme Impact	Mitigation if Risk Occurs	Risk Response Threat & Opportunities	Residual Probability (RP)	Residual Impact (RI)	Residual Risk Score	CURRENT Position	Responsible Person	Last Reviewed	STATUS	Last Update	Changes	
6				1 - Never 2 - Hardly Ever 3 - Possible 4 - Probable 5 - Almost Certain	1 - Negligible 2 - Minor 3 - Major 4 - Critical	P x I				1 - Never 2 - Hardly Ever 3 - Possible 4 - Probable 5 - Almost Certain	1 - Negligible 2 - Minor 3 - Major 4 - Critical	RP x RI							
7		Health & Safety Risks																	
8	1.1	Authority H&S Policies not adhered to within individual projects.	Social/People	2	2	4	Reputational Damage	Ensure all H&S policy and guidance is followed and monitored.	Avoid	2	2	4	↔	Programme Lead	End September 202	Active	All works are aligned to H&S legislation and reviewed by the Project PM. Walk about on the potential Civils site to ensure plans for development align with existing activities.	Nil	
9	2	Technical Risks																	
10	2.1	Business Cases do not correctly include all individual project outputs	Managerial / Professional	3	3	9	Individual projects are incorrectly specified and submitted	Ensure consistent reviews of Business Case Developments. QC & Assurance checks before submission	Accept	2	2	4	↔	Programme Lead	End September 202	Active	All business cases have been through the sub-group wand Board- ADMC Business Case was submitted to DLUHC in March 2023.	Nil	
11	2.2	External support/consultants aren't procured at the correct point in project development	Managerial / Professional	3	3	9	Delays to the overall programme through individual project delays	Early identification for each project the necessary external support/consultant requirements and proactive management	Reduce	2	2	4	↔	Programme Lead	End September 202	Active	Procurements completed and others in progress. Other necessary procurements are in progress. Utilise frameworks where necessary.	Nil	
12	2.3	Inability to complete land assembly where required	Governance	4	4	16	Change in overall programme but individual project parameters	Early identification of potential risks and development of Plan 'B's where applicable	Contingency	3	4	12	↔	Programme Lead	End September 202	Active	Negotiations continue on major projects for pieces of land. Whilst these are proving positive CPO remains a possibility. The issue has decreased with a number of the larger projects. The Deals are still incomplete, hence the score remains the same.	Nil	
13	2.4	Statutory approvals for programme outputs are delayed or not achieved	Legal	3	3	9	Delays or redesign of overall programme deliverables and individual project outputs	Project Plan development that clearly identifies statutory approvals. Seek pre-planning and other advice where possible	Reduce	2	3	6	↔	Programme Lead	End September 202	Active	Projects which require planning permission are at various stages of development.	Nil	
14	2.5	Business Cases are not developed to the necessary Green Book Standard	Governance	3	3	9	Delays with the Business Case being approved/adopted resulting in delays to the overall programme including cost	Ensure that the procurement for the Business Case Consultant clearly identifies the requirement for Green Book Standard and adherence to other Client requirements	Contingency	2	2	4	↔	Programme Lead	End September 202	Active	The assurance process details this and acts as a check process. A good relationship exists with DLUHC representative so items can be flagged early if necessary. ADMC FBC has been submitted to DLUHC	Nil	
15	3	Financial risks																	
16	3.1	Brexit effect on supply chain -Labour/Materials price increase/fluctuation	Financial	4	2	8	Negative impact on programme affordability due to increased costs	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews	Accept	4	2	8	↔	Project Leads	End September 202	Active	ADC has approved processes in place. Partners who are delivering projects actively manage these issues and adapt as much as possible.	Nil	
17	3.2	Covid-19 effect on supply chain - cost increase in labour/materials.	Financial	3	3	9	Negative impact on programme affordability due to increased costs	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews	Accept	3	3	9	↔	Project Leads	End September 202	Active	ADC has approved processes in place. Partners who are delivering projects actively manage COVID impacts, if and when they occur. The risk is reducing.	Nil	
18	3.3	Inflation effect on supply chain- supply of materials	Financial	3	3	9	Negative impact on programme affordability due to increased costs	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews	Accept	3	3	9	↔	Programme Lead	End September 202	Active	Being managed at a project level. Constantly in review.	Nil	
19	3.4	Cost of borrowing increases against assumptions in Business Cases	Financial	3	3	9	Negative impact on programme affordability due to increased debt repayments	Sensitivity Analysis in assumptions that allows for flex in borrowing costs without breaching financial parameters	Accept	3	3	9	↔	Programme Lead	End September 202	Active	ADC approved process in place	Nil	
20	3.5	Individual project costs increase above agreed parameters	Financial	3	3	9	Impact on collective affordability of the programme	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews. Potential for re-allocation of project funding.	Reduce	2	3	6	↔	Programme Lead	End September 202	Active	The programme undergoes regular scrutiny. Whilst cost pressures are being experienced by some complex projects, in some cases they are being actively reduced and/ or balanced by the programme as a whole. Approval for the Towns Fund PAR has been received in June 2023. Awaiting Future High Streets approval.	Yet to receive the formal approval for the changes in Future High Street programme Programme Adjustment Request PAR.	
