

## LINCOLN TOWN DEAL BOARD

**Friday, 18 March 2022**

**10.00 am**

**Virtual via Zoom**

Membership:	Liam Scully (Chair), Angela Andrews, Jacqui Bunce, Tim Chambers, Lord Cormack, Councillor Richard Davies, Julian Free, Charlotte Goy, Gary Headland, Nicole Hilton, Valerie Johnson, Caroline Killeavy, Ursula Lidbetter, David Lewis, Group Captain Lorriman-Hughes, Karl McCartney MP, Ric Metcalfe, Peter Neil, Leo- Scott Smith, Edward Strange, Nick Worboys and Vacancy
Officers attending:	Kate Ellis (Strategic Major Developments Director), Jaclyn Gibson (Chief Finance Officer), Steve Welsby (Communications Manager) and Gill Wilson (Growth Strategy and Funding Manager)

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Please click this URL to join:

<https://us06web.zoom.us/j/86087847704?pwd=TmhJbDViYTdGbTJzRWdvdhHJDZ2VhZz09>

Passcode: 053302

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## AGENDA

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SECTION A	Pages
1. Apologies for Absence	
2. Declarations of Interest	
3. Minutes of the last meeting held on 14 January 2022	<b>3 - 8</b>
4. Investment Sub-Committee Update <i>(To receive a verbal update from Angela Andrews (Chair of the Investment Sub-Committee))</i>	<b>Verbal Report</b>
5. Project Programme Update <i>(To receive a verbal update from Gill Wilson (City of Lincoln Council))</i>	<b>Verbal Report</b>

6.	Programme Re-Profile Options Report  <i>(To receive a report by Kate Ellis (Strategic Director, City of Lincoln Council) and Gill Wilson (City of Lincoln Council))</i>	<b>To Follow</b>
7.	Date and Time of Future Meetings  <ul style="list-style-type: none"> <li>- 8 July 2022, 10am</li> <li>- 21 October 2022, 10am</li> <li>- 13 January 2023, 10am</li> <li>- 31 March 2023, 10am</li> <li>- 7 July 2023, 10am</li> <li>- 20 October 2023, 10am</li> </ul>	
8.	Communications Update  <i>(To receive a verbal update from Caroline Killeavy (YMCA) and Steve Welsby (City of Lincoln Council))</i>	<b>Verbal Report</b>
9.	Update on implications of Levelling Up White Paper  <i>(To receive a verbal update from Kate Ellis (Strategic Director, City of Lincoln Council))</i>	<b>Verbal Report</b>
10.	Any Other Business  <ul style="list-style-type: none"> <li>- Location of Future Meetings</li> </ul>	<b>Verbal Report</b>
11.	Exclusion of Press and Public	<b>9 - 10</b>

## **Part B**

12.	Town Deal Programme and Business Case Development - Town Deal Update Report	<b>11 - 24</b>
<b>[Exempt Paras 3]</b>		

**Present:** Liam Scully (*in the Chair*), Angela Andrews (City of Lincoln Council), Jacqui Bunce (NHS), Lord Cormack (House of Lords), Councillor Richard Davies (Lincolnshire County Council), Charlotte Goy (Visit Lincoln), Gary Headland (Lincoln College), Nicole Hilton (Lincolnshire County Council), Valerie Johnson (St Marks), Caroline Killeavy (YMCA), Ursula Lidbetter (Lincolnshire Co-operative), Karl McCartney MP (Lincoln Constituency MP), Councillor Ric Metcalfe (City of Lincoln Council), Peter Neil (Bishop Grosseteste University), Leo Scott Smith (Tended) and Nick Worboys (Longhurst)

**Also in Attendance:** James Baty, Kate Ellis, Cheryl Evans, Pete Holmes, Mick Lazarus, Steve Welsby and Gill Wilson

**16. Welcome & Apologies**

It was also noted that Group Captain Mark Lorriman-Hughes had replaced Group Captain Steve Kilvington on the Board with immediate effect.

Apologies for absence were received from Edward Strange and Group Captain Mark Lorriman-Hughes.

