



Agenda

Discover Ashfield Board Meeting

Date: **Wednesday, 23rd August, 2023**

Time: **9.00 am – 11.00 am**

Venue: **Committee Room, Council Offices, Urban Road, NG17 1DA**

For any further information please contact:

Hollie Maxwell-Smith

hollie.maxwell-smith@ashfield.gov.uk

07826 921211

DISCOVER ASHFIELD BOARD MEETING

Attendees

ATTENDEES			
Name	Position on Board	Position/Organisation	Present
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst 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 Regeneration and Corporate Transformation, 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	
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	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	Interim Executive Director – Place, Ashfield District Council	
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development	
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager	
Nathan McNicholas	Supporting Officer	Senior Economic Development Officer	
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

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- 1. Welcome / Introductions / Apologies - Martin Rigley**
- 2. Reflections of Previous Meeting - Martin Rigley**
 - a Meeting Minutes** 7 - 18
 - 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** 19 - 38
- 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 13th October**

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DISCOVER ASHFIELD BOARD MEETING

**Friday 14th July
9am – 11am**

**Hybrid – Meeting Room 1, Council Offices, Urban Road
& Microsoft Teams**

AGENDA

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- 1. Welcome / Introductions / Apologies - Martin Rigley**
- 2. Reflections of Previous Meeting - Martin Rigley**
 - a Meeting Minutes**
 - b Action Log**

There were no actions from the board meeting.
- 3. New Declarations of Interest - ALL**
- 4. Funding Update – Sarah Daniel & Paul Crawford**
 - a Risk Assessment Management Map Programme Level**
 - b UKSPF Risk Assessment**
- 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 23rd August**

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Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Lindhurst 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	
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	Associative 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	
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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	
1	Welcome / Introductions / Apologies
	<ul style="list-style-type: none"> • Apologies were noted for Theresa Hodgkinson, Pete Edwards, David Ainsworth, Cllr Relf, Julia Terry, Callum Parr, Paul Crawford, Nathan McNicholas, Trevor Middleton and Clare Hitchings.
	<ul style="list-style-type: none"> • Introductions were made to Cllr Julie Gregory, the new Scrutiny Representative at Ashfield District Council.
2	Review of Previous Meeting – Martin Rigley
a	Board Meeting Minutes
	All minutes agreed.
b	Action Log (these include actions from the below minutes)
	<ul style="list-style-type: none"> • Hollie to send out Makerspace open evening information to the board. • Melanie / Hollie to get October's Careers 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
	<ul style="list-style-type: none"> • No new declarations of interest were noted.
4	Funding Update – Sarah Daniel
	<ul style="list-style-type: none"> • Sarah Daniel explained the format of the report had been updated following feedback from an internal audit and comments from the board. There is now more financial information and clarity on risk.
	<ul style="list-style-type: none"> • Across the Towns Fund, Future High Streets, Levelling Up Fund and UKSPF programmes there is a delivery of £104 million of direct investment into Ashfield.
	<ul style="list-style-type: none"> • Sarah explained that the table within 1.1 of the funding updates sets out the approved profile income from DLUHC and associated co-funding for each Future High Streets project and that the table in 1.2 shows the programme progress and risk level for Future High Streets.
	<ul style="list-style-type: none"> • Paula Longden commented that the risk table is helpful in seeing how the risk has moved and also asked what the magnitude of the risk moving for the Theatre project is.
	<ul style="list-style-type: none"> • Sarah explained there have been delays in the project due to costing errors by the original cost consultants when this project was agreed in 2018 and there has also been significant inflation. There has also been continued work to ensure the project works for the public, school, college and trust and there is now an agreement going forward for all. The next few months will be critical getting through the next RIBA stages and DLUHC reviewing the revised delivery programme.
	<ul style="list-style-type: none"> • Paula asked if the project would slip into 2024 / 2025.
	<ul style="list-style-type: none"> • Sarah confirmed it may and Towns Fund can be spent up until 2025.
	<ul style="list-style-type: none"> • Sarah continued onto Fox Street, explaining that there are issues getting contractors to quote for the work as it is classed as a smaller job. They are now looking at a framework to deliver this project, which does incur more costs. The project manager, Caterina, is working on the value engineering on this.
	<ul style="list-style-type: none"> • Sarah moved onto Towns Fund, 2.0 of the agenda pack, which shows all the expenditure of the projects, and 2.4 projects highlight report.

