



LINCOLN TOWN DEAL BOARD

Friday, 9 June 2023

10.00 am

**Lincoln City Football
Club**

Membership:	Liam Scully (Chair), Angela Andrews, Jacqui Bunce, Tim Chambers, Lord Cormack, Councillor Richard Davies, Julian Free, James Foster, Charlotte Goy, Nicole Hilton, Valerie Johnson, Caroline Killeavy, Ursula Lidbetter, David Lewis, Group Captain Lorrimer-Hughes, Karl McCartney MP, Ric Metcalfe, Peter Neil, Edward Strange, Nick Worboys, Galjaard and Vacancy
Officers attending:	Francesca Bell (Assistant Director - Growth & Development), Kirsty Cheetham (Senior Communications Officer), Democratic Services, Kate Ellis (Strategic Major Developments Director), Jaclyn Gibson (Chief Finance Officer), Michelle Smith, Steve Welsby, Gill Wilson (Growth Strategy and Funding Manager), Francesca Bell and Democratic Services

AGENDA

SECTION A	Pages
1. Welcome & Apologies	
2. Minutes of the last meeting held on 8 March 2023	To Follow
3. Programme/Project Update	3 - 4
4. Monitoring and Evaluation Performance Report to DLUHC for period October 2022 to March 2023	5 - 8
5. Investment Sub-Committee Update	Verbal Report
6. Board Membership & Terms of Reference	
7. Project Presentation by LCFC and Lincoln Football Foundation	
8. Communications Update	Verbal Report
9. UK Shared Prosperity Fund	9 - 14
10. Levelling Up	Verbal

Report

- 11. Any Other Business
- 12. Date and Time of Next Meeting

SECTION B

- 13. Risk Rated Progress Report
[Exempt Para 3] 15 - 28
- 14. Monitoring and Evaluation Performance Report to DLUHC for period April to September 2022
[Exempt Para 3] To Follow



Paper One : Town Deal Progress Update Summary

Lincoln Town Deal Progress update at May 2023

HEAT, Drill and Store of Stories having completed the delivery phase and are now being monitored to measure/capture outputs outcomes and project impact. The programme team is working closely with the projects to support this. In addition, the Programme team have started to refine the monitoring frameworks with other projects in or about to start delivery – Lincoln Make Smarter and LCFC – to ensure data can start to be collected as soon as possible.

Lincoln Be Smarter project website launched in January with a formal event held on the 28th February. The application process is up and running and the first Grant Panel was held on the 2nd May.

LCFC has started on site, with completion expected within 12 months. The football club had a soft launch event at the beginning of May. A presentation will be given in respect of this project at the Town Board meeting.

Central Market is progressing well and on target for opening this autumn. Discussions have started with the Comms team regarding managing the opening and launch in October. The opportunity for Minister involvement has been flagged with DLUHC.

Greyfriars, Barbican and LSIP are still at pre-tender stage and as such currently have a higher risk status due to need for cost clarification prior to Grant Funding Agreement signing. The Barbican is currently undertaking a tender return review and analysis and an update on costs/deliverability is expected at the end of June next month. Subject to a positive outcome they are hoping to be on site in July and completed by May 2024. Greyfriars and LSIP – aren't programmed for delivery until end of this year and are progressing with design/cost assessment and pre-tender and we will be able to update further at the next meeting.

Lincoln Connected Project had a change in delivery partner as reported at the December meeting and a revised project plan in the form of a Digital Roadmap was completed at the beginning of May. This Plan, as the response to the project adjustment is currently being assurance reviewed prior to the necessary GFA variation. Tenders are currently being prepared for the new website provider, with a go live date targeted for December this year. A proposal for the provision of a signage strategy prior to a planning permission application and delivery of a pilot new signage scheme is also currently being assessed. Details of the Creative/

programme are still to be confirmed, but will be aligned with the delivery of the new website and new signage, to drive use and visitor numbers to the City centre.

Wigford Way and **Sincil Bank** are identified as key interventions within the Town investment Plan and the Lincoln Transport Strategy aimed at reducing severance, rebalancing options for sustainable travel, improving air quality and supporting the wider regeneration and development to unlock future growth.

Wigford Way feasibility report has now been completed but final costings are still awaited.