21																			

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
3.6	In project cost variances at delivery phase of capital works	Financial	3	3	9	Impact on individual project affordability once delivering	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews. Potential for re-allocation of project funding.	Reduce	2	3	6	↔	Project Leads	End September 2022	Active	Each project cost plan being scrutinised and options for cost reduction or other viability considerations investigated where necessary.	Nil
3.7	Project delays put at risk the availability of funding	Financial	3	3	9	Impact on individual project affordability once delivering	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews. Potential for re-allocation of project funding. Work with partners and funders	Reduce	3	2	6	↔	Programme Lead	End September 2022	Active	ADC is working with partners and funders to seek a way forward to ensure that projects with delays can be delivered where possible.	Continue to review projects to ensure they can move into each stage to both quality and cost.
3.8	Drawdowns of funds are not received in line with expected deadlines	Financial	3	2	6	Impact on programme cashflow forecasts negatively impacting on the wider Council cashflow position	Ensure fund drawdowns are clearly identified and owned by individuals within the programme	Avoid	2	2	4	↔	Programme Lead	End September 2022	Active	ADC currently reviewing project progress against original milestones so that any slippage in cost or advanced payments can be managed within existing budget allowances	Nil
3.9	Partner organisation suffers catastrophic change in financial standing once in delivery	Financial	3	3	9	Impact on individual project deliverability	Continual dialogue and engagement with partner organisations to consistently gauge delivery potential	Contingency	3	3	9	↔	Programme Lead	End September 2022	Active	ADC continues to monitor	Nil
3.10	Change in Taxation Status of a delivery partner	Financial	2	2	4	Variance to organisations financial standing limiting ability to deliver programme	As necessary conversations regarding ongoing viability and tax status	Avoid	2	2	4	↔	Programme Lead	End September 2022	Active	Continue to work with partners, finance experts, to ensure opportunities maximised for the betterment of the District and the projects.	Nil
3.11	Change in VAT Rules/Status	Financial	2	2	4	Change in ability to recoup/offset costs	Review any HM Government Changes In Law and ensure as necessary conversations with all parties regarding VAT implications	Reduce	1	2	2	↔	Programme Lead	End September 2022	Active	ADC continues to review VAT status of partner organisations to understand the implications of how the project budgets may be impacted. This is a process it will continue to do.	Nil
3.12	Supplier organisation suffers catastrophic change in financial standing once in delivery	Financial	3	3	9	Impact on individual project deliverability	Continual dialogue and engagement with the contractor. Support the supplier to help manage their situation. Ultimately retender or identify next preferred supplier.	Contingency	3	3	9	↔	Programme Lead	End September 2022	Active	In constant review	Nil
3.13	Inability to action capital funding swaps to ensure the allocated Towns Fund funding is fully utilised in each financial year.	Financial	3	3	9	Impact on overall programme deliverability due to non-compliance with Towns Fund requirements.	Continual dialogue and engagement with partner organisations to ensure spend profiling information is continually monitored to identify project slippage in advance to ensure corrective action can be taken so that spend requirements are met. Continual monitoring of the need for capital swaps in the context of the overall ADC capital programme and continual dialogue with DLUHC regarding underspend and inability to swap.	Contingency	3	3	9	↔	Programme Lead	End September 2022	Active	PARs submitted. Formal confirmation from Towns Fund received.	Awaiting a formal response from DLUHC for Future High Streets project adjustment request.