	<ul style="list-style-type: none"> • Kirkby Sports Hub risk has gone up however there has been a new design team appointed to review and finalise RIBA stage 2 and address budget risks to ensure the scheme remains within the budget envelope. There are continued budget issues with the Sports Hub projects as costs have increased significantly and there is work continuing with the Football Foundation.
	<ul style="list-style-type: none"> • Sutton Lawn Sports Hub is the same, with the costs increasing by around 30% on 3Gs. The same design team has been appointed. The risk is again showing as having risen however the project is moving forward.
	<ul style="list-style-type: none"> • Chris Baron raised concern about issues and shortfalls on projects and how this will affect the ADMC (Automated Distribution and Manufacturing Centre) with the rising costs, and if this carries on with all projects then how will this affect the Distribution Centre. Chris asked what safeguards were in place to ensure there is no budget cuts from the ADMC.
	<ul style="list-style-type: none"> • Sarah confirmed the budget for ADMC had not been touched and there had been some funds added to it due to the Portland Street Sustainable Housing not being viable and the funding being redistributed to other projects. Since the budgets and projects were set two years ago there have been shifts between all the projects as many were at the early stages and have evolved in time, with some costs going up or down. Sarah confirmed there are challenges across the programme, just like all Towns Fund Deals across the country, with all of them having increased costs for construction however there is no plan to take any funding from the ADMC project as it is the flagship project.
	<ul style="list-style-type: none"> • Chris questioned what the projected spend and shortfall for each project will be, as he expects the board will have to make some decisions going forward due to lack of funding for all the projects. He does not believe it is right that Ashfield District Council should use the taxpayer's money to fund the shortfall.
	<ul style="list-style-type: none"> • Sarah explained that borrowing is only used when there is a payback and with the projects all being developed at different stages then any funding shortfalls will be identified during the RIBA stages. She further explained that funding has been reallocated following reports being brought to the board and that there are still some projects which may have funding surplus to move however the team are confident the projects can be delivered.
	<ul style="list-style-type: none"> • Jas Hundal commented that he understands the board are keen to have all the funding information. He explained there is a piece of work to be done over the next few weeks in regard to the position of ADMC and which site will be taken forward and the overall financial projections of this. Jas and the Director of finance from ADC will be doing this work and will be able to present this at the next board meeting. • Jas expects there will be short- and long-term financial challenges, with the upfront infrastructure costs and the income stream will not come in until further down the line. There will be a clear strategy and plan, including any flexibilities.
	<ul style="list-style-type: none"> • Chris thanked Jas for the information and questioned what the priority projects would be, whether it would be the Planetarium or Kings Mill Reservoir project or the employment and sustainability that the ADMC project will give to the people of Ashfield? Chris asked that the projects should be scaled in priority starting with the ones which are achievable and cost

	<p>effective and feels the projects with employability prospects should be a higher priority.</p>
	<ul style="list-style-type: none"> • Sarah confirmed that there are no priority projects as such, they are moving at different paces and there have been issues for land acquisition for ADMC. There has been a lot of work in the background on the work to launch a virtual ADMC to assist businesses with automation so they can benefit from it now in advance of the building being completed and operational.
	<ul style="list-style-type: none"> • Sarah informed the board that the ADMC business case has been approved by DLUHC so the risk for this has gone down and is also a key milestone for the project.
	<ul style="list-style-type: none"> • Sarah explained that DLUHC have issued changes within their Project Adjustment Requests to make decisions at local level easier. • To expedite delivery, DLUHC are delegating decision on project changes to Accountable Bodies within a 30% threshold as follows: <ol style="list-style-type: none"> 1) Up to 30% change to agreed project outputs and outcomes. Changes to the type of outputs are not in scope i.e., changes from transport outputs to public realm outputs which would be considered a material change in the type of project; 2) changes to project spend timetable with up to 30% flexibility between financial years; 3) moving money between projects within a Town Deal, FHSF programme or Levelling Up Fund bid provided i) the change does not exceed 30% of the project value ii) the project remains good value for money as per the requirements of each fund and iii) outputs, outcomes and spend timetable do not move by more than 30%.
	<ul style="list-style-type: none"> • Sarah ran through the communications updates and noted that for the Science Discovery Centre, they had made a contract award for the construction works. She congratulated the team on fundraising and that they were able to sign the main design and build contract the previous week.
	<ul style="list-style-type: none"> • Ashfield Council have a project manager looking at the flat conversion above Moor Market as part of the High Street Property Fund.
	<ul style="list-style-type: none"> • Sarah briefly ran through the Risk Register and Procurement register.
	<ul style="list-style-type: none"> • It was reported to the board in May that the Council had obtained advice in relation to the recoverable VAT for Towns Fund 02 Construction Centre. The VAT advice outlined that where the Council directly delivered the Towns Fund investment, the VAT could be recovered. • The VAT allocation within the project budget is £757,000. The RIBA stage 2 development has identified that the scheme remains within the estimated budget envelope without using the VAT allocation after factoring in contingency and inflation. • The Council therefore recommend that £381,200 is retained as a risk contingency sum and or considered to support any residual funding gap within the Towns Fund programme and the balance of £375,800 to be reallocated to the Towns Fund 18 Cornerstone Theatre project. • Decision 1: To note and approve that £381,200 is retained as a risk contingency sum and or considered to support and residual funding gap within Towns Fund and the balance of £375,800 to be reallocated to Towns Fund 18 Cornerstone Theatre.
	<ul style="list-style-type: none"> • Gary Jordan proposed, and Tim Hepke seconded.