Sincil Bank Scheme has been rescoped by the County Council but a final proposal has not yet been received. Once received, the proposals will be assessed against Investment Plan objectives alongside options for addressing any gaps identified to ensure a viable investment is delivered. The emerging final scope is proposed for reporting and consideration at the next Town Board meeting.

Tentercroft Street Feasibility study– This has stalled primarily due to land acquisition progress and the uncertainty within the development sector – this position is now being addressed and delivery is now proposed for 24/25.

Recommendations

- That Committee recommend that once the final costs and scheme proposals for Sincil Bank and Wigford Way Projects have been received, officers review against Investment Plan objectives and review options if gaps are identified for reporting back to Board in September.
- That Committee agree to reschedule delivery of Tentercroft Street to 2024.



Paper 2 ; Monitoring and Evaluation Performance Report to DLUHC for period October to March 2023 – A summary

The final Excel Monitoring and Evaluation Performance report template, required for reporting to DLUHC on a six monthly basis under the terms of the Town Deal Agreement, has been circulated separately under part B of this Agenda. This covering report summarises the contents of the report, in terms of Progress, Finances, Outputs and Risks for the period October 22 to March 23. The deadline for returning the report is the 9th of June 2023.

Programme /Progress Status to be reported Oct to March 2023

- Delivery Phase had been completed across 3 projects, the Drill, HEAT and Store of Stories total value £2.3M
- Delivery was on Programme across 4 projects Lincoln Central Market, Lincoln Made Smarter, Greyfriars, and LSIP total value £8.4m
- Delivery Programme had slipped across all other projects as follows;
 - Lincoln Connected, due to delay in delivery partner changes, finalising the delivery plan and procurement period requirements
 - LCFC and the Barbican, due to outstanding planning/listed building approvals and additional funding confirmation.
 - Sincil Bank, due to delays in finalising the proposed deliverable scheme and getting Highway Authority approval.
 - Wigford Way Feasibility study due to delays in getting Highway Authority sign off
 - Tentercroft Street Feasibility study delayed due to needing to fully understand and clarify the market needs of the site.

All the above Projects are still currently viewed as deliverable within the overall Town Deal programme.

Financial status to be reported Oct to March 2023

Expenditure against the baseline June 22 forecast, - the forecast DLUHC are measuring Lincoln Town Deal programme against, - was £2.4M below. Forecast being £8,890,984 actual £6,416,053. The underspend was a result of £500K market

expenditure not achieving defrayal by March 23 and the remaining £2M a result of the delays in Barbican, Sincil Street and LCFC starting on site.

No major concerns are raised at this stage with regard to this underspend, which should accelerate and 'catch up' over the next two financial years as the delayed projects start delivery on site.

Outputs to be reported Oct to March 2023

At March 2023 the Lincoln Town Deal has delivered of 1 new cultural facility (Drill) and 1 new community Hub (Store of Stories), the latter also represents 1 historic building renovated and restored for reuse as commercial space (235.7m²) and new office space (88.5m²).

Across the programme 15 FTE jobs have been created and 5 temporary jobs.

The Drill Project has provided capacity for an additional 100 people to be trained, with 260 trainees enrolled overall at the new facilities.

And the support that Store of Stories has been able to offer families has been meant it is estimated that 1006 less children per year are suffering from the effects of food poverty.

Programme Risk to be reported Oct to March 2023

The top 3 programme risks identified for reporting to DLUHC are 1. cost risk – rising costs and inflation, 2. project reporting/monitoring and evaluation risk and 3. programme slippage risk.

With regard to cost risk, projects at most risk are those at pre tender. Projects are managing this risk through rigorous pre tender cost analysis and evaluation and post tender cost engineering if necessary to ensure a deliverable scheme – no projects at this stage have raised any issues regarding deliverability in this respect but all are aware of cost pressures. Regular meetings and updates with the projects will 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 and identify an efficient monitoring framework - this work will also be looking to identify and capture any wider benefit and outcomes as part of a mid Programme report in December this year.

With regard to Programme slippage, at the moment all projects identified as delayed are unlikely to impact on programme as a whole as they can still feasibly be delivered by the end of the programme over the remaining three years.