<b>Legal risks</b>																	
4.1	Submissions to DLUHC are not completed in correct timescales	Governance	1	1	1	Impacts on the overall programme delivery of the Towns Fund	Ensure clear Project Plans are in place to ensure that submissions are available and have been QC'd in good time	Reduce	1	1	1	↔	Programme Lead	End September 2022	Active	Report for October 2022 to March 2023 was provided by DLUHC on 25 Apr 2023. Submissions for LUF and UKSPF have already been undertaken and provided to DLUHC on 24th Apr and 26 Apr respectively. A Dashboard for ease of decision making for DA Board has been developed for the DA Board.	DLUHC is developing an online tool for reporting to streamline the process.
4.2	Necessary sub-funding agreements with partner agencies aren't correctly in place	Governance	1	1	1	The Council is placed at risk of delivering a programme where necessary legal agreements aren't in place ensuring correct use of the Towns Fund monies	Develop 'Boiler Plate' ready documents for partner agencies in advance of the risk proximity	Reduce	1	1	1	↔	Programme Lead	End September 2022	Active	Standard form of agreement circulated to each of the partners. Partner individual elements/changes are resulting in each agreement being different, thus creating a delay in agreements being signed and funds transferred. ADC legal team reviewing thoroughly and working closely with Programme team to manage time frames. Standard GFA is in place and is aligned to Subsidy control review. These GFAs are in place. One needs to align with a potential lease agreement and another is awaiting documentation to complete.	Nil



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
33	4.3	Failure to secure land where acquisition is required for project delivery	Legal	2	2	4	Failure to secure expected land parcels impacts on both programme and cost parameters	Develop clear property acquisition strategy for each individual project including awareness of individual implications both in relation to cost and programme	Accept	2	2	4	↔	Programme Lead	End September 2022	Active	Fortnightly meetings in place between Assets and the TF Programme Lead. Legal Colleagues to be included to support when land purchases are imminent	Nil
34	4.4	Contracts with suppliers/contractors are not correctly in place	Legal	1	1	1	Reduced or zero legal remedy for The Council should poor performance be observed	Ensure that sub contracts with suppliers/contractors are based on industry standard forms with legal support	Reduce	1	1	1	↔	Programme Lead	End September 2022	Active	ADC ensuring that procurement strategies are clear in terms of inputs and outputs and what frameworks/forms of contract are used	Nil
35	4.5	Planning Judicial review of any of the programme outputs at the applicable time	Legal	2	2	4	Delays to overall programme delivery and negative publicity	Pre-planning advice taken on all projects where applicable	Reduce	1	2	2	↔	Programme Lead	End September 2022	Active		Nil
36	4.6	The change in legal standing of any of the partner organisations	Legal	1	1	1	Potential impact on ability to work in partnership due to change in legal standing	Continual dialogue and engagement with partner organisations to consistency gauge delivery potential	Reduce	1	1	1	↔	Programme Lead	End September 2022	Active		Nil
37	4.7	Failure to procure land and require CPO Process	Legal	2	4	8	Potential significant delays on programme and reputational damage	Develop clear property acquisition strategy for each individual project including awareness of individual implications both in relation to cost and programme	Contingency	2	4	8	↔	Programme Lead	End September 2022	Active	Fortnightly meetings in place and strategy at ADC to ensure land acquisitions progress	Nil
38	<b>5 Managerial risks</b>																	
39	5.1	Brexit effect on supply chain - supply of materials	Managerial / Professional	3	3	9	Delay to projects, effecting the overall programme completion	Ensure procurement strategy includes for early engagement with market to assess potential impact	Reduce	2	2	4	↔	Programme Lead	End September 2022	Active	Managed at a project level. In constant review. Where possible adjustments are made.	Nil
40	5.2	Covid-19 effect on supply chain - limitations on material supply/delivery delays	Managerial / Professional	3	3	9	Delay to projects, effecting the overall programme completion	Ensure procurement strategy includes for early engagement with market to assess potential impact	Reduce	2	2	4	↔	Programme Lead	End September 2022	Active	Managed at a project level. In constant review. Where possible adjustments are made.	Nil
41	5.3	Inflation effect on supply chain- supply of materials	Managerial / Professional	3	3	9	Delay to projects, effecting the overall programme completion	Ensure procurement strategy includes for early engagement with market to assess potential impact	Reduce	2	3	6	↔	Programme Lead	End September 2022	Active	Managed at a project level. In constant review. Where possible adjustments are made.	Nil
