

Present: Mary Stuart (University of Lincoln) (*in the Chair*), Angela Andrews (City of Lincoln Council), Councillor Richard Davies (Lincolnshire County Council), Charlotte Goy (Visit Lincoln), Gary Headland (Lincoln College), Caroline Killeavey (YMCA), Ursula Lidbetter (Lincolnshire Co-operative), Karl McCartney (Member of Parliament for Lincoln), Councillor Ric Metcalfe (City of Lincoln Council), Peter Neil (Bishop Grosseteste University), Liam Scully (Lincoln City Football Club), Mark Speed (Siemens),

Also in Attendance: Ivan Annibal (University of Lincoln), Kate Ellis (City of Lincoln Council), Nicole Hilton (Lincolnshire County Council), Pete Holmes (Department for Business, Energy and Industrial Standards), Mark Lazarus (Ministry for Housing, Communities and Local Government) and Jo Walker (City of Lincoln Council).

20. Welcome and Apologies for Absence

Mary Stuart, Chair of the Lincoln Town Deal Board, welcomed those in attendance to this virtual meeting of the Board.

Apologies for absence were received from James Baty (Lincolnshire County Council), Jacqui Bunce (NHS Lincolnshire), Lord Cormack (Housed of Lords), Marc Jones (Lincolnshire Police and Crime Commissioner), Group Captain Kilvington (RAF Waddington), Liz Price (University of Lincoln) and Leo-Scott Smith (Tended).

21. Minutes of the Previous Meeting - 5 June 2020

It was RESOLVED that the minutes of the previous meeting held on 5 June 2020 be confirmed as a correct record.

22. Notes of the Lincoln Town Deal Workshop - 24 July 2020

It was RESOLVED that the record of the workshop held on 24 July 2020 be noted.

23. Election of Vice-Chair (Verbal Report)

It was reported that James Kirby had resigned from his position as Vice-Chair of the Lincoln Town Deal Board. Nominations from the existing Town Deal Board membership had therefore been sought to fill this vacancy.

It was RESOLVED that Leo-Scott Smith be appointed as Vice-Chair of the Lincoln Town Deal Board.

24. Nominations for Business Sector Representatives - Two Vacancies

It was reported that Lisa Donini and James Kirby had resigned from the Lincoln Town Deal Board which left vacancies in the retail and developer sectors, respectively.

A nomination for a further representative of the digital and technology sector on the Board had been received. It was agreed that nominations for the vacancies in the

retail sector and development sector should be sought prior to consideration of any additional nominations where there were currently no vacancies.

It was RESOLVED that nominations to fill vacancies in the retail sector and development sector be submitted to the Democratic Services and Elections Manager at the City of Lincoln Council prior to the next meeting of the Lincoln Town Deal Board.

25. Investment Strategy - Early Draft and Progress Update

Mick Lazarus, Ministry for Housing, Communities and Local Government, provided an update following completion of the first cohort of Town Investment Plan submissions as part of the Government's Town Deal programme which consisted of three cohorts.

It was reported that 13 towns had submitted Town Investment Plans during the first cohort which had now been assessed and considered, with advice in respect of each having been forwarded onto Ministers. The next stage of the process would be to agree heads of terms over the next few weeks, with four or five of the propositions likely to be confirmed by the end of October.

It was recommended that attention should be given to the prioritisation of projects and their scalability which, despite this not being a specific requirement, had been the subject of assessment in respect of those Town Investment Plans considered as part of the first cohort.

Further reflections from assessments undertaken as part of the first cohort were noted as follows:

- Town Improvement Plans seeking more than £25 million would undergo more in depth scrutiny via a Panel. One Town Improvement Plan had exceeded £25 million and the Panel to undertake the process of additional scrutiny was in the process of being established;
- some Town Improvement Plans included very little reference to stakeholder engagement, which was perceived negatively. It was acknowledged that Lincoln's Town Improvement Plan was relatively strong in this respect;
- an important inclusion as part of the narrative in submissions were comparisons to national averages and regional averages in the use of statistical analysis. Statistics within the submission had to be meaningful and demonstrate how they compared nationally;
- feasibility should not be submitted as a standalone item as there were no specific outcomes that could be demonstrated. Feasibility should therefore feature as an attachment to individual projects;

Ursula Libetter asked whether a steer could be provided regarding project prioritisation and what aspects would be looked at more favourably as part of the assessment, questioning for example whether a project's perceived importance, impact or deliverability should be categories of prioritisation. It was noted that the way in which projects were prioritised should be a decision of the local area as part of the submission of the Town Improvement Plan, but that some form of prioritisation would need to be demonstrated.

