

Newark Town Board

AGENDA

22 April 2021

08:00 hours to 09:30 hours

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Forward Plan

Site Visit to Newark Construction College.

IASTI (Newark)[®] Presentation

SiSCLog Update

Castle Gatehouse Presentation

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Virtual Meeting of the Newark Towns Fund Board Meeting held on Thursday, 11 February 2021 at 8.00 am.

PRESENT: Board
Councillor D.J. Lloyd, Leader of NSDC – Co-Chairman
Mr. Tom Cartledge – Co-Chairman
John Latham, Director of DVC Projects, University of Lincoln
Tom Marsden, Lincoln College Group
Tony Aspbury, Chairman of Development Committee, Newark Showground
Linn Beaumont, Partnerships & External Relationships Manager for the Canal and River Trust (Newark)
Steff Wright, Chief Executive, Gusto UK
Ben Sumner, Director of Engagement & Partnerships, University of Nottingham
Kerri McGarrigle, Chair of Newark Business Club
Alan Mellor, Town Clerk Newark Town Council (*Mr. Mellor was only able to participate by using the Chat facility in the Teams Meeting.*)
Councillor Ronnie White, Chairman of Balderton Parish Council
Darren Burke, Director, Masdings

Others

Matt Lamb, Director Planning & Growth, NSDC
Robert Churchill, Capital Projects Manager, NSDC
Neil Cuttell, Business Manager Economic Growth, NSDC
Simon Witts, Founder & CEO, Aviation360
Jane Hutchinson, Town Centre Development Manager, NSDC
Frank Horsley, Head of Business & Innovation
David Wright, Cities & Local Growth
Councillor Keith Girling, Deputy Leader, NSDC
Sandhya Ward, Homes England
Sarah Forgione, Communication & Marketing Manager, NSDC
Will Parkinson, Economic Growth & Tourism Apprentice, NSDC
Ben Walton, RG&P
Nicola McCoybrown, Place & Growth Manager, NCC
Tim Brown, DWP

17.0 Apologies for Absence

The following apologies for absence were received from:

Jackie Insley, Sherwood & Newark Citizens' Advice
Nikki Burley, Newark Emmaus Trust
Richard Coppell, Urban & Civic Management Ltd.
Andrew Fox, Business Unit Director, Timico
David Jones, Chief People Officer, Timico
Tina Holmes, HR Director, NSK
Gary Headland, Lincoln College Group (substitute in attendance)
Sanjiv Kohli, Deputy Chief Executive/Director – Resources/S151 Officer, NSDC

18.0 Minutes from the Meeting held on 20 November 2020

AGREED and noted.

19.0 Declarations of Interest

None

20.0 Re-Election of Chair and New Membership

AGREED that Councillor David J Lloyd (DJL) and Mr. Tom Cartledge (TC) be re-elected as the joint Chairmen of the Newark Towns Fund Board.

21.0 Reflection on First 12 Months

TC shared with the Board the sad news of the passing of Andrew Stevenson, a Towns Fund Board Member from the University of Lincoln who was a strong and passionate advocate for the digital and logistics work. TC and the Board expressed condolences to Andrew's family, friends and colleagues. TC then welcomed John Latham (JL) to the Board who would represent the University of Lincoln moving forward.

TC advised Steff Wright (SW) that Collab, the alternative media platform, would be used for future meetings.

TC noted that 12 months had passed since the opportunity to bid for Towns Fund money had arisen and that there was a collective disappointment that no announcement had yet been made. The Board had moved at pace for the first 6 months and following a comprehensive consultation period, the ambitious Towns Fund bid was submitted on 31 July 2020. A number of other authorities had received their funding and Newark continued to wait despite the fact that the bid was strong and no meaningful clarifications had been sought. Newark continued to go through significant upheavals with those receiving the Job Seekers Allowance having doubled from those prior to the pandemic. TC noted that the bid was based on creating ambition, aspiration and opportunity in the town. He stated that he had raised this with Sir John Peace, with a letter also having been sent to the Permanent Undersecretary for MCHLG. We had had multiple suggestions of likely dates for announcements, all of which had passed.

In noting that he ran a business in Newark, challenged by Covid-19, but with a route through the lockdowns, TC stated that it was necessary to demonstrate hope, promise and an investment in people now. It was his wish that the Board continued to meet whilst waiting for the announcement to be made and that every effort be made to get confirmation of the funds being awarded to realise the transformational projects for the town. All indicators demonstrated that Newark was rightly a candidate for funding.

In summary TC noted: the Board's shared frustration; a common desire to keep the delivery of projects on track; the pressure from the Board in pressing for an announcement for the sake of the youth of the town; and for delivery of the projects and initiatives, as collectively they would push the town forward.

In noting that a representative from the Civil Service was participating in the meeting, Matt Lamb (ML) advised that 'encouraging noises' continued to be received in relation to an announcement being made shortly. He added that this would now be in relation to Cohort 1 and 2 towns.

In noting the frustrations of the Board, David Wright (DW) from Cities & Local Growth stated that the announcement of Newark's successful bid had been a victim of the Pandemic crisis which No. 10 were keen to manage. He advised that the pace with which the Board had submitted the bid had been recognised and that he was confident that a deal would be offered but that the delay was in the announcement of that.

In response to DW's comments, Steff Wright (SW) commented that the delay appeared to be more in relation to the local MP protecting his position for including his constituency town in the first Cohort. Frustration was made clear, with a need to allow Newark to be judged on its very strong merits and not against whether the constituency MP should also happen to be the Secretary of State.

Tom Marsden (TM) noted that all parties were attempting to work to a programme. IASTI needed to begin recruitment of students now to meet a September cohort. He added that the sector would be desperate in 3 to 4 years for engineers, ground crew and pilots, the very heart of the IASTI proposals. He further added that central government needed to be made aware that large businesses in the aviation sector were losing confidence in the ability to deliver the project and that if the delay were to continue they would look to relocate their support elsewhere as the model works and is replicable.

Speaking from an industry perspective, Simon Witts (SW) noted that the August press release about the IASTI project had been picked up by other parts of the country and also internationally, and that similar subsequent funding applications had been made under alternative funding streams. He stated that Newark ran the risk of falling behind, when in fact they should deliver first.

TC advised that in January 2021 the Lincoln College Group, Boeing and the MoD had been prepared to formally launch Newark's IASTI project but that he had requested that it be delayed pending announcement of the funding in order to manage expectations. He stated that he supported SW's comments but was desperate to keep the project on track in order to ensure that the potential 500 students enrolling at IASTI would benefit from doing so. He advised that the Board were now at a point where representations were required and that local and national politicians needed to be made aware that the Board would no longer quietly accept the delay. He stated that it was known that the Local Enterprise Partnership (LEP) had excess monies which required allocation yet despite that and the fact that other towns had had their funding awarded, Newark continued not to be included in any announcement.

In response to the above comments, DW advised that individual projects of any overall bid would not be announced as suitable to receive funding, rather it would be the town deal as a whole based on the Town Investment Plan. He stated that other towns were in the same situation, shared the same frustrations and that Newark was

not being singled out. It was likely that Newark's bid would be included alongside Cohort 2 announcements. DW again acknowledged the frustration of the Board and the delay to projects which central Government were aware of. He stated he was hopeful of an announcement soon but was not able to give a specific date.