42	5.4	Discover Ashfield Board & Sub Group are ineffective as oversight committee	Governance	1	1	1	Ineffective overall governance structure and management of programme	Ensure effective Terms of Reference are in place along with strong leadership inc regular meetings with necessary outputs	Accept	1	1	1	↔	Programme Lead	End September 2022	Active	Actively Managed	Nil
43	5.5	Change in Programme Lead at The Council	Managerial / Professional	3	2	6	Temporary impact on overall programme delivery including potential missed deadlines	Ensure that processes, procedures and governance structures are recorded and documented to assist with potential change in Programme Lead	Contingency	3	2	6	↔	Programme Lead	End September 2022	Active	Programme Management team in place not sitting with one individual so risk is spread.	Nil
44	5.6	Development of Business Cases is not completed within programme and cost parameters	Managerial / Professional	2	2	4	Delays to the programme commencing including secondary impacts on finance and legal risk categories	Ensure that the Business Case Consultants are contracted to deliver outputs in good time to enable the Council to absorb any reviews by Discover Ashfield Board	Reduce	2	2	4	↔	Programme Lead	End September 2022	Active	ADC appointed Business Case Consultants. All BFC submitted and are concluded and agreed by DLUHC	Nil
45	5.7	In house Council delivery teams are reduced in effectiveness due to other deliverables	Managerial / Professional	3	3	9	Loss of momentum on programme and individual projects.	Ensure visibility of the Towns Fund Programme including the applicable resource plan required to oversee the programme	Contingency	2	2	4	↔	Programme Lead	End September 2022	Active	As more projects move into the delivery phase this creates more momentum.	Nil
46	5.8	Consultants perform poorly against stated/contracted outputs	Managerial / Professional	2	2	4	Failure to deliver key programme outputs across various projects	Ensure clear Performance Requirements are stated within the tender and contract documents. Ensure regular performance reviews.	Contingency	3	2	6	↓	Programme Lead	End September 2022	Active	The programme is applying specific time/outputs pressures across programme level delivery	Experiencing some delays with projects which is putting pressure on the timely delivery of outputs.
47	5.9	Failure to engage with wider internal Council stakeholders to gain buy in and support to Towns Fund	Managerial / Professional	2	2	4	Failure to comply with the Constitution or achieving the benefits of wider stakeholder skill sets and resource	Ensure internal stakeholder review group is implemented, meets regularly with meaningful agendas and clear Actions & Minutes	Contingency	2	2	4	↔	Programme Lead	End September 2022	Active	Regular meetings with key internal stakeholders	Nil
48	5.10	Reporting failure regarding partner organisations and to DLUHC	Managerial / Professional	3	2	6	Failure to adhere to grant terms and conditions & failure to achieve drawdowns as profiled	Ensure that clear reporting structures are in place including clarity over necessary detail/outputs	Contingency	3	2	6	↔	Programme Lead	End September 2022	Active	Regular meetings with partner organisations	Nil

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
49	5.11	Changes at national or local level to political stakeholders or policies over the life of the programme	Political	3	2	6	Changing views in relation to projects resulting in delays to project delivery	Ensure effective communication and engagement with stakeholders in relation to projects, outputs and delivery.	Contingency	3	2	6	↔	Programme Lead	End September 202	Active	Watching brief	Nil
50	6 Publicity & Promotion																	
51	6.1	Slave labour (Modern Slavery Act 2015) - association with any manufacturers/companies in countries performing slave labour	Political	2	2	4	The reputational damage which organisations face if exposed as having slavery within their supply chain	Ensure all necessary appointment processes include clear PASS/FAIL Criteria regarding this area	Contingency	2	2	4	↔	Programme Lead	End September 202	Active	Within criteria	Nil
52	6.2	Negative local and regional press/social media relating to programme delivery	Customer/Citizen	3	3	9	Impacts and negative responses to major capital works intervention schemes	Ensure that Communications Strategy is agreed and signed off by the Engagement Group.	Contingency	2	3	6	↔	Programme Lead	End September 202	Active	High level communications plan submitted to the DA Group. Engagement Group to be re-engaged to commence programme level deliverables	Nil
53	6.3	Failure of partners to deliver projects following receipt of grant	Customer/Citizen	2	2	4	Negative visibility of the programme and partners including the Council	Work proactively with partner agencies and Engagement Group to ensure projects are delivered effectively and in the same methodology as those by the Council	Contingency	2	2	4	↔	Programme Lead	End September 202	Active	Grant Agreements address this and close working with partners to be able to deliver.	Continue to review projects where there are changes that are being made that differ from the original business case to consider impact.
