



## Agenda

# Discover Ashfield Board Meeting

Date: **Friday, 28th June, 2024**

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Time: **9.00 am – 11am**

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Venue: **Meeting Room 1, Council Offices, Urban Road, Kirkby-in-Ashfield**

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For any further information please contact:

**Hollie Maxwell-Smith**

[hollie.maxwell-smith@ashfield.gov.uk](mailto:hollie.maxwell-smith@ashfield.gov.uk)

07826 921211

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# DISCOVER ASHFIELD BOARD MEETING

## Attendees

ATTENDEES			
Name	Position on Board	Position/Organisation	Present
Martin Rigley OBE	Chair / Theme Lead – Succeed in Ashfield	Business Development Manager	
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College MA2020 Representation	
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	
Claire Hinchley	Board Member	Acting Director Strategy and Partnerships Sherwood Forest Hospitals	
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 MA2020 Representation	
Cllr Keith Girling	Notts County Council Representative	Economic Development and Asset Management, Notts County Council	
David Williams	Substitute for Jean Sharpe	Partnerships Manager North Nottinghamshire DWP	
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	
Fiona Anderson	Board Member	Associate Director, Civic Engagement, Nottingham Trent University (NTU)	
Gary Jordan MBE	Board Member	Community Engagement and Learning Lead, ATTFE	
Graham Ward	Board Member	Chair of Board of Directors, Sherwood Forest Hospitals Trust	
Ian Bond	Substitute for Peter Graw	Director of Learning, Inspire: Culture, Learning and Libraries	
Jackie Insley	Board Member	Chief Executive Officer Citizens Advice Central Nottinghamshire	
Kieran Percival	Observer	Business Director, Doorcerts	
Kirsty Blyth	Substitute for Peter Graw	Inspire: Culture, Learning and Libraries	
Leanne Monger	Board Member	Interim Programme Director, Mid Notts PBP	
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	
Paula Longden	Substitute for Claire Hinchley	Associate Director of Strategy and Partnerships Sherwood Forest Hospitals	
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
Simon Cartwright	Board Member	Chief Officer Transforming Notts	
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	
Shola Olawole	Board Member	North & East Midlands Group Performance Lead, DWP	
Tim Hepke	Board Member	UK Head of Maintenance and Group Property, ITP Aero	
Theresa Hodgkinson	Board Member	Chief Executive, Ashfield District Council	
Una Key	Board Member	Chief Officer, Ashfield Voluntary Action	
Abbie Smith	Supporting Officer	Senior Communications Officer, Ashfield District Council	
Andrea Stone	Supporting Officer	Wellbeing Manager, Ashfield District Council	
Christine Sarris	Supporting Officer	Assistant Director – Planning and Regulatory Services, Ashfield District Council	
Hollie Maxwell-Smith	Supporting Officer	Discover Ashfield Lead, Ashfield District Council	
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development	
John Bennett	Supporting Officer	Executive Director, Place, Ashfield District Council	
Kate Porter	Supporting Officer	Towns Centre Manager, Ashfield District Council	
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager Ashfield District Council	
Paul Crawford	Supporting Officer	Investment Manager – Regeneration, Ashfield District Council	
Sarah Curtiss	Supporting Officer	Service Manager for Communications and Events, Ashfield District Council	
Sarah Daniel	Supporting Officer	Assistant Director - Regeneration, Ashfield District Council	

## **AGENDA**

**Page**

- 1. Welcome / Introductions / Apologies - Martin Rigley**
- 2. Reflections of Previous Meeting - Martin Rigley**
  - a Meeting Minutes** 5 - 26
  - b Action Log**
    - Enterprising Ashfield to provide an updated report to a future board meeting – this will be at a later date.
    - Local Place Chairs to meet.
- 3. New Declarations of Interest - ALL**
- 4. Major Projects & Funding Update - Sarah Daniel** 27 - 56
- 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 31st July**



DISCOVER ASHFIELD ANNUAL GENERAL (AGM) MEETING

Friday 10<sup>th</sup> May 2024

9:00am arrival for 9:20am start

Hybrid – Microsoft Teams & Conference Room, Vision West Notts College,  
Derby Road, NG18 5BH.



## Attendees

ATTENDEES			
Name	Position on Board	Position/Organisation	Present
Martin Rigley OBE	Chair / Theme Lead – Succeed in Ashfield	Business Development Manager	√
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College MA2020 Representation	√
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	
Claire Ward	Board Member	Chair of Sherwood Forest Hospitals NHS Foundation Trust	
Claire Hinchley	Board Member	Acting Director Strategy and Partnerships Sherwood Forest Hospitals	√
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 MA2020 Representation	√
Cllr Keith Girling	Notts County Council Representative	Economic Development and Asset Management, Notts County Council	√
David Williams	Substitute for Jean Sharpe	Partnerships Manager North Nottinghamshire DWP	
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	√
Fiona Anderson	Board Member	Associate Director, Civic Engagement, Nottingham Trent University (NTU)	√
Gary Jordan MBE	Board Member	Community Engagement and Learning Lead, ATTFE	√



Ian Bond	Substitute for Peter Graw	Director of Learning, Inspire: Culture, Learning and Libraries	√
Jackie Insley	Board Member	Chief Executive Officer Citizens Advice Central Nottinghamshire	
Kirsty Blyth	Substitute for Peter Graw	Inspire: Culture, Learning and Libraries	
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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	
Paula Longden	Substitute for Claire Hinchley	Associate Director of Strategy and Partnerships Sherwood Forest Hospitals	
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
Simon Cartwright	Board Member	Chief Officer Transforming Notts	√
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	√
Shola Olawole	Board Member	North & East Midlands Group Performance Lead, DWP	√
Tim Hepke	Board Member	UK Head of Maintenance and Group Property, ITP Aero	√
Theresa Hodgkinson	Board Member	Chief Executive, Ashfield District Council	
Una Key	Board Member	Chief Officer, Ashfield Voluntary Action	√
Abbie Smith	Supporting Officer	Senior Communications Officer, Ashfield District Council	
Andrea Stone	Supporting Officer	Wellbeing Manager, Ashfield District Council	
Christine Sarris	Supporting Officer	Assistant Director – Planning and Regulatory Services, Ashfield District Council	
Hollie Maxwell-Smith	Supporting Officer	Discover Ashfield Lead, 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 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 Manager, Ashfield District Council	





1	<b>Welcome / Introductions / Apologies</b>
	<ul style="list-style-type: none"> <li>• Apologies were noted from Darron Ellis, Theresa Hodgkinson, Peter Gaw, Pete Edwards, Teresa Jackson, Trevor Middleton, Paul Crawford.</li> </ul>
2	<b>Update report on the last 12 months performance – Hollie</b>
	<ul style="list-style-type: none"> <li>• Hollie gave Board members an update on the last 12 months activities and highlights.</li> </ul>
	<ul style="list-style-type: none"> <li>• Looking back - we have had a monthly newsletter showcasing our hidden gems and brilliant events.</li> </ul>
	<ul style="list-style-type: none"> <li>• Three Champions meetings were held at various locations (Sutton Community Academy, John Godber, Teversal Visitors Centre) with great people attending. From these champions evenings we have seen connections between groups which has led to funding donations.</li> <li>• Following on the annual photography competition we were able to work with Arc Cinema Hucknall to give this year's winners a cinema voucher to spend locally.</li> <li>• The Christmas Shop Window competition judging was attended by Hayley from ASDA in Sutton and Lisa and her colleague from Tesco Hucknall.</li> <li>• The Art Explora Mobile Museum came to Ashfield, one of only nine locations in the country. Using our Primary School network, as we weren't able to advertise due to security, we were able to fill all the spots and children who had visited in the week even came back for the fun filled weekends with their family.</li> <li>• At the latest careers fair, we were able to speak to children about their aspirations growing up, these included train driver, tattoo artist, plumber and working with special needs children. Showing just how diverse and aspirational they are.</li> <li>• Again, our work with the young people of Ashfield ensured that the Christmas stages were full of festive local children giving them pride in where they live. All of these schools were also named Champions for their continued hard work.</li> <li>• Under Be healthy, Be happy - The Health &amp; Wellbeing network amalgamated with two other groups in Ashfield to form Ashfield Wellbeing Network, the first in person meeting having over 60 people attend, and these have continued quarterly.</li> <li>• We have a new Discover Ashfield website on what we have to shout about and includes a What's On, Regeneration projects, News and Places to visit so it is a one stop shop for residents and visitors.</li> <li>• The Awards was a true roundup of a very busy, very productive year. The previous year we received 37 nominations, this year we had 123. We managed to get people into the room who we hadn't had much contact with such as Felley Priory and ROMO Fabrics. From the Awards, groups have contacted one of our winners Leon's Legacy to get defibrillators out into the district, so we are helping to save lives.</li> <li>• Going forward we are having a real focus on the visitor economy and arts and culture to bring people into Ashfield and showcase it as the vibrant and welcoming place it is.</li> </ul>



	<ul style="list-style-type: none"> <li>• Martin expressed how the Champions evenings are a positive experience and you can feel the pulse of the community.</li> </ul>
	<ul style="list-style-type: none"> <li>• Louise Knott thanked Hollie for her work and heavy lifting for Discover Ashfield.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin thanked Hollie for her support throughout the year and for the work that goes on behind the scenes.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Relf asked if there was a plan to create an annual video of all of the points highlighted by Hollie to display what work has been happening and celebrating this.</li> </ul>
	<ul style="list-style-type: none"> <li>• Hollie explained there is a plan to use the students filming from the Awards to pull together a video.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin asked Hollie to put a video of the year's highlights down as an action.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah asked Louise if the students at Vision West Notts College could support with this.</li> </ul>
	<ul style="list-style-type: none"> <li>• Louise agreed the Create students would be ideal for this to be able to produce a showreel. She explained this would likely be the next academic year due to timeframes. Louise offered to work with Hollie on this.</li> </ul>
<b>3</b>	<b>Discuss the priorities for Discover Ashfield for the next 12 months – All</b>
	<ul style="list-style-type: none"> <li>• Martin continued that after looking back on the last 12 months, the board also needs to look at the next 12 months.</li> <li>• He expressed one of his priorities is to have a relationship with the new Mayor Claire Ward in order to have our towns' voices heard and not just the cities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Fiona Johnson had three priorities noted. One was to raise the profile of the work Discover Ashfield does, the combined authority and Mayor were also on her list.</li> <li>• Another point is what is next, as there likely won't be as much funding opportunities without having to bid for these and she feels we need to look at the investable propositions for Ashfield and preparing a shortlist of these to feed into the governing structure of the combined authority as we will be competing for resources moving forward.</li> <li>• Fiona continued that Nottingham Trent University (NTU) have their stakeholder conference upcoming and the outcomes from this meeting will likely come through the Place Board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Girling agreed that Discover Ashfield needs to stand out as a Place board to the combined authority as the Mayor will have many groups wanting to apply for the £30m funding and it may be worth linking with Nottinghamshire County Council and their tourism and investment strategy to show what Ashfield has.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin thanked Cllr Girling for his comments. He expressed concern that because Ashfield has been successful in the past with funding then it may get overlooked. He continued that as the interim Chair for the Kirkby Town Board (KTB), he can see the differences in the two boards, as KTB is new and has brought up some thoughts which Martin had not had before such as the perception people have in their own community.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Relf commented on the reason Discover Ashfield has been so successful is that it has continually worked in partnership to deliver cohesive projects, and projects which have benefits which cross over our</li> </ul>



