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Lincoln
COUNCIL

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**TO ALL LINCOLN TOWN DEAL BOARD
MEMBERS**

Victoria Poulson, Democratic Services

Officer is dealing with this matter

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Date: Tuesday 30 July 2024

LINCOLN TOWN DEAL BOARD - FRIDAY, 2 AUGUST 2024

Dear Member,

Further to the previously issued agenda for the Lincoln Town Deal Board meeting of Friday, 2 August 2024, please find attached the following additional papers.

6. Governance and Board Membership (Pages 3 - 8)

8. Progress Update

(a) Progress Highlights (Pages 9 - 14)

(b) Summary Report of DLUHC Six Monthly Return (Pages 9 - 14)

(c) DLUHC Submitted Six Monthly Return (To Follow, Excel Spreadsheet)

9. Allocation of Uncommitted Funding (Pages 15 - 16)

10. Communications (Pages 17 - 24)

11. UK Shared Prosperity Fund (Pages 25 - 34)

13. Lincoln Town Deal Board - Forward Plan 2024/25 (Pages 35 - 40)

PART B

16. Exclusion of Press and Public (Pages 41 - 42)

You are asked to resolve that the press and public be excluded from the meeting during the consideration of the following item(s) because it is likely that if members of the press or public were present, there would be disclosure of 'exempt information'

17. Risk Rated Progress Report (Pages 43 - 56)

[Exempt Paras 3]

18. Proposed Programme and Criteria for Reassignment Assessment
(Pages 57 - 60)

[Exempt Paras 3]

If you require any further information please feel free to contact me using the information provided above.

Yours faithfully,

Victoria Poulson, Democratic Services Officer



Item 6: Governance and Terms of Reference

1.0 Nominees for a Lincoln Town Deal Board, Vice-Chair

The current terms of reference allow for the provision of a Vice-Chair to cover meetings when the Chair is unable to attend. Further to requests for nominees for the position, sent out by Democratic Services in April 2024, only one was received, Angela Andrews. The Board is therefore requested to vote on acceptance of the current nominee for Vice-Chair.

2.0 Proposed amendment to Investment Subcommittee Terms of Reference

Due to the reduced size of the core Investment Sub-Committee membership and ongoing issues of being able to establish a quorum at meetings, it is proposed that attendance at further meetings be extended to all other Board members on a voluntary basis. In addition, to enable Board members attending to have voting rights.

Proposed changes are highlighted in a copy of the Terms of Reference at Appendix A of the report.

3.0 Membership Review

There are members of the Board that have not attended any meetings for over a year, despite efforts from the secretariate to encourage their engagement and attendance. Following a review of such cases with the Lincoln Town Deal Board Chair, Board are requested to recommend that such members be resigned from the Borad and alternative representation sought.

4.0 Recommendations

Board is requested to:

- Agree the nomination of Angela Andrews as Vice-Chair of the Lincoln Town Deal Board
- Accept the proposed amendments to the Investment Sub-Committee Terms of Reference
- Agree the approach outlined in respect of long-term nonattendance of Board Members

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Terms of Reference: Investment Sub Committee

1. Purpose

- 1.1. To work in partnership with the Accountable Body to assess priorities and approve projects to be delivered as part of the Town Fund Programme within Lincoln.

2. Key Duties

- 2.1. To assess and prioritise a final list of projects to progress to full business case stage, in accordance with the Heads of Terms Agreement with Government.
- 2.2. To undertake a final strategic assessment of projects through to contracting stage, based on the recommendations of an independent due diligence process.
- 2.3. To recommend the approval of projects for contracting and delivery, subject to final approval by the Accountable Body.
- 2.4. To monitor the performance of approved projects on a quarterly basis during the delivery stage and in accordance with the terms set out within the Grant Funding Agreements for each project.
- 2.5. To maintain a pipeline of projects for consideration in the event of additional funding becoming available or the non-delivery of selected projects.
- 2.6. To regularly review the structure, size and composition (including the skills, knowledge, experience and diversity) of the Committee and make recommendations to the main Town Deal Board (hereby referred to as the 'Board') with regard to any changes.
- 2.7. To work and liaise as necessary with the Board and to consider any other matters as may be requested by the Board.

3. Membership

- 3.1. The members of the Committee shall be appointed by the Board and may be removed at any time by the Board.
- 3.2. The Committee shall comprise of **8 members. The membership of the Committee shall reflect the membership of the Town Deal Board, including representatives from the private, public and community sectors.**
- 3.3. The Board shall appoint the Chair of the Committee.

- 3.4. The membership and structure of the Committee shall be reviewed on an annual basis by the Board.

4. Attendance

- 4.1. The Committee will meet at least four times a year.
- 4.2. The Committee may meet at other times during the year as agreed between the members of the Committee or as otherwise requested by the Board and may approve recommendations via written procedure, including via electronic communication.
- 4.3. Only members of the Committee and Town Board have the right to attend Committee meetings and have the ability to vote, but other representatives and external advisers may be invited to attend all or part of any meeting as and when appropriate as observers provided that that such parties agree to be bound by the Code of Conduct and shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.
- 4.4. Any member may participate in a meeting by digital means. Participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting and he or she shall be entitled to vote and be counted in a quorum accordingly.
- 4.5. An identified City of Lincoln Council (Accountable Body) officer or his or her nominee shall be the secretary of the Committee.