54	6.4	Failure to develop Communications Strategy for overall programme	Customer/Citizen	2	2	4	Failure to report positives and mitigate negatives of overall programme	Ensure communications stakeholders are engaged to develop detailed strategies	Contingency	1	2	2	↔	Programme Lead	End September 202	Active	Communication Plan submitted and supported at DA Board	Nil
55	6.5	Failure to gain recognition for the Council, Discover Ashfield Board and DLUHC for the levels of investment in the District	Customer/Citizen	2	2	4	Failure to generate positive stories linked to investment and project deliverables	Ensure the communications strategy both at programme and individually at project level identify the Towns Fund and also monies or equivalent from the Council	Contingency	2	2	4	↔	Programme Lead	End September 202	Active	Covered in Communication Plan	Nil
56	6.6	Individual projects fail to deliver the Council's Social Value Outputs	Customer/Citizen	2	3	6	Failure to deliver on key social and economic outcomes for the Council in the wider vision for Ashfield	Ensure that each project lead is aware of the Social Value Portal and that procurement strategies include this.	Contingency	2	2	4	↔	Programme Lead	End September 202	Active	Programme manager has met with Social Value Portal and Social Value Engine and the detail is included in procurement paperwork. Work is being undertaken to demonstrate and implement these benefits practically in the District.	Continue to ensure the Social Value offer from each contract procured is delivered.
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The categories of risk to prompt identification and to help to identify the cause / source of risks are:

Contractual/Supplier	Governance	Physical
Customer/Citizen	Legal	Political
Economic	Legislative/Regulatory	Procurement/Competitive
Environmental	Managerial/Professional	Social/People
Financial	Partnership	Technological

Actions in service plans	Changes in processes
Decision-making reports	Finance
Health and safety risks	Partnership working
Policy changes	Project management process e.g. new business case

Risk response	Description
<b>Threats</b>	
Avoid	The risk is avoided e.g. change in strategy
Transfer	Some or all of the risk is transferred to a 3 <sup>rd</sup> party
Reduce	Action is taken to reduce either the likelihood of the risk occurring or the impact that it will have
Accept	The risk may be accepted perhaps because there is a low impact or likelihood
Contingency	A plan is put in place to respond if the risk is realised
<b>Opportunities</b>	
Share	An opportunity is shared with a partner or supplier to maximise the benefits e.g. through use of shared resource/technology
Exploit	A project could be adjusted e.g. to take advantage of a change in technology or a new market.
Enhance	Action is taken to increase the likelihood of the opportunity occurring or the positive impact it could have. e.g. Strategic/commercial opportunities such as new partnerships, new capital investment
Reject	No action is taken and the chance to gain from the opportunity is rejected. Contingency plans may be put in place should the opportunity occur - Political or environmental e.g. new transport links, change of government bringing positive changes in policy/opportunities

Aligned with the Risk Appetite Framework which describes the type of action required in accordance with our risk appetite

Risk rating Score	Risk rating action required
18-24	Risks at this level sit above the tolerance of the Council and are of such magnitude that they form the Council's biggest risks. The Council is not willing to take risks at this level and action should be taken immediately to manage the risk. Corporate Risks, monitored by CLT
15-16	These risks are within the upper limit of risk appetite. While these risks can be tolerated, controls should be identified to bring the risk down to a more manageable level where possible. Corporate Risks, monitored by CLT
5-12	These risks sit on the borders of the Council's risk appetite and so while they don't pose an immediate threat, they are still risks that should remain under review. If the impact or likelihood increases then risk owners should seek to manage the increase. Corporate Risk only if deemed threat to delivery of Corporate Objectives
3-4	These are low level risks that could impede or hinder achievement of objectives. Due to the relative low level it is unlikely that additional controls will be identified to respond to the risk.