It was reported that accelerated funding had been confirmed and local authorities should receive a letter of confirmation along with their designated funding shortly. Angela Andrews confirmed that the City Council had received its confirmation this

morning and that the money would be in the Council's account on 30 September 2020.

Kate Ellis asked of those projects included in the first cohort's submissions whether an element of those scoring highest as part of the assessment were due to their ability to be scoped and delivered early. It was noted that deliverability was not a key part of the assessment at this stage, with more emphasis on projects being aligned with the intervention framework and strategic rationale as part of the Town Investment Plan.

Ivan Annibal, in response to the importance of including national and regional comparisons, highlighted that the Transformation Plan which sat under the Town Investment Plan, included national and regional comparisons for five, ten, fifteen and thirty years. It also included benchmarking analysis against nine towns or cities with similar characteristics to Lincoln.

Ivan Annibal took those present through the first draft of the Lincoln Town Deal Investment Plan that had been prepared for the check and challenge stage of the process. It had not been made publicly available at this time as it was still a working document which needed to go through the check and challenge procedure. The document consisted of the following main parts:

- context analysis;
- location and profile;
- key assets and strengths;
- evidence of need, challenges and opportunities;
- Investment Plan focus;
- wider investment and interventions;
- vision and objectives;
- strategic context;
- outcomes and targets;
- spatial strategy;
- project plan;
- project profiles;
- governance;
- partnerships and engagement;
- business case development and appraisal;
- Investment Plan summary;
- programme management and delivery.

Caroline Killeavy highlighted that reference under the heading 'key assets and strengths' should be made to the importance of the not for profit sector, particularly in relation to the contributions not for profit organisations would make to the development and implementation of projects within the Town Improvement Plan. It was agreed that the document would be amended to included reference to the not for profit sector under the narrative for the 'key assets and strengths' section.

Mary Stuart highlighted that the Universities and College had been identified as key strengths in the document, but acknowledged that Lincoln itself was largely a low wage and low skilled area. This therefore demonstrated a slight mismatch and gap which needed to be adequately addressed. It was agreed that more be included in the narrative about what the projects were specially planning to achieve, how they would make Lincoln more attractive, create more highly-skilled jobs and, as a result, benefit the local economy.

Ursula Lidbetter, in support of this, cited the development of the Cornhill Quarter as an example of doing something significant not solely to attract shoppers or generate footfall but to contribute to the creation of a city that would attract people to Lincoln and ensure they stayed in Lincoln.

It was RESOLVED that:

- (1) The document be noted, subject to the amendments set out above.
- (2) That any further comments on the content of the document be submitted directly to Ivan Annibal.

26. Investment Plan (Projects) - Early Draft, Progress and Selection

Consideration was given to a report which set out the latest progress towards the development, drafting and submission of an Investment Plan due by 31 October 2020.

It was noted that Section 1 of the Town Investment Plan had to set out the context and strategy for investment, based on evidence, the content of which had to align with the detailed guidance in no more than 10,000 words. This would be subject to scrutiny through a check and challenge process with Government on 1 October 2020 as reflected in the previous item.

Section 2 of the Town Investment Plan had to include a prioritised list of projects with details of how these projects aligned with the intervention framework, the rationale for investment, linked to the evidence, projected outputs and outcomes, funding and delivery timescales.

Lead partners had been working to provide the information required for submission within the Investment Plan during August and September, aided by the outcomes of the workshop held on 24 July 2020. The workshop itself had provided a useful and significant focus on high impact projects, helped better understand inter-relationships and the spatial and thematic links back to evidence with further opportunities to add value, understanding and development of climate commission and green recovery proposals. It was also useful to consider and remove those schemes which were out of scope.

Project information had now been submitted for all of the shortlisted proposals and the latest portfolio was summarised in the Town Investment Plan document considered in the previous item and as part of a presentation provided to the Board. The presentation illustrated how these projects would contribute to the key objectives and themes for the Town Fund and fit with the overall masterplan for the city.

In terms of project prioritisation, an assessment of their alignment with the Intervention Framework had been undertaken together with an assessment against local criteria based upon strategic fit, evidence of need and impact. In addition, the Green Book Criteria, the assessment criteria that would be used by Government in assessing submissions, had also been used which focussed on value for money, affordability, achievability, commercial viability and support.