	<p>borders. He believes if DA continues to have this broader regional mindset, then this will help the board with any issues of funding.</p> <ul style="list-style-type: none"> <li>• He wondered if it would be a good idea to have the place boards across Derbyshire and Nottinghamshire having a meeting with the Mayor together and potentially have a yearly or six-monthly meeting with the Mayor for updates and discussion.</li> <li>• Cllr Relf continued that it would be good to work with Marketing Nottinghamshire to promote the visitor and tourism in the area.</li> </ul>
	<ul style="list-style-type: none"> <li>• Hollie noted that Ashfield District Council have signed up with Marketing Nottinghamshire as part of the Local Visitor Economy Plan (LVEP) with all other district and borough councils within Nottinghamshire.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin commented that it would be a good idea to have a member of Marketing Nottinghamshire join the board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah followed on that Ashfield Council are already linked with the County on tourism and transport, as well as the Levelling Up Fund as well as the LVEP bringing partners together.</li> </ul>
	<ul style="list-style-type: none"> <li>• Simon Cartwright introduced himself from Transforming Notts. who work with local churches to get communities engaged with them, also supporting projects with faith groups.</li> <li>• He explained they are looking at the connectivity with the Mayor and understands its importance and believes working collaboratively is the way forward. One project he is working on is supporting the development of community hubs and trying to create a network of these across the county.</li> </ul>
	<ul style="list-style-type: none"> <li>• Louise suggested bringing the Northern Triangle together, including Newark, Sherwood, Bassetlaw, Mansfield and us, to have a common voice. She made a point that there is a significant budget for adult skills and education and working together with other areas this can be looked at together.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin put forward the idea to get the Towns Board chairs together from all of these areas.</li> </ul>
	<ul style="list-style-type: none"> <li>• Louise confirmed and explained that Ashfield will have some amazing assets and we need to capitalise on these.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin asked Hollie to note this as an action to get local chairs together.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Girling agreed and asked to be included within this from a County Council perspective.</li> <li>• He mentioned that Laura Simpson, the visitor economy manager at NCC, is also doing work with Visit Nottinghamshire.</li> </ul>
	<ul style="list-style-type: none"> <li>• Hollie commented to Martin that this discussion leads on to the board giving their top three priorities they feel Discover Ashfield should focus on for the next 12 months.</li> <li>• She asked people in the room to use the post-it notes, and people joining virtually to use the chat option.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin asked board members to take a few minutes to get these written down.</li> </ul>
	<ul style="list-style-type: none"> <li>• Hollie explained that the priorities will be collated and discussed following this meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>• Gary Jordan noted that the Constitution for Discover Ashfield needs some rewording as some points are outdated.</li> </ul>



	<ul style="list-style-type: none"><li>• Martin asked Gary to send the changes to himself and Hollie.</li><li>• He noted that Lousie has agreed to stay in the role of Vice Chair for another 12 months and the role of Chair is going to be discussed at the following board meeting.</li></ul>
	<ul style="list-style-type: none"><li>• <b>The AGM ended with a short break before the board meeting.</b></li></ul>





**DISCOVER ASHFIELD BOARD MEETING**

**Friday 10<sup>th</sup> May 2024  
10:15am – 12pm**

**Hybrid – Conference Room, Vision West Notts College,  
Derby Road, NG18 5BH & Microsoft Teams**

## **AGENDA**

**Page**

- 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 previous meeting.
- 3. New Declarations of Interest - ALL**
- 4. Enterprising Ashfield Update – Kelvin Eatherington**
- 5. Discover Ashfield Chair role – Martin Rigley**
- 6. Mayor projects and Funding update – Sarah Daniel**
- 7. 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 Lead Update – Hollie Maxwell-Smith**
- 7. Board Member Updates – All**
- 8. Any Other Business – All**
- 9. Date of Next Meeting – Friday 28<sup>th</sup> June**

**ATTENDEES**

Name	Position on Board	Position/Organisation	Present
Martin Rigley OBE	Chair / Theme Lead – Succeed in Ashfield	Business Development Manager	√
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College MA2020 Representation	√
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	
Claire Ward	Board Member	Chair of Sherwood Forest Hospitals NHS Foundation Trust	
Claire Hinchley	Board Member	Acting Director Strategy and Partnerships Sherwood Forest Hospitals	√
Clare Hitchings	Substitute for Tim Hepke	Communications Lead, ITP Aero	
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Gary Jordan MBE	Board Member	Community Engagement and Learning Lead, ATTFE	√
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Christine Sarris	Supporting Officer	Assistant Director – Planning and Regulatory Services, Ashfield District Council	
Hollie Maxwell-Smith	Supporting Officer	Discover Ashfield Lead, Ashfield District Council	√
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development	√
John Bennett	Supporting Officer	Executive Director, Place, Ashfield District Council	
Kelvin Eatherington	Presenting	Enterprising Ashfield Project and Interim Economic Programme Manager, NTU	√
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager 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 Manager, Ashfield District Council	



Agenda Item	
<b>1</b>	<b>Welcome / Introductions / Apologies</b>
	<ul style="list-style-type: none"> <li>• Introductions were made by all attendees.</li> <li>• Apologies given for Theresa Hodgkinson, Peter Gaw, Pete Edwards, Teresa Jackson, Darron Ellis, Paul Crawford, Trevor Middleton and Andrea Stone.</li> </ul>
<b>2</b>	<b>Review of Previous Meeting – Martin Rigley</b>
<b>a</b>	<b>Board Meeting Minutes</b>
	<ul style="list-style-type: none"> <li>• All minutes agreed.</li> </ul>
<b>b</b>	Action Log (these include actions from the below minutes)
	<ul style="list-style-type: none"> <li>• There were no actions from this meeting.</li> </ul>
<b>3</b>	<b>New Declarations of Interest – ALL</b>
	<ul style="list-style-type: none"> <li>• Board members were reminded to send their updated yearly declarations of interest to Hollie.</li> </ul>
<b>4.</b>	<b>Enterprising Ashfield Update – Kelvin Eatherington</b>
	<ul style="list-style-type: none"> <li>• Kelvin went through the presentation (attached).</li> </ul>
	<ul style="list-style-type: none"> <li>• He explained the progress to date and that the project runs until March 2026, and it is spread across enterprise grants, HeadStart, short courses, skills and talent strand.</li> <li>• As a skills recommendation, Kelvin asked the board to allow flexibility to count returning participants towards the target of 900 as this would allow them to focus on delivery of relevant courses without having to decide whether if financially viable to run them when the majority might be returning learners.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin asked if the board had the gift to be able to sanction this.</li> </ul>
	<ul style="list-style-type: none"> <li>• Mel Phythian explained that if there were to be changes to the stated outputs then this could become a project adjustment request. This may be able to be approved at the board through the delegated process or it may need to be submitted to DLUHC.</li> <li>• She explained the board can decide and agree to submit this request if they feel the required changes still provide value for money.</li> </ul>
	<ul style="list-style-type: none"> <li>• Gary Jordan commented that having worked with Kelvin and the team, he is in agreement that a project adjustment would be best to propose, as the numbers as they are currently presented will look as if the project has failed however it has not, it has been very supportive and beneficial to people.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Relf agreed it is right to look at making an adjustment change as the project is delivering benefit out to the business community however, he is keen to be careful on the words such as ‘flexibility’, and there should be a rationale on what will be signed off.</li> <li>• There should also be an incentive for NTU to make sure these deliverables are spread across as many businesses as possible so he doesn’t feel it should be a 1 for 1 count, but returning learners could be, as an example, counted as 1.4.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin noted that it is a positive that learners are returning, however he agreed with Cllr Relf on counting these differently and agreed this figure.</li> </ul>
	<ul style="list-style-type: none"> <li>• Mel explained that within the monitoring and evaluation framework for the programme, there are standard metrics to define the outputs which they are measured against. These can be personalised for each project or activity, which can be changed with the adjustment request.</li> </ul>

	<ul style="list-style-type: none"> <li>• She went on to say the board must agree if the programme is still giving value for money and this needs to be determined.</li> <li>• The ask is likely to be for NTU to look at their project outputs, how these can be redefined and then the board can decide if they are still getting the right outputs.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin agreed and asked Kelvin to bring this information back to another board meeting with new metric proposals.</li> </ul>
	<ul style="list-style-type: none"> <li>• Kelvin confirmed and thanked the board for their comments. He explained that NTU are not saying they cannot reach the 900 target but asked if it had to be individuals, and is there a benefit of 900 people doing one course or one individual doing multiple courses. They do not want to limit people to X number of courses, however, will always prioritise new learners.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin confirmed the benefits of the courses can be seen but do want this spread as far as possible.</li> </ul>
	<ul style="list-style-type: none"> <li>• Mel agreed with Kelvin on people doing multiple courses but understands the metrics should be looked at for this.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah asked Kelvin, if return learners are not counted, does this affect the course output and people attending these.</li> </ul>
	<ul style="list-style-type: none"> <li>• Kelvin confirmed there is a course minimum number for attendees, which takes into account the tutor and venue costs, alongside the costs per person which makes the course worthwhile against budget. Depending on if the course needs equipment this can determine the maximum numbers however if no equipment is needed the course can be delivered to as many people as they can get into a room.</li> </ul>
	<ul style="list-style-type: none"> <li>• Liz Barrett explained that she also understands the challenges of getting new learners within the further education sector and wondered if there was any collaboration that can be done to support the progression of returning learners.</li> </ul>
	<ul style="list-style-type: none"> <li>• Kelvin agreed, explaining he had had continued conversations with local providers which had not been progressed. The idea is to work with these providers who offer more basic courses and offer the Enterprising courses as a progression route. NTU is waiting for feedback from partners.</li> </ul>
	<ul style="list-style-type: none"> <li>• Liz carried on that if NTU are receiving returning learners if they could offer support at the end of someone completing one of the courses.</li> </ul>
	<ul style="list-style-type: none"> <li>• Kelvin confirmed that further guidance is offered when learners complete courses.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin recommended that the conversation be taken offline and for the education sectors on the board to have a discussion on how they can work together.</li> </ul>
	<ul style="list-style-type: none"> <li>• Dave Williams also offered support from DWP as their legacy benefit customers will shortly become universal credit and there will likely be skill gaps for these, so there will be a large number of people where Enterprising Ashfield can be promoted.</li> </ul>
	<ul style="list-style-type: none"> <li>• Kelvin thanked Dave for previous support and the offer.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Girling offered Joelle Davies' support getting educational partners together to work on this.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah commented that she feels the educational partners already do work very well together, such as Inspire, ATTFE and VWNC.</li> </ul>