5. Notice of Meetings

- 5.1. Meetings of the Committee shall be called by the secretary of the Committee at the request of the Chair of the Committee or the Board.
- 5.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than five business days before the date of the meeting. Any supporting papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time.

6. Quorum

- 6.1. A quorum shall be 3 members present, including at least one private sector representative.

7. Declarations of Interest

- 7.1 Whenever a Committee member has an interest in a matter to be discussed at a meeting the member so conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from all or part of any meeting where the conflict would be relevant.

8. Decisions

- 8.1. Each member of the Committee shall have one vote which may be cast on matters considered at the meeting. Votes can only be cast by Committee and Town Board members attending a meeting of the Committee.
- 8.2. Any decision of the Committee must be a majority decision.
- 8.3. If a matter that is considered by the Committee is one where a Committee or Town Board member, either directly or indirectly has a personal interest, that member shall not be permitted to vote on that matter and may not take part in discussions relating to that matter. In this instance, the Committee member shall be required to leave the meeting until such time as the matter has been dealt with and any vote has taken place.
- 8.4. Save where he or she has a personal interest, the Chair will have a casting vote.
- 8.5. A resolution in writing, sent to all members entitled to receive notice of a meeting of the Committee and agreed in writing by a majority of the members shall be valid and effectual as if it has been passed at a meeting duly convened and held and may consist of several documents in materially the same form each agreed in writing by one or more members. This includes via the use of electronic mail.

9. Reporting

- 9.1. The proceedings and resolutions of meetings of the Committee, including the names of those present and in attendance, shall be minuted by the secretary of the Committee.
- 9.2. Draft minutes of each meeting will be circulated to all members of the Committee. Once approved, the minutes of each meeting will be submitted to the Board as a formal record of the decisions of the Committee on behalf of the Board unless it would be inappropriate to do so.
- 9.3. The Committee shall produce an annual report, summarizing project progress and spend and any other matters pertinent to the delivery of the programme. This report will be presented to the Town Deal Board.

10. General

- 10.1. Members of the Committee shall abide by the Code of Conduct and return Declaration of Interests on an annual basis.
- 10.2. The Committee shall give due consideration to all laws and regulations as appropriate.
- 10.3. The Committee will, from time to time, consider projects and proposals of a “commercial in confidence” or sensitive nature. All Board Members and Observers will observe the need for confidentiality in this respect.

10.4. The Committee may amend these Terms of Reference at any time and will be reviewed annually.



Item 8: Programme Update including DLUHC Six Monthly Return

The Lincoln Town Deal Board are required to submit a Monitoring and Evaluation Performance report to DLUHC on a six-monthly basis. This report summarises the last report submitted 28 May 2024. As this is earlier than the usual June deadline, we have not been able to report in to and get formal sign off from Town Board prior to submission. DLUHC confirmed that circulation to Board Members would be satisfactory on this occasion.

This covering report summarises the contents of the report, and what has been reported to DLUHC in terms of Progress, Finances, Outputs and Risks for the period 1 October 2023 to 31 March 2024, along with any updates from March to date. The Microsoft Excel DLUHC report has been circulated to Board members separately to this agenda.

Programme / Progress Status

Progress reported to DLUHC October to March 2024

- Delivery Phase had been completed across 4 projects, the Drill, HEAT Store of Stories and Lincoln Central Market total estimated cost of £11.9M, of which £8.2M is Town Fund supported.
- Two projects, LCFC community Hub and the Barbican (total value of £6.2M and town Deal grant value of £2.5M) were on site and due to be completed within the next twelve months.
- Lincoln Connected Project and Lincoln Be Smarter Project (total value £4.23M and Town Deal grant £2.77M) were reported as being in delivery with only minor issues with programme delays. They will be completed over the rest of the program and no issues regarding output delivery were expected.
- Town Board agreement that the delivery and completion of Tentercroft and Wigford Way feasibility studies be aligned with the development of the City Centre Masterplan and the programmes adjusted accordingly - both studies still on track to be completed within programme.
- LSIP and Sincil Bank has yet to be tendered but for the latter was expected to be completed by summer 24.
- Greyfriars project works was tendered in this reporting period, costs returned were over budget and a cost review is currently underway.

- LSIP programme slippage was flagged as a risk
- Key challenge identified included:
 - Costs - Greyfriars works post tender costs a cost review.
 - Programme slippage and cost risk Two projects were still yet to be tendered or have uncertain costs - Sincil Bank and LSIP.
 - The Subsidy Act 2022 has required review of initial Business case assurance advice to ensure compliance.

Progress update since March 2024

- LCFC Community Hub has completed the delivery phase and the Hub was officially opened on 28th of June 2024 aligned to the football Club celebrating it's 140th year of establishment.
- With regard to Greyfriars, National Heritage Lottery Fund approved additional grant of £207k in June, which means that tendered costs are now affordable following specification and cost adjustment. The contract is to be let imminently and a start on site expected in September.
- With Regard to Lincoln Made Smarter, one of the funded project officers resigned earlier, demand from local Businesses for additional training and grant support have also been identified. A request has therefore been received from the University to extend the programme from March 2025 to December 2025 and offering further business support through training and additional grants. The proposal does not represent any change to the total Project budget with all necessary funding being accommodated from the post savings and other general underspend of £115,402.92. The proposal does however represent an opportunity to increase outputs and project value. **Board are requested to approve the request for an extension to the Lincoln Made Smarter Programme and virement of budget to support subject to the necessary Project Adjustment Request being signed off by DLUHC.**
- Sincil Bank tenders for the Highway works were returned at the beginning of July and all costs are within budget. Work is expected to start on site in September.
- We have been advised that the LSIP project has ben withdrawn from the programme. This is covered in a separate agenda item and report.