	<ul style="list-style-type: none"> • Sarah moved onto the Shared Prosperity Fund update. The Council submitted its year-end report to DLUHC and that the Credible Plan was accepted.
	<ul style="list-style-type: none"> • 3.1.1 Communities and Place - Most community infrastructure projects are either on track for delivery or have been delivered. The Hucknall High Street Improvement Fund will launch jointly with the High Street grant on 31 July. There will be a focus on diversifying the high streets.
	<ul style="list-style-type: none"> • 3.1.2 Supporting Local Businesses – Sarah explained Melanie Wheelwright is leading on this work alongside Nottinghamshire County Council for services to support local businesses. The framework has been awarded to the East Midlands Chamber of Commerce and some of the smaller projects are also being delivered by Ashfield Council including events such as the automation event.
	<ul style="list-style-type: none"> • E6 Visitor economy – Sarah explained there was a total allocation of £150,000 for the three years. Due to underspending in Year 1, £48,590 was carried to the Year 2 budget. This has created a budget for Year 2 of £88,590. A plan is being developed to maximise spend but it is unlikely that the whole budget will be spent. In Year 2 it is proposed to reallocate £40,000 as match funding for an Arts Council Place Partnership Funding Bid.
	<ul style="list-style-type: none"> • Peter Gaw expressed disappointment that Inspire were unable to draw any funding from the Business Support allocation within UKSPF for the BIPC (Business and Information Points Centre) service. He had attended a national event where there was a discussion on the return on investment from BIPC services for supporting and developing young entrepreneurs. • He questioned the decision 2 in the agenda pack around the reallocation of £64,000 from E13 Financial Resilience Support for Local Communities to E34 Basic Skills programme and if there was more information on what this funding will be used for. • Peter also gave support on the Arts Council funding reallocation and agreed that the cash match will assist with the funding bid.
	<ul style="list-style-type: none"> • Sarah explained that the Council are facilitating the Arts Council Funding Bid for partners such as Inspire, Portland College and ATTFE to benefit from the funding, the Council will act as the Accountable Body. • She explained that when the UKSPF was allocated, ADC held workshops where partners were invited to discuss project ideas. There was then a consultant who scored the projects, and she believes BIPC did not score as highly from this. Sarah invited Melanie Wheelwright into the conversation to discuss if there was any potential for Business Support to assist Inspire with funding for the BIPC.
	<ul style="list-style-type: none"> • Melanie explained there is a programme of projects and is happy to meet with Peter to see if there is any way of working together. • Business Support will be going to tender for the Skills projects so there will be an opportunity to bid into that funding. She explained there are funding arrangements with the County Council for some projects but there are individual opportunities for other projects.
	<ul style="list-style-type: none"> • Decision 1 of UK Shared Prosperity Funding: the board agreed to the reallocation of £40,000 to be used as match funding for the Arts Council funding bid.
	<ul style="list-style-type: none"> • Fiona Anderson proposed, and Gary Jordan seconded.

	<ul style="list-style-type: none"> • E9 Green Social Prescribing – In March, the board agreed the Year 2 allocation for green social prescribing community growing and allotments of £10,000. The project has been reviewed and it is proposed to bring forward £20,000 from the £60,000 in Year 3 (2024-25) into this financial year. A detailed proposal will be brought to the August Board meeting for consideration.
	<ul style="list-style-type: none"> • E10 Cycling and Walking – The project in Hucknall is delivering further cycling for fun and maintenance sessions and will develop a cycle hub and deliver a walking course with volunteers. In May, the Board agreed the Year 2 funding of £20,968 which reduced the Year 3 allocation to £59,857. The Hucknall project is very popular with residents, and the proposal will identify how we can capitalise on momentum and deliver the project in a second area. A detailed proposal will be brought forward to the August Board meeting for consideration.
	<ul style="list-style-type: none"> • E13 Financial Resilience Support for Local Communities – This initiative was to support people with money management, an open tender process was undertaken recently but no bids were received. There are similar programmes through Nottinghamshire UKSPF Multiply programme. In consideration of the success of the programme in money management and to deliver the Council's Education and Skills Improvement Plan 2022-2031 it is seen as more beneficial to increase the investment in E34 Basic Skills Programme money management.
	<ul style="list-style-type: none"> • Melanie gave an outline on the E34 Basic Skills Programme and delivering English, Maths, IT and Life skills in priority wards in the district to upskill them and give them the basics in place.
	<ul style="list-style-type: none"> • Decision 2: the board agreed the reallocation of £64,000 from E13 Financial Resilience Support for Local Communities to E34 Basic Skills Programme.
	<ul style="list-style-type: none"> • Simon Martin proposed, and Gary Jordan seconded.
	<ul style="list-style-type: none"> • E13 Community Vertical Farming Initiative –This will potentially be at the Kings Mill Reservoir site, so it is on the boundary of the two districts. The project has not been able to progress until Mansfield District Council were able to confirm funding so the revenue commitment for this year is therefore reduced and there has been a slight reduction in capital costs. The cost reduction creates an opportunity to reallocate £13,631. It is proposed that £10,000 be reallocated to the Arts Council bid and £3,631 retained for a contingency until the project is up and running.
	<ul style="list-style-type: none"> • Decision 3: the board agreed the revised Year 2 allocation from £85,175 to £71,544 and approved the reallocation of £10,000 to the Arts Council bid.
	<ul style="list-style-type: none"> • Martin commented this is an exciting project as he has seen the Brackenhurst demonstrator project.
	<ul style="list-style-type: none"> • Simon Martin proposed, Louise Knott seconded.
	<ul style="list-style-type: none"> • E16 ADMC Pre-opening Support – Due to underspend in Year 1 of £25,000, these funds were carried forward to Year 2. A new programme to stimulate interest and support businesses prior to the building being operational has been developed. The programme has been developed by the project manager for the ADMC and will be delivered jointly by the project manager and a specialist consultant to include a series of events to introduce businesses to automation and connections with suppliers.