	<ul style="list-style-type: none"> <li>• Kelvin continued with his presentation on the Growth recommendations.</li> <li>• He explained there is no appetite for the £1.5k match funded mentoring grant and ask if they can offer this grant which can be used towards capital purchases. This would be paid in arrears and the grant paid out once they have proof of purchase.</li> </ul>
	<ul style="list-style-type: none"> <li>• Louise asked if, again, the board have the authority to agree this, as she expects this grant will be changing from a revenue to a capital expenditure or if this would be similar to the previous ask and an adjustment request is needed to be submitted.</li> </ul>
	<ul style="list-style-type: none"> <li>• Mel Phythian explained this ask if more complicated as there are issues locally for the board to find the capital funding within the programme to use for this, and a conversation will need to be had with the Section 151 officer at ADC.</li> </ul>
	<ul style="list-style-type: none"> <li>• Kelvin clarified that there is £250k allocated towards the mentoring grants, which is match funded, and the plan is to give this to businesses for capital purchases in a beneficial way, and they are not asking for any more funding.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin understood but reiterated that as the funding will be used for other purposes a conversation is needed with the Section 151 officer.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah commented that she can have a conversation with the 151 officer regarding this, once a costed proposal is put together.</li> <li>• The Council does have the ability to capitalise revenue funding generally as a principle but the board needs to decide what changes they are comfortable with on this project and how these changes can be funded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Edward Johnstone asked if there was any information from other areas, such as Gedling who have a similar scheme, and whether they have come up with solutions for the revenue funding instead of changing this to capital, as revenue funding is hard to secure.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin confirmed the next steps would be for the Council to consult their Section 151 officer and understand the implications of moving money from revenue to capital, and to bring this back to the next board meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Girling commented that a proposal review will be needed for this.</li> </ul>
	<ul style="list-style-type: none"> <li>• Una Key made comment that at the beginning of the board meeting it was discussed that there needs to be more businesses on the board and she felt there weren't any businesses on the Discover Ashfield board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin explained there were businesses on the board, including himself, and that all businesses want funding for capital purchases, and it is revenue which they find hard to find resources for.</li> </ul>
	<ul style="list-style-type: none"> <li>• Una enquired what is the issue with the offer of revenue funding.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin asked if there was an appetite for the mentoring grant.</li> </ul>
	<ul style="list-style-type: none"> <li>• Kelvin explained there is similar support in the area which is free and Enterprising Ashfield's offer toward a mentor or a coach is not appealing to businesses as they can get this elsewhere.</li> <li>• The feedback from these businesses was that they didn't need £3,000 for mentoring, it would be better used for something tangible within the business and package this around a retail offer, or a premises audit as examples.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin expressed that businesses can always find use for funding such as technology or equipment but what can benefit them is offering them support and increasing their knowledge.</li> </ul>

	<ul style="list-style-type: none"> <li>• Gary Jordan agreed that businesses can spend money on their assets but their people are their best assets. He believes the change from revenue to capital funding may be difficult.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Relf wondered if the match funding should be reprofiled so the offer is more appealing to reduce the barrier for entry for this and if this would still deliver beneficial results for people.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin and Gary agreed on this.</li> <li>• Martin asked Kelvin if the offer of an intellectual property trademark audit had been offered to businesses.</li> </ul>
	<ul style="list-style-type: none"> <li>• Kelvin confirmed they had assisted businesses with this as part of the growth offer.</li> <li>• Kelvin continued to summarise the Enterprising project.</li> <li>• Talent – extended the offer to include students doing a year in an industry.</li> <li>• Apprenticeships – monitor and record the number of Apprenticeships within the Towns Fund area and deliver 128 apprenticeships during the lifespan of the project.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin thanked Kelvin for the presentation and asked him to return to a future board meeting with the further information requested.</li> </ul>
<b>5</b>	<b>Discover Ashfield Chair role – Martin Rigley</b>
	<ul style="list-style-type: none"> <li>• Martin explained he was due to stand down as Chair in March 2023 however this was extended to 2024 as we have been unable to recruit a replacement chair.</li> <li>• An advert has been put out on LinkedIn asking for expressions of interest.</li> <li>• Martin is stepping down from his role in August. The Town Deal specifies the Chair must be within the private sector.</li> </ul>
	<ul style="list-style-type: none"> <li>• Louise asked if the chair has to be an Ashfield based business.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah explained it can be an Ashfield resident or business.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin continued that Louise will also be stepping down as Vice chair the following year, and he is currently the interim chair of the Kirkby Town Board and wants to continue to be the theme lead for Succeed in Ashfield.</li> </ul>
	<ul style="list-style-type: none"> <li>• Hollie will send out the advert for the role of chair to the board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Fiona offered to share this post internally.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Girling asked if the position must be filled by someone from a business or a charity CIC.</li> </ul>
	<ul style="list-style-type: none"> <li>• Mel confirmed this could be someone from a community interest company.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin said that if any board members have an idea for a chair then he welcomes a connection to discuss this further with them.</li> </ul>
<b>6</b>	<b>Major Projects &amp; Funding Update – Sarah Daniel</b>
	<ul style="list-style-type: none"> <li>• Sarah went through the funding update, included in the agenda pack, beginning with Future High Streets Fund.</li> <li>• Cornerstone Theatre – a principal contractor has been appointed, there are cost items to resolve to bring the scheme within budget. The risk is elevated due to there being a delay in the contract start date. The estimated contract completion will now be Jan 2025.</li> <li>• 9-11 Low Street – the contract work is progressing well and ADC is securing a tenant for the building.</li> <li>• High Pavement House – the Makerspace CIC was established, however following challenges with the structure steps have been taken to close the</li> </ul>

CIC. A new CIO (Charitable Incorporated Organisation) Makerspace model is now being considered by the Council to improve governance.

- Fox Street – a contractor has been appointed, the project will commence on site 21<sup>st</sup> May starting with the Fox Street works and then progressing onto the Portland Square refurbishment.
- Sarah continued onto Towns Fund.
- North Kirkby Gateway – negotiations for the land assembly are progressing. The risk is elevated due to the project being behind programme.
- Kirkby Sports Hub – planning application has been submitted and is being progressed. A temporary welfare unit is in place for bowls to enable the decommissioning of the existing bowls pavilion.
- Sutton Lawn Sports Hub – planning application has been submitted and is being progressed.
- Cycling and Walking routes – a design team has been appointed.
- Visitor digital offer – the new website is live. Additional content is being developed and added. The risk is elevated due to the marketing plan being delayed from May.
- Science Discovery Centre – the construction work is progressing well with the steel work for the building and the planetarium dome now in place. This is still on track for being completed in November.
- Kings Mill Reservoir leisure development – the construction phase remains on programme and within budget. The Council is progressing an arrangement with the Sea Cadets to have access to the facilities from September. The risk has been elevated because the marketing plan has been delayed however an agent has now been appointed.
- ADMC – the appointment of a principal contractor has been completed. The planning application has been submitted and is due to go to Planning Committee in June.
- Ashfield Construction Centre and Satellite – Portland College: Construction works are nearing completion. Vision West Notts College: a new site option has been identified and VWNC and the Council is progressing the due diligence on the site acquisition.
- Ashfield Civil Engineering Centre – further options are being explored for the phase 1 rail track works at WNC's Oddicroft Site. Risk remains elevated due to the development timeframe of Depot site and handover of land to bring forward the Civil's site.
- Library Innovation Centres (Kirkby and Sutton) – Project planning is progressing for the Sutton project in collaboration with Nottinghamshire County Council and Inspire.
- West Kirkby Gateway and public transport hub – the design team are progressing to RIBA stage 3 plans. The planning application has been delayed whilst bat surveys are undertaken in May. An agent has been appointed to market the new commercial building.
- Green Ashfield – the project delivery is being planned and the procurement strategy is progressing. The risk remains elevated slightly because the project programme has slipped due to delays in agreeing the project plan and performance of the lead consultant.
- High Street Property Fund – initial appraisal and project planning is progressing with VWNC to renovate the space above Moor Market. A market

	<p>assessment has been completed of available properties across Sutton, Kirkby, Huthwaite, Annesley and Stanton Hill.</p> <ul style="list-style-type: none"> <li>• Monitoring and Evaluation – work is progressing for the M&amp;E return which is due for submission on 27<sup>th</sup> May. The subgroup for M&amp;E submission formed in December 2023 will be consulted seeking a recommendation to the board to sign off the submission.</li> <li>• The risk register is included in the annexes to the report.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah then continued to update on the UK Shared Prosperity Fund.</li> <li>• The year-end expenditure was 82.18% of Year 1 and Year 2 funds which means that 100% should be received of Year 3 funds and funding brought forward to spend this financial year.</li> <li>• Hucknall Town Centre – Save the High Street have been appointed to undertake a pilot working with businesses, five businesses have signed up for support who will form the first cohort and develop their business investment plans.</li> <li>• Coxmoor Estate, Kirkby – the risk has been elevated as the funds for this project were carried forward for delivery into 2024/2025.</li> <li>• Events and Activities – the investment in events has seen 12 events provided to date with attendances of over 16,000.</li> <li>• Visitor Economy – gateway signage has been procured and designs are being finalised. The draft Destination Management Plan (DMP) has been completed and will be shared with the Board.</li> <li>• Arts Council Bid – awaiting a decision which is due by 5<sup>th</sup> June.</li> <li>• Ranger activity – the project is building on the Mill Waters project which is a joint project with NCC.</li> <li>• Green social prescribing – the Food Coordinator role match funded by this works with communities across our priority areas. Planters have been purchased for the areas which are being installed, growing grants have been launched of £500 per group to support groups to establish their own growing schemes.</li> <li>• Cycling and Walking – run by Ridewise and is very successful.</li> <li>• Community Vertical Farming – officers are working with NTU on a proposal, as site options are still being explored.</li> <li>• Digital support for local communities – work continues at the Kirkby Job Centre with ongoing sessions. The programme expanded to individuals at Sutton Job Centre until the site closes in June. Courses include digital skills and food hygiene. ATTFE are seeking to establish participation in the Hucknall area. They are also working with Portland Pathways to support their service users with digital skills.</li> <li>• Supporting Local Business – the Ashfield Accelerator is being delivered by East Midlands Chamber of Commerce providing support areas to local businesses. The uptake for the Enterprise Development Grant has continued to improve and VWNC are piloting a scheme to support Idlewells Market traders in Sutton with promoting their businesses online.</li> <li>• People and Skills – commenced delivery of 3 People and Skills programmes to support the economically inactive and provide basic and lifestyle skills. These are being delivered by Futures. Ideas for Careers is mobilising the delivery of the Education and Business Collaboration programme. The Careers advice tender has been advertised and both the procurement of the</li> </ul>

	<p>Ashfield Digital Hub and the Ashfield's talent attractions failed to attract any competent bids, officers are looking at other options.</p>
	<ul style="list-style-type: none"> <li>• 3.3.1 Visitor Economy – there is currently £73,000 unallocated within this project, which was set aside to be allocated to opportunities identified within the DMP. Following the award of the Hucknall Levelling Up funding it has been identified that there is an opportunity to develop a National Lottery Heritage Fund (NLHF) bid for St. Mary Magdalene Church in Hucknall. If a bid was accepted by NLHF it could be used as match funding for the Levelling Up Fund and vice versa. This presents a great opportunity to attract substantial investment and to safeguard the future of a significant historic building and local landmark.</li> <li>• To support the LUF project and a potential bid to NLHF it is proposed that an allocation of £25k is made to the project.</li> <li>• Sarah explained if some of the money is not committed then it would return to UKSPF.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Board is asked to consider and approve the proposal to allocate up to £25k of funding towards the St. Mary Magdalene Church project for a heritage architect, the costs of preparing a NLHF bid and a contribution of match funding.</li> </ul>
	<ul style="list-style-type: none"> <li>• Simon Cartwright commented that he has experience of working on Heritage Lottery Projects in churches and they are very complex, with timeframes which are very tight.</li> <li>• He explained that there also needs to be an activity plan delivered and offered his support towards developing this.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Relf proposed, and Fiona Johnson seconded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Melanie Wheelwright continued with the funding report.</li> <li>• The Ashfield Accelerator scheme is being delivered by the Chamber of Commerce. The programme was procured jointly with other local authorities and the procurement locked ADC in to merging the requirements with other partners and producing outputs and outcomes that were extremely high.</li> <li>• As a result, during delivery it has become apparent that whilst Chamber could deliver the required outputs for the investment plan, they would be unable to deliver the numbers required by contract within the given time.</li> <li>• Advice has been sought from the Council's Legal Team and NCC Procurement team on options, and as a result it was proposed that a new grant called Ashfield Accelerator be offered to benefit local businesses. The new grant will provide up to £30k per Small, Medium-sized Enterprise (SME) to support projects that are aligned to the Accelerator project and meet the UKSPF investment plan outcomes. This is a match funded grant scheme and the minimum grant that will be awarded is £8k, which will require eligible projects to be at least £16k.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Board is asked to consider and approve the proposal to include an Accelerator Grant as described above as part of the Ashfield Accelerator programme and the supporting management fee which forms part of the current funding package.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ian Bond asked what the match percentage is.</li> </ul>
	<ul style="list-style-type: none"> <li>• Melanie confirmed this is 50%.</li> </ul>