Financial status

Financial position reported to DLUHC April to September 2023

Expenditure against the baseline DLUHC are measuring Lincoln Town Deal programme against, - should have been £15,290,498 at March 24. Actual expenditure was reported as £10,598,484.50

The underspend against profile of £4.692,014 was a result of the programme delays and resulting under expenditure from the Barbican (£1,) Sincil Bank (£1,4M), Wigford Way (£0.2M) and Tentercroft Street (£0.2) Greyfriars (£0.04M), LSIP (£0.4M) Lincoln Connected (£0.18M)– and Lincoln Made Smarter (£0.5M). The report was based on evidenced expenditure of processed claims to March 24 at the point of monitoring return (May) – the processing of some claims for expenditure to March 24 was however still pending in May so the report totals were effectively an underestimate.

This underestimate is however still within the 40% tolerance expected by DLUHC and no concerns required reporting in this respect. With the Barbican, Sincil Bank, Greyfriars in delivery, the progression of the City Centre Masterplan work, and an extension of the BE Smarter Project, accelerated expenditure is expected over the next reporting period.

Financial update since March 2024

All project claims have now been processed up to March 2024. An update on current expenditure will be provided at the meeting.

Outputs and Outcome monitoring

Output monitoring reported to DLUHC October to March 24

At March 2024 the Lincoln Town Deal has delivered of 1 new cultural facility (Drill) and 1 new community Hub (Store of Stories). 3 historic building renovated and restored for reuse as commercial space and new office space.

Across the programme 20 FTE jobs have been created or protected and 115 temporary jobs supported. Output and Outcome data is continuing to be collected through quarterly monitoring.

Output update since March 2024

A request has been received for output amendments from Lincoln College in respect of the Drill and HEAT projects. The amendments are in part due to Government guidance received since Business case stage clarifying the evidence required for outputs to be claimed and partly due to the continuing challenges hitting the hospitality sector. In this context a number of changes are proposed:

- The deadline for claiming outputs has been extended to March 2029 and therefore the College will continue to work to the original targets but over a longer time period

- Some outputs will be reduced somewhat or removed including those associated with business Engagement
- Where outputs are reduced or removed, the College has offered alternative outputs to ensure the project continues to offer value for money.

Examples of new outputs being proposed include:

- Heritage buildings No of heritage buildings renovated/restored
- Amount of retail, leisure or food & beverage space renovated/improved
- Number of visitors to heritage venues
- Availability of new specialist equipment

Officers are assessing the proposed changes and any impact on project value or impact and will report back at to a subsequent meeting.

Programme Risk Assessment

Programme and Project Risks reported to DLUHC April to September 2023

Risk assessments are required to be reported to DLUHC as part of the return for both programme and individual projects. Risks are rated using a scoring matrix of between 1-24, on a pre-mitigated and mitigated basis. A score of 9 and above being deemed a 'red' RAG rating in the reporting table. We reported that the maximum pre- mitigated score for risks is 12 and 'red' across 12 of the Projects but allowing for mitigation these scores reduced to 8 and 'dark amber' across 3 projects, with all other mitigated risk scores being below 6 and 'green to light amber'.

For the Programme the top 3 programme risks were reported are as previously identified; cost risk – rising costs and inflation; project reporting/monitoring and evaluation risk – the ability for projects to properly resource these aspects; and programme slippage risk.

With regard to cost risk, projects at most risk are those at pretender stage – Sincil Bank and LSIP. Projects continue to manage this risk through rigorous pretender cost analysis and evaluation and post tender cost engineering if necessary. No projects at this stage have raised any issues of non-deliverability due to raised project costs, but all projects are reporting cost pressures to some degree. Regular meetings and updates with the projects aim to ensure any issues are identified promptly.

With regard to project reporting and monitoring risk – the Programme team are working with individual projects to clarify their outputs. With regard to Programme slippage, at the moment all projects identified as delayed are still targeted to complete within the Town deal deadline of March 2026.

Programme and Project Risks updates since March 24

Other than the need to address the removal of the LSIP project from the programme as covered elsewhere on the agenda, no other programme risks have been identified since March.

Recommendations

- That Board note and sign off the DLUHC monitoring report submitted at the end of May
- That Board note the progress made since March 2024
- That Board approve the request for an extension to the Lincoln Made Smarter Programme and virement of budget to support, subject to the necessary Project Adjustment Request being signed off by DLUHC.

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Item 9: Allocation of Uncommitted Funding

Summary

As a result of the Lincoln Science and Innovation Park Hub project not proceeding and Sincil Bank Regeneration Transport Improvements project tenders coming in below the expected costs, there is £1,100,000 of Town Deal capital funding potentially available for allocation to other projects within the existing programme, subject to MHCLG approval, which can demonstrate additionality and spend by March 2026.

The proposed process for submission, evaluation and decision-making is set out in the private part of this agenda to ensure that all projects receive the information about the further competitive bidding process at the same time.

LSIP Hub Project

Unfortunately, the Lincoln Science and Innovation Park (LSIP) Hub project is not able to proceed. University of Lincoln and Lincolnshire Co-operative who formed LSIP Limited were in a position to fund the capital delivery of the project but were unable to commit to the further and on-going revenue and risks associated with the revised business plan for the Hub.