1-2	Minor level risks with little consequence but not to be overlooked completely. They are enough of a risk to have been assessed

Probability Score	Impact Score			
	1 Negligible	2 Minor	3 Major	4 Critical
6 (Very High)	Monitor Quarterly	Monitor Monthly	Monitor Quarterly to CLT	Monitor Quarterly to CLT
5 (High)	Monitor Quarterly	Monitor Monthly	Monitor Quarterly to CLT	Monitor Quarterly to CLT
4 (Significant)	Monitor Quarterly	Monitor Monthly	Monitor Monthly	Monitor Quarterly to CLT
3 (Low)	Monitor Quarterly	Monitor Quarterly	Monitor Monthly	Monitor Monthly
2 (Very Low)	Monitor 6 Monthly	Monitor Quarterly	Monitor Quarterly	Monitor Quarterly
1 (Almost Impossible)	No action required	Monitor 6 Monthly	Monitor 6 Monthly	Business Continuity Plan



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UKSPF		UKSPF Project & Intervention	Risk response	Residual Probability (RP)	Residual Impact (RI)	Residual Risk Score	Responsible person	Date	Update	Changes	
				1 - Never 2 - Hardly Ever 3 - Possible 4 - Probable 5 - Almost Certain 6 - Almost Definite	1 - Negligible 2 - Minor 3 - Major 4 - Critical	RP x RI					
<b>Communities and Place</b>											
E1	E1	Hucknall Town Centre - High Street Property Improvement Fund	Fail to attract potential businesses to take on the grant	Reduce	4	2	8	Melanie Wheelwright	02 October 2023	Launched jointly on 31 July 2023 and is now live. Under constant review. Officers to make repeat visits to continue to raise awareness.	All eligible premises visited. Only 4 enquiries and some in ineligible areas. Looking at eligibility criteria in terms of grant boundary and items.
E3	E3	Selston Country Park Phase 2 improvements - play area, footpaths and biodiversity	Costs escalate due to inflation	Avoid	2	2	4	Paul Crawford	02 October 2023	On capital programme - schedule procurement for July 2023.	Programme in development.
E5	E5	Coxmoor Estate, Kirkyby - environmental improvements to reduce crime & ASB	Delayed programme due to problems with the site. Costs escalate due to inflation	Avoid	2	2	4	Paul Crawford	02 October 2023	Met with Stakeholders to agree priorities. Contractor engaged - developing programme	In progress.
		Sutton-environmental improvements	Fail to promote UKSPF	Avoid	2	2	4	Antonio Taylor	02 October 2023	Logos and branding provided - project complete - required to monitor outputs and outcomes	No change
		Hucknall Safer Streets initiative - CCTV/ Safe Spaces	Fail to promote UKSPF	Avoid	2	2	4	Antonio Taylor	02 October 2023	Logos and branding provided - project complete - required to monitor outputs and outcomes	No change
E6	E6	Events and activities - increase resource/ create opportunities with local providers & groups. May not spend all the budget.	Fail to promote UKSPF. Underspend budget for Year 2	Avoid	2	2	4	Andrea Stone	02 October 2023	Reprofiling programme - delivered Coronation Event, planning Ashfield Day and Selston event.	No changes
		Visitor economy - Consultancy & officer role for visitor economy/tourism, arts & culture	Unable to deliver within the time frame - insufficient resource to deal with the programme. Underspend budget for Year 2.	Reduce	2	2	4	Sarah Daniel	02 October 2023	Paper written, developing an approach based on this to expand offer. Plan in place, budget reallocated to Arts Council Bid as if successful this will support the visitor economy. Reallocation has been approved by the DA Board.	No change
		Arts Council Bid			2	2	4	Sarah Daniel	02 October 2023	Budget reallocated from the Events budget. Additional budget agreed and provided from Visit and Community Vertical farming budget.	Seek support to undertake the bid
E9	E9	Kings Mill Ranger/ activities	Unable to deliver programme - insufficient funds	Avoid	2	2	4	Paul Crawford	02 October 2023	To be delivered in Year 3.	To meet with Communities team to ensure there are good links
		Green Social prescribing, community growing / allotments / nursery	Fail to attract participants. Insufficient budget to deliver programme.	Avoid	2	2	4	Andrea Stone	02 October 2023	Looking to expand plan with the potential of bringing forward funding from Year 3 to Year 2.	Plan to accelerate deliver to meet higher than anticipated demand.
E10	E10	Cycling and Walking for All- cycle training and access to refurbished bikes	Fail to attract participants. Insufficient budget to deliver programme.	Avoid	2	1	2	Andrea Stone	02 October 2023	Plan is exceeding expectation. Refining plan with the possibility to accelerate bringing in additional communities	Plan refinement with potential larger spend in Year 2. Awaiting the paper.