	<ul style="list-style-type: none"> <li>• Louise Knott proposed, and Liz Barrett seconded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Melanie moved on to 3.3.3 Digital Productivity hubs.</li> <li>• A bidder for this programme was unable to be procured. The programme has two elements, the first is a delivery component to the value of £15k focussing on supporting people into work experience programmes and gaining certifications.</li> <li>• When considering the delivery of outputs and outcomes for this programme, other partner organisations and skills programmes can deliver what is required. E15 Digital support for local communities is being delivered by ATTFE and has funding allocated of £34.5k. ATTFE are well positioned in Kirkby and Sutton but are yet to establish a physical presence in other priority wards such as Leamington, Stanton Hill, Skegby, East Kirkby, Selston and Hucknall Westville.</li> <li>• The proposal is to add the £15k revenue to the E15 contract which will allow ATTFE to add additional resources to the project budget.</li> <li>• Enterprise Development Grants has currently distributed grants to 14 businesses at a total value of £73k. The resulting Grant investment being £55k. It is recommended to reallocate £35k capital funding from the Digital Hubs to E16 Enterprise Development Grants and expand the outputs and outcomes accordingly to account for the additional funding.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Board is asked to consider and approve the reallocation of £15k from Digital productivity for hubs to E15 Digital support for local communities, expanding the outputs and outcomes accordingly.</li> <li>• The Board is also asked to consider and approve the reallocation of £17.5k of capital funding from the Digital productivity hubs to E16 Enterprise Grants and expand the required outputs and outcomes accordingly and come back to Board to discuss the remaining £17.5k funding another time.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cllr Relf proposed, and Ian Bond seconded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Melanie continued with 3.3.4 E38 Career Progression Support.</li> <li>• This is another project within People and Skills where a provider was unable to be appointed. Officers have reviewed the programme, and it links well with E34 General and Life Skills programme which targets the employed and unemployed. The proposal is to transfer £40k of the funds from E38 to E34 General and Life Skills programme.</li> <li>• The other proposal is to transfer the remaining £40k of funds to E38 Graduate Talent match.</li> <li>• Tenders are in the process of being evaluated, if we are unable to appoint, the recommendation would be that a further £39.5k be allocated to E34 General and Life skills programme and £500 to be reallocated to the E37/E38 Education and Business collaboration programme.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Board to consider and approve: the reallocation of £40,000 from E38 Career progression support to E34 General and life skills programme, including the requisite outputs and outcomes. The reallocation of the remaining £40,000 from E38 Career progression support to E38 Graduate Talent match programme, including the required outputs and outcomes accordingly.</li> </ul>
	<ul style="list-style-type: none"> <li>• In the eventuality that the current tender process for E38 Graduate Talent match be unsuccessful the Board is also asked to consider and approve the</li> </ul>



	<p>following reallocations: - £39,500 of the £40,000 from E38 Career progression to E34 General and life skills programme, and £500 to be reallocated to the E37/38 Education and Business collaboration programme.</p>
	<ul style="list-style-type: none"> <li>• Louise Knott proposed, and Tim Hepke seconded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah continued with her funding report on Kirkby-Long Term Plan for Towns.</li> <li>• An engagement subgroup has been set up which is overseeing the public consultation which began this week and will run until 2<sup>nd</sup> June.</li> <li>• The consultation is based on the interventions given by the government.</li> <li>• This initial phase will help set up the vision and identify a long list of potential projects. Further consultation will then be undertaken which will support the Board in deciding on which projects to prioritise.</li> <li>• The Investment Plan will focus on the three themes of Safety and security, High streets, heritage and regeneration and Transport and connectivity.</li> <li>• A boundary change request was submitted to DLUHC, to include Annesley and an area on the southern side of Kirkby, and has been accepted.</li> <li>• The council has now received the full capacity funding of £250k. The capacity funding will be used to fund consultation and engagement activities and support to develop the plan.</li> <li>• The interim Chair of the Kirkby Town Board will be attending a networking event for Chairs, followed by a reception at Downing Street on 15<sup>th</sup> May.</li> </ul>
	<ul style="list-style-type: none"> <li>• Hucknall Levelling Up – the Council has been provisionally awarded up to £9.2m.</li> <li>• The project programme was developed in the summer of 2022, and has now been reviewed with a revised proposal identified which can be delivered within the shortened timeframe of 24 months.</li> <li>• Information about the project programme is due to be developed to update residents and businesses about the proposals.</li> </ul>
<b>7</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 and Gary have been supporting Ideas for Careers programme from a business perspective.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin is standing in as the Interim Chair of the Kirkby Town Board.</li> </ul>
	<b>Love Where You Live &amp; Be Healthy, Be Happy – Liz Barrett</b>
	<ul style="list-style-type: none"> <li>• Leisure Centres have 121% increase in participants from last year, with higher social value.</li> </ul>
	<ul style="list-style-type: none"> <li>• Work with the Arts Council Bid will enable Ashfield to take culture further.</li> </ul>
	<ul style="list-style-type: none"> <li>• Brierley Forest Park is celebrating 30 years and it is wonderful to see the café at the heart of this and the community coming together.</li> </ul>
	<ul style="list-style-type: none"> <li>• Lord Byron 200-year anniversary of his death was remembered in Hucknall with some streets named after him and Ada Lovelace.</li> </ul>
	<ul style="list-style-type: none"> <li>• Over 130 growing packs were distributed to families last months, another 130 have been made available.</li> </ul>
	<ul style="list-style-type: none"> <li>• The BHBH Management Group is the consortium for a bid to the Football Foundation to install up to 7 Playzones across the district.</li> </ul>
	<ul style="list-style-type: none"> <li>• Liz thanked the Council for their hard work.</li> </ul>
<b>c</b>	<b>More to Discover – Darron Ellis</b>
	<ul style="list-style-type: none"> <li>• There was no update from Darron.</li> </ul>
<b>d</b>	<b>Be Healthy, Be Happy – Pete Edwards</b>

	<ul style="list-style-type: none"> <li>This was joint with Liz Barrett's update.</li> </ul>
<b>6</b>	<b>Discover Ashfield Lead Update – Hollie Maxwell-Smith</b>
	<ul style="list-style-type: none"> <li>There were no updates.</li> </ul>
<b>7</b>	<b>Board Member Updates – All</b>
	<ul style="list-style-type: none"> <li>There were no other updates.</li> </ul>
<b>8</b>	<b>Any Other Business - All</b>
	<ul style="list-style-type: none"> <li>There was no other business.</li> </ul>
<b>9</b>	<b>Date of Next Meeting – Friday 28<sup>th</sup> June</b>

## Programmes and Funding Update June 2024

The report provides an overview of programme performance for the regeneration programmes.



### 1. Future High Streets Fund



#### 1.1 Finance:

There are no changes since the last board report, the approved budgets are shown in annex 1.

#### 1.2 Progress

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

Project	Achievements/ progress/next steps	Start / Completion Dates	Next key Milestone	Risk Level / programme and cost
Cornerstone Theatre	<p>The principal contractor has been appointed under a framework contract and enabling works commenced on site on 17<sup>th</sup> June.</p> <p>Minor delays to securing the insurance cover for the works meaning the project will complete Feb 2025.</p> <p>A cost pressure has recently been identified which is outlined in section 2.4.</p>	<p>S: June 2024 C: Feb 2025</p>	Start on Site Spring 2024	 Remains Elevated
Low Street	<p>9-11 Low Street – The contract work is progressing and nearing completion. The commissioning of the new electric supply has been delayed due to an issue with the wayleave required to put a connection into the building.</p> <p>A new tenant has been secured to take on the whole building once completed.</p>	<p>S: Dec 2023 C: June 2024</p>	Project handover.	
High Pavement House	The High Pavement House renovation work is completed.	C: Nov 2024	Maker Space – Coordinator Start	

	<p>A new CIO Maker space model is now being progressed by the Council to improve governance.</p> <p>Options for supporting Volunteers to progress and complete the setup of each of the workspaces is being looked at whilst the setup of CIO model is progressed.</p> <p>Recruitment to the Makerspace officer was successful and the new officer will start at the beginning of August.</p>		August 2024	 Remains Elevated
Fox Street	The contract work has commenced on site. The initial ground preparation work has uncovered a 2.4-metre-deep culvert. Steps are being taken by the team to manage the impact within the project contingency.	S: May 2024 F: Nov2024		


## 2. Towns Fund

### 2.1 Finance





There are no changes since the last board report, the approved budgets are shown in annex 1.



### 2.2 Project highlights report




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

Project	Achievements/ progress/next steps	Start / Completion Dates	Next key Milestone	Risk Level / programme and cost
<b>Be Healthy Be Happy</b>				
North Kirkby Gateway	<p>The purchase of the key property for the project has now been agreed subject to contract.</p> <p>Vacant units are being monitored within the project area for potential acquisition or leasing to support the objectives of the project.</p>	S: Jan 2025 (Est) C: March 2026	Land assembly / masterplan July 2024	 Remains Elevated




	<p>Boyes have been consulted on the potential expansion of the building to create an increased floor space and active frontage onto the plaza although it isn't something they are able to support.</p> <p>Design options will be considered for the end elevation to improve the active frontage.</p> <p>Risk remains elevated, the project is behind programme due to delays in securing all the land required for the project although with the main parcel of land purchase progressing the design team can now be procured for the scheme.</p>			
Kirkby Sports Hub	<p>The team are addressing planning queries relating to the project to ensure the information is in place in advance of the Football Foundation submission in October.</p> <p>A mini competition is being prepared to secure the principal contractor for the main works to the pavilion, car park and grass pitches.</p>	<p>Part 1: S: Nov 2024 C: March 2025</p> <p>Part 2: S: April / May 2025 C: Feb 2026</p>	Demolition of Bowls pavilion/ securing planning approval.	↔
Sutton Lawn Sports Hub	<p>The team are addressing planning queries relating to the project to ensure the information is in place in advance of the Football Foundation submission in October.</p> <p>The draft RIBA stage 4 has been completed for signoff.</p> <p>The design team are progressing the project in two parts ready for the procurement stage:</p> <ul style="list-style-type: none"> <li>• Car park/pavilion/shale pitch: Q1 2025</li> <li>• 3G pitches: Q3 2025</li> </ul>	<p>Part 1: S: March 2025 C: August 2026</p> <p>Part 2: Sept 2025 S: March 2026</p>	Securing planning permission.	↔


More to Discover				
<b>Sutton Town Centre</b>				
Portland Square	<p>Lindum's have been appointed as the principal contractor for the project. The start date has been delayed due to delays in the S278 being completed with the highway's authority.</p> <p>The risk has been elevated due to the delay in securing the S278 agreement which could impact the cost due to additional prelims at the end of the project. Options are being reviewed to mitigate the delays.</p>	<p>S: June/ July 2024 C: Dec 2024</p>	Official appointment of the contractor and works start.	 Elevated
<b>Visitor Economy</b>				
Cycling and walking routes	The design team has developed the stage one plans and is now progressing the feasibility work for all routes.	<p>S: April / May 2024 C: April 2025</p>	Release plans for route upgrades and improvements	
Visitor digital offer	<p>The new website is live. Additional content is being developed / added and a marketing plan is being prepared.</p> <p>Challenges with the mobile app are being reviewed to improve performance and usability.</p> <p>The risk remains elevated: The marketing plan was due to be in place in May and is delayed.</p>	C: June / July 2024	Marketing / and press release	 Remains Elevated
Science Discovery Centre and Planetarium	<p>Site work has progressed. The glass curtain walls have been installed, internal walls erected and block work to the reservoir has been completed. The reservoir walls have been cleaned and floor cleaning is underway.</p> <p>The mechanical and electrical fitout has commenced throughout the building. The revisions to the planning permissions have been approved.</p> <p>The main contractor has been working on Saturdays to recover the time lost to</p>	C: Nov 2024		