Investment Sub-Committee have requested a full “Lessons Learnt” review of the project and the processes leading to approval, to capture any learning and enable future improvements to the submission and evaluation of projects. In advance of the review, it has been agreed that in the process for the reallocation of funds particular emphasis is given to considering the deliverability and commitment to the on-going revenue requirements for capital schemes.

LSIP Hub was due to spend £800,000 of Town Fund capital funding and bring in £200,000 of match-funding. It was also due to deliver the following outputs:

- 2 new jobs
- 20 entrepreneurs assisted
- 1 new facility
- 1 site regenerated

Sincil Bank Regeneration: Transport Improvements Project

Following the return of tenders for both the highways works and the new gateway locations for this project, the projected financial out-turn for the project is expected to require £2,677,702 of Town Deal capital funding as opposed to the £2,997,952 originally allocated. Whilst the revised figure includes some contingency, given that

the project is yet to start on site and there is no match funding available, the recommendation from the secretariat is that £300,000 of the original funding is reallocated at this time. In addition, as part of the process for allocating the remaining funding, a reserve list will be produced to enable quick delivery of any further underspends.

Recommendation

That the £800,000 from LSIP Hub and £300,000 from Sincil Bank are set aside for reallocation to projects within the existing Town Fund programme that can demonstrate the additionality and deliverability as per the criteria and process agreed in the private part of the agenda.

SUBJECT: COMMUNICATIONS UPDATE

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

REPORT AUTHOR: KIRSTY CHEETHAM, SENIOR COMMUNICATIONS OFFICER

1. Purpose of Report

- 1.1 To present the Lincoln Town Deal Board with an update on communications, which is attached at Appendix A to the report.

2. Recommendation

- 2.1 That the Board comments on and notes the update, as detailed at Appendix A to the report.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain? One

List of Background Papers: None

Lead Officer: Kirsty Cheetham, Senior Communications Officer
kirsty.cheetham@lincoln.gov.uk

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Be LINCOLN

Communications Update - July

2024

Project Progress



**Cornhill Market
official opening on 17
May**



**Lincoln Football Club
Community Hub
official opening on 26 June**



**Barbican Creative Hub
works underway**



**Lincoln Be Smarter
successful implementation
of workshops for small
businesses**

Cornhill Market in Numbers

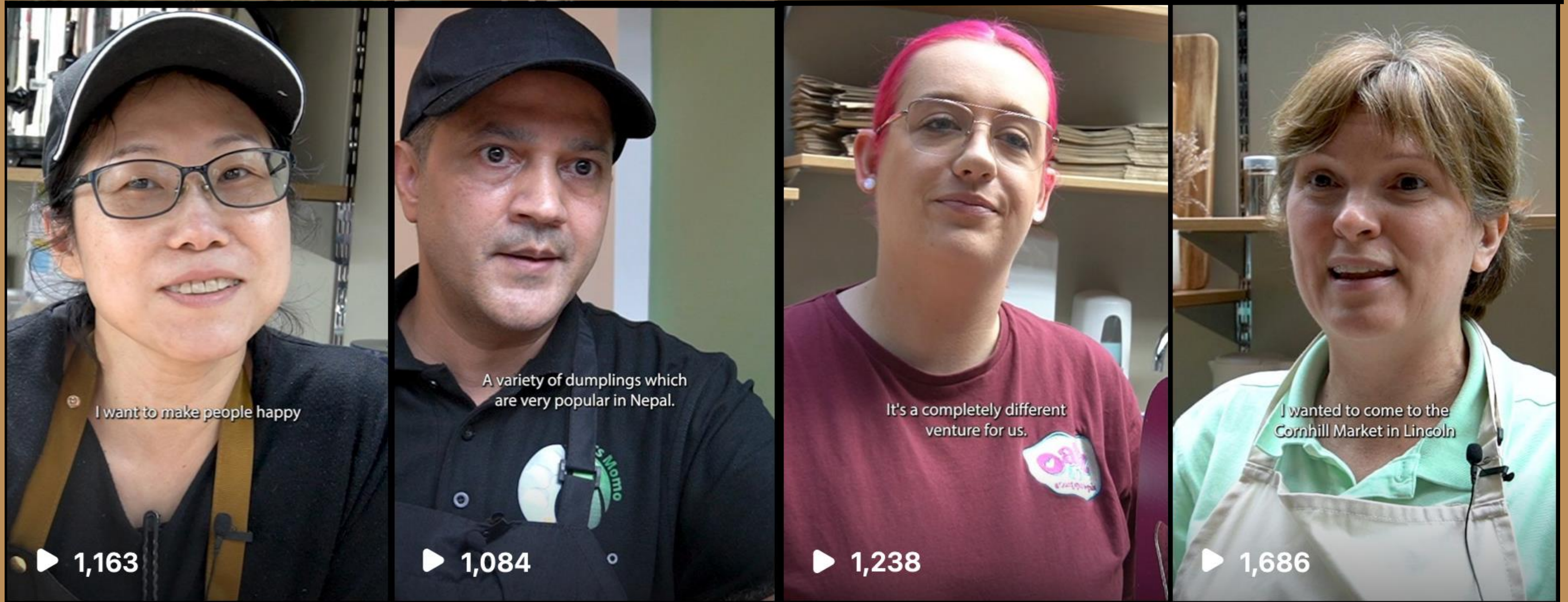
21 An increase from **328** followers
on Instagram in April 2024, to
1,478 in July 2024.