		Community Vertical Farming initiative	Delayed due to differing requirements of partner	Avoid	3	2	6	Sarah Daniel	02 October 2023	Whilst there is commitment in Ashfield to deliver the programme, requirements from MDC have altered. Aiming to gain clarity with MDC on their needs and work with delivery partner. Continue to work with MDC and NTU. Budget reduced with excess reallocated to the Arts Council bid	EDR approved to enter into contractual relations with NTU to deliver the project.
E15	E15	Digital support for local communities	Unable to attract bidders to deliver the programme	Reduce	2	2	4	Nathan McNicholas/ Melanie Wheelwright	02 October 2023	ATTFE has been awarded the contract. Delivery has commenced. Marketing in hand. Progress meeting with ATTFE scheduled for 10th October.	In delivery phase.
<b>Supporting Local Business</b>											
E16	E16	Enterprise grant for town centre properties and relocation/expansion	Fail to attract potential businesses to take on the grant	Reduce	2	2	4	Melanie Wheelwright	02 October 2023	Meeting with ADC Web content in June to plan upload of agreed documentation. Aiming for a launch with Hucknall Grant by 31 July 2023. There is already interest in the programme. Online applications, ensure support for applicants. 75% intervention rate - up to a £6k grant. Programme launched 31 July 2023	Constant review on uptake. 25 enquiries but only 5 meetings for growth plans and 1 application. Reviewing eligibility criteria and eligible boundary locations
		Student programme for design/manufacture of property fronts	Fail to deliver plan	Reduce	3	2	6	Melanie Wheelwright	02 October 2023	Although this is a Y3 investment, the agreed criteria for the Town Centre enterprise grant will influence how this project will be implemented. Officers will work closely with the College to develop this project and provide a proposal to the DA Board. The criteria will align to the grant provision.	No changes
		Online Trading Opportunities: develop online directory, media students to offer support services	Fail to deliver plan, unable to find the best product. - Costs increase with inflation	Reduce	3	2	6	Trevor Middleton	02 October 2023	Developing a potential online approach involving a project centred around traders in the Idlewells indoor market. Still in development. Budget is 28k. Options are being considered.	A proposal is being developed to deliver this. May need to reprofile spend.
		Prosepinia support - ADMC	Fail to deliver the plan. Unable to spend the Year 2 budget	Reduce	2	2	4	Sarah Daniel	02 October 2023	Developing a plan to support businesses who have interest in Automation and manufacturing as a precursor to the physical delivery of the ADMC. Plan has been developed with slightly reduced costs. New Plan and programme has been agreed by the DA Board.	An agreement for the service is being put in place. Good engagement with existing Business support.
E18	E18	Business advice and support - Adopting digital technologies	Fail to deliver the plan	Avoid	2	2	4	Paul Stoppard	02 October 2023	Details of the NCC Supporting Business Framework are being refined subject to the letting of the framework. Council contractual processes will be implemented once the framework and programme with the successful bidder programme. Pre-contract meeting held in September 2023. Monthly meetings to manage delivery.	Mobilisation is taking place to the programme. Pre-contract meeting held in September 2023. Monthly meetings to manage delivery.

				Avoid	2	2	4	Paul Stoppard			
		Workforce development courses - short skills courses, targeting top 5 industries and emerging sectors, includes skills access hub, training needs analysis	Fail to deliver the plan						02 October 2023	Details of the NCC Supporting Business Framework are being refined subject to the letting of the framework. Council contractual processes will be implemented once the framework and programme with the successful bidder is concluded. East Midland Chamber of Commerce has been awarded the contract. Detailed negotiations and approvals are being undertaken.	Mobilisation is taking place to the deliver the programme. Pre-contract meeting held in September 2023. Monthly meetings to manage delivery
E19	E19	Business advice and support - Improving productivity & innovation	Fail to deliver the plan	Avoid	2	2	4	Paul Stoppard			
E23	E23	Specialist events / talks for businesses - expand existing programme	Fail to deliver events or attract businesses due to insufficient resource						02 October 2023	Details of the NCC Supporting Business Framework are being refined subject to the letting of the framework. Council contractual processes will be implemented once the framework and programme with the successful bidder is concluded. East Midland Chamber of Commerce has been awarded the contract. Detailed negotiations and approvals are being undertaken.	Mobilisation is taking place to the deliver the programme. Pre-contract meeting held in September 2023. Monthly meetings to manage delivery.