TC queried as to what would happen should the supporters of the IASTI project make the decision to withdraw and look for an alternative location. DW advised that if that were to happen he would like an opportunity to update the Government and elected officials.

SW sought clarity on priorities: was it the ambition of the Newark Towns Fund Board and the projects within their bid or more so the political embarrassment of Robert Jenrick MP in relation to decisions to put Newark on the original list? He added that the MP had a good PR Team who would be able to manage any media interest arising from an announcement and that negative perceptions were unfortunately inevitable notwithstanding the Newark bid stands in its own right as does the need for intervention and funding in the Town. DW stated that the Towns Fund was focused on the projects and the Board's bid, which they were keen to support. It was the Government and the elected politicians that made the decisions based on advice. This would include when announcements will be made.

DJL commented that DW presented the Board with a focus for their frustrations but asked that he feed them back to Government. He stated that the number of Board members in attendance was a reflection of that frustration. The Board were losing credibility being unable with any funding certainty to share their full ambitions with the town. The continued delay had massive economic implications across multiple areas. From other bids submitted it was clear that Newark had submitted their proposals early - with encouragement – and had met all the necessary criteria. It was known that the bid had been shared and referred to as good practice. DJL stated that should the bid be unsuccessful all interested parties would be querying the reason why, using Freedom on Information requests and potentially a judicial review. He requested that DW inform Government that there was a bigger risk than that they were currently managing.

Darren Burke (DB) queried whether any guarantee could be given that the funding would be awarded. If so, monies could be borrowed against that. DW advised that no guarantee would be given.

ML read out a message from Alan Mellor (AM), who was unable to communicate with the Board as follows:

“Suggested that the Board issued a collective statement referring to no confidence in Robert Jenrick and asks for him to resign.”

ML also referred to DB's comments noting that a number of Board members had already made and continued to make financial commitments but that there would come a point when that could no longer continue.

In acknowledging AM's message, TC stated that the next step should be that DW reinforced with Government that the funding was needed but that subsequently a letter of no confidence in the local MP could also be submitted.

ML advised that the Board should consider whether the frustration was with the Government and the delay in the announcement or with a specific individual.

DJL stated that he would be unable to vote for a letter of no confidence both as a politician and also as to do so would reignite the issue of Newark being included on the list.

In reflecting on the comments made, SW noted DW's comments about the bid not being about individual projects but noted that each of them were significant. Specifically in relation to the IASTI, he stated that there were opportunities to raise specific evidence as to why the towns fund was so important for Newark. It was a project that dealt directly with the social mobility and inclusivity aspects at the heart of the town's fund. He noted that it would be possible to provide specific evidence as to how the delay had significantly affected the project e.g. the opportunity to bid for a large aircraft manufacturer to bring their apprenticeship programme to Newark. This had not progressed as there was nowhere for the apprentices to come to. SW suggested that it may be possible to highlight to appropriate people within Government the individual projects with a view to them being funded rather than them all being overlooked under the overall bid umbrella.

TC noted that the Board had had private sector interest in match funding and being part of a consortium. Again it was noted that it appeared not that the quality and validity of the bid were an issue, rather the delay to any announcement.

In confirming the University of Nottingham's support for the bid, Ben Sumner (BS) queried as to where the issue of the delay could be raised politically. DJL advised he would be willing to correspond again to Robert Jenrick MP and that talks had also been held with a number of other Ministers and MPs. He added that he would wish DW to share the frustrations of the Board with senior officials who advised Government.

Tony Aspbury (TA) endorsed previous comments that it would not be helpful to send a letter of no confidence with respect to the local MP. He agreed that this was a matter to raise with central government more widely, suggesting that the forceful and urgent nature of the case needed to be conveyed politically at all levels. He would be happy to co-sign a letter to that effect and to attend a meeting if necessary.

In drawing the discussion to a close TC summarised the points raised as follows:

- Major Concern - There was a timeline to the IASTI and there was a real danger that the opportunity for job creation and vocational opportunity for the town could be lost for decades.
- David Wright to share the frustrations of the Board with Government.

- David Lloyd to share the frustrations of the Board with the local MP, whether this be by letter, jointly signed by the Board, or independently. TC confirmed that he would also do this on an individual basis as a business owner.

ML advised that the frustration and anger of the Board would be captured and circulated to a chosen political audience thereby enabling the issue to be raised in multiple areas.

22.0 Newark Town Investment Plan Adoption and Towns Fund Deal

ML provided the Board with an update on funding discussions and the 'deal' Heads of Terms process. The report set out the expected process taken from the experiences of the first 7 Towns announced for Cohort 1, providing an example at Appendix 1 of the HoT offer from Government to the Blackpool Towns Deal. Paragraph 2.4 of the report highlighted that should not all the proposals be supported, it might be necessary for the Board to re-prioritise the TIP projects.

In considering the report the Board were advised that should the bid be successful and the HoTs agreed and signed, there was then up to a 12 month period when the funds could be applied for and drawn down. ML noted that should the HoT be wholly reflective of the TIP, then delegated authority was sought for the co-Chairmen to sign the agreement. He also advised that despite no guidance being published, the Government had been clear that seed corn funding would be released to allow project sponsors to work up their Business Case and whether the Board considered that Newark's lead project sponsors were correct.

ML advised that the Government had indicated that whilst there would be some revenue funding available to help with the working up of Business Cases guidance was silent on the ability to draw down funding in advance of Business Case sign-off for professional services support (eg. architects, project management, various 'ologies') which is often required to feed costs into Business Cases. This would likely be a significant and fatal risk for some projects who would need to instruct support asap. IASTI was a good example.

In noting the report and ML's presentation, TC commented that every effort must be made to assist IASTI by making funds available to allow them to work up their Business Case. He advised that he had received correspondence from the Lincoln College Group expressing their concerns in relation to the announcement of the funding and costs already incurred prior to the capital spend. He also noted that alternative sources of funding needed to be sought should there be no allocation from Government.

AGREED (unanimously) that the Board:

- (a) note the contents of the report; and
- (b) agree to the Co-Chairs of the Board signing the Heads of Terms (HoT's) with the Government, subject to the HoT's offered confirming full funding for all projects (as detailed at paragraph 2.5 on the report and on page 83 of the Newark Town Investment Plan, July 2020).

23.0 Business Case Development and Assurance

ML outlined to the Board the process for developing Business Cases for any grant supported project set out in the Town Investment Plan with paragraph 2.3 of the report outlining the 5 case process. The proposal set out in the report in relation to Business Case Sign Off and Assurance was for NSDC to procure an independent third party specialist consultant to assess the projects and the relevant Business Case. Paragraph 3.2 set out the proposals for Business Case Development by Project Sponsors, noting that it was likely that procurement of specialist support to develop the Business Cases would be required.

In considering the report, ML advised that NSDC would procure 2 third party specialist consultants. Firstly to procure specialists to write the Business Case for projects which the Council were the Lead Partner/Sponsor and secondly, a procurement on behalf of the Board for an independent consultant to assess all of the Business Cases. ML added that it was proposed to bring to the next meeting a proposed 'Newark Towns Fund Assurance Framework' (the AF) for adoption, subject to agreement by central government. He stated that the AF would seek the ability to capitalised revenue funding and release it (subject to repayment if not delivered) in advance of Final Business Case approvals. This would require negotiation with the Government as part of the HoT's process.