	<ul style="list-style-type: none"> • Martin commented he has had welcome feedback from businesses in wanting to get involved in automation and understand this more.
	<ul style="list-style-type: none"> • Fiona agreed that with the delays, any assistance to build up interest and help businesses now is a positive. She also mentioned that Enterprising Ashfield can support automation and automation readiness, so there should be promotion of this in line with the new programme to work together and maximise this.
	<ul style="list-style-type: none"> • Sarah agreed and is keen not to duplicate work.
	<ul style="list-style-type: none"> • Decision 4: the board agreed the revised allocation to a total of £142,000 for the project and to retain £8,000 as a contingency for Year 2.
	<ul style="list-style-type: none"> • Tim Hepke proposed, and Gary Jordan seconded.
	<ul style="list-style-type: none"> • E18 Business Advice and Support for digital technologies – This service is being procured through the Nottinghamshire County Council joint framework and will provide specialist advice and support to businesses to become more productive, more competitive and / or to enter new markets by adopting new (to company) technologies. As a result of the joint procurement, we can obtain more value than originally anticipated and therefore have a surplus of £27,000. It was recommended that the surplus £27,000 is reallocated to the decarbonisation grant programme.
	<ul style="list-style-type: none"> • Melanie added that this gives Business Support an opportunity to bolster the grant pot. They will be providing a lot of advice to businesses towards a decarbonisation plan and the extra funding will assist the businesses.
	<ul style="list-style-type: none"> • Decision 5: the board agreed to approve reallocating E18 Business Advice for Digital technologies funding of £27,000 to Decarbonisation Grants in Years 2 and 3.
	<ul style="list-style-type: none"> • Louise Knott proposed, and Jas Hundal seconded.
	<ul style="list-style-type: none"> • E24 High Pavement Incentives – In March, the Board agreed to split the funding with £35,000 towards rental incentives for High Pavement offices and Low Street developments and £35,000 towards a Makerspace Co-ordinator. The two activities have been reprofiled and this will require £3,000 of Year 2 spend to be carried forward into Year 3.
	<ul style="list-style-type: none"> • Decision 6: the board agreed to approve the proposed Year 2 and Year 3 allocations for E24 High Pavement incentives and carry forward £3,000 of the Makerspace co-ordinator's allocation from Year 2 into Year 3.
	<ul style="list-style-type: none"> • Simon Martin proposed, and Fiona Anderson seconded.
	<ul style="list-style-type: none"> • Melanie added that the business support programmes, as they are linked with a few local councils, and an initial premeeting with the Chamber have been held. There will be a meeting within Ashfield Council shortly following this.
	<ul style="list-style-type: none"> • E33 Effective Sign Posting – As part of developing the people and skills E33 support package for the economically inactive it was seen as important to have a programme that would help signposting potential service users. Currently E33 services are being produced through the Nottinghamshire County Council collaboration framework. To be consistent with partners it was recommended that the £40,000 identified in Year 3 for this element be included in E33 Support package. This will not change the overall outputs and outcomes.
	<ul style="list-style-type: none"> • Melanie added that initially the funding was for a post specific for Ashfield however this is being put back into the joint funding to make this a stronger offer.

	<ul style="list-style-type: none"> Decision 7: the board agreed to approve reallocating the total funding for Year 3 £40,000 to E33 Support package for the economically inactive.
	<ul style="list-style-type: none"> Louise Knott proposed, and Simon Martin seconded.
	<ul style="list-style-type: none"> Martin added that as there have been discussions at the board today on funding being put aside for contingency then it would be helpful for the board to see sight of this.
	<ul style="list-style-type: none"> Sarah confirmed these are appendix items for the board's review.
5	Theme Lead Reports – Theme Leads
a	Succeed in Ashfield – Martin Rigley
	<ul style="list-style-type: none"> Martin explained his business, Lindhurst Engineering, has now been sold to a business in Huthwaite, ECS Group.
	<ul style="list-style-type: none"> He attended the Science Discovery Centre fundraiser at the house of Sir John Peace. He thanked ATTFE for all their hard work in organising this as it was superb and Sir John Peace for offering his facilities.
	<ul style="list-style-type: none"> Martin was also involved in the interviews for the new Director of Place at Ashfield Council
b	Love Where You Live – Liz Barrett
	<ul style="list-style-type: none"> Liz also attended the fundraiser event and thanked all partners involved.
	<ul style="list-style-type: none"> Ashfield Day is on 5th August and there is a lot of work to ensure the event is celebrated by all residents.
	<ul style="list-style-type: none"> She explained that she is looking to set up a CIC (Community Interest Company) to raise funding for Ashfield events such as Remembrance Day.
c	More to Discover – Darron Ellis
	<ul style="list-style-type: none"> There were no updates from Darron.
d	Be Healthy, Be Happy – Pete Edwards
	<ul style="list-style-type: none"> There were no updates from Pete.
6	Discover Ashfield Project Officer Update – Hollie Maxwell-Smith
	<ul style="list-style-type: none"> Hollie updated the board that two more Discover Ashfield plaques had gone up in the district. Jeremiah Brandreth has been put up behind ATTFE, and the Dr Jepson next to Rendezvous café. These join the Civil War plaque on Church Street, Sutton and there are plans to put up the Miriam Bramley plaque in the café at Titchfield Park, Hucknall.
	<ul style="list-style-type: none"> There is one week left on the Discover Ashfield Photography Competition. Hollie will send this around the board to circulate in their organisations.
	<ul style="list-style-type: none"> Ashfield Day is approaching, and Hollie is contacting partners on the board to gain any promotional material to give to residents.
	<ul style="list-style-type: none"> Makerspace has an opening evening towards the end of the month and Hollie will send out the information to the board on this.
7	Board Member Updates – All
	<ul style="list-style-type: none"> Peter Gaw gave a reminder of the Kirkby Learning Centre official opening at the Library for residents to try activities and sign up for summer courses from 10am on Saturday 15th July.
6	Any Other Business - All
	<ul style="list-style-type: none"> Fiona Anderson explained that when NTU started working with stakeholders across Mansfield and Ashfield in 2018, in 2018 and 2019 there were two stakeholder conferences.

