



**A place to start,
to stay, to grow!**

Staveley Town Deal Board

16th July 2021

Programme activity report

1. Introduction

The paper provides an update on activity since the previous Board meeting and progress that project sponsors are making towards full business case development.

2. Recommendations

It is recommended that the Board:

- 1) Note the work undertaken since the last meeting.
- 2) Note the latest project tracker and agree to schedule monthly Board meetings from September 2021 to March 2022 in order to increase capacity for business case approvals.
- 3) Use their networks to promote the programme team roles currently being advertised.
- 4) Note and comment on the draft strategic risk register.

3. Business case development

Engagement has continued with project sponsors to support the work required to develop full business cases. Further one to one meetings have taken place and monthly meetings for all project sponsors have been arranged. The Towns Fund Delivery Partner continues to support the engagement with project sponsors including providing feedback on draft business cases. A project tracker is now in use and considered at each monthly meeting of the Town Deal Programme Board. This summarises the status of each project business case and sets out the anticipated timeline for draft and full cases, as well as the subsequent approval process. The latest tracker is included as appendix one to this paper.

As can be seen from the tracker, there is expected to be a steady flow of business case recommendations from September 2021 through to February 2022. In order to provide sufficient capacity and allow cases to be considered in a relatively timely way, it is recommended that Board meetings are scheduled on a monthly basis from September through to March 2022. March 2022 is the deadline for all summary documents to be returned to government following Board approvals. The programme team will continue to work with sponsors to try and ensure that business cases are spread out across that period, but if no approvals are due to come to a meeting (and there is no other pressing business), then a recommendation may be made to the Chair to cancel that meeting.



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Following agreement at the last Board meeting, approval for the first phase of the Staveley Miners Welfare Football Club project (car park) was sought by correspondence. Should Board approve this project, it is hoped that delivery will get underway over the summer which will allow the momentum generated by the accelerator projects to be sustained whilst other projects are developing business cases.

Hartington Industrial Park has been identified on the tracker as a further potential fast track project (though it should be noted that government is now classifying any project that is submitted prior March 2022 as a 'fast track' project). Demand for space at the site from potential occupiers is driving consideration of accelerating the development of the business case and consequent delivery.

The tracker also identifies projects where the capacity funding awarded is likely to be used to support project sponsor organisations. As agreed by the Board, this will be prioritised for those organisations that have more limited resources and/or capacity. Chesterfield Borough Council will also support organisations with making appointments using the capacity funding should that be required.

4. Accelerator Fund update

Springwell Community College – Performing Arts Canopy (£70,000 contribution)

The College has met with partners to determine the design and project costs for the canopy. Planning permission is required and is being prepared for submission to CBC. Once planning permission is approved, works can be carried out swiftly, therefore giving confidence of project completion by October half term.

5. Programme set-up

The Town Deal Programme Board continues to meet on a monthly basis in line with its roles set out in the Assurance Framework. The programme board is now being chaired by the CBC Chief Executive. At its June meeting it reviewed the progress of all projects using the tracker and considered the final business case for the Staveley Miners Welfare FC project (phase 1) and a draft case for Staveley Waterside. It also considered the communications protocol, risk register, monitoring and evaluation plan and progress towards a funding agreement template.

Following the appointment to the Town Deal Programme Manager post, recruitment is now underway to the rest of the programme team, namely the Town Deal Assistant (an apprentice position) and Engagement Officer. Support from Board members in promoting these roles, particularly to attract local applicants, would be very welcome. Details will be sent out with the Board papers. The programme team will be working flexibly in line with Chesterfield Borough Council policies as these evolve post-Covid, but will have an office base at the Healthy Living Centre in Staveley, in order to be accessible to the communities being served by the Town Deal.



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An appointment to an external assessor to consider full business cases as part of the process set out in the Assurance Framework is expected imminently. CBC as the Accountable Body has been collaborating with 3 other councils in the D2N2 area to try and secure economies in making this appointment. As noted at a previous Board meeting, the capacity funding awarded for this phase of the programme will be used to fund the external assessment.

Following approval at the last Board meeting, documentation was submitted to government two months after Heads of Terms. Feedback on this has been received; this mostly related to the draft Monitoring and Evaluation plan and the need to ensure consistency and alignment with government's output framework. Further work is now underway on the plan and a final version of this is likely to come to the September Board meeting prior to submission to government.

6. Risk register

The Town Deal Programme Board has considered a draft Strategic Risk Register for the programme and will use this at every meeting in order to manage and mitigate strategic risk, as well as informing recommendations to the Staveley Town Deal Board. Risk registers for each project are also being developed, drawing from the emerging business cases. The draft strategic risk register is attached to this report as appendix 2 for comment.

7. Next steps

Appointments will be made to the programme team to bring this up to full strength. Timescales for business case development will be firmed up with project sponsors and a full timetable for external assessment, programme board consideration and Town Deal Board approvals will be developed. Monthly project sponsor meetings will commence and capacity funding drawn down to support those sponsors most in need to develop their business cases. Revisions will be made to the Monitoring and Evaluation plan ahead of bringing a final version to the Board. Risk registers for individual projects will be developed and considered by the Town Deal Programme Board.

Appendices

Appendix one	Project Tracker
Appendix two	Draft Strategic Risk Register