Further to the above assessment, a separate high-level assessment had been undertaken by the Council's consultants which scored and identified gaps and key risks.

It was acknowledged that some projects were still being developed and refined at the point the assessment had been undertaken, but the results of both assessments provided a good initial overview of where projects stood. It was noted, however, that there was significant cross-over between projects and that all projects included in the portfolio were of value and could contribute to the outcomes and vision of the Lincoln Town Improvement Plan. All projects, for example, scored considerably higher than 50% as part of both assessment exercises. It would therefore be necessary to consider projects and their prioritisation very critically. Further details were also being worked up on the anticipated cost of delivering some projects so there were still opportunities to see where projects could be delivered for less than anticipated, thereby requiring less of a funding ask. It was also accepted that the list of prioritised projects did not necessarily reflect their significance in respect of cost and deliverability.

In answer to a question regarding revenue projects, it was noted that the Lincoln Made Smarter project was the only project in the portfolio that was revenue as opposed to capital.

It was reported that the value of the project portfolio currently exceeded the funding envelope of £25 million, which if submitted on that basis meant that they would be subject to a greater degree of appraisal and due diligence. It was agreed that this additional scrutiny should be avoided if possible as some of the costs associated with individual projects were estimated at this stage of the process.

Jo Walker, as part of her presentation, provided members with an overview as to what each project consisted of. Project leads were invited to provide additional information in relation to their projects, however, it was noted that this had been covered in some detail at the workshop held on 24 July. In considering individual projects, Board members, in recognition of some conflicts of interest, declared interests as follows:

- Mary Stuart – declaration of interest in the Health and Wellbeing Centre, Lincoln City Football Club Stadium and Community Redevelopment and Hospitality Events and Tourism Institute projects due to her role at the University of Lincoln;
- Liam Scully – declaration of interest in the Lincoln City Football Club Stadium and Community Redevelopment project due to his role at the City of Lincoln Football Club. He also declared that he was a member of the Lincoln City Foundation;
- Caroline Killeavy – declaration of interest in the Hospitality Events and Tourism Institute project due to her role at the YMCA and her involvement as a partner in the project. She also declared that she was a member of the Lincoln City Foundation;
- Gary Headland – declaration of interest in the Health and Wellbeing Centre, Lincoln City Football Club Stadium and Community Redevelopment and Hospitality Events and Tourism Institute projects due to his role at Lincoln College;
- Charlotte Goy – declaration of interest in the Hospitality Events and Tourism Institute and Lincoln Central Market and Vibrant Public Realm projects due to her role at Visit Lincoln.

It was noted that projects would be subject to further independent analysis prior to being included in the final version of the Lincoln Town Investment Plan, with the final decision ultimately being taken by the City Council's Executive. It was therefore deemed as being unnecessary for any member of the Board who had declared an interest relating to projects to leave or withdraw from the meeting during discussion as part of this item.

Gary Headland reflected on the significant amount of work project leads would need to undertake over the next few weeks and asked whether any upfront funding would be available by way of project support. It was noted that some funding had been allocated for this purpose, however, the initial amount scheduled for receipt from Government would not be sufficient to support each project and it was unclear whether any further funding would be provided upfront for such use.

In addition to the list of projects included in the portfolio, a further project for Greyfriars had been proposed which had received support from the Heritage Lottery Fund and included match-funding as a significant heritage site.

Gary Headland asked whether any further guidance had been issued regarding co-funding, particularly in respect of any respective ratios that may be expected. No specific levels had been set in respect of co-funding but it was essential to demonstrate that this had been explored, with the more co-funding achieved the better for individual projects.

It was agreed that a working group be established, comprising three members of the Board who had no conflicts in any of the projects included within the portfolio, to provide an independent review of the prioritisation of projects. The working group would also consider the inclusion of the Greyfriars project as part of the portfolio. Karl McCartney MP and Peter Neil volunteered to join the sub-group. A further representative would be invited to fill the remaining place from those members not in attendance and the working group would meet in the next few weeks.

It was RESOLVED that:

- (1) The report and presentation be noted.
- (2) A Working Group to independently consider the prioritisation of Town Deal projects be established, as set out above.

27. Next Steps and Next Meeting

It was RESOLVED that the following timeline be approved:

- final drafting and refinement – 28 September 2020 to 8 October 2020;
- final information for projects – 8 October 2020;
- consideration by Lincoln Town Deal Board – 23 October 2020;
- consideration by City Council Executive – 26 October 2020;
- Town Improvement Plan submission – 29 October 2020.