2,000+ interactions
on Instagram from
April 2024.



A reach of over **12,000**
users on Facebook from
April 2024.



Cornhill Market Trader Stories




7,984 impressions on the Be Lincoln Town Deal LinkedIn.




 **Be Lincoln UK**
439 followers
1mo • Edited • 


What is the Barbican Creative Hub?

Acting as a catalyst for the region, the ...see more




I'm Sukhy Johal,


   111 • 13 comments • 10 reposts




David Bryan CBE • 2nd
Management Consultant and Governance Expert | Leadership Development,
Great presentation and an amazing development



Phil Nodding • 2nd
Comedy Writer for BBC Radio 4
Nice piece. Look forward to seeing it when it's open



Uzma Johal MBE (She/Her) • 2nd
Partner Counterculture Partnership LLP
This is a game changer for our sector in the city and can't wait to see it filled with all the fantastic creative talent we know is out there doing amazing things ! 🙌🙌

Like •  3 | Reply

In the works



Greyfriars Series

A series of videos delving into the history of Greyfriars, the project plans, and hope for the future of the culturally significant building.



Ermine Library

Videos telling the stories of employing local people and the members working at Ermine Library, highlighting UKSPF funding.



Moorland Community Centre

Communications for the improvements of Moorland Community Centre, including videos with the members of the centre and how the funding and improvements will help the local community.



Football Club Community Hub x Cornhill Market

Focusing on Selina's story on her English lessons at the Community Hub, and how it enabled her to open up her bubble tea business in Cornhill Market.



Item 11: UK Shared Prosperity Fund Update

Summary

The City Council was allocated £2,810,773 UKSPF funding as part of the government's levelling up agenda for expenditure April 2022 to March 2025. The basis of the award was an Investment Plan submitted in 2022, which set out how this fund would be indicatively spent across the 3 pillars of the fund, Community and Place, People and Skills and Supporting Local Businesses.

The phase 2 projects as reported to last Town Board in March were approved subject to delivery Plan sign off at Council Executive committee on 18th of March 2024.

The final project programme and project updates under each of the UKSPF pillars, Community and Place, Supporting Local Business and People and Skills can be seen at Appendix A.

Programme

The scope of the programme is ambitious and aims to respond to local area needs, and gaps identified in provision, particularly in Ermine and Moorland Wards.

The UKSPF funding was originally expected to support a three-year delivery programme but this has been reduced to a two years due to delays in the approval process. The LGA are lobbying for an extension to the national programme to accommodate the delivery pressure many Local Authorities are experiencing but at this current time all expenditure is still expected by March 2025.

Expenditure

Expenditure evidenced to date as reported to DLUHC to end of March 2024 is £685,333.66, with just over £1.7M committed through approved delivery plans and Grant Funding Agreements across the projects outlined in Appendix A. Discussions are in progress for committing the remaining £360K with potential partners.

Risks

Due to the reduced delivery time moderate risks have been identified across the programme in terms of construction works programming and output delivery. These are currently being managed to minimise or mitigate as follows:

- The capital works on the Community Centres are being undertaken by the City Council using existing contract frameworks
- Community development work is commencing in advance of capital works

- The programme consists predominantly of trusted partners with a track record of delivering similar projects or are extending/scaling up existing
- All projects are monitored on a quarterly basis and any issues responded to efficiently

Investment Sub Committee will be kept updated on risks but there are no major issues to report regarding at this time.

Recommendation

Town Board are recommended to note the report.

FINAL UKSPF PROJECT PROGRAMME

Community and Place Programme Allocation £1,929,453			
Project/Programme & UKspf Priority	Description of Works/programme projects	Sum Committed	Update
Cost of living support Programme UKspf intervention E13 - Community Measures to reduce the cost of Living	1. Cost of Living – Fuel Voucher Scheme 2. Christmas Sacks Project 3. Christmas Hampers 4. Cost of Living - Research Commission (LEAN) 5. Cost of Living Community Grocery Voucher Scheme 6. Cost of Living - Emergency Need grant scheme 7. Cost of Living - Lincoln Financial Inclusion Partnership (LFIP) support 8. St Giles Nursery child snack scheme 9. Project Compass	£128,334	<p>The programme is led by the Assistant Director of Shared Revenues and Benefits and developed through the partnership working of the Welfare Advice Teams. The programme includes funding for nine projects of between £300 and £30,000.</p> <p>Projects supported include; A fuel voucher scheme administered to those suffering from fuel poverty by local community partners; Support for households in need with their Community Grocery membership and cost of first £5 shop. Supporting the Lincolnshire Financial Inclusion partnership; Project Compass; gap funding to support individuals with household items not covered through the Household Support Fund;</p> <p>The programme is in delivery and allocated expenditure and outputs are on target to be spent and delivered by March 2025.</p>
Community Grants Scheme UKspf intervention E12 - Community Engagement Schemes, Local Regeneration	1. Provision of Community grants across all 11 Wards 2. Community connectors and staff support	£300,000	<p>The community grant scheme is being run in partnership with Investors in Lincoln, who are contributing £150K. The scheme is being led by the City's Neighbourhood Manager and managed through newly established community panels chaired by Local Members. Community groups in each of the 11 wards in the City are being supported to develop projects by appointed community connectors and grants up to £2500. There have now been two rounds of grant funding with around 90 community groups having been supported with projects aimed at;</p> <ul style="list-style-type: none"> - Health and wellbeing - Activities for young people - Strengthening communities - Reducing poverty and cost of living issues - Activities for the elderly - Improving green space - Reducing isolation