AGREED (unanimously) that the Board:

- (a) the lead partner for each project identified in the TIP be instructed to agree, subject to Towns Funding, to take responsibility for the creation of a Full Business Case for each project, utilising any 'see-corn' funding which may be agreed via MCHLG; and
- (b) approve the proposed recommendation to formulate a Newark Town Fund Assurance Framework, to be brought back for approval to a future meeting.

24.0 Newark Towns Fund – Project Updates

ML provided the Board with an update on the TIP Projects for the Accelerated Towns Fund (ATF) Projects: Construction College Expansion; 32 Stodman Street; and 20 Minute Town and other TIP Projects: Newark Gateway Site (the former Cattle Market and current Lorry Park); IASTI; Smart Innovation, Supply Chain & Logistics Enterprise Zone; and YMCA Community & Activity Village.

In considering the report ML recommended to the Board that the £77k funding for the 20 Minute Town be diverted to the IASTI to allow the capitalised revenue funding work to continue, noting the discussion in the previous item and that this would be subject to agreement from Government and the Council's Section 151 Officer. TM welcomed the diversion of the funding to support the development of the IASTI project.

AGREED (unanimously) that the Board:

- (a) noted the ongoing progress of the Town Fund and Accelerated Towns Fund Projects;

- (b) recommend to the NSDC s151 Officer and Government the diversion of Accelerated Funds from the 20 Minute Town proposals to the IAST – with a commitment to defray the £77,000 expenditure by end March 2021 or to an agreed date in the municipal financial year 2021/22.

25.0 Presentation of Proposals for 32 Stodman Street, Newark

Prior to the presentation by Ben Walton (BW) of RG&P, Neil Cuttell (NC) advised that the use of the accelerated funds had allowed the scheme to move forward by procuring professional services. NC provided a commentary on why the premise had been chosen for development, including the lack of meaningful market interest. NC listed the works undertaken to-date and that the scheme would be at a stage to submit a planning application at the end of March 2021. NC advised that, should the application be approved and the scheme would be a catalyst to increase in footfall, activity, and spend in the town.

Following the presentation NC reiterated that public grant was necessary for the viability of the scheme. He outlined to the Board the proposed timeframe for delivery of the scheme, noting that it could be complete and open by summer 2023.

TC thanked NC and BW for the presentation and noted that a number of questions had been raised in relation to: provision of affordable housing; need for car parking (should this be provided or should there be an encouragement to use public transport); consideration of changing the name of the development from St. Mark's Place; valuation (quantified loss of value against reduction in space); and the placement of the smaller retail units (the part near to where the former Pizza Hut was has never been a good retail space and would it be more appropriate alternative use).

In response to the queries raised, NC advised that: any provision of affordable housing would be subject to viability review; provision of car parking increases the value and 'saleability' of the flats; the reduction in developable ground floor space will be off-set (in valuation terms) by the provision of the upper floor; commercial space is being considered for possible community, co-working office and retail use including with possible linkage with the Buttermarket Scheme.

26.0 Newark Town Centre Update

The Board considered the report which provided an update on the various initiatives that were being undertaken in Newark Town Centre. These were noted as: Newark, Southwell, Edwinstowe and Ollerton is Open Campaign; Heritage Action Zone; Business Resilience Programme; High Street Diversification Fund Grant; Kirkstart; and Footfall.

AGREED (unanimously) that the Board note the report.

27.0 Any Other Business

ML advised that he had received correspondence from the Government in relation to any additional accelerated funding that the Board may wish access to that could be spent or committed by the end of March 2021. He noted that work was already underway on the YMCA full Business Case which required assessment and could potentially be commissioned with funding sooner than planned. He also referred to the highway and transportation work in relation to the Newark Gateway which is required to deliver the IASTI, SiSLog, and Newark Showground aspirations.

ML stated that he would liaise with the relevant Board members and put together a proposal requesting a maximum of an additional £120k revenue funds.

In closing the meeting, TC expressed his thanks to the NSDC Team for their continued work against a challenging and uncertain background.

DB queried whether any consideration had been given to the future provision of an electric charging hub car park whereby drivers could be directed off of the A1 and provided with a 2 hour stay to recharge their vehicles. ML advised he would speak to DB offline as this was part of an ongoing conversation with utility providers and the strategic highway network.

TA advised that he was carrying out some work with Gridserve who were the industry leader in electric charging points for vehicles, stating that Newark were on their radar and that he would feed back some of the comments from the meeting.

TA also advised that he was working on 2 other town centre schemes in Newark, in a professional capacity, which would be stimulated by the town's fund.

SW provided the Board with an update in relation to ways of working virtually, stating that there was a global move towards that type of business and the opportunities it provided.

TM expressed his thanks to Jayne Hutchinson for her efforts in relation to the Kickstart scheme. There had been a good take-up in the district and he encouraged others to consider the scheme as it gave opportunities to unemployed people, particularly those of a younger age.

Meeting ended at 9.28 am.

NEWARK TOWNS BOARD

22 APRIL 2021

THE NEWARK TOWN 'DEAL' AND NEXT STEPS

1.0 Purpose of Report

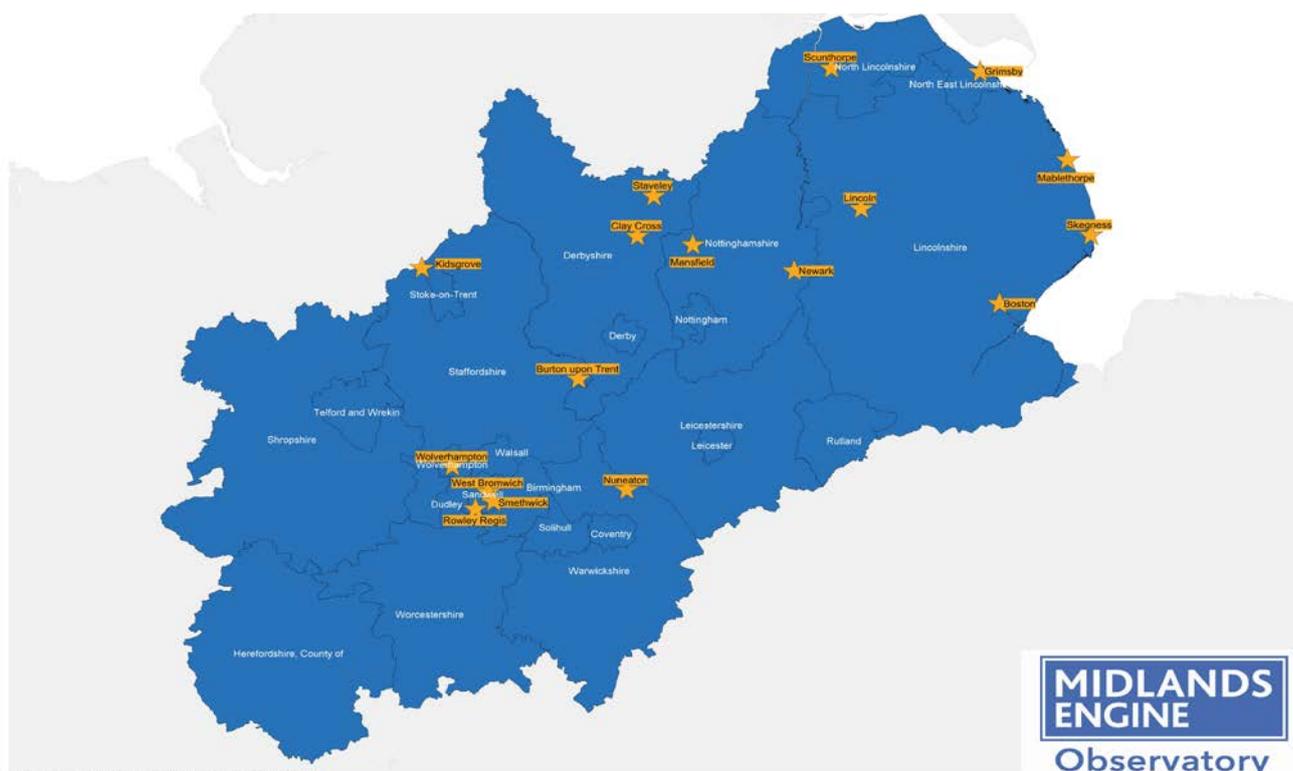
1.1 To update the Board on the Newark Town Deal with Government.