				Avoid	2	2	4	Paul Stoppard			
			Fail to deliver plan						02 October 2023	A programme for 2023-24 has been developed. Seek support to deliver e.g. an external contract with a third party to deliver, additional internal resource	Autumn event will focus on Decarbonisation and highlight the UKSPF Programme. Careers Fair in October to profile and present local businesses. Work on 2024 and Spring event - planning in progress
E24	E24	High Pavement Business Hub- rental incentives	Fail to deliver the plan	Avoid	3	2	6	Matthew Kirk			
				Avoid	3	2	6	Paul Crawford			
E28	E28	Maker space coordination	Unable to recruit						02 October 2023	Develop a specification for Makerspace support person. Work with partners to deliver. Working with partner on the job description.	Refining job description
E28	E28	Trading Overseas programme - support SMEs to identify new markets, attend overseas trade shows	Fail to deliver plan	Avoid	2	2	4	Paul Stoppard			
				Avoid	2	2	4	Paul Stoppard			
E29	E29	Business advice and support - decarbonisation, with grant	Fail to deliver plan						02 October 2023	Details of the NCC Supporting Business Framework are being refined subject to the letting of the framework. Council contractual processes will be implemented once the framework and programme with the successful bidder is concluded. East Midland Chamber of Commerce has been awarded the contract. Detailed negotiations and approvals are being undertaken.	Mobilisation is taking place to the deliver the programme. Will link to ADC business leaders network event on 7th November.
				Avoid	2	2	4	Melanie Wheelwright			
E33	E33	General business support through ADC team, past marketing budget	Unable to recruit, insufficient funding						02 October 2023	Preparing to recruit for an October 2023 start- Need to reallocate Year 2 budget of £3510 to Year 3 to cover the full year payment of graduate of £33,510.50 - This includes oncosts. Post is being advertised for recruitment.	Recruitment completed. Graduate Economic Development officer in post as of 01 September 2023.
E33	E33	Support package for economically inactive incl. confidence building, customer service, social prescribing, coaching/ mentoring	Fail to deliver plan, No signposting in Year 2	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright			
E34	E34	Basic Skills Courses - English/ESOL & Maths, IT & Life Skills (inc gardening, cooking, baking)	Fail to deliver plan	Avoid	3	2	6	Nathan McNicholas/ Melanie Wheelwright			
				Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright			
E37	E37	Education and Business Collaboration package - Grow Discover Ashfield Ambassador programme, Open Doors programmes (for students & teachers) - hybrid model, School talks, Work experience programme (including Health & Safety checks), Careers Service in schools	Fail to deliver plan, Cost increases						02 October 2023	ADC will procure this independently for a Year 3 start up. Aim to complete by January 2024 at the latest. Self-procure. Plan to tender Autumn 2023. Met with NTU with partners regarding current ERDF and ESF offer.	Specification is being developed in house. Tender planned for 1 November 2023.

E38	E38	Talent attraction and retention package - Graduate talent match programme with Notts & Derby's universities	Fail to deliver plan. Cost increases	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	Part of the NCC framework agreement. Aim to complete by January 2024. The timescales for joint tendering are slow - out to tender in Oct, delivery start end of Dec. ADC officers to push for quicker timescale. Met with NTU with partners regarding current ERDF and ESF offer.	02 October 2023	Specification is being developed in house. Tender planned for 1 November 2023.
		Digital training at Level 2 for employed & unemployed inc: Microsoft Office / Azure / Structured Query Language (SQL) / C# / Java / Adobe Photoshop / Coding / Python	Fail to deliver plan. Cost increases	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	agreement. Aim to complete by January 2024. The timescales for joint tendering are slow - out to tender in Oct, delivery start end of Dec. ADC officers to push for quicker timescale. Met with NTU with partners regarding current ERDF and ESF offer.	02 October 2023	Specification is being developed in house. Tender planned for 1 November 2023.
		Local Careers Service – targeting residents in employment – preparing them to move into priority sectors Training/Careers Hub – businesses/Ambassadors engaging with hub	Fail to deliver plan. Cost increases	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	ADC will procure this independently for a Year 3 start up. Aim to complete by January 2024 at the latest. Plan to tender Autumn 2023. Met with NTU with partners regarding current ERDF and ESF offer.	02 October 2023	Specification is being developed in house. Tender planned for 1 November 2023.
		<b>People and Skills Total</b>									

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