	<ul style="list-style-type: none"> • She explained that, as the last was 4 years ago and there has been so much progress, she feels it would be ideal to reconvene a conference in 2024 to think through the future visions for Ashfield and Mansfield also thinking through other areas such as sustainability of works and scaling up activities. • Fiona plans to form a steering group to look at planning for the conference, who to invite, content etc.
	<ul style="list-style-type: none"> • Martin agreed that there has been so much work in the last 4 years and thinks a conference is a great idea to share successes.
	<ul style="list-style-type: none"> • Louise also agreed and put herself forward to be part of the steering group.
	<ul style="list-style-type: none"> • Fiona confirmed they will start looking at this.
	<ul style="list-style-type: none"> • Hollie explained that since the board meetings have moved to six weekly there is now a clash with a Business Support Careers Fair on October 6th. • Hollie proposed to move the board meeting to Friday October 13th and will send updated invites to this.
	<ul style="list-style-type: none"> • Melanie Wheelwright asked board members to promote the Careers Fair to students and graduates to ensure high uptake.
	<ul style="list-style-type: none"> • Fiona Anderson asked to have the information sent to her.
	<ul style="list-style-type: none"> • Hollie offered to get the information and send across to all board members.
10	Date of Next Meeting – Wednesday 23rd August

Programmes and Funding Update August 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).

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 highlighted green where applicable.

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
		48,545	143,287	2,155,287	-	-	2,347,118
	Co-funding			100,000			100,000
TF18 Cornerstone	CDEL	-	1,496	-	874,304	-	875,800
TOTAL							2,947,118
FHSF High Pavement	RDEL						-
	CDEL	988,342	148,812	514,511			1,651,665
	Sub Total	988,342	148,812	514,511	-	-	1,651,665
	Co-funding		-	937,289			937,289
	Total						2,588,954
FHSF Low Street 9-11 and No 14	RDEL						
	CDEL	86,920	1,081,310	581,770			1,750,000
	Co-funding			647,933			647,933
	Total						2,397,933
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
Total							602,000

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
Theatre Project	Funds have now been approved to be moved from the Towns Fund project to bridge the funding gap identified at RIBA stage 2. The design team are now progressing RIBA stage 3. We are now in discussion with DLUHC regarding revising the delivery programme.	
Low Street	14 Low Street - Complete. 9-11 Low Street - Value engineering completed which has identified a way to reduce the cost of the project. The adjustment will result in a change to the project outputs which will need to be agreed by the DA board. The tender submission is due on 23 rd August. The project remains on track to complete March 2024.	
High Pavement	Project on site and remains on track to complete November 2024. Heads of Terms have been agreed with a new 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.	
Fox Street	Initial cost planning with a framework contractor has established further value engineering is required to establish a fixed cost for the scheme within our budget envelop. Key options have been identified and are being evaluated. The project remains on track for completion March 2024. Risk has elevated due to the additional value engineering period required to bring the project within the budget envelop.	

2. Towns Fund

2.0 Finance

The table below sets out the approved profiled income from DLUHC and associated co-funding for each project. Approved changes from the previous reporting period are highlighted green where applicable.

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
	Sub Total	6,902	46,865	2,047,367	-	-	2,101,134
	Co-funding		453,017	250,000	60,500		763,517
TOTAL							2,864,651
TF-02 Ashfield Construction Centre	RDEL	-	-	-	-	-	-
	CDEL	14,746	21,377	733,077	4,032,555		4,801,755
	Total	14,746	21,377	733,077	4,032,555	-	4,801,755
	Co-funding		-	1,837,500	-	-	1,837,500
TOTAL							6,639,255
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
	Sub Total	17,035	153,724	19,579,241	608,141	125,000	20,483,141
	Co-funding				467,000	934,000	1,401,000
TOTAL							21,884,141
TF-04 Cycling and Walking Routes	RDEL	-	-	-	-	-	-
	CDEL	1,142	30,000	1,808,138	97,000	-	1,936,280
	Total	1,142	30,000	1,808,138	97,000	-	1,936,280

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

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







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

2.4 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
Be Healthy Be Happy		
North Kirkby Gateway	A specialist property legal team has been appointed to advise and develop an agreement with a developer to progress the land assembly and development for the Pond Hole / Ellis Street development.	
Kirkby Sports Hub	The project design team are now appointed to review and finalise RIBA stage 2 and address budget risks to ensure the scheme remains within the budget envelope. The target date for the Football Foundation submission has been moved to July 2024 to ensure sufficient time to meet the level of approvals required however the team continues to drive the project forward with a view that an April submission remains achievable.	