	<p>weather, so the project remains on target for a November opening.</p> <p>A vendor for the new website has been selected.</p> <p>Additional funding has been secured from East Midlands Rail towards fit out, and an Ashfield Accelerator Grant towards the website.</p> <p>Support has also been provided by Enterprising Ashfield for business advice.</p> <p>The Travel and Tourism students from West Notts College have completed their project to help understand how different visitors may wish to use the new centre.</p> <p>Their survey on pricing has been invaluable to support the business plan that is in development.</p> <p>Job specifications for staffing have been drafted with an aim to go live for recruitment in July.</p>			
Kings Mill Reservoir leisure development	<p>The construction phase remains on programme and within budget. An agent is marketing the property for let. The risk remains elevated because the marketing has been delayed.</p> <p>The Council is progressing an arrangement with the Sea Cadets to have access to the facilities from September.</p>	C: July 2024	Operator procurement June/July 2024	 Remains Elevated
<b>Succeed in Ashfield</b>				
ADMC (Kirkby/Sutton)	<p>RIBA stage four is progressing under a PCSA agreement with the contractor.</p> <p>The land purchase is progressing with the aim for the purchase to be concluded by 31<sup>st</sup> July.</p> <p>The planning application has been submitted. Consultation is ongoing in relation to the highways impact and the application has been moved to the July Planning Committee for determination.</p>	S: Oct 2024 C: Feb 2026	Secure planning permission: July 2024	 Elevated

	<p>The project risk is elevated because the planning delay and land purchase completion means we are unable to progress entering into contract with the construction company until these are concluded. This will push the completion back.</p>															
Ashfield Construction Centre and Satellite	<p>Portland College: Construction works are completed and a celebration opening event was held on 13<sup>th</sup> June.</p> <p>Vison West Notts College and Ashfield District Council have agreed the purchase of a building in Sutton town centre for a new construction centre. The Council is progressing the completion of the purchase which is due in July.</p> <p>Construction works at the Julia's Way campus are due to be completed in September. Development work is ongoing to explore increasing parking provision.</p>	<p>VWNC: S: July / August 2024 C: Dec 2024</p>	Building acquisition July 2024													
Ashfield Civil Engineering Centre	<p>A training programme has been set up in collaboration with Colins earth works in Kirkby providing space for training machinery handling and operation.</p> <p>Rail works - construction of the track bed is underway.</p> <p>The key risk remains elevated in relation to the interdependencies with the Council's redevelopment of the Depot site where the project will be based. We are awaiting the draft programme for the depot redevelopment to firm up the delivery timetable for the Civils project.</p>	C: Dec 2025	Depot programme being finalised	 Remains Elevated												
Enterprising Ashfield	<p>Risks remain elevated because the target outputs are behind plan at this point in the programme.</p> <p>The proposal regarding learners and grants is being developed and will be brought to the next Board.</p> <table border="1" data-bbox="375 1944 879 2018"> <thead> <tr> <th>Project Output</th> <th>Total</th> <th>Total</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td>l</td> <td>l</td> <td>delivered to</td> </tr> <tr> <td></td> <td></td> <td>plan</td> <td></td> </tr> </tbody> </table>	Project Output	Total	Total	Total		l	l	delivered to			plan		C: March 2026	24th January Free Enterprising Ashfield Business Support Event.	 Remains Elevated
Project Output	Total	Total	Total													
	l	l	delivered to													
		plan														



		to date	date – March 2024				
	Headstart-Entrepreneur Enterprise ready	225	85	93			
	Headstart seed corn grant	225	85	90			
	Growth - Businesses/Enterprises receiving non-financial support	121	53	61			
	Growth – Businesses/Enterprise receiving financial support	172	80	1*			
	New Learners-Skills	900	380	322*			
	Internships-Graduate placements	150	43	23			
	Apprenticeships			120			
	Closer Collaborations-R&D	50	33	7			
Library Innovation Centres - Kirkby & Sutton	Project planning is progressing for the Sutton project in collaboration with Nottinghamshire County Council and Inspire. Provisionally due to start in December 2024/ January 2025.				Anticipated S: Q3 2024	Project announcement - Start date.	
<b>Greener Ashfield</b>							
West Kirkby Gateway & public transport hub	The bat surveys will be concluded at the end of June and recommendation will be made for the next steps to enable the building to be demolished.  An agent has been appointed to market the project.				S: July 2024 C: July 2025	Planning application submission – July 2024	
Green Ashfield	The project delivery plan is being prepared and the procurement strategy is progressing.  The risk remains elevated slightly because the project programme has slipped due to delays in agreeing the project plan and performance of the lead consultant.  Options are being explored for the monitoring process of the investment to enable the council to report on the carbon savings achieved.				C: Dec 2025	Retrofit PR - Carbon saving to existing project sites.	 Remains Elevated

High Street Property Fund	The development phase is progressing for the renovation of Lowmoor Road flats in collaboration with Vision West Notts College. A change of use planning application is being prepared.	S: April 2024 C: March 26	PR on the collaboration with VWNC. July 2024	
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## 2.3 Monitoring and Evaluation

Monitoring and evaluation period for Towns Fund and Future High Streets for the period ending 31 March was submitted on 26 May. We are currently awaiting feedback from DLUHC which is likely to be received after 4 July.

## 2.4 Project adjustment request (PAR) delegated decision

### TF07 High Street Property Fund / TF18 Cornerstone Theatre

We are seeking approval by the board of the reallocation of funds between projects. The theatre project recently progressed to contract stage resulting in two cost risk issues being identified. The costs will result in a significant proportion of the project contingency (£284,246) being allocated at the beginning of the works leaving limited funds to manage further risk throughout the contract.

These are:

1. Asbestos: found within part of the project area following ongoing surveys.
2. Third party insurance: Due to ADC delivering the contract work on land we do not own the Council will be jointly responsible to ensure the works with the principle contractor which would cover the rebuild cost of the whole school in the event of damage being caused by the works. The project therefore will need to cover the additional insurance liability for the work.

Item	Cost
Asbestos removal	£ 168,546
Insurance Liability Cover	£ 68,221.81
<b>Total Increase</b>	<b>£236,267.81</b>

We are proposing to transfer funds from the TF07 High Street Property project to the TF18 Cornerstone project to cover the additional costs identified in the table above.

The property market has recently been reviewed for opportunities and has identified limited opportunities for direct sale with some other properties being monitored which remain long term vacant. Reducing the budget will mean **£763,732.19** remains within the TF07 High Street Property Fund budget for investment in the Lowmoor Flat renovation and further property acquisition / renovation.

The board has delegated authority to approve decisions which will impact a project up to +/- £500k without further approval from DLUHC.

**Decision 1 - The board is asked to agree to the transfer of funding between projects as set out in the table below.**

<b>Project</b>	<b>Budget reduction</b>	<b>Budget Increase</b>
TF07 High Street Property Fund	- £236,267.81	
TF18 Cornerstone Theatre		+ £236,267.81

## 2.5 Communications

A number of communication activities have occurred during this period including the 9-11 Low Street green roof progress, and the completion of the Portland Collage construction manufacturing centre.

During the next period it is anticipated that the following communication opportunities will be available:

- FHSF Cornerstone Theatre– contractor starts – Social Value output
- FHSF 9 – 11 Low Street Completion / handover
- TF04 Walking and Cycling – Delivery Plan
- TF05 Enterprising Ashfield – engagement
- TF07 High Street Property Fund – VWNC partnership
- TF16 Website Marketing

## 2.6 Risk registers

The risk registers for Towns Fund, FHSF and UKSPF (UK Shared Prosperity Fund) are included in the annexes to the report. A comparison to risk from the last assessment is provided in the commentary.

## 2.7 Procurement

The following procurement has been undertaken during this period.



Project	Contractor / Consultant	Value	SME or VCSE Y/N	Procurement Type	Project	Status	Address	Award Date
Reporting Period	May 2024 - ongoing							
FHSF - Theatre	CPMG	£136,000.00	Y	Bloom Framework	Design Team	Awarded	Nottingham	04/12/2024
FHSF - Theatre	Miller Knight	£2,842,546		EverythingFM	Construction	Awarded	Sherwood Business Park, Mansfield	
Low Street	National Grid	£14,605.74		Direct	Electrics - Satutory	Awarded		06/10/2024
WKG	Middlemarch	£9,350.00		Direct Award	Bat Surveys	Awarded	Triumph House, Birmingham Road, Allesley, Coventry	23/04/2024
C&W	Frischmann Consultants	£195,400.00		ESPO Tender	Design Team	Awarded	The Poynt, Wollaton Street	19/04/2024

### 3.0 UK Shared Prosperity Fund

#### 3.1 Project highlights report

A progress and risked based summary are provided below for the three themes of the fund.

Programme	Achievements/ progress/next steps	Risk Level / programme and cost
<b>Communities and Place Projects</b>		
Hucknall Town Centre- High Street Property Improvement Fund	Save the High Street is working closely with businesses on the programme. Two Grants have been awarded with one more being considered.	↓
Selston Country Park Phase 2 improvements	This project is complete.	
Coxmoor Estate, Kirkby – environmental improvements	The landscape architect is in post and will start delivery once the handover of details from Groundwork is complete.	↓
Sutton – environmental improvements	Completed.	
Hucknall Safer Streets	Completed	
Events and Activities	The Council has appointed an events provider to deliver an enhanced programme which includes the Ashfield Show which has been extended to a three day event.	↔
Visitor economy	The draft Destination Management Plan will be circulated to the Board for review during July.	↔
Arts Council Bid	Awaiting decision which is due after the elections.	↔
Ranger / activities	Continuing the activities at Mill Waters with volunteers, wild sessions, wild tot's café and events. The programme continues its holiday programmes and is planning for the summer programme. Short-term funding is also being sought from the National Heritage Lottery Fund with the UKSPF funding will be used as match. This proposal is to plan to cover other operating costs and additional events.	↔
Green social prescribing	Proposal in section 3.3.1	↔
Cycling and Walking	Proposal in section 3.3.1	↔
Community Vertical Farming	Proposal in section 3.3.2	↑
Digital support for local communities	The Board agreed to reallocate £15k of revenue funds from E38 digital, along with the outputs and	↔

	outcomes to deliver the programme being delivered by ATTFE.	
<b>Supporting Local Business</b>	<p>Enterprise Grants are in delivery. We are currently looking at how the programme can gain additional support and promotion via Enterprising Ashfield and the Accelerator programme. 15 grants have been awarded 8 of which have been to retail businesses.</p> <p>Section 3.3.2 outlines an alternative proposal for the shop front manufacturing project.</p> <p>The Online trading opportunities project is being reviewed with £19k unallocated.</p> <p>Pre-opening ADMC activities are on track.</p> <p>The funding for the Makers Space coordinator is committed.</p> <p>The Accelerator programme is on track with delivering outputs for Adopting Digital Technologies, the decarbonisation programme and overseas trade.</p>	
<b>People and Skills</b>	<p>The Futures programme for supporting the economically inactive is in delivery and a range of events have taken place.</p> <p>The programme to support Basic Lifestyles skills is also on track and delivering on the additional outcomes agreed at the last board meeting.</p> <p>E 38 Business and Education is being delivered by Ideas4Careers (I4C). Currently the programme is at varying stages with the schools who are participating, with some schools, particularly primary schools in the set-up phase.</p> <p>With schools who signed up early I4C are proceeding at pace and helping schools make connections with key partners with a focus on long-term sustainability. A proposal to increase outputs and outcomes is provided in section 3.3.2.</p> <p>The Graduate Talent Match programme is being delivered by Graduate Consult and is in mobilisation.</p> <p>At the last meeting, the Board agreed to the reallocation of funding from E38 Digital training to Enterprise Grants and ATTFE's Digital programme.</p>	

	A proposal regarding the allocation of £17,500 can be found in section 3.3.3 below.	
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### 3.3 Project proposals

#### 3.3.1 E9 Green Social Prescribing and E10 Cycling and Walking

##### Background

The walking and cycling project is a 3-year project, with a total budget of £90,000.