			A final round of grant allocation is due for completion this summer and all expenditure and outputs are on target for completion by March 2025.
No Wrong Door Ukspf intervention E13 - Community Measures to reduce the cost of Living	Development and roll out to partner organisations of the community support triaging system - 'Restore System' to ensure a database of the local support offer is kept up to date and available for partner organisations to use in sign posting clients for help and support.	£53,510	The No Wrong Door project is led by the Acts Trust working in partnership with various community organisations to enable consistent triage / needs assessment via the Restore System of individuals referred by participating organisations. Funding is supporting a Project Officer to develop the system and train partners in it's effective use. The project has been delivering for a year now and allocated expenditure and outputs are on target to be spent and delivered by March 2025.
Feasibility and pilot development work Community Hubs – Ukspf intervention E12 - Community Engagement Schemes, Local Regeneration	1. Bud Robinson energy study. 2. Ermine Library school holiday user pilot projects 3. Ermine Hub need assessment/feasibility study	£58,625	This work aimed to inform the priorities for the development of community hubs and included; an energy study; trial and report for school holiday extended opening at Ermine Library; a public consultation and assessment of need report for the Ermine community.
Ermine Community Hub Ukspf intervention E12 - Community Engagement Schemes, Local Regeneration	Works to include upgrades to Sudbrook Drive Community centre and the outside of Ermine Community Library to provide a base for Alive Church and Bishop Grosseteste University (BGU) to deliver community-based services	£654,375	The project is being developed through a consortium of partners led by Bishop Grosseteste University and Alive Church. Proposals include capital and revenue expenditure for improved community facilities and use at Sudbrook Drive Community Centre and the improvement and extended use of the outside space at Ermine Library. Funding will <ul style="list-style-type: none"> • support for capital works to improve Sudbrook Drive Community Centre as a welcoming space for the local community, where local partners can come together to deliver community led activity and access to a range of services including housing support, library services, DWP, Age UK and Citizens Advice. • enable improvement to external spaces at Ermine Library in support community growing and a safe outside space for play. • support staff and management costs for the community development/support/events administered and accounted for

			<p>through BGU and Alive Church. Activities will include; Development of a Place Shaping Framework for Ermine; creation of a Wellbeing Cafe - Opening up the centre as a daily wellbeing cafe and community space; Provision of Youth Engagement - detached youth work and youth drop in and clubs; Provision of Community Meals and Events - A space for community and social opportunities; Surgeries and professional services drop ins - Working alongside local partners for the good of the community; Production and distribution of a Community Magazine; Graft & Craft Clubs ; Enterprise advise and management ; Provision of space to learn - Access to learning spaces and technology – development of homework clubs;</p> <ul style="list-style-type: none"> Support the provision of a review report on the Project/Partnership model including options for future sustainability. <p>A RFQ for the works to Sudbrook Community Centre and the library outside space are in progress and works are targeted to commence this autumn. Community development work has commenced primarily at Ermine Library.</p>
<p>Moorland Community Hub</p> <p>UKspf intervention E2 - Community & Neighbourhood infrastructure Projects</p>	<p>Works to include upgrades to Moorland Community centre and to provide a base for the voluntary Sector Organisation (VSO) to deliver community-based services</p>	<p>£300,000</p>	<p>This project is being led by The Voluntary Service Organisation (VSO) The project will deliver a programme of community activity focussed at Moorland Community Centre, with the aim of fostering community involvement and increasing access to local services and activities. The project will include:</p> <ul style="list-style-type: none"> - Capital improvements to Moorland Community Centre to create a welcoming community space (both internal and external refurbishments). Refurbishment delivery will be by City of Lincoln Council Directorate of Major Developments. - Creation of a community and volunteering hub within the Community Centre (testing new activities, including a warm space, etc), linked to the nationally accredited Volunteer Centre service. - Community engagement activity (involving residents and stakeholders) to identify local challenges, opportunities, and solutions. - Creation of local volunteering opportunities and facilitation of volunteering projects from the Community Centre and the wider Moorland community. - Specialist support for local organisations to develop their services and increase capacity, resilience, and flexibility.

			<ul style="list-style-type: none"> - Work with local organisations to develop a co-ordinated programme of support from Moorland Community Centre. - a co-produced long term sustainability plan for the Community Centre and local services. <p>Quotes have been received for the capital works which are due to start late July and be completed by Autumn. Community Support work has already commenced at the Centre.</p>
Our Community Bakery Ukspf intervention E9 - Impactful volunteering and/or social action projects	Support for a community baking facility based in Abbey Ward, which aims to develop young people struggling to access active employment through training and support.	£250,000	The Project is being led by Abbey Access Centre and currently being considered to support capital works and revenue costs. The revenue elements of the project have already been subject to pilot support and so the project is set up to start implementation from next month. The Capital works will be dependent on evidencing deliverability.
Co Lab Project UKspf intervention E11: Capacity building & infrastructure support local groups	The project is for a pilot 'Future Maker' education programme (aimed at 14-19 yrs) and Changemaker Academy (all ages) providing pre incubator accredited courses. These courses will support people to set up creative businesses in readiness for them to expand into local Incubator and Accelerator support schemes. The project will kick start an ongoing post UKspf programme of level 1 to level 6 accredited courses and provide Incubator space for emerging businesses in the creative industry sector.	£29,500	<p>This project links with the People and Skills project Local Sustainable Development Goals Pioneers Project.</p> <p>The Co Lab programme is being led by local community interest company 'Creative Rebel'. Courses are expected to start in September 2024, be available for 10-15 people and targeted to take place where in community hubs – Sudbrooke Drive Community Centre and Moorland Community Centre. – if not practical due to works, other locations such as community centres, libraries, managed workspaces will be identified to host courses. Creative rebel will work closely with The Network, City of Lincoln Council's Business Advisor and Project Fashion Fixed to identify and signpost people to the courses.</p> <p>Funding will support premises and staff costs. A GFA is in place and the project is planning delivery.</p>
Age UK Ukspf intervention E9 - Impactful volunteering and/or social action projects	Support for Age UK to provide additional support to elderly residents across the City	£100,000	<p>Funding for 3 new staff and cost of activities to extend Age uk's befriending and support services for old people within the District. Primarily based at their centre at Park Street but including working with VSO, Alive Church and BGU on outreach engagement in the priority areas of Moorland and Ermine.</p> <p>A GFA is in place and Age Uk are planning delivery.</p>