	The risk has elevated slightly because the project programme has slipped due to additional cost management work required to develop the scheme within the budget envelope.	
Sutton Lawn Sports Hub	<p>The project design team are now appointed to review and finalise RIBA stage 2 and address budget risks to ensure the scheme remains within the budget envelope. The target date for the Football Foundation submission has been moved to July 2024 to ensure sufficient time to meet the level of approvals required.</p> <p>Improvements to the tennis courts are being progressed late summer through the Lawn Tennis Association (LTA) framework and funding.</p> <p>The risk has elevated slightly because the project programme has slipped due to additional cost management work required to develop the scheme within the budget envelope.</p>	↑
More to Discover		
Sutton Town Centre		
Portland Square	<p>Nottinghamshire County Council has committed to waiver the S278 agreement fees for the project and are progressing the S278 agreement review process.</p> <p>Initial cost planning with a framework contractor has established further value engineering is required to establish a fixed cost for the scheme within our budget envelope. Key options have been identified and are being evaluated.</p>	↔
Sutton Academy Theatre	<p>Funds have now been approved to be moved from the Towns Fund project to bridge the funding gap identified at RIBA stage 2. The design team are now progressing RIBA stage 3. We are in discussion with DLUHC regarding revising the delivery programme.</p> <p>The risk has elevated slightly because the project programme has slipped due to additional cost management work required to develop the scheme within the budget envelope.</p>	↑
Visitor Economy		
Cycling and walking routes	The design team tender brief has been prepared and the ESPO framework have been engaged to complete a mini tender to secure the design team services.	↔
Visitor digital offer	<p>Testing protocol is underway of the new web and app infrastructure. Due to a late release of the testing model the final commissioning may be delayed.</p> <p>Content development for the new web and app is ongoing. Options are being developed for marketing content to support the launch.</p> <p>The risk has 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.</p>	↑

Science Discovery Centre and Planetarium	The principal contractor has now been appointed. The team are awaiting the outcome of a revision to the planning application and Section 278 agreement. The team is currently trying to resolve an issue identified during the S278 agreement review which would have implications on the project budget.	
Kings Mill Reservoir leisure development	The enabling contract work for the new leisure building commenced on 28 th June and is progressing well. The team is now progressing marketing options for the operator.	
Succeed in Ashfield		
ADMC (Kirkby/Sutton)	Heads of Terms have been agreed for the purchase of the preferred site. The team are now formalising the finance model and the governance. The design team have been instructed to finalise RIBA stage 2 for the project and subject to approval through the project gateway, progress RIBA stage 3.	
Ashfield Construction Centre and Satellite	There have been delays in obtaining the level of detail from VWNC appointed project managers to enable a handover to be completed. Once reviewed ADC will be able to agree with VWNC the procurement strategy and delivery model.	
Ashfield Civil Engineering Centre	VWNC are progressing further detailed surveys of the project site to inform potential ecological site constraints. 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.	
Enterprising Ashfield	Entrepreneur Business ready - HeadStart Total- 225 To date 36 Planned 26 36 participants have completed the HeadStart programme and been classed as “Enterprise Ready”. 36 grants have been paid to date. Currently there are two further workshops to run with 12 participants. Businesses/Enterprises receiving grants – Growth Total 172 To date 1 Planned 18 Whilst we have paid out one grant so far there are 9 businesses still receiving support that may apply for the grant. Businesses/Enterprises receiving non-financial support – Growth. Total 121 To date 11 Planned 8 Some of the businesses that we have supported to date will migrate to receiving grants once support is complete. Several businesses are in the pipeline. The majority of businesses we	

initially engage with will fall into this bracket as it is only once we have spoken with the business and ascertained their growth plans can we recommend utilising the grant for a mentor or coach.

New Learners

Total 900

To date 138

Planned 150

There are 9 new courses planned with 45 attendees. We have a full portfolio of short courses now being advertised up until 2024.

We have delivered two bespoke courses to one business and are delivering two further bespoke courses (Import & Export and Data Analytics) to two additional businesses with potentially over 100 participants. A challenge is that there are a number of attendees that have been to more than one course and as they are not new learners, they are unable to be counted. We expect a sharp increase in take up after the holidays.

Internships and Graduate Placements- Talent

Total 150

To date 10

Planned 20

We have placed 9 graduates within local businesses and there are two currently in positions. We are in conversations with 8 additional businesses regarding the placement of graduates and have 1 placement starting in August.

Closer Collaborations with Business/Enterprise R&D- Growth

Total 50

To date 3 and 1 enrolment

Planned 0

Only 1 business contracted to do further R&D collaborative work to date, but we are confident that several businesses will migrate to from our Productivity through Innovation programme for further support. Two businesses are signed up for support on supply chain issues following our recent Supply Chain Management event.





Apprenticeships= Talent

Total 0

To date 23

Planned 0

This is a potential additional output. Although apprenticeships do not form part of the outcomes of Enterprising Ashfield, we are committed to providing the necessary information, advice, and guidance to local businesses to maximise this opportunity. A number of apprentices are already placed but we want to focus on engaging with businesses that may not have considered utilising apprentices in the past as we feel this would have a far greater impact overall and bolster the legacy of Enterprising Ashfield.

