

**Present:** Mary Stuart (University of Lincoln) *in the Chair*, Angela Andrews (City of Lincoln Council), Jacqui Bunce (NHS Lincolnshire), Tim Chambers (Cool Data), Lord Cormack (House of Lords), Charlotte Goy (Visit Lincoln), Gary Headland (Lincoln College), Valerie Johnson (St Mark's Retail Centre), Caroline Killeavy (YMCA), David Lewis (Siemens Energy), Karl McCartney (Member of Parliament for Lincoln), Councillor Ric Metcalfe (City of Lincoln Council), Peter Neil (Bishop Grosseteste University), Leo Scott Smith (Tended), Liam Scully (Lincoln City Football Club) and Edward Strange (Brewin Dolphin).

**Also in Attendance:** James Baty (Lincolnshire County Council), Kate Ellis (City of Lincoln Council), Peter Holmes (Cities and Local Growth Unit at the Department for Business, Energy and Industrial Standards and Ministry for Housing, Communities and Local Government), Cheryl Evans (City of Lincoln Council), Mick Lazarus (Cities and Local Growth Unit at the Department for Business, Energy and Industrial Standards and Ministry for Housing, Communities and Local Government), Will Mason (Lincolnshire County Council) and Jo Walker (City of Lincoln Council).

### **1. Apologies for Absence**

Apologies for absence were received from Councillor Richard Davies (Lincolnshire County Council); Nicole Hilton (Lincolnshire County Council); Group Captain Steve Kilvington (RAF Waddington); Ursula Lidbetter (Lincolnshire Co-operative); and Nick Worboys (Longhurst).

It was noted that Will Mason was attending the meeting on behalf of Nicole Hilton of Lincolnshire County Council.

It was reported that Mr Marc Jones (Lincolnshire Police and Crime Commissioner) had resigned from the Lincoln Town Deal Board with immediate effect. The Chief Executive of the accountable body would seek feedback from him on his time as a member of the Board.

The Board noted its thanks to Marc Jones for his valuable contribution at meetings.

### **2. Minutes of the last meeting held on 10 May 2021**

RESOLVED that the minutes of the meeting held on 10 May 2021 be confirmed as a correct record.

### **3. 2-Month Submission**

A letter and accompanying documents were presented by Jo Walker (Assistant Director of Growth, City of Lincoln Council), which set out the proposed Town Deal

Programme for Lincoln, in accordance with the Heads of Terms Offer and Stage 2 Guidance.

It was highlighted that the Lincoln Town Deal Programme included thirteen projects, as selected by the Lincoln Town Deal Board at its meeting on 10 May 2021 to fit within the funding envelope of £19 million. Following the Board's decision on the selection, the relevant documents had been submitted to the Government in accordance with the Heads of Terms Offer and Stage 2 Guidance. Formal feedback had not yet been received from the Government. The programme leads had been kept informed of progress and the selected projects had been invited to commence developing full business cases ready for submission.

Mick Lazarus, the representative of the Cities and Local Growth Unit at the Department for Business, Energy and Industrial Standards and Ministry for Housing, Communities and Local Government, advised that it was hoped all town deal board submissions would be reviewed within approximately three weeks. Once reviewed and subject to the Government being content with the submission, confirmation would be received. If there were any areas requiring clarification during the review period, this would be sought from the accountable body. It was confirmed there would be no unnecessary delays in the process.

RESOLVED

That the update be noted.

#### **4. Town Deal Stage 2**

The Board received a presentation by Jo Walker (Assistant Director of Growth, City of Lincoln Council) on the future arrangements for the Lincoln Town Deal Board, which covered the following areas:

- Final Project Selection – Outline;
- Process – Business Case Development and Approvals;
- Proposed Timeline – next twelve months;
- Roles and Responsibilities of the Town Deal Board; Investment Sub-Committee; Delivery Board; and the accountable body;
- Key Points;
- Current Board Structure; and
- Investment Sub-Committee and Terms of Reference.