2.0 Update

Confirmation of a Newark Towns Deal

2.1 Board Members are aware that the Newark was one of several towns announced as successful in its application for grant funding as part of the Chancellors March 2021 Budget announcement. Newark secured its full £25m Town Investment Plan (TIP) ask, subject to various further steps detailed below.

2.2 Newark is one of two towns in the county to secure monies, the other being Mansfield (£12.3m). Two towns within Derbyshire (Staveley, £25.2 and Clay Cross, £24.1m) were also successful. Towns within the region to have secured monies through the announcement are detailed below and [here](#).



2.3 On the basis that our full 'ask' of £25m has been offered, and in accordance with the resolution of the February meeting, the Co-Chairs of the Board (on behalf of the Board) and the CEO of Newark & Sherwood District Council (on behalf of the accountable body) have now signed Heads of Terms with the Government as detailed at **Appendix A**. A redacted Newark Town Investment Plan will be published to sit alongside the Heads of Terms.

- 2.4 Board Members will note that all of the priority projects identified in the TIP have been identified as appropriate in attracting Towns Deal funding (subject to sign off) within the Heads of Terms. This includes the Newark Southern Link Road. As is detailed elsewhere on this agenda the Newark SLR will be subject to a separate funding submission to Government as part of the Levelling Up Fund. On this basis, the recommended priority projects for Towns Fund spend are as follows:

Project	Project Sponsor	Towns Fund Contribution
20 Minute Town	NSDC	£0.2m
32 Stodman Street	NSDC	£2m
Castle Gatehouse	NSDC	£2.6m
Construction College Expansion *Discounted as completed using Accelerated Towns Fund	Lincoln College Group	£0.389m
Cultural Heart of Newark	NSDC	£2.1m
IASTI	Lincoln College Group	£10.6m
Police Station Relocation	Nottinghamshire Police/NSDC	£1m
SiScLog (Newark Gateway site)	University of Lincoln/NSDC	£4m
YMCA Community & Activity Village	YMCA	£2m
		£24.5m*

Next Steps

Project(s) Confirmation

- 2.5 The Government now requires the Board, in consultation with all Project Sponsors, to submit various Project Confirmation activities. This must be done no later than 21 May 2021 and shall include:
- a) Detail on how the Newark TIP and all associated projects will include a 'Private Sector Engagement Plan' to continue to galvanise private sector support;
 - b) Provide assurance on how 'Clean Growth Principles' will be embedded into each project;
 - c) Confirmation of all projects being taken forward, including for each project the capital/revenue split and likely spend profile over the course of the program. Any split must have regard to the overall grant ceiling identified in the Heads of Terms and will be subject to Government approval given the very clear capital nature of all projects (save for the Cultural Heart of Newark);
 - d) Completion of a '[Project Confirmation Table](#)' for each project, including details of any accelerated project(s);
 - e) Details of any additional revenue split within the overall grant commitment to cover matters of capacity and administration;
 - f) Confirmation that business cases for projects will be taken through Newark and Sherwood Council, in line with local assurance processes (this is a matter covered by Item 8 on this agenda)

- 2.6 Requirements a) and b) are to be addressed by a Newark Towns Fund Assurance Framework, a draft of which is presented under Agenda Item No. 8. It is proposed that any adopted Framework requires all projects address engagement (public and private sector) and clean energy, including associated outputs as part of the Green Book Business Case evaluation and sign-off process.
- 2.7 With respect to c) and d) the secretariat will liaise with all Project Sponsors to gather and present this detail. It is recommended that the Board sits prior to 21 March 2021 to enable this to be ratified. Recommended accelerated projects are: a) the YMCA Community & Activity Village (Final Green Book Business Case complete and being assessed); b) 32 Stodman Street (planning application submitted), and c) the IASTI.
- 2.8 Turning to requirement e) the administrative and program management responsibilities which come with a £25m+ capital program will not be lost on Board Members. Negotiation with Government representatives has indicated a willingness to see 'top-slicing' of Towns Grant in creating additional capacity for the lifetime of the program. Whilst it will be for the Board to submit its proposals to Government for consideration it is recommended that a c2% maximum of overall grant be applied for this purpose.
- 2.9 Board Members will note from table at paragraph 2.4 that all of the Government supported Newark projects can be supported in line with the grant ceilings detailed within both the TIP and Heads of Terms, leaving £500,000 (2%). It is proposed that this capacity be utilised across the program. In the first instance it is recommended that a Towns Fund Program and Delivery Manager be appointed (by Newark & Sherwood District Council as the appointable body), alongside procuring additional communications support. Board Members are asked to support a recommendation to Government for the principle of ring-fencing no more than 2% of the £25m grant for Towns Fund program management for the lifetime of the fund (in addition to any revenue asks within each project), subject to further detail being provided following the completion of relevant job descriptions and salary levels.

Business Case Development

- 3.0 Board Members will recall from the February meeting that the Council, on behalf of the Board, were intending to procure market support for two strands of work. The first was to secure consultancy support for the assessment of submitted Green Book Business Cases for TIP projects. The second was to secure additional independent consultancy support to write (or assist in the writing of) Full Green Book Business Cases with and for each Project Sponsor.
- 3.1 The first contract has been awarded to Quod, who will be introduced to the next Board meeting. They have been instructed to work constructively with Project Sponsors before ultimately providing recommendations to the District Council (as accountable body) and Board on releasing any grant as part of Business Case assurance.
- 3.2 The second contract has been awarded to Hatch Regenris. Hatch will be introduced collectively to all Project Sponsors, before working with individual Sponsors to develop compliant Business Cases over the next 12 months. The overall contract value of both commissions is £133k, with the District Council funding £93k alongside an additional capacity grant from the Government of £40k.

3.3 To date, one Full Business Case has been submitted for assessment for the YMCA Community and Activity Village. Quod are now working through this assessment with a view to presenting recommendations to the Council (as accountable body) and this Board.