Library Innovation Centres - Kirkby & Sutton	The official opening of the Kirkby Library project took place on 15 th July. Project planning is progressing for the Sutton project. Courses are confirmed for Kirkby with a plan for summer drop ins and launch of the new year programme to follow.	
Greener Ashfield		
West Kirkby Gateway & public transport hub	As East Midland Railways (EMR) is no longer supporting the ticket office model there has been a change in direction for the gateway building to the north side of Lane End. The stage 2 design has now been completed and the design team are being engaged to progress stage three. Dialogue with the landowner on the south side of Land End has stalled. Options continue to be monitored.	
Green Ashfield	The procurement strategy and documents for the various energy reduction interventions has been completed. An energy monitoring strategy and implementation plan has been drafted for review and approval. The risk has elevated slightly because the project programme has slipped due to delays in agreeing the procurement strategy.	
High Street Property Fund	Development phase for the Moor Market flats is underway. The property market is being monitored for new opportunities.	

2.5 Monitoring and Evaluation

The monitoring and evaluation return has been submitted to DLUHC. DLUHC are testing an online system although timelines have not been confirmed. It has been highlighted to DLUHC that dashboard tools to aid signoff would be beneficial for board approvals.

2.6 Project Adjustment Request Guidance

New guidance for the **Project Adjustment Request (PAR)** tolerances has been provided by DLUHC including additional delegated power for Town Deal Boards.

All current project adjustments have been or are due to be put forward for approval to the Board in accordance with the delegated powers.

Once approved DLUHC will be notified of the decision in accordance the DLUHC procedure.

2.7 Communications

Communication activities this period include:

Project	Activity	Reach
High Pavement Project	Time lapse video for construction phase	7k
Maker Space	Maker Space Open Event Promotion	4k
Maker Space	Maker Space Open Event Promotion	4k
Science Discover Centre	Preconstruction phase video	

Next period:

- TF 03 Announcement of plans including site assembly for the ADMC. (Subject to land agreement).
- TF17 West Kirkby Gateway – North side development. Design Vision
- FHSF – Announcement of 9-11 Low Street planned renovation works.
- FHSF – Announcement for Fox Street redevelopment
- FHSF – Maker Space public events and updates
- FHSF – Theatre Project design vision
- FHSF – High Pavement Business Unit grant scheme
- Public Q&A sessions for the programmes.

2.8 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.
- DLUHC is developing processes to refine reporting
- ADMC Full Business Case has been approved by DLUHC. This concludes completion of all business cases for projects.

The UKSPF has following changes in risk: -

- Both the Hucknall Town Centre and Enterprise Grants were launched on 31 July 2023 and are now live.
- As a result of the decisions made by the DA Board from the UKSPF Year 2 review funding has been reallocated to deliver priorities. This ensures that year 2 spend and year 1 funds which have been carried forward are deliverable and reduces the risk of underspends.
- East Midlands Chamber of Commerce has been awarded the Nottinghamshire County Council (NCC) and partnering Council's joint local business support contract. The Council is negotiating delivery.
- ATTFE has been awarded the contract to deliver the Community Digital programme. The Council is finalising the delivery.
- NCC and partnering Councils who plan to collaborate in procuring People and Skills services met with NTU whose European funded programmes are ending. This provided an opportunity to consider the programmes that could align to Ashfield's identified investments.

2.9 Procurement

Project	Contractor / Consultant	Value	SME or VCSE Y/N	Procurement Type	Project	Status	Address	Award Date
Reporting Period		4th May - 15th August 2023						
FHSF	Bloom - CPMG	£15,500.00		Bloom	Theatre	Complete		30.05.23
TF08	Lindum Ltd	£901,770.00		Scape Framework	Kings Mill	Complete	Lindum Business Park, Station Road, North Hykeham, Lincoln LN6 3QX	30.06.23

2.10 Towns Fund and Future High Streets Fund Decisions

It was reported and approved by the board 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. (Note below)

We therefore recommend that £381,200 is retained as a risk contingency sum and or considered to support any residual funding gap within the TF14 Science Discovery Centre Project, subject to any further challenges of MSAS meeting their identified funding strategy objectives and the balance of £375,800 to be reallocated to TF18 Cornerstone Theatre.

Since the approval we would like the board to note the following **current** position for the science discovery centre.

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. Following award of the Towns Fund and Levelling Up Fund Round 2 grants, applications were submitted to a number of other, mostly private sector, grant funding bodies. Awards have been made by the Foyle, Garfield Weston and Wolfson Foundations and the National Lottery Heritage Fund that total £850,000 - £40,000 of which from the NLHF is for history research, refurbishment of artifacts and interpretation of the underground reservoir, rather than capital costs. The project has also received financial support from the Mansfield Building Society as well as multiple smaller donors.

Tender returns have now been received for the subcontracted work packages and, with allowances made for anticipated future value engineering, the 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.

Allowing for future income from multiple small donations and from interest, and a capacity fund contribution recent awarded for the LUF capital funding the current budget shortfall is estimated to be £188,000.

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

- Underwrite the shortfall so that 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.

3.0 UK Shared Prosperity Fund

3.1 Programme Update

3.1.1 Communities and Place

Most community infrastructure projects are either on track for delivery or have been delivered. The Hucknall High Street Improvement Fund and the High Street Grant were launched on 31st July with an online application. There is already interest in both schemes. ATTFE have been awarded services to deliver a community digital programme.

3.1.2 Supporting Local Business

Many of the services are part of the Nottinghamshire County Council joint procurement for services to Support Local Business. The joint procurement has been awarded to East Midlands Chamber of Commerce. The Council is currently negotiating the detail of the services to be delivered. Applications have been received for the Graduate Economic Development Officer post. Interviews will be on 29 August.