To date the following has been delivered:

- Learn to cycle, bike maintenance and bike recycling scheme at Titchfield Park with 491 attendances.
- Learn to cycle, bike maintenance and bike recycling scheme at Sutton. These sessions continue to be delivered at Sutton Lawn, with 45 attendances (as of 31/03/24).
- Cycle Hub artwork at Titchfield Park.
- Walk Leader Training completed by 9 attendees.
- Walking grants provided to 3 organisations.
- Young People’s engagement and activity with Outward Academy and Asylum Skatepark (which is informing the Kirkby Long Term Plan and Kirkby Children and Families Mental Health work).
- 2 cycle leader courses (due to be delivered).

£36,000 has been committed with £54,000 to allocate.

The green social prescribing project is a 2-year project, with a total budget of £70,000.

To date the following has been delivered:

- Contribution to the role of the Food Coordinator
- Planters installed in Leamington (Sutton), Coxmoor (Kirkby) and upgraded in Broomhill/Butler’s Hill (Hucknall) and being looked after by local residents/groups.
- Growing packs distributed to 260 families.
- Litter picking packs distributed to 3 groups.
- 11 organisations have received grants to support growing.
- Growing activities have taken place at 11 events, with over 500 people engaged.

£23,000 has been committed with £47,000 to allocate.

It is proposed for the final year of the funding that the two budgets are combined with an allocation of £101,000.

##### Sutton Lawn Cycling

The sessions at Sutton Lawn run until August and include the delivery of a cycle leader course. We would like to extend the activities for a further 2 months until the end of October with an approximate overall cost of **£15,000**.

##### Youth Cycling/Scouting in Kirkby

Working with Asylum Skatepark, we will continue the work started in year 2 around engagement and activities with Asylum Skatepark for young people. This project was previously approved by the DA Board. Approx. **£3,000**

##### Grants to support positive mental health

It was recognised by the DA Board previously that there are many voluntary and community organisations who with a little funding, could enhance their offer to include short, localised, friendly walks.

In January a Walking Grands fund was created with £15,000. To date 3 groups have accessed this funding, utilising £3,000. We would like to broaden the scope of this fund to include cycling and green social prescribing activities with a focus on supporting positive mental health through the outdoors. Community and Voluntary Sector organisations would be able to apply for up to £1,000 to deliver activities. Fund total approximately **£20,000**.

### **Nature Trails**

We would like to install nature trails around the country parks, each with a different theme for example, birds, butterflies, bugs. Each feature would include a colourful image, information and a QR code to other information and a link to Discover Ashfield and other places to visit in the district. Sites could include Teversal Trails, Brierley Forest, Portland Park and Mill Waters. Approximate budget: **£20,000**.

### **Accessible Maps**

We would like to create more accessible, easy to use maps that help people understand more about the place they are visiting. As well as an easy-to-read map, the information will include details about parking, availability of refreshments, toilets, and changing facilities, type of surface, walking routes and any challenging bits (e.g. steep climb). These maps will be made available to print or view on a device and be held on the DA website. Approximate cost: **£15,000**.

### **Litter Picking**

We have distributed 4 litter picking packs to groups and we would like to expand for year 3. We would like to purchase a further 5 litter picking packs for children and 10 for adults. We would also like to enable more individuals to litter pick by purchasing and distributing kits to 100 adults and 30 children. Approximate cost: **£11,000**.

### **Growing Packs**

We have distributed 260 packs and we would like to purchase a further 200 packs for families and expand the project to older people/people living with long terms conditions to create a pack that can be grown indoors. We would look to support 150 of these, the cost is likely to be higher due to distribution costs (less likely people will be able to collect). Approximate cost: **£17,000**.

**Decision 2 -The Board to consider and approve combining the E10 Cycling and Walking budget of £54,000 and E9 Green prescription budget of £47,000 (£101,000) to deliver the programme for 2024-2025.**

### **3.3.2 Vertical Farming**

Since the award of funding we have been working with NTU to deliver the project. Site options for Kingsmill Reservoir and Sutton Lawn were eventually discounted due to costs being higher than estimated.

NTU have since been working with their academic lead to identify a commercially available vertical farm system that could be used 'off-the-shelf' with the minimum of construction or site preparation to be located at ATTFE in Sutton.

They have approached a number of companies, and unfortunately cannot identify a suitable system for the available space and have therefore concluded that the project isn't viable.

ATTFE would like to develop a community vertical farm project at the site and have identified a suitable space. The project would be focused on providing a demonstrator project which would be promoted across the District.

**Decision 3 -The Board to consider and approve ATTFE developing a project proposal for review at a future board meeting.**

### **3.3.3 E16 Programme Design £70,000**

The E16 Shop Front Improvements programme to design and manufacture shop fronts sits under the Supporting Local Business theme and was envisaged to engage learners with business. Exploration of potential delivery options has been undertaken and it has been concluded that it will not be possible to deliver the programme in its original form within the remaining timeframe.

Officers have undertaken a review which considers the deliverability of the required outputs and outcomes for E16 Investment portfolio The Council has three other projects being delivered under the E16 intervention. These are: -

1. E16 Enterprise Grants - grants of up to £6000 or 75% of eligible project costs for established sole traders, micro, and small and medium-sized enterprises (providing that the growth project will create new jobs).
2. E16 Online trading. West Nottinghamshire College is piloting a scheme to support Idlewells Market traders in Sutton with promoting their businesses online.
3. E16 Pre-Opening of ADMC

The outputs and outcomes for E16 Shop Front Improvements programme to can be delivered by the above three projects.

However, a review has been undertaken to identify an existing project that could provide the business/ education engagement outputs and outcomes as originally identified in the existing programme.

The E37/E38 Education and Business collaboration project provides engagement and support and could be expanded to include additional support for schools and business in particular to:

- deliver a bespoke package of career support to National School in Hucknall to facilitate relationships and engagement with local businesses.
- provide additional funding for the existing schools participating in the project to develop their careers programme.
- provide additional support to the existing schools.

This additional support is calculated, based on the current contract agreement at £40,000.

Officers will bring a report to the Board in July with a further proposal to reallocate the remaining £30,000.



**Decision 4 - The Board to consider and approve the reallocation of £40,000 from E16 Programme Design to E37/E38 Education and Business collaboration package with increased outputs and outcomes.**

### **3.3.4 E38 Digital hubs capital funding**

In May, the Board agreed the reallocation of the People and Skills E38 Digital hub project funding with officers to look at reallocating £17,500 of capital funding. A project review has been undertaken and it has been concluded that the outputs and outcomes can be met by allocating the funds to E33 Supporting the Economically Inactive. The programme, being delivered by Futures is providing community grants to local groups through Ashfield Voluntary Action for local tailored service delivery.

This delivery model can be used to allocate digital investment into existing community hubs that will improve the delivery of community support in priority areas. The community support is delivering intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths\* and ESOL) support where there are local provision gaps.

**Decision 5 - The Board to consider and approve the reallocation of £17,500 from E38 Digital Funding to E33 Supporting the Economically Inactive programme.**

## **4. Kirkby Long-term Plan for Towns**

Work to produce the 10-year vision and three-year Investment Plan is well underway and is on target for submission by 1<sup>st</sup> August.

During May, 344 residents and businesses completed a questionnaire to help decide how the funding should be spent.

The Kirkby Town Board reviewed the feedback on 14<sup>th</sup> June and developed a shortlist of projects for further consultation. A survey is running for two weeks until 5<sup>th</sup> July.

The Investment Plan will focus on the three themes of Safety and security, High streets, heritage, and regeneration and Transport and connectivity.

The shortlist of projects focuses on areas such as:

### **High streets, heritage, and regeneration**

- Increased use of the Plaza for events and markets
- Improve the look of Kirkby Town Centre, increased cleaning and redecoration, more street furniture and planters
- Grants and support for shops in Kirkby
- A Community Hub in the town centre which could include a library, sporting activities, employment support, education, activity and events space
- Improving young people's provision - providing positive things for children and young people to do

- Improve the parks – this could include new multi-use games areas, improvements to existing play equipment, BMX track/ scooter park, refurbishment of sports courts and improved LED floodlighting.
- More community events in parks and public spaces.
- Increase funding to local organisations to increase volunteering activities, activities for the community, improve physical and mental health and develop heritage, arts, social action.
- Increase funding to local sports clubs to support more people to take part in sports and activities, and encourage growth of new clubs offering activities not available in the area
- Funding to refurbish/renovate existing community buildings, to provide more appropriate places for local activities to take place and safeguard local heritage.

### **Transport and connectivity**

- Review road layout and parking provision around the town, consider EV chargers and improved signage
- Improve the network of paths to enable more people to walk, cycle and wheel safely.
- Enhance the disabled access provision at Kirkby Railway Station and improve signage/connectivity to other places.

### **Safety and security**

- Additional CCTV e.g. in town centre, neighbourhoods, and bus stops
- Increased police presence on streets as deterrent to anti-social behaviour, crime, littering and dog fouling.
- Burglary reduction schemes, which could include Neighbourhood Watch schemes
- Increase services and projects that support people with substance abuse, drug and alcohol addictions, offending, domestic abuse and mental health.

Martin Rigley has been appointed as the chair of the Kirkby Town Board and Pete Edwards as the vice-chair.

Further guidance was released by DLUHC in May (**Guidance**) which provides further detail of the requirements for the vision and plan.

## **5. Hucknall Levelling Up Fund**

The revised project plan was submitted to DLUHC on 2<sup>nd</sup> May for approval. A programme manager has been appointed and is developing the project plans.

Information about the project programme is being developed to update residents and businesses about the proposals ready for release in mid-July.

## **6. Place Partnership bid**

The Arts Council have advised that the decision on the bid will be announced following the elections. We are currently developing the specification for the project management of the programme so that this can be tendered in July/August, if the bid is successful.