With regard to individual Projects risks, higher mitigated risks identified to date include;

- Cost risks associated with the Barbican and Greyfriars – as mentioned above they are both pre-tender and both old historic buildings with potentially unidentified/ cost risk. These risks will only be known post tender.
- Project development risk regarding Tentercroft Street was a result of delayed commencement due to the need to clarify market requirements and address land assembly issues.
- Risks associated with a potential scope change in respect of Sincil Bank and the Wigford Way feasibility options report. The Programme Team are yet to receive the final Sincil Bank scheme but will assess any changes proposed against the Investment Plan objectives and report back to a future Board.

Recommendation

That subject to report being signed off by the City Council's Finance Officer Town Board Chair that Town Board recommend that the Monitoring and Evaluation Performance Report, as presented, be submitted to DLUHC by 9th of June deadline.

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UKSPF programme update for Ton Deal Board
9th June 2023

Round one of UKSPF

A round 1 programme of projects valuing £1,453,725 was approved for development and delivery at the City Council's Executive Committee 20.3.23.

Round one has 8 projects in total, 3 of which are projects ready for delivery and 5 of which require further scoping.

The project details and financial commitments are as follows;

Community and place

Project	2022/23	2023/24	2024/25	Total
Cost of living support	£26,459	£55,125	£46,750	£128,334
Community grants scheme		£75,000	£75,000	£150,000
Development of community hubs		£250,000 ringfenced	£250,000 ringfenced	£500,000
No wrong door	£21,142	£17,841	£18,565	£57,548
Total	£47,601	£397,966	£390,315	£835,882

Supporting local businesses

Project	2022/23	2023/24	2024/25	Total
Lincolnshire Growth Hub		£72,797.32	£72,797.32	£145,595
Business advisor		£50,000	£50,000	£100,000
Employment scheme		£125,000	£125,000	£250,000
Total		£247,797.32	£247,797.32	£495,595

People and Skills

Project	2022/23	2023/24	2024/25	Total
The Restore Programme	£36,410	£41,412	£44,426	£122,248
Total	£36,410	£41,412	£44,426	£122,248

*Those highlighted green are the ready to deliver projects.

- A round 2 programme of projects valuing £1,357,048 is to be developed for approval at the November 2023 Executive Committee

Programme overview for round one:

Project	Programme Management
Pillar	All
UKSP Funding	

Match Funding	
Project lead	City of Lincoln Programme Management Team
Key Date/ Indicative Work Programme	Indicative Consultant Support Requirements
Quarterly Progress summary Reports 23/24 and 24/25 March, June, Sep, Dec Six monthly Project Progress Summary, Outputs, Outcomes and Expenditure	Liaison with all Project leads for the production of Progress Summary reports. Support with assurance framework design To develop monitoring frameworks for projects where applicable and support ongoing project monitoring in compliance with the City Council's assurance processes and DLUCH requirements.
Sept 2023 Workshop review; performance of Round 1 projects , gap analysis against need, drafting of round 2 project list	Management support and attendance at workshop. Performance review and gap analysis against SPF/Investment Plan objectives and priorities
November 2023 Round 2 Projects finalised and approved	To support projects partners in developing and finalising their project plans and developing any assessment criteria frameworks for round 2 priority assessment to inform Board and Executive Committee decisions.

Round 1 Project Allocation Approved (20.3.23)

Project	Community Grant Scheme Project
Description	Community grant scheme coving the whole of Lincoln City. Grants available for up to £5,000 to provide community groups with support funding.
Pillar	Community
UKSP Funding	£150,000
Match Funding	
Project lead	City of Lincoln and Investors in Lincoln
Key Date/ Indicative Work Programme	Indicative Consultant Support Requirements
May to June 2023 Planning and finalising the Project Priorities and Scope	Support drafting Project priorities and scope Support with reviewing/developing the grant application process, application forms, assessment criteria and monitoring framework. Support with cost planning and forecasting
June/July 2023 to March 2025 Launch, Delivery expenditure and output monitoring	Support monitoring and progress reporting. Support the grant drawdown /claim process
March 2025 Completion of all expenditure	To support project leads in evaluation and reporting final outcomes.
Project	Community Centre – New Model at Sudbrooke Drive
Description	The remodelling of the existing Sudbrooke Drive Community Centre offer for the provision of community services that support local needs and drive use and benefit