3.0 RECOMMENDATIONS that the Board:

- (a) note the contents of this report;**
- (b) agree the priority projects for Towns Fund Grant (subject to Assurance and Full Business Case approval) and Project Sponsors;**
- (c) support the submission by Newark & Sherwood District Council of a Levelling Up Fund bid for the delivery of the Newark Southern Link Road;**
- (d) agree that the identified accelerated projects for submission to Government be the YMCA Community and Activity Village, 32 Stodman Street, and IASTI as detailed at paragraph 2.7; and**
- (e) agree to support the principle of ring-fencing no more than 2% (£500,000) of Town Deal grant to cover management and monitoring of the program for the lifetime of the fund, subject to District Council and Government support.**

Reason for Recommendations

To continue the delivery of the Newark Towns Strategy and Investment Plan.

Background Papers

Newark Town Investment Plan, July 2020

Matt Lamb
Director – Planning & Growth



**Ministry of Housing,
Communities &
Local Government**

Tom Cartledge,
Chair, Newark-on-Trent Town Deal Board
tom.cartledge@handley-house.com

John Robinson,
Chief Executive, Newark and Sherwood
District Council
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Luke Hall MP

*Minister for Regional Growth and Local
Government*

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3 March 2021

Dear Mr Cartledge and Mr Robinson,

Newark-on-Trent Town Deal

In September 2019, the Government announced the initial 101 places invited to develop Town Deal proposals as part of the £3.6 billion Towns Fund.

Newark-on-Trent was included in this initial 101 places and we were pleased to receive Newark-on-Trent's Town Investment Plan. We are grateful for your hard work, and that of your team and Town Deal Board, in developing this set of project proposals to deliver long-term and sustainable economic growth in Newark-on-Trent.

I am delighted to be offering you a Town Deal for Newark-on-Trent to a value of up to £25 million. The draft Heads of Terms for this deal are attached to this letter. A list of the projects that we are content to support within this funding envelope is also attached, with conditions as appropriate: it is for Newark-on-Trent to choose which projects to proceed with.

I understand that you will need to secure the agreement of the Town Deal Board to take up this offer. I would therefore request that you do so and return to us the signed Heads of Terms as confirmation by 24 March 2021. My officials are of course on hand to answer any questions you may have.

This is an exciting opportunity to come together to drive long-term economic and productivity growth in Newark-on-Trent, particularly as we meet the challenges presented by Covid-19. I look forward to working with you to make Newark-on-Trent's plans a reality.

Yours sincerely,

LUKE HALL MP

Heads of Terms offer for Newark-on-Trent

Introduction

Newark-On-Trent is a historic market town in Nottinghamshire with cultural assets such as the Castle ruins, Trent Riverside and the National Civil War Centre. There are excellent road and rail connections which mean many people travel through the town to onward destinations, as well as those visiting a “hidden gem”. However, Newark-on-Trent suffers from poor social mobility, deprivation and low skill attainment. The Covid-19 pandemic has compounded these challenges.

Government will work with Newark and Sherwood District Council and its Town Deal Board to support the delivery of a Town Deal, with the ultimate goal of ensuring all Newark-on-Trent’s residents have a share in the town’s success.

The commitment

This document lays out the Heads of Terms offer to Newark-on-Trent, under the Towns Fund. This is not a contractually binding document and the offer is subject to various conditions being met. The Heads of Terms will act as a Memorandum of Understanding for the future development and delivery of Newark’s Town Investment plan and project proposals. It sets out our joint expectations as we enter the business case development phase.

Government will provide up to **a total of £25 million from the Towns Fund**, which will be used to fund interventions guided by the vision of creating a “20-minute town”. These interventions will sit within the themes of: skills, education and business; connectivity; town centre regeneration and culture; and town centre residential.

Newark-on-Trent has proposed a range of projects that will contribute towards achieving this vision. These include:

- To expand the LCG Construction College
- To develop an International Air and Space Training Institute (IASTI)
- To redevelop derelict space into the YMCA Newark and Sherwood Community and Activity Village
- To develop Newark Cycle Town
- To restore the Newark Castle Gatehouse
- To repurpose the Former M & S Development
- To complete Newark Southern Link Rd
- To develop Newark’s Cultural Heart
- To create a Smart Innovation, Supply Chain & Logistics Enterprise Zone (SiSCLog)
- To enable the Police Station relocation

Newark-on-Trent will need to prioritise these projects within the funding envelope being offered. Funding for individual projects will be subject to successfully completing Phase 2 of the Towns Fund process. This includes detailed project development and business case assurance at the local level.

Process, governance and assurance

Local partners will work with government to demonstrate the feasibility, viability and value for money of their projects by developing and submitting the Town Deal Summary Document, including (as per the Further Guidance and Stage Two Guidance: business case development):

- A list of agreed projects
- Details of business case assurance
- An update on actions taken in relation to the Heads of Terms key conditions
- A Delivery Plan (including details of the team, working arrangements and agreements with stakeholders)
- A Monitoring and Evaluation Plan
- Confirmation of funding arrangements and financial profiles for each project
- Undertaking Public Sector Equalities Duty analysis
- Approval from the Town Deal Board and Lead Council

Newark-on-Trent should: conduct project assurance in line with agreed routes for each individual project; Develop a more detailed private sector engagement plan for private sector. Provide more detail on how projects are addressing Clean Growth principles.

If the priority projects identified for funding do not progress, MHCLG cannot guarantee that funding can be assigned to alternative projects or that if it is those will be to the same value. This may result in an overall reduction in the amount of funding received.

Within two months of accepting this offer, Newark-on-Trent should confirm in writing details of projects being taken forward and a plan for addressing key conditions relating to those projects and the overall Town Investment Plan. This should be sent to towns.fund@communities.gov.uk, copied to the town lead.

Newark-on-Trent must complete business cases for the projects being taken forward and submit the Summary Document within 12 months of the deal being agreed. MHCLG will then provide funding up to the maximum agreed amount of **£25 million**, provided that all conditions have been met.

Signed:

Chair of the Town Deal Board

Chief Executive of lead Council

MHCLG Minister

Date:

ANNEX B: PROJECTS WITHIN SCOPE OF THE TOWN DEAL

The Town Deal offer is a maximum of **£25 million** of MHCLG funding in total.

Within this maximum amount Newark may take forward projects selected from those listed below.

This funding will be subject to successfully completing Phase 2 of the Towns Fund process, including detailed project development and business case assurance at local level. It is also dependent on final spending profiles, including the RDEL/CDEL split being provided, and the further project-specific conditions set out below being met.