## Annex 1 – FHSF approved budgets

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
	<b>Co-funding</b>	-		<b>70,912</b>			<b>70,912</b>
	<b>Total</b>						<b>602,000</b>

## Annex 1 - Towns Fund DA Board approved budgets

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>						
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>						
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>-</b>	<b>45,000</b>		<b>45,000</b>
	<b>TOTAL</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	1,898,977			1,991,676
	<b>Total</b>	<b>5,640</b>	<b>87,059</b>	<b>1,898,977</b>	-	-	<b>1,991,676</b>
	<b>Co-funding</b>	<b>39,000</b>			<b>300,000</b>		<b>339,000</b>
<b>TOTAL</b>							<b>2,340,676</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>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	3,330,797	3,786,727	8,729,648
	<b>Sub Total</b>	<b>7,935</b>	<b>83,605</b>	<b>1,520,583</b>	<b>3,420,797</b>	<b>3,876,727</b>	<b>8,909,648</b>
	<b>Co-funding</b>				<b>2,155,000</b>	<b>2,985,999</b>	<b>5,140,999</b>
<b>TOTAL</b>							<b>14,050,647</b>
<b>TF-12 Portland Square Refurbishment</b>	RDEL	-	-	-	-	-	-
	CDEL	65,000	400,000	764,352	-	-	1,229,352
	<b>Total</b>	<b>65,000</b>	<b>400,000</b>	<b>764,352</b>	-	-	<b>1,229,352</b>
	<b>Co-funding</b>	-		<b>136,000</b>			<b>136,000</b>
<b>TOTAL</b>							<b>1,365,352</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>2,298,004</b>
	<b>Co-funding</b>	-	<b>29,000</b>		<b>956,000</b>		<b>985,000</b>
<b>LUF- Science Discovery Centre</b>	CDEL	-	<b>250,000</b>	<b>1,425,000</b>	<b>1,425,000</b>	-	<b>3,100,000</b>
<b>Total</b>							<b>6,333,004</b>
<b>TF-15 Sutton Lawn Sports Hub</b>	RDEL	-	-	-	-	-	-
	CDEL	5,661	113,904	651,435	2,047,633		2,818,633
	<b>Total</b>	<b>5,661</b>	<b>113,904</b>	<b>651,435</b>	<b>2,047,633</b>	-	<b>2,818,633</b>
	<b>Co-funding</b>			<b>107,973.86</b>	<b>264,000</b>	<b>1,650,000</b>	<b>2,021,973.86</b>
<b>TOTAL</b>							<b>4,840,606.86</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	959,965	2,741,041		3,958,041
	<b>Total</b>	<b>6,908</b>	<b>250,128</b>	<b>959,965</b>	<b>2,741,041</b>	-	<b>3,958,041</b>
	<b>Co-funding</b>				<b>3,920,000</b>		<b>3,920,000</b>
<b>TOTAL</b>							<b>7,878,041</b>

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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					Date: End of May 2024												
2	Risk Heat					Version: Rev 1												
3	Risk Heat																	
4	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	
5			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							
6	1	Health & Safety Risks																
7	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 May 2024	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
8	2	Technical Risks																
9	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 May 2024	Archived	All business cases have been through the sub-group wand Board- ADMC Business Case was submitted to DLUHC in March 2023.	Complete
10	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 May 2024	Active	Procurements completed and others in progress. Other necessary procurements are in progress. Utilise frameworks where necessary. All consultancy and external support is in constant review. Continue to consider lessons learnt in procurement processes.	Nil
11	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	3	9	↔	Programme Lead	End May 2024	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 near completion, hence the score remains the same. Plan Bs are in place for most of the programme where there is no ability gain CPOs. The risk is slowly reducing.	Nil
12	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 May 2024	Active	Projects which require planning permission are at various stages of development.	As more projects move into the delivery phase this risk is gradually reducing.
13	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 May 2024	Archived	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 and approved.	Complete
14	3	Financial risks																
15	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 May 2024	Active	ADC has approved processes in place. Partners who are delivering projects actively manage these issues and adapt as much as possible.	Nil
16	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 May 2024	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
17	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 May 2024	Active	Being managed at a project level. Constantly in review.	Nil
18	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 May 2024	Active	ADC approved process in place	Nil

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21	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 May 2024	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. All changes for Future High Streets, including the extension of time for Low Street, FOX Street and the Theatre have been accepted. Recent PAR for Towns Fund changes both delegated and from DLUHC are now accepted.	NII
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 May 2024	Active	Each project cost plan being scrutinised and options for cost reduction or other viability considerations investigated where necessary.	NII
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 May 2024	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.
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 May 2024	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	Ensure that reported forecasts and spends too DLUHC highlight the required drawdown profile in DLUHC six monthly reports.
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 May 2024	Active	ADC continues to monitor this carefully. Work closely with delivery partners to ensure that they have in place the necessary financial checks and balances in procurement and financial management.	NII
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 May 2024	Active	Continue to work with partners , finance experts, to ensure opportunities maximised for the betterment of the District and the projects.	NII
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 May 2024	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.	NII
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 May 2024	Active	In constant review	NII
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 May 2024	Active	PARs submitted. PAR for Towns fund submitted in December 23 and agreed in April 2024	NII
30	<b>Legal risks</b>																	
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 May 2024	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. Whilst DLUHC is creating an on-line tool, current monitoring still uses spreadsheets which are uploaded online.	In between annual reporting cycles.

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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 May 2024	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. Three 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 May 2024	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 May 2024	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 May 2024	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 May 2024	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 May 2024	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 May 2024	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 May 2024	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 May 2024	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 May 2024	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 May 2024	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 May 2024	Active	ADC appointed Business Case Consultants. All FBC submitted and are concluded and agreed by DLUHC	Complete
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 May 2024	Active	As more projects move into the delivery phase this creates more momentum.	Nil

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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 May 2024	Active	The programme is applying specific time/outputs pressures across programme level delivery. Exercising delivery delays with some projects which is putting pressure on the timely delivery of outputs. Put in place, where necessary, supports and resources to	Nil																												
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	3	2	6	↔	Programme Lead	End May 2024	Active	Regular meetings with key internal stakeholders. Feedback and active engagement with internal stakeholders, especially with those who manage the facilities is seen as vital to ensure that improvements are maximised.	Developing a protocol to mitigate risks and ensure a smooth handover of assets to be delivered. Risk will remain high until this protocol is put in place and refined.																												
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 May 2024	Active	Regular meetings with partner organisations	Nil																												
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 May 2024	Active	Watching brief	Nil																												
6 Publicity & Promotion																																													
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 May 2024	Active	Within criteria	Nil																												
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 May 2024	Active	High level communications plan submitted to the DA Group. Engagement Group to be re-engaged to commence programme level deliverables	Nil																												
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 May 2024	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. Most of the Grant agreements are complete.	Two project require Grant agreements this could be combined or two separate agreements. Two projects require Partnership Agreements, which are currently being drafted																												
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 May 2024	Active	Communication Plan submitted and supported at DA Board	Communication Plan is updated regularly to consider promotion opportunities.																												
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 May 2024	Active	Covered in Communication Plan	Communication Plan is updated regularly to consider promotion opportunities.																												
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 May 2024	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.																												
<p>The categories of risk to prompt identification and to help to identify the cause / source of risks are:</p> <table border="1"> <thead> <tr> <th>Risk response</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>Threats</b></td> <td></td> </tr> <tr> <td>Avoid</td> <td>The risk is avoided e.g. change in strategy</td> </tr> <tr> <td>Transfer</td> <td>Some or all of the risk is transferred to a 3<sup>rd</sup> party</td> </tr> <tr> <td>Reduce</td> <td>Action is taken to reduce either the likelihood of the risk occurring or the impact that it will have</td> </tr> <tr> <td>Accept</td> <td>The risk may be accepted perhaps because there is a low impact or likelihood</td> </tr> <tr> <td>Contingency</td> <td>A plan is put in place to respond if the risk is realised</td> </tr> <tr> <td><b>Opportunities</b></td> <td></td> </tr> <tr> <td>Share</td> <td>An opportunity is shared with a partner or supplier to maximise the benefits e.g. through use of shared resource/technology</td> </tr> <tr> <td>Exploit</td> <td>A project could be adjusted e.g. to take advantage of a change in technology or a new market</td> </tr> <tr> <td>Enhance</td> <td>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</td> </tr> <tr> <td>Reject</td> <td>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</td> </tr> </tbody> </table> <p>Aligned with the Risk Appetite Framework which describes the type of action required in accordance with our risk appetite</p> <table border="1"> <thead> <tr> <th>Risk rating Score</th> <th>Risk rating action required</th> </tr> </thead> <tbody> <tr> <td>18-24</td> <td>Risks at this level sit at the tolerance of the Council and are of</td> </tr> </tbody> </table>																		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	Risk rating Score	Risk rating action required	18-24	Risks at this level sit at the tolerance of the Council and are of
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		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.					<b>Probability Score</b>	<b>Impact Score</b>										
		Corporate Risks, monitored by CLT					<b>6 (Very High)</b>	<b>1 Negligible</b>	<b>2 Minor</b>	<b>3 Major</b>	<b>4 Critical</b>							
	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.					Monitor Quarterly	Monitor Monthly	Monitor Quarterly to CLT	Monitor Quarterly to CLT								
		Corporate Risks, monitored by CLT					<b>5 (High)</b>	Monitor Quarterly	Monitor Monthly	Monitor Quarterly to CLT	Monitor Quarterly to 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.					<b>4 (Significant)</b>	Monitor Quarterly	Monitor Monthly	Monitor Monthly	Monitor Quarterly to CLT							
		Corporate Risk only if deemed threat to delivery of Corporate Objectives					<b>3 (Low)</b>	Monitor Quarterly	Monitor Quarterly	Monitor Monthly	Monitor Monthly							
	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.					<b>2 (Very Low)</b>	Monitor 6 Monthly	Monitor Quarterly	Monitor Quarterly	Monitor Quarterly							
	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					<b>1 (Almost Impossible)</b>	No action required	Monitor 6 Monthly	Monitor 6 Monthly	Business Continuity Plan							
	Impact 4, Likelihood 1	Rare events that have a catastrophic impact form part of the Council's Business Continuity Planning response.																