**17. Declarations of Interest**

Ursula Lidbetter (Lincolnshire Co-op) declared an interest in Minute 20 – Project Programme Update, as she had direct involvement with the Lincoln Science and Innovation Park.

**18. Minutes of the Last Meeting Held on 17 September 2021**

It was requested that ‘Charlotte Goy (Visit Lincoln)’ be replaced with ‘Nicole Hilton (Lincolnshire County Council)’ on page five of the agenda pack.

RESOLVED

That the minutes of the meeting of the Board held on 17 September 2022 be confirmed as a correct record, subject to the above amendment.

**19. Matters Arising**

The Democratic Services and Elections Manager advised that there were still vacancies on the Board for the University of Lincoln and the Police and Crime Commissioner. It was confirmed that the relevant offices would be contacted.

It was also advised that similar to the advice given at the meeting of the Board in May 2021 when a decision was required on project selection, it was confirmed that all voting members could vote on the recommendations in the report for Minute 22 – Options for Reassigning HIVE Project Outputs and Expenditure.

**20. Project Programme Update (Verbal Report)**

The Board received an update on the Project Programme from Gill Wilson (Growth Strategy Funding Manager).

The Board was advised that in accordance with the Town Fund Government Guidance, Phase 2 of the Town Fund Process had now commenced, which included:

- Developing detailed Projects and Business Case Guidance;
- Business Case Assurance; and
- Producing and Submitting Town Deal Summary Documents.

The programme was currently on target for meeting the agreed deadline for business case assurance to be completed by 24 March 2022, subject to a decision on the HIVE project, as detailed at Minute 22.

It was explained that the next steps of the process included:

- Achieving a positive 'Gateway Two Decision' from Government on funding release and implementation for the rest of the projects, including any project adjustments;
- Completing Grant Funding Agreements with assured Project Partners;
- Processing Project funding claims and monitor delivery and project outputs/outcomes on a quarterly basis from March 2022.

RESOLVED

That the Project Programme Update be noted.

## **21. Investment Sub-Committee Update (Verbal Report)**

The notes of the meetings of the Investment Sub-Committee meetings held on 16 August 2021; 16 September 2021; 15 November 2021; and a draft minute of the discussion on the Programme Review Options had been circulated in advance of the meeting and were taken into consideration as part of Minute 22.

Angela Andrews (Chair of the Investment Sub-Committee) advised that four projects had been reported to the last Board meeting, having reached full business case with conditional funding awards, which included The Drill; Lincoln Central Market; Lincoln City Football Club; and Tentercroft Street, and two projects had been approved for forward funding.

There had been three further meetings, with seven of the remaining nine projects having been reviewed and assured with conditions for investment through the Town Deal Programme.

It was noted that the HEAT project was due for consideration at a meeting in February 2022. It was also reported that the HIVE Project had been withdrawn from the programme. The Investment Sub-Committee had considered the options report as presented in the report for Minute 22 and made recommendations as detailed in the draft minute.

A discussion took place regarding the draft minute on the Programme Review Options when it was confirmed by Peter Holmes and Mick Lazarus (Cities and Local Growth Unit at the Department for Business, Energy and Industrial Strategy and the Department for Levelling Up, Housing and Communities) that a like for like replacement was not expected. However, value for money should be demonstrated

and it was advised to refer to the original guidance to ensure any replacement met the criteria.

RESOLVED

That the notes of recent meetings of the Investment Sub-Committee be received.

## **22. Options for Reassigning HIVE Project Outputs & Expenditure**

Kate Ellis (Strategic Director – Major Developments, City of Lincoln Council) presented a report which set out options for reassigning HIVE Project Outputs and Expenditure, which represented a £1m gap in the project programme. As referred to in Minute 21, any replacement should represent true value for money and that additional outputs were being achieved and therefore the original guidance must be followed. The Board recognised that the required timescales to find a replacement were constrained, as it was necessary to work to the existing deadlines. The Strategic Director presented the options available to the Board, which were set out within the report.