Project	Funding offer limit	Match	Expected outputs and outcomes	Conditions	Fast track (Y/N)
<p>LCG Construction College To provide additional courses in traditional trades (plumbing, bricklaying, joinery and stonemasonry), to over 600 new students over the next 5 years.</p>	£0.39m	£0.2m	<ul style="list-style-type: none"> • Education to employment route – 688 • Development of brownfield land - TBC • 668 new learners • Perception of place by businesses - % TBC 	N/A	Y
<p>International Air and Space Training Institute To develop an International Air and Space Training Facility which blends education with practical experience.</p>	£10.6m	£5m	<ul style="list-style-type: none"> • New jobs regionally and nationally - TBC • 3rd Generation Advanced Aviation Skills Centre – an international air and training institute • Contribution to national strategies • Education to employment route • 168 new learners assisted - new air and space engineers by 2024 • 100 new air and space pilots by 2024 • 160 new aviation ground staff by 2024. 	N/A	Y
<p>YMCA Newark and Sherwood</p>	£ 2m	£13.6 m	<ul style="list-style-type: none"> • Increase in capacity and accessibility to 	N/A	Y

<p>Community and Activity Village To redevelop 8.95 hectares of derelict space in the heart of Newark, with a mixture of physical and creative activities, education and health to ensure the village is a catalyst for broader social change</p>			<p>new or improved skills facilities - TBC</p> <ul style="list-style-type: none"> • Increase in the breadth of the local skills offer that responds to local skills needs - TBC • Increase in the amount (and diversity) of high quality, affordable commercial floor space - TBC • 2150 learners Level E-3-to-Degree per annum by 2024 • 1977 sqm of high quality, affordable and sustainable commercial spaces by 2022 • 202 FTE jobs will be created between 2021 and 2023, • 50 FTE jobs will be safeguarded between 2020 and 2023 • 100 FTE jobs sustained between 2020 to 2023 		
<p>Newark Cycle Town Deliver a new cycle scheme and facilities in partnership with Brompton Bike Hire.</p>	£0.2m	£0.35m	<ul style="list-style-type: none"> • New or upgraded cycle or walking paths - TBC • Wider cycling infrastructure such as cycle parking - TBC • Increased modal shift - TBC • Commuter flow of 2025 - TBC • Increase in the number of trips by purpose and main mode - TBC • Stimulate other bike hire options / programmes - TBC 	N/A	Y
<p>Newark Castle Gatehouse To restore the structure of an iconic building to be used as a</p>	£2.6m	£4.24m	<ul style="list-style-type: none"> • New, upgraded or protected community hubs, spaces or asset • Young people and family's educational 	N/A	Y

<p>flexible facility for education, research and interpretation from our past and shared community space.</p>			<p>facilities and social community hub</p> <ul style="list-style-type: none"> • 20% increase in visitors to arts, cultural and heritage events and venues by 2025 • Economic impact to the district of £1.578million, based upon an average day visitor spend of £35 and an average overnight staying visitor spend of £175. • Providing access to a new audience including the young people and those from a non-white ethnic background 		
<p>Former M & S Development The purchased former M & S will be redeveloped, retaining a smaller, commercially attractive retail high street offer at ground floor and introducing a significant number of high-quality apartments at upper levels.</p>	<p>£2m</p>	<p>£8.56 m</p>	<ul style="list-style-type: none"> • Development of a vacant residential anchor into a residential offer of 1-4 properties • 26-30 flats • Reposition the Town Centre retail offer with 16.58 sqft of employment space. • Increase of 107 residents to the Town Centre living population • £549,000 of annual expenditures in the local economy • £108,000 of annual Council Tax revenues. 	<p>N/A</p>	<p>Y</p>
<p>Newark Southern Link Rd The completion of the Middlebeck Sustainable Urban Extension (SUE) including the Newark Southern Link Road (SLR), connecting the</p>	<p>£9m</p>	<p>£16m</p>	<ul style="list-style-type: none"> • 6.44km of road constructed • 1.8km of shared used footway • 3150 new homes • 5000 jobs will be created • Vehicle flows - TBC • Number of trips by purpose and main mode - TBC • Percentage reduction in congestion being highlighted as a 	<p>N/A</p>	<p>Y</p>

<p>A1 to the A46, is central to delivering the Council's Local Plan growth strategy.</p>			<p>dislike of Newark - TBC</p>		
<p>Newark's Cultural Heart The project aims to build a cultural offer that will have a positive impact for the community of Newark, all who live, work and visit there, and build a sense of place for the town, balancing design with commercial reality.</p>	<p>£2.1m</p>	<p>£0.2m</p>	<ul style="list-style-type: none"> • New, upgraded or protected community hubs, spaces or assets - TBC • New, upgraded or protected community centres, sports or athletics facilities, museums, arts venues, theatres, libraries, film facilities, prominent landmarks or historical buildings, parks or gardens - TBC • Increased and closer collaboration with employers - TBC • Increase in footfall and visitor spend - TBC • 5% increase in positive perceptions of the place by businesses. • 10% increase in positive perception of the place by residents/businesses/visitors. • 10 enterprises utilising high quality, affordable and sustainable commercial spaces. 	<p>Provide more clarity on the outputs and outcomes of this project.</p> <p>Provide detailed project delivery and management plan incorporating: governance mechanisms; project gateways; sustainability measures.</p>	<p>N</p>
<p>Smart Innovation, Supply Chain & Logistics Enterprise Zone (SiSCLog) The creation of a new 'Smart Innovation, Supply Chain, and Logistics</p>	<p>£4m</p>	<p>£16m +</p>	<ul style="list-style-type: none"> • Increase in capacity and accessibility to new or improved skills facilities - TBC • Increased and closer collaboration with employers - TBC • Increase in the breadth of the local skills offer - TBC • Increase in the amount of shared 	<p>Provide a detailed project delivery and management plan incorporating governance mechanisms and project gateways. Including: analysis of</p>	<p>N</p>

Zone' (SiSCLog), which will blend local skills, innovation, and inspiration from the best examples of high-tech zones in Europe.			<p>workspace or innovation facilities - TBC</p> <ul style="list-style-type: none"> • Remediation and/or development of abandoned or dilapidated sites - TBC • Working age population with qualifications - TBC • Number of start-ups and scale ups - TBC 	market demand, delivery partnership, VfM assessment.	
<p>Police Station relocation Project to relocate the town Police station to a Public Services Hub (expansion of Council offices).</p>	£1m	£0.94 m	<ul style="list-style-type: none"> • New build of police station • Provision of new community safety assets such as CCTV and ANPR (automatic number plate recognition) • Improved perceptions of the place by residents/businesses/visitors - % TBC • Reduction in crime and ASB - % TBC 	Provide further information on alignment to Towns Fund intervention framework; including detail on outputs and outcomes.	Y

General conditions

There are also the following requirements for the process and governance:

- **TIP improvements:** Develop a more detailed private sector engagement plan for private sector. Provide more detail on how Clean Growth principles are embedded.
- **Assurance:** The business cases for projects will be taken through Newark and Sherwood Council, in line with local assurance processes.
- **Public Sector Equalities Duty:** Newark-on-Trent will undertake programme-wide level impact assessment, relevant project-level impact assessment and relevant Environmental Impact Assessments.

If the priority projects identified for funding do not progress, MHCLG cannot guarantee that funding can be assigned to alternative projects or that if it is those will be to the same value. This may result in an overall reduction in the amount of funding Newark receives.

Within two months of accepting this offer, Newark should provide the following information to towns.fund@communities.gov.uk, copied to the town lead (annex a in business case guidance):

- Details of the projects being taken forward (including for each project the capital/revenue split and the financial profile)
- Overall capital/revenue split and financial profile for the Town Deal
- A plan for addressing key conditions relating to those projects and the overall Town Investment Plan.

Newark must complete business cases for the projects being taken forward and submit the Town Deal Summary Document within 12 months of accepting this offer. Business cases should follow the Lead Council's usual assurance processes and be undertaken in partnership with the Town Deal Board.

If Newark wishes to alter the projects being developed, change them for other projects, or otherwise depart from the conditions placed on the projects above, they will inform the Towns Hub as soon as possible setting out clear justifications and evidence. A form for requesting such changes is in the business case guidance.

NEWARK TOWNS BOARD

22 APRIL 2021

PROJECT UPDATES & ACCELERATED FUND SPEND

1.0 Purpose of Report

1.1 To update Board on progress of various projects within the Town Investment Plan, with specific reference to the Accelerated Fund projects which required defrayment of spend by March 2021.

2.0 Background and Updates

2.1 In July 2020, Newark, like all of the selected Towns Fund areas, was offered accelerated grant funding by the Ministry of Housing, Communities & Local Government (MHCLG). Funding was offered up to 3 different levels (£500,000; £750,000; £1,000,000) depending on the size of the town involved. Newark had an ability to claim up to £750,000, subject to funding being spent by March 2021 on identified projects. Board Members will also recall that spend must be approved by Newark & Sherwood Councils Finance Director (the s151 Officer) in terms of representing value for money and meeting the then State Aid rules (now replaced following the exit from the EU by Subsidy Control).

2.2 The accelerated fund suggested expenditure to be utilised to achieve, amongst other things;

- Improvement to Parks & Green Spaces, and sustainable transport links
- Improvements to Town Centres including repurposing empty commercial premises
- Demolition or site remediation works

2.2 Three projects were considered to have met the criteria and were proposed to the Government for use of this fund within the July Town Investment Plan submitted to government. These projects were;

- The Construction College
- The redevelopment of the vacant retail premises at 32 Stodman Street, formally occupied by Marks & Spencer
- The '20 Minute Town' and associated cycle infrastructure programme.

2.3 In late February 2021 a proposal to redistribute the allocated funding from the '20 Minute Town' project to the IASTI project was agreed. MCHLG and the District Council's Section 151 Officer (on behalf of the accountable body) agreed the re-profiling and secured a contract with Lincoln College Group as IASTI project lead to agree the terms and conditions.

2.4 Project Update Table, April 2021

Programme/Project	October 2020 Update
Construction College	A project lead by the Lincoln College Group for the Newark College site. The planning application for the proposed works was agreed in late 2020 and work on site has commenced. A contract has been agreed with Lincoln College Group and the accountable body and a formal claim for the full £389k has been made. A formal opening will take place later this month.
Stodman Street	<p>A planning application has been submitted by March 2021, with a decision expected in the summer.</p> <p>Work on the Full Green Book Business case has now commenced alongside legal and market discussions on the appropriate delivery vehicle for the scheme.</p> <p>The full £284k allocated from accelerated funds has been defrayed by March 2021.</p>
IASTI	As stated in section 2.3 Accelerated Funding has been redirected to this project to allow continued capitalised preparatory work and professional support to continue at pace. This has allowed the project to progress and defrayal of expenditure to the value of £77k has been made. Work on the Full Green Book business case is ongoing, alongside working up the design of the project with a view to a planning submission in the summer.

3.0 **RECOMMENDATION**

That Newark Town Board Members note the progress of accelerated fund projects.

For further information please contact Neil Cuttell at Neil.Cuttell@newark-sherwooddc.gov.uk

Neil Cuttell
Business Manager - Economic Growth

NEWARK TOWNS BOARD

22 APRIL 2021

TOWN CENTRE PROJECTS UPDATE

1.0 Purpose of Report

1.1 To give an update on the various initiatives that are being undertaken in Newark Town Centre.

2.0 Background and Updates

2.1 Newark & Sherwood District Council (NSDC) have actively developed a number of key initiatives in the Newark Town Centre to encourage prosperity and positivity. All work streams are ongoing.

2.2 Reopening High Streets Safely (RHSS) /Welcome Back Fund (WBF) – In June 2020 the Council were provided £108k for reopening the high streets safely. The fund was used to provide information, advice and guidance to retailers, to communicate to the public key messages such as the two metre rule and ‘hands, face, space’. The fund also provided resource to put in measures such as road and path closures, signage and posters. Further there was an opportunity to market a ‘shop local campaign’ and to provide an assurance standard and footfall counters. All of these component projects have been completed or are underway. In March 2021 the Government announced a further £108k titled “Welcome Back Fund” which aims to provide funding to:

- Boost tourism, improve green spaces and provide more outdoor seating areas, markets and food stall pop-ups – giving people more, safer options to reunite with friends and relatives.
- Boost the look and feel of their high streets by investing in street planting, parks, green spaces and seating areas to make high streets as beautiful and welcoming as possible.
- Run publicity campaigns and prepare to hold events like street markets and festivals to support local businesses.
- Install signage and floor markings to encourage social distancing and safety.
- Improve high streets and town centres by planting flowers or removing graffiti.

A project team has been established that includes Newark and Southwell Town Councils, Newark Business Club, Shop Southwell, Nottinghamshire County Council and the Police.

2.3 Heritage Action Zone - Newark High Street Heritage Action Zone (HAZ) was awarded last year, and is now active for the period 2020 to 2024, comprising an overall budget of £550,000 (of which the Council is contributing £125,000, Historic England £275,000 and the remaining £150,000 is anticipated to come from private sector contributions). The HAZ seek to revitalise and repurpose the historic core of the town centre, and includes specific projects for improving shopfronts and tackling heritage at risk, as well as unlocking the potential for new uses within the town centre (including incentivising upper floor conversions) and providing greater connectivity of spaces. Revitalisation of its central core is essential to regenerate and enhance the historic character of the conservation area.

- 2.4 To help deliver this Programme, the Council appointed a full time HAZ Project Officer in January 2021. Current priorities include installing modern footfall data collection infrastructure to monitor the health of the high street throughout the HAZ programme (due to be in place from Spring 2021). Priority projects for heritage at risk, shop front improvements and public-realm/wayfinding solutions are also being developed at the moment.
- 2.5 In support of the overall capital programme, a cultural programme of events and activities is being developed. This is funded separately (via Historic England and Arts Council England) and is promoted via a Cultural Consortium of local arts and cultural based organisations led by Inspire.
- 2.6 Business Resilience Programme – The Council approved an allocation of £300,000 in late January 2021 to undertake a programme of specialist business support and grant funding to key sectors to adapt and grow after the pandemic. These sectors were retail, manufacturing & construction, accommodation and health & social care. A procurement exercise was started in late February 2021 and is due to complete in April 2021 which will identify the specialist supplier to deliver the support and appraise appropriate bids for financial support. This programme will start in May 2021 and run through to the end of 2022 with the objective of supporting over 100 local businesses, creating new jobs and safeguarding existing ones.
- 2.7 High Street Diversification Fund Grant – The Council launched the HSDFG in October 2020 to encourage independent retail businesses with a high street, town centre focus to diversify their websites with a grant (to be match funded) of £250. Three rounds of the process have been completed to date, which has generated 228 applications of which 198 were successfully awarded the support. The programme will continue until the 30th June 2021 and an ongoing evaluation as to the success is being undertaken.
- 2.8 Kickstart - Kickstart provides funding to employers to create six month job placements for young people aged 16-24 who have been claiming Universal Credit for a minimum of 6 months and who are at risk of long term unemployment to help them get into the job market. Grant funding covers 100% of their salary for a minimum of 25 hours per week. National Insurance costs and enrolment contributions are covered plus up to a maximum of £1500 per job placement for set up, support and training. Newark College, part of the Lincoln College Group are a Gateway Organisation who are supporting employers. Of the 31 employers offering placements, 20 have confirmed starts with 41 placements available. These include roles of Care Assistant, Software Designer, Grounds Maintenance Assistant, Groom, Joiner, marketing assistant and warehouse operative. Pre-employment interviews took place in January at Newark College. The calibre of applicants have included low skill to graduates and those with Masters Degrees. In the pre-employment course the candidates choose 3 jobs from those available with trial interviews conducted for these. They then choose the one they are most interested in and will be put forward to the employer.
- 2.9 Footfall - A procurement exercise for a footfall contract was carried out in late 2020. Proximity Futures (previously Elephant WIFI) was the successful supplier and contracts have been signed. This will enable Newark access to footfall data to influence decisions made on developments and management of the town centre. In February 2021, Officers successfully secured additional resources from the Heritage Action Zone to expand the offer and match fund to £22,500, which has enabled additional cameras. The cameras will be installed in Spring 2021 and are slightly delayed from anticipated start of the year due to securing permission from land and property owners of the sites that would require installation.

3.0 RECOMMENDATIONS that:

- (a) the Board support the ongoing initiatives that are being rolled out in the town centre;
and**
- (b) the Board propose any additional initiatives that may benefit the Town Centre.**

Background Papers

None

For further information please contact Neil Cuttell at Neil.Cuttell@newark-sherwooddc.gov.uk

Neil Cuttell
Business Manager - Economic Growth

NEWARK TOWNS BOARD

22 APRIL 2021

NEW FUNDING OPPORTUNITIES

1.0 Purpose of Report

- 1.1 To update the Board on new revenue and capital funding opportunities announced in the March 2021 Budget.

2.0 Background Information

- 2.1 Board Members may be aware that in addition to the announcement of the Newark Town Deal in the Chancellors March 2021 budget a number of other funding programs were also announced. Some of these programs present further opportunity for the Board and partners to continue to address the challenges faced, ensuring as we have been clear from the start that the Towns Fund is a starting point. There are two funds to which attention is drawn:

[Community Renewal Fund](#) (CRF)

- 2.2 The CRF is a £220m national largely (expected c90%) revenue grant aimed at programs and interventions which can drive innovation and transformative change. Areas to address include removing barriers that people face in accessing skills and local labour market opportunities, business support, and place support. It is also noted that funding can be utilised to build evidence base(s) for future interventions via the UK Shared Prosperity Fund due to launch in 2023.
- 2.3 100 local authority areas have been identified as Category 1 priority places for investment based on an index of economic resilience across Great Britain which measures productivity, household income, unemployment, skills and population density. Within Nottinghamshire Bassetlaw, Mansfield, and Newark & Sherwood fall within this status.
- 2.4 Nottinghamshire County Council are the identified accountable body for the Fund. They will assess and produce a shortlist of projects (up to a maximum of £3 million per place) for submission to government by **Friday, 18 June 2021**.

[Levelling Up Fund](#) (LUF)

- 2.5 A £4.86 billion capital fund to invite proposals from local authorities areas for individual projects or a package bid (similar to the Towns Fund) consisting of multiple projects. District Councils within two-tier areas are eligible to bid. County Councils with transport powers are also eligible to submit one transport bid.
- 2.6 There is a £20m maximum per scheme, albeit there is scope for larger high value transport projects, by exception and via the relevant transport authority, to bid between £20m and below £50m. All bids should have the approval of the relevant authority responsible for delivering them. For example, transport bids submitted by district councils should have the approval of their relevant transport authority.

- 2.7 The number of bids that a local authority can make will relate to the number of MPs in their area. Accordingly, local authorities can submit one bid for every MP whose constituency lies wholly or partly within their boundary.
- 2.8 Funds are eligible to support a range of interventions, covering for round one: 1) smaller transport projects; 2) town centre and high street regeneration; or 3) cultural and heritage assets.
- 2.9 Round one bids must be submitted by **Friday, 18 June 2021**. It is expected that round one proposals will have sufficient maturity such that demonstrable investment or delivery 'on the ground' is capable in the 2021-22 financial year. Funding is expected to be spent by 31 March 2024 (exceptionally, into 2024-25 for larger schemes).
- 2.10 Local authorities can only have one successful bid for each of their allocated number of bids over the lifecycle of the Fund. Local authorities are therefore encouraged to consider whether bids that they wish to submit for the first round of the Fund reflect their local priorities, or if they should wait until later rounds so that they have more time to consider and develop their proposals.

3.0 Proposal

- 3.1 The Board are advised that the District Council considers that the Newark constituency bid should be for the Newark Southern Link Road (SLR). Members are asked to support this proposition, which will mean (if successful) that all projects listed in the Newark Heads of Terms are capable of funding, subject to due process. It is expected that the LEP, Homes England, Highways England, and Nottinghamshire Country Council will be supportive of this bid.

4.0 RECOMMENDATIONS that:

- a) **the Board note and welcome the identified funding opportunities and offer necessary support in preparation of bids; and**
- b) **the Board offer its full support for any Newark Levelling Up Fund bid which seeks grant to deliver the Newark Southern Link Road.**

Background Papers

None

For further information please contact Matt Lamb on Ext 5842.

Matt Lamb
Director - Planning & Growth

NEWARK TOWNS FUND BOARD

22 APRIL 2021

FUTURE GOVERNANCE AND ASSOCIATED DRAFT NEWARK TOWNS FUND ASSURANCE FRAMEWORK

1.0 Purpose of Report

1.1 To present governance and assurance frameworks for the Newark Towns Board for the delivery of the Newark Town Investment Plan.

2.0 Background

2.1 The Newark Towns Fund Board was established in January 2020, in line with the Towns Fund guidance provided by the Ministry of Housing, Communities & Local Government (MHCLG). This Board was established in the first instance to create a vision and strategy, set out a clear programme of interventions, engage local stakeholders and develop a Town Investment Plan (TIP), which was submitted to MHCLG in July 2020.

2.2 In March 2021, MHCLG announced that Newark-on-Trent had been awarded the £25m to develop and deliver the projects set out in the TIP.

2.3 As the Newark Towns Fund Board enters the next phase in its programme, which is to develop out the business cases for the key projects within the TIP, a review of the governance and structure of the Board is required.

3.0 Proposals

3.1 A draft Local Assurance Framework (April 2021) has been developed by Officers within Newark & Sherwood District Council, which proposes a new structure to the Board, along with an outline of principles to be adhered to and an update in governance procedures.

3.2 The Board currently contains 39 Main Board Members and 11 Substitute Board Members, who convene on a bi-monthly basis.

3.3 The draft Local Assurance Framework (April 2021) proposes to maintain a Newark Towns Fund Main Board, which oversees all strategic decisions and contains the 39 Board Members and 11 Substitute Board Members. The Main Board would meet on either a four-monthly or a six-monthly basis.

3.4 A Newark Towns Fund Executive Board is proposed to be created which sits under the Main Board. The Executive Board would be made up of between six and eight Board Members. This Board would oversee all operational and delivery decisions and would meet on a monthly or bi-monthly basis.

3.5 Under the Newark Towns Fund Executive Board would be Theme