Pillar	Community	
UKSP Funding	£500,000	
Match Funding		
Project lead	City of Lincoln and third sector delivery partners	
Key Date/ Indicative Work Programme		Indicative Consultant Support Requirements
May to Sept 2023 Planning and finalise Project priorities and scope. Identify any capital expenditure and procurement requirements.		Support the Project Lead in project planning and pre delivery stages. Production of scoping documents, liaison with Project delivery partners capital works planning and procurement advice . Support with cost planning and forecasting Support with sustainability planning
Sept to March 2025 Delivery Stage expenditure and output monitoring		Support monitoring and progress reporting. Support the claim process Provision of ,monitoring and evaluation framework
March 2025 Completion of all expenditure and outputs		To support project leads in reporting final outcomes.
Project	No Wrong Door	
Description	To develop the Acts Trust's existing bespoke Triage software, 'The Restore System' to make it instantly accessible to any and all participating organisations in the Greater Lincoln area.	
Pillar	Community	
UKSP Funding	£57,548	
Match Funding		
Project lead	Acts Trust	
Key Date/ Indicative Work Programme		Indicative Consultant Support Requirements
April/May Planning Stage and finalisation of Project Plan		Support the Project Lead in project development and delivery planning in compliance with the Lincoln UKSPF assurance requirements.
June 23-March 25 Delivery Phase		Support monitoring and progress reporting. Support the claim process
March 2025 Completion of all expenditure and outputs		To support project leads in reporting final outcomes.
Project	Business Lincolnshire Growth Hub	
Description	A Shared service delivery project to support Businesses across Lincolnshire	
Pillar	Supporting Local Business	
UKSP Funding	£145,595	
Match Funding		
Project lead	Lincolnshire Growth Hub/City Council Business and Investment Team	

Key Date/ Indicative Work Programme	Indicative Consultant Support Requirements
April to May 23 Finalise Delivery Agreement, Payment and monitoring arrangements.	NA
June 23 to March 2025 Delivery and monitoring of Business Support	Incorporate monitoring reports and any relevant analysis into Programme Progress and output reports
March 2025 Completion of all expenditure and outputs	To support project lead in reporting final outcomes.

Project	Business Advisor for Lincoln	
Description	The appointment of a Business Support Adviser targeted at supporting City Centre Businesses	
Pillar	Supporting Local Business	
UKSP Funding	£100,000	
Match Funding		
Project lead	City of Lincoln Assistant Director for Growth and Business and Investment Manager	
Key Date/ Indicative Work Programme	Indicative Consultant Support Requirements	
April to June 23 JD and PS drafting March 2025 Completion of all expenditure and outputs 25	NA	
July-Ost 23 Recruit and appoint	NA	
March 2025 Completion of all expenditure and outputs 25	Incorporate monitoring reports and any relevant analysis into Programme Progress and output reports	

Project	The Restore Programme	
Description	Restore Programme is designed to empower those aged 18+ to understand and overcome issues of poverty. During each term (Autumn, Spring, Summer) the Acts Trust will run a full module of courses in up to three different locations in Lincoln.	
Pillar	People and skills	
UKSP Funding	£122,248	
Match Funding		
Project lead	Acts Trust	
Key Date/ Indicative Work Programme	Indicative Consultant Support Requirements	
April/May Planning Stage and finalisation of Project Plan	Support the Project Lead in project development and delivery planning in compliance with the Lincoln UKSPF assurance requirements.	

June 23-March 25	Delivery Phase	Support monitoring and progress reporting. Support the claim process
March 2025	Completion of all expenditure and outputs	To support project lead in reporting final outcomes.

Round 2 Project Allocation Yet to be approved

Project	Round 2 Project prioritisation and allocation	
Description	In response to a gap analysis of ukspf priorities being delivered through the round 1 programme, identify a project programme for round 2	
Pillar	Var	
UKSP Funding	£1, 357,048	
Match Funding		
Project lead	City of Lincoln Management Team	
Key Date/ Indicative Work Programme	Indicative Consultant Support Requirements	
May -September 2023	Review and planning Liaison with potential delivery partners Finalise scope and priority criteria	
September -November 2023	Develop projects Support delivery partners with assured bids	

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