Better Together (B2G) UKspf intervention E9: Impactful volunteering and/or social action projects	The provision of a tailor made, person-centred, flexible programme of mentoring and coaching (DP), therapeutic garden-based activities (GS), volunteering (GS & AAT) and training, work experience and support into employment (AAT) aimed at people with health conditions that are limiting their wellbeing and liveability,	£25,000	The Project is being led by Development Plus and funding will support extended delivery of existing programmes. The project's purpose is to support, enable, and empower people with mental health conditions to come together, improve their personal health and wellbeing and overcome barriers to move forward in their lives.
Supporting Local Business Programme Allocation £388427			
Project/Programme	Description of Works/programme projects	Sum Committed	Update
Lincolnshire Growth Hub Ukspf intervention E30 - Business Support measures to drive employment growth	Lincolnshire Growth Hub Service Level Agreement	£145,595	This is an allocation to support the Service Level Agreement for two years with the Lincolnshire Growth Hub to continue their business support services previously funded through European funding. The project is in delivery and allocated expenditure and outputs are on target to be spent and delivered by March 2025.
Business Advisor and Business support Ukspf intervention E30 - Business Support measures to drive employment growth	<ol style="list-style-type: none"> 1. New Advisor post 2. staff costs 3. implementation budget 	£100,000.00	The appointment was made at the beginning of October and the post has been working with local businesses providing support. A summary of the Local Business support landscape has been mapped and reported into Town Deal. Use of a business support software 'Cobra' is being piloted and used in advising Businesses. Allocated project expenditure and outputs are on target to be spent and delivered by March 2025.
New EV training academy Ukspf intervention E30 - Business Support measures to	Provision of a new EV training academy	£50,000	A funding contribution towards the capital costs for a local business to develop a new Electric Vehicle training academy in response to supply chain demand. The capital works are now completed and training is due to start in the next month.

drive employment growth			Other Business led training projects are being progressed with Lincoln College to fill an identified skills gap in Air Source Heat Pump maintenance engineers. A delivery plan has been submitted and is currently being considered.
Make An Entrance UKspf intervention E26: Growing the local social economy	Support for a local mat-making company 'Make an Entrance' piloting a Business Bursary training scheme targeted at young people struggling to access the labour market	£21,416.18	Support for Make an Entrance a local Business that is safeguarding jobs through a pilot bursary training scheme. This project meets UKspf interventions across both the Supporting local business and people and skills programmes. To date 2 jobs have been created
People and Skills Programme Allocation £254,229			
Project/Programme	Description of Works/programme projects	Sum Committed	Update
Restore UKspf intervention E33: Employment support for economically inactive people	Restore	£76,418.00	This project is being led by the Acts Trust. The Restore Programme consists of course modules designed to support those experiencing poverty, in particular those people who are economically inactive and those with mental health challenges. These modules will be run at various venues across the city such as Energize Youth Centre, Alive Church, Ermine Library, Beaumont Manor (Lincoln Community Grocery) and also within foodbank and Night Light Cafe locations too. The project is in delivery and allocated expenditure and outputs are on target to be spent and delivered by March 2025.
Make an Entrance UKspf intervention E34: Courses including basic, life & career skills	Support for a local mat-making company 'Make an Entrance' piloting a Business Bursary training Project targeted at young people struggling to access the labour market.	£107,167.64	Make An Entrance Ltd (MAE) is a multi award winning manufacturer of entrance matting, based in Lincoln. MAE has a track record of taking people that are economically inactive, and keeping them sustainably in work. Too often the economically inactive find work, but the lack of a support framework by employers lead to them leaving work. This new project will be a pilot to show other companies how economically inactive people, possibly with mental health issues, can be sustainably employed The project is in delivery and allocated expenditure and outputs are on target to be spent and delivered by March 2025