3.1.3 People and Skills

There are two key services that are being procured for delivery in year 2, Support for the economically inactive to be jointly procured and basic skills courses which ADC will procure independently. Specifications have been developed. We have programmed to go out to tender in the autumn for Education and Business collaboration and local careers support.

E9 Green social prescribing, community growing and allotments

£10,000 is allocated for year 2 (1 April 2023 – 31st March 2024)

£60,000 is allocated for year 3 (1 April 2024 – 31st March 2025)

An initial proposal was agreed by the Discover Ashfield Board to allocate £10,000 as follows:

£5,000	Contribution to a second year of the Food Co-ordinator Role
£2,000	Purchase of 9 planters, plus soil and seeds to develop 3 small growing spaces within priority areas (Coxmoor, Leamington and Broomhill/Butler's Hill)
£2,500	Small grants programme to be made available to 10 x community groups involved in green social prescribing, community growing and/or allotment projects
£500	Purchase of seed packs for allotment holders wanting to support food banks/clubs and residents interested in growing their own.

£5,000 has been allocated to the Food Coordinator post, which has been extended until 31 March 2024.

The planters have been purchased for the three areas and are currently being installed, working alongside local residents and groups to agree locations and support with upkeep. The cost of these was higher than expected at £3,750.

Work has been undertaken to organise the small grants programme process and criteria which will be launched in late September.

The Feeding Ashfield Network has been consulted and working alongside the Food Coordinator would like £20,000 from year 3 to be brought forward into the current year to accelerate the project.

The costs and project outlines are below:

£1,750 The higher costs of the planters to be covered.

£2,500 Additional £2,500 into the small grants programme (total £5,000). This will run from late September until March 2024. It will enable organisations with a constitution to apply for a grant, and those without (for example allotment holders supporting food banks) to receive equipment such as forks, spades or compost.

£12,000 Growing packs for 120 families to provide them with seed packs and support to begin growing fresh produce in their own homes/gardens (linking with Feel Good Families).

£4,450 Delivery of educational courses including growing on a budget, weaving willow and creating a wormery. This would include any instructor costs, venue hire, promotion, and resources.

Decision 2: The Discover Ashfield Board is asked to approve the project proposal outlined above.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
22	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 July 2023	Active	Each project cost plan being scrutinised and options for cost reduction or other viability considerations investigated where necessary.	Nil
23	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 July 2023	Active	ADC is working with partners and funders to seek a way forward to ensure that projects with delays can be delivered where possible.	Nil
24	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 July 2023	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
25	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 July 2023	Active	ADC continues to monitor	Nil
26	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 July 2023	Active	Continue to work with partners , finance experts, to ensure opportunities maximised for the betterment of the District and the projects.	Nil
27	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 July 2023	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
28	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 July 2023	Active	In constant review	Nil
29	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 July 2023	Active	PARs submitted. Formal confirmation from Towns Fund received.	Awaiting a formal response from DLUHC for Future High Streets project adjustment request.
30	Legal risks																	
31	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 July 2023	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 par 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.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
32	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 July 2023	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. Thee GFA's are in place. One needs to align with a potential lease agreement and another is awaiting documentation to complete.	Nil
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 July 2023	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 July 2023	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 July 2023	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 July 2023	Active		Nil
37	4.7	Failure to procure land and require CPD 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 July 2023	Active	Fortnightly meetings in place and strategy at ADC to ensure land acquisitions progress	Nil
38	5 Managerial risks																	
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 July 2023	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 July 2023	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 July 2023	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 July 2023	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 July 2023	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 July 2023	Active	ADC to conclude the appointment of Business Case Consultants but detail all agreed. All FBC submitted and are concluded	ADMC FBC was accepted by DLUHC.
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 July 2023	Active	As more projects move into the delivery phase this creates more momentum.	Nil

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
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	2	2	4	↔	Programme Lead	End July 2023	Active	The programme is applying specific time/outputs pressures across programme level delivery	Nil
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 July 2023	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 July 2023	Active	Regular meetings with partner organisations	Nil
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 July 2023	Active	Watching brief	Nil
50	6	Publicity & Promotion																
51	6.1	Slave labour (Modern Slavery Act 2015) - association with any manufactures/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 July 2023	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 July 2023	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 July 2023	Active	Grant Agreements address this and close working with partners to be able to deliver.	Nil
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 July 2023	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 July 2023	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 July 2023	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.	Nil
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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
Threats	
Avoid	The risk is avoided e.g. change in strategy
Transfer	Some or all of the risk is transferred to a 3 rd 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
Opportunities	
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 app ↔

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
83		Risk rating Score	Risk rating action required															
84		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															
85																		
86																		
87																		
88																		
89																		
90																		
91		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															
92																		
93																		
94																		
95																		
96		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															
97																		
98																		
99																		
100																		
101																		
102		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.															
103																		
104																		
105																		
106		1-2	Minor level risks with little consequence but not to be overlooked completely. They are enough of a risk to have been assessed through the process, but unlikely to prevent the achievement of objectives.															
107																		
108																		
109																		
110		Impact 4, Likelihood 1	Rare events that have a catastrophic impact form part of the Council's Business Continuity Planning response.															
111																		
112																		

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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