During the presentation, the following points were noted:

- It was proposed that the Lincoln Town Deal Board would retain oversight of the programme, with the Investment Sub-Committee being responsible for the approval of final project business cases in partnership with the Accountable Body, with each business case being subject to an independent due diligence process. The Delivery Board would continue to meet as required to bring together lead partners to co-ordinate the development of business cases and project delivery.
- Nominations to sit on the Investment Sub-Committee, which would consist of eight members, would be sought. It was advised that the secretariat to the Board would email members of the Board inviting nominations. Meetings of

the Investment Sub-Committee would be held monthly, beginning in August 2021.

- Meetings of the Lincoln Town Deal would be held quarterly, commencing in September 2021.
- The membership of the Board was discussed and it was suggested that consideration be given to whether there were any gaps in the membership and to email the Board's secretariat with any suggestions. It was also suggested that a skills audit be completed by all members of the Board and returned to the Secretariat.
- It was reiterated that the programme leads of the selected projects had been invited to commence developing full business cases ready for submission. The deadline for submission of business cases to the Accountable Body was 31 December 2021.
- Final deadline for approval / submission of full business cases to the Government was 22 March 2022. Full business cases could be submitted for approval, as and when ready, to the proposed Investment Sub-Committee.
- It was emphasised that the responsibility for the development and drafting of the final business case would sit with the lead partner for the project in each case. However, the City of Lincoln Council would work with project leads to provide expert support where possible, subject to available funding.
- Independent due diligence would be undertaken on all business cases to support the City of Lincoln Council and the Investment Sub-Committee in its decision making.
- In response to a question relating to the completion dates for the projects, it was advised that the overall programme covered 2025/26. However, there would be some projects delivered before this time, with some early delivery from 2022 onwards. It was agreed the Board would receive an update at the next meeting on when each individual project would commence and target completion dates.

The Board was advised in response to a question by Gary Headland, that it was proposed by the Accountable Body that in relation to the any upfront costs incurred with developing a business case, any eligible costs relating to the development could be claimed retrospectively, subject to the approval of that business case. It was further proposed that the relevant date in respect of retrospective costs should be 22 March 2021, when the Heads of Terms Offer was accepted. Furthermore, Mick Lazarus, the representative of the Cities and Local Growth Unit at the Department for Business, Energy and Industrial Standards and Ministry for Housing, Communities and Local Government, advised that guidance by the Government on upfront funding for project develop was currently under consideration and development. It was advised that it was currently proposed as part of the draft guidance that up to a 5% advance payment could be available as part of this guidance. It was hoped the guidance would be issued shortly. In response to the proposal regarding the funding of retrospective costs and applicable date, Mick Lazarus confirmed that whilst the guidance on funding arrangements was still being developed, it was up to the local area and its S151 Officer to define and agree 'eligible spend' and the date it could be claimed from. Mick reminded the Board that although Lincoln had flexibility in defining eligible spend, it should be mindful that there was a £19 million spending envelope to work within.

It was confirmed by Mick Lazarus that summary documents for projects could be submitted as and when ready, and it was not necessary to wait until 22 March 2022 when they were all ready for submission. This would assist in the deliverability and target completion dates of some projects.

It was highlighted by Mick Lazarus that the Government had recently issued guidance on communications and branding for projects.

## RESOLVED

- (1) That a report be submitted to the next meeting of the Board detailing the target commencement and completion dates for each project.
- (2) That the Board be requested to email the Secretariat with any suggestions on potential gaps in membership and how these could be filled.
- (3) That the Secretariat be requested to email a Skills Audit to all members of the Board for completion.
- (4) That the Secretariat be requested to seek nominations via email from the Board for the Investment Sub-Committee.
- (5) That communications, branding and community engagement be discussed at the next meeting of the Board.

## 5. **Proposed Meeting Schedule**

Further to Minute 4, it was reiterated that the frequency of the meetings for the Investment Sub-Committee would be monthly, with the first meeting scheduled for August 2021.

Meetings of the Lincoln Town Deal Board would be held quarterly, with the next meeting in September 2021. The date and time was to be confirmed.