Angela Andrews (Chair of the Investment Sub-Committee) presented the recommendations of the Sub-Committee, which included:

- (1) The Town Deal Board be recommended to redistribute £61,000 of funding to the Store of Stories Community Grocery to secure project deliverability of the basis of the strong Business Case and benefit to cost ratio of 7.5:1, and confirmation of additional outputs being achieved.
- (2) The Town Deal Board be recommended that all Programme Projects be invited to highlight any pressures to utilise the addition funding by completing the form presented in the pack by 28 January 2022 for assessment against the reported criteria.
- (3) The Town Deal Board be recommended to invite Lincoln Science and Innovation Park and any other identified projects, to provide a full Business Case for due diligence assessment and reporting to next Investment Sub-Committee.

The Board was invited to ask questions and make comments, where the following points were noted:

- A suggestion was made for a cultural restart project to be explored and whilst it was acknowledged this would involve revenue expenditure, it could be added to existing capital projects which would add value for money and additional outputs. The limited timeframe of needing to submit any new or revised business cases within two weeks was also discussed and whether this could realistically be delivered by partners.
- The Board discussed the possibility of inviting the Lincoln Science and Innovation Park and also Wigford Way to provide a full business case, whilst highlighting the tight timescales associated with doing so.
- The Board discussed the need for any new project to demonstrate true value for money and additional outputs; and in addition, for existing projects, they could highlight any de-risking as a result of the funding bid.

- The Board also discussed the possibility of introducing a reserve list of projects.
- The Board emphasised the need for any new or amended businesses which were submitted to be assessed against set criteria. Assurances were given that existing criteria would be applied and any new or amended business cases would be subject to the relevant due diligence.

After being put to the vote it was RESOLVED

- (1) That £61,000 of funding be redistributed to the Store of Stories Community Grocery to secure project deliverability of the basis of the strong Business Case and benefit to cost ratio of 7.5:1, and confirmation of additional outputs being achieved.
- (2) That all Programme Projects be invited to highlight any pressures to utilise the addition funding by completing the form presented in the pack by 28 January 2022 for assessment against the reported criteria.
- (3) That the Lincoln Science and Innovation Park and Wigford Way, as well as other existing projects which could potentially meet existing deadlines, be invited to provide a full Business Case for due diligence assessment and reporting to the next Investment Sub-Committee.
- (4) That a reserve list of projects be developed.

## **23. Communications & Engagement Strategy**

Consideration was given to a report on the Communications and Engagement Strategy for the Lincoln Town Deal Board projects, in which it was proposed that a sub-group of the Board be established to oversee the plan.

The Board was reminded that on 22 March 2021 the Heads of Terms Offer from Government had been accepted and final project selection was submitted on 24 May. All final selected projects were now being developed to full business case stage, in readiness for approval by 22 March 2022.

The Programme consisted of thirteen projects, eleven of which were to be delivered by partner organisations, overseen by City of Lincoln Council. The Communication and Engagement Plan helped set out how Lincoln Town Board would engage effectively with stakeholders, demonstrate the success of its work and ensure people understood what it did. The Sub-Group would be supported by the Communications Manager, City of Lincoln Council.

Caroline Killeavy volunteered to Chair the sub-group and Charlotte Goy volunteered to sit on the sub-group. It was agreed that the Democratic Services and Elections Manager would email all members of the Board to seek further volunteers.

RESOLVED

- (1) That the Communications and Engagement Strategy be approved.
- (2) That a Communications and Engagement Sub-Group be established, as set out within the strategy.

- (3) That the Democratic Services and Elections Manager be requested to email all members of the Board to seek volunteers to sit on the sub-group.

**24. Date and Time of Next Meeting**

RESOLVED

That the next meeting of the Board be held on Friday, 18 March 2022 at 10.00 am via Microsoft Teams or Zoom.

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<b>SUBJECT:</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE AND TOWN CLERK</b>
<b>REPORT AUTHOR:</b>	<b>CAROLYN WHEATER, MONITORING OFFICER</b>

**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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