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UKSPF Project & Intervention			Risk response	Residual Probability (RP)	Residual Impact (RI)	Residual Risk Score	Responsible person	Date	Update	Changes
Communities and Place										
E1	E1	Hucknall Town Centre - High Street Property Improvement Fund	Fail to attract potential businesses to take on the grant	Reduce	2	2	4	Melanie Wheelwright	Launched jointly on 31 July 2023 and is now live. Under. Officers to make repeat visits to continue to raise awareness. All eligible premises have been visited. Eligibility criteria and the programme is in constant review. Proposal for additional support approved and budget for works reduced to £26k. Save the High Street has mobilised their programme. The programme launched in April 2024. Site visits commenced. 5 businesses are interested to proceed, if so they form part of the first cohort. Officers participated on the site visits and will continue to do so. The risk is the same as the last assessment	Two applications received and £12,957 of the E20k has been allocated. Project have a total value of £16,196. Private sector investment being £3,239. A further application is being considered with a Grant Value of £6,600.
E3	E3	Seleton Country Park Phase 2 Improvements - play area, footpaths and biodiversity	Costs escalate due to inflation	Avoid	1	1	1	Paul Crawford	On capital programme - Started in December 2023	Completed
E5	E5	Connoot Estate, Kirby - 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	Met with Stakeholders to agree priorities. Contractor engaged-developing programme	In progress. The risk is stable and is the same as the last assessment.
		Sutton-environmental improvements	Fail to promote UKSPF	Avoid	1	1	1	Antonio Taylor	Logos and branding- provided- project complete- required to monitor outputs and outcomes	Completed. Outputs and outcomes are provided for annual reporting. Value being seen locally. The risk has reduced since the last report.
		Hucknall Safer Streets Initiative - CCTV/ Safe Spaces	Fail to promote UKSPF	Avoid	1	1	1	Antonio Taylor	Logos and branding- provided- project complete- required to monitor outputs and outcomes	Completed. Outputs and outcomes are provided for annual reporting. Value being seen locally. The risk has reduced since the last report.
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	Replied for 2024-25	In progress for 2024-25. The past year saw events affected by inclement weather. However the Tate Mobile exhibition was well received. The risk remains the same from the last assessment.
		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	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. Consultancy appointed to assist with the programme. Proposal for signage agreed at January 2024 Board meeting. Signage has been procured.	The risk at the last assessment remains the same from the last assessment
		Arts Council Bid			2	2	4	Sarah Daniel	Budget reallocated from the Events budget. Additional budget agreed and provided from Visit and Community Vertical farming budget. EOI submitted, feedback received. Clarifications are being provided. Bid is in progress. Funds may be required to be carried forward.	No changes. The risk remains the same.
E9		Kings Mill Ranger/ activities	Unable to deliver programme- insufficient funds	Avoid	2	2	4	Paul Crawford	To be delivered in Year 3. Meeting with Communities Team to ensure good links between projects. Mill Adventure base etc. Proposal to bring forward funding has been agreed at the January 2024 Board meeting.	In progress. No changes the risk remains the same.
E9		Green Social prescribing, community growing / allotments / nursery	Fail to attract participants. Insufficient budget to deliver programme.	Avoid	3	2	6	Andrea Stone	Looking to expand plan with the potential of bringing forward funding from Year 3 to Year 2. Plan to accelerate delivery by bringing forward funding agreed to meet demand. Whilst progress is moving well, planned spend is being reviewed.	The risk remains the same from the last assessment.
E10	E10	Cycling and Walking for All- cycle training and access to refurbished bikes	Fail to attract participants. Insufficient budget to deliver programme.	Avoid	3	1	3	Andrea Stone	Project exceeding expectations. Plan to accelerate the project by bringing forward funding to deliver to more communities has been agreed. Whilst progress is moving well, spend is in constant review.	No changes the risk remains the same from the last assessment.
E13		Community Vertical Farming initiative	Delayed due to differing requirements of partner	Avoid	6	4	24	Sarah Daniel	Whilst there is commitment in Ashfield to deliver the programme, requirements from MDC have altered. MDC has agreed to fund the project and transfer the funds to ADC to ensure delivery. Due to delays in site selection and planning the project delivery, the overall budget reduced. An EDR has been approved to enter into contractual relations with NTU has been agreed. However, MDC has opted to have the Council to oversee the project on their behalf, therefore once agreed an expanded EDR will be required.	There is no site plan and NTU is looking at working with ATTFE to site the project. A delivery plan will be required by May 2024 at the latest for any delivery to come to fruition. This project is at high risk and this has increased since the last assessment. This project remains high risk and is the same as the last assessment.
E15	E15	Digital support for local communities	Unable to attract bidders to deliver the programme	Reduce	2	2	4	Nathan McNicholas/ Melanie Wheelwright	ATTFE has been awarded the contract. Delivery has commenced . Marketing in hand. Progress meeting with ATTFE scheduled for 10th October. This project is in the delivery phase and is doing well.	ATTFE has agreed to take on more work and to deliver the digital outcomes for E38 Digital The risk remains the same.
Supporting Local Business										
E16	E16	Enterprise grant for town centre properties and relocation/expansion	Fail to attract potential businesses to take on the grant	Reduce	2	1	2	Melanie Wheelwright	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. A number of enquiries, eligibility requirements extended. Review has been undertaken. Proposal to improve the programme was agreed by the DA	Update is at a steady pace. Recent media pushes and cross referrals from the Accelerator project have increased uptake. The risks green and remains the same as the last assessment - Risk remains the same- Green 2.
		Student programme for design/manufacture of property fronts	Fail to deliver plan	Reduce	3	3	9	Melanie Wheelwright	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. Officers reviewing the programme. Officers are reviewing the feasibility	A proposal is within the Board report. The assessment remains the same as last Board report. Amber 9
		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	2	2	4	Trevor Middleton	Developing a potential online approach involving a pilot project centred around traders in the Idlewells indoor market at £10k for 2023-24. The overall budget is £28k. Should this be successful will consider the next steps	The Idlewells Market pilot project is in progress. Officers will consider the impact and next steps for the £18k spend for 2024-25. The assessment remains the same as the last at Green 4
		Preopening support - ADMC	Fail to deliver the plan, Unable to spend the Year 2 budget	Reduce	2	1	2	Sarah Daniel	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. On track and proposal to bring forward funding was agreed.	This project is on track for delivery. The risk assessment remains the same as the last at Green 2
E18	E18	Ashfield Accelerator- Adopting digital technologies	Fail to deliver the plan	Avoid	2	2	4	Paul Stoppard	The agreement has been signed and the contract order form has been sent to the Chamber to be signed Launched November 2023. Order complete.	Steps have been undertaken as a result of the Board decision to implement new Grant programme which is specifically for the Accelerator. New grant programme is generating interest. The risk has reduced from Amber 6 to Green 4.
		Ashfield Accelerator -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	Avoid	2	2	4	Paul Stoppard	The contract order form has been sent to the Chamber to be signed Launched November 2023. Contract order complete.	Steps have been undertaken as a result of the Board decision to implement new Grant programme which is specifically for the Accelerator. New grant scheme is generating interest. The risk has reduced from Amber 6 to Green 4.
E19		Ashfield Accelerator Business advice and support -Improving productivity & innovation	Fail to deliver the plan	Avoid	2	2	4	Paul Stoppard	The contract order form has been sent to the Chamber to be signed Launched November 2023	Steps have been undertaken as a result of the Board decision to implement new Grant programme which is specifically for the Accelerator. New Grant scheme is generating interest. The risk has reduced from Amber 6 to Green 4.

E23	E23	Specialist events / talks for businesses - expand existing programme	Fail to deliver events or attract businesses due to insufficient resource	Avoid	2	2	4	Paul Stoppard	03 June 2024	We have identified an events programme for 2024 and our first business leaders networking event is on April 23rd - Unlocking Global Potential (title TBC). This will see Mentor City from US visit and be linked to inward investment opportunities across Ashfield. This event will also see East Midlands chamber talk about the 'trading overseas' UKSPF programme. The Go green event attracted 53 attendees at Van Elle construction. The Spring event is being planned for 23 April 2024 to coincide with the delegation from Mentor City, Ohio.	No changes. The risk remains the same from the last assessment. Successful Spring event was held and work has now commenced on preparations for November event. Green 4
E24	E24	High Pavement Business Hub- rental incentives	Fail to deliver the plan	Avoid	3	3	9	Matthew Kirk	03 June 2024	Criteria for support has been completed. ADC business support team will be working in August with Matthew Kirk on a grant for rental incentives. Web application is being developed. Advertising collateral to be designed. Budget has been reviewed as less funds are needed overall. Building to be handed over in November 2023. A number of interested parties. Need to confirm rental prices which excluded service charge. Launched. Campaign in place. Invested in signage. Campaign for rent relief is launched with one successful applicant.	The decrease in spend and the lack of uptake will need to be reviewed and considered. The risk remains the same as the last assessment as Amber 9
E24	E24	Maker space coordination	Unable to recruit	Avoid	2	2	4	Paul Crawford	03 June 2024	Develop a specification for Makerspace support person. Work with partners to deliver. Working with partner on the job description. Job description agreed. Grant agreement in place. Coordinator has been recruited.	No changes. The risk assessment remains the same as the last assessment at Green 4
E28	E28	Ashfield Accelerator Trading Overseas programme - support SMEs to identify new markets, attend overseas trade shows	Fail to deliver plan	Avoid	3	2	6	Paul Stoppard	03 June 2024	The contract order form has been sent to the Chamber to be signed. Launched November 2023.	Steps have been undertaken as a result of the Board decision to implement new Grant programme which is specifically for the Accelerator. The risk has reduced from Amber 6 to Green 4.
E29	E29	Ashfield Accelerator - decarbonisation, with grant	Fail to deliver plan	Avoid	3	2	6	Paul Stoppard	03 June 2024	The contract order form has been sent to the Chamber to be signed. Launched in November. Refining the required outputs and outcomes with the Chamber.	Steps have been undertaken as a result of the Board decision to implement new Grant programme which is specifically for the Accelerator. New grant scheme is generating interest. The risk has reduced from Amber 6 to Green 4.
E29	E29	General business support through ADC team, need marketing budget	Unable to recruit, insufficient funding	Avoid	2	2	4	Melanie Wheelwright	03 June 2024	Preparing to recruit for an October 2023 start- Need to reallocate Year 2 budget of £8510 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 and the Graduate Economic Development Officer, Bertie Chadwick is in post.	No changes. The risk remains the same from the last assessment.
<b>People and Skills</b>											
E33	E33	Transform your Future- 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	03 June 2024	NCC joint commissioned framework. procurement completed. Look to find additional funding to support signposting the programme in Year 2. Effective stakeholder engagement will be part of the service delivery and the DA Board agreed to align £40k for this to service delivery. The procurement has completed in November 2023, with the framework awarded to Futures All Council due diligence completed. The Council had its pre-contract meeting in December 2023. The service was awarded to Futures to deliver in October 2023. Contract meeting 19 December 2023. The framework contract was signed and sealed by all parties on 7 March 2024.	The Council has taken the steps to put in place the orders for Futures. This has been done by ADC. Contract is in delivery. The risk remains the same as the last assessment at Green 4.
E34	E34	Essential Skills For Life- Basic Skills Courses- English/ESOL & Maths, IT & Life Skills (inc gardening, cooking, baking)	Fail to deliver plan	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	03 June 2024	Procure independently. DA Board agreed to move E13 Financial resilience to Basic skills to complement the activities being provided in the UKSPF Multiply programme to increase the level of qualification in the District which is lacking. This aligns with the Council's Skills Policy. Awaiting internal ADC sign off of EDR to commence tendering work. DA Board agreed to move E13 Community finance skills investment into Basic Life Skills. 5 tenders received. The services has been awarded to Futures. Started on 4 December 2024. Marketing plan will start in January 2023 and this will include a press release.	The project is in progress. Futures have agreed to take on the additional element of E38 Local Careers. There is no changes in risk since the last assessment.
E38A	E38A	Education and Business Collaboration package Careers Service in schools	Fail to deliver plan. Cost increases	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	03 June 2024	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. Has been procured and beginning delivery	Ideas for Careers meeting with schools who are considering participating in the programme. Officers are working closely with Ideas for Careers. Schools in general are up for the help that is being offered. Ideas for careers have agreed to undertake the additional outputs and outcomes for E38 Local careers.
E37	E38B	Ashfield Digital Training	Fail to deliver plan. Cost increases	Avoid	2	3	6	Nathan McNicholas/ Melanie Wheelwright	03 June 2024	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. The specification has been drafted and was published on 26 Feb 1014. On 12	In May 2024 the Board agreed to reallocate funds, outputs and outcomes to Enterprise Grants (£17.5k). Digital training to ATFFE (£15k) and officers were to consider the further £17.5k of further proposal. is in the Board papers. The risk has reduced for Amber 9 to Amber 6.
E38	E38C	Ashfield talent Attraction -Graduate Talent Match	Fail to deliver plan. Cost increases	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	03 June 2024	Part of the NCC framework agreement. Completed procurement in May 2024 published on 26 Feb 1014.	Awarded to Graduate Consult - the programme is in mobilisation. The risk has reduced from Amber 9 to Green 4.
		Ashfield Local Careers Service Training/ Careers Hub - businesses/ Ambassadors engaging with hub	Fail to deliver plan. Cost increases	Avoid	1	1	1	Nathan McNicholas/ Melanie Wheelwright	03 June 2024	No competent bids.	At the Board meeting in May 2024 it was agreed the reallocation of funds, outputs and outcomes to E38C Graduate Talent (£40k) match, E34 Basic and Lifestyle skills (38.5k) and E38A Education and Business Collaboration (£50k). Risk of delivery has reduced from Amber 9 to Green 1)
<b>People and Skills Total</b>											