Local Sustainable Development Goals Pioneers Project UKspf priority E33 Employment support for economically inactive People	Local Sustainable Development Goals Pioneers project is dedicated to educating, collaborating, and transforming our local community into a beacon of sustainability and supporting entrepreneurial skills development to accelerate our commitment to the United Nations Sustainable Development Goals (SDG)	£20,463.73	The project is being led by a local community interest Company, Creative Rebel. The aim is to work with young people, creative freelancers and local businesses to enhance the wider understanding of the SDGs and provide a guide to begin tracking progress towards them. Creative Rebel will use the United Nations' Sustainable Development Goals as a training project for young people upskilling them in digital and marketing activities.
Neet employment Skills Project UKspf priority intervention E33 Employment support for economically inactive People The Project is being led by	Funding to support the provision skills training and network support to 18-29 year olds for 10 months in advance of a 3 year funding bid to the National Community Lottery.	£32,000	The Project is being led by the Network and is to enable continuity of an ongoing project supporting young adults access the labour market in advance of further funding expected from the National Community Lottery next year.
PROJECT MANAGEMENT COSTS			
8.5% to cover staff costs		£238,663	

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SUBJECT: LINCOLN TOWN DEAL BOARD - FORWARD PLAN 2024/25

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

REPORT AUTHOR: VICTORIA POULSON, DEMOCRATIC SERVICES OFFICER

1. Purpose of Report

- 1.1 To present the Lincoln Town Deal Board with its forward plan for 2024/25 which is attached at Appendix A to the report.

2. Background

- 2.1 This report sets out the programme of meeting dates for the Lincoln Town Deal Board up to 5 December 2025. The Board will be invited to discuss suggestions for agenda items to be considered at future meetings.

3. Recommendation

- 3.1 That the Board comments on the work programme, as detailed at Appendix A to the report.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain? One

List of Background Papers: None

Lead Officer: Victoria Poulson, Democratic Services Officer
victoria.poulson@lincoln.gov.uk

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Lincoln Town Deal Board Forward Plan – Timetable for 2024/25

2 August 2024, 10:00-12:00

Committee Rooms 1&2, City of Lincoln Council, City Hall, Beaumont Fee, Lincoln, LN1 1DD

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Governance and Board Membership	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
Investment Sub-Committee Update	Angela Andrews, Chair of Investment Sub-Committee	City of Lincoln Council
Programme/Project Update	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
Allocation of Uncommitted Funding	Kate Ellis, Strategic Director, Major Developments	City of Lincoln Council
Communications Update	Kirsty Cheetham, Senior Communications Officer	City of Lincoln Council
UK Shared Prosperity Fund	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
City Centre Masterplan Update	Simon Kirk, Assistant Director, Growth and Development	City of Lincoln Council
PART B		
Risk Rated Progress Report	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
Proposed Programme and Criteria for Reassignment Assessment	Kate Ellis, Strategic Director, Major Developments	City of Lincoln Council
Work Programme for 2024/25 Update	Victoria Poulson, Democratic Services Officer	City of Lincoln Council

18 October 2024, 10:00-12:00
Committee Rooms 1&2, City of Lincoln Council, City Hall, Beaumont Fee, Lincoln, LN1 1DD

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Investment Sub-Committee Update	Angela Andrews, Chair of Investment Sub-Committee	City of Lincoln Council
Programme/Project Update	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
Project Presentation – Lincoln Connected	Charlotte Goy, Chief Executive	Destination Lincolnshire
UK Shared Prosperity Fund	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
Communications Update	Kirsty Cheetham, Senior Communications Officer	City of Lincoln Council
Work Programme for 2024/25 Update	Victoria Poulson, Democratic Services Officer	City of Lincoln Council

6 December 2024, 10:00-12:00
Location: TBC

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Investment Sub-Committee Update	Angela Andrews, Chair of Investment Sub-Committee	City of Lincoln Council
Programme/Project Update	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
Project Presentation – Barbican	TBC	University of Lincoln
DLUHC Six Monthly Monitoring Return	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
UK Shared Prosperity Fund	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
Communications Update	Kirsty Cheetham, Senior Communications Officer	City of Lincoln Council
Work Programme for 2024/25 Update	Victoria Poulson, Democratic Services Officer	City of Lincoln Council

14 March 2025, 10:00-12:00
Location: TBC

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Investment Sub-Committee Update	Angela Andrews, Chair of Investment Sub-Committee	City of Lincoln Council
Programme/Project Update	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
Project Presentation – Lincoln Market	TBC	City of Lincoln Council
UK Shared Prosperity Fund	Gill Wilson, Growth Strategy and Funding Manager	City of Lincoln Council
Communications Update	Kirsty Cheetham, Senior Communications Officer	City of Lincoln Council
Work Programme for 2024/25 Update	Victoria Poulson, Democratic Services Officer	City of Lincoln Council

6 June 2025, 10:00-12:00
Location: TBC

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Work Programme for 2025/26 Update	Victoria Poulson, Democratic Services Officer	City of Lincoln Council

5 September 2025, 10:00-12:00
Location: TBC

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Work Programme for 2025/26 Update	Victoria Poulson, Democratic Services Officer	City of Lincoln Council

5 December 2025, 10:00-12:00
Location: TBC

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Work Programme for 2025/26 Update	Victoria Poulson, Democratic Services Officer	City of Lincoln Council

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SUBJECT:	EXCLUSION OF THE PRESS & PUBLIC
DIRECTORATE:	CHIEF EXECUTIVE & TOWN CLERK
REPORT AUTHOR:	CAROLYN WHEATER, MONITORING OFFICER

1. Purpose of Report

- 1.1 To advise members that any agenda items following this report are considered to contain exempt or confidential information for the reasons specified on the front page of the agenda for this meeting.

2. Recommendation

- 2.1 It is recommended that the press and public be excluded from the meeting at this point as it is likely that if members of the press or public were present there would be disclosure to them of exempt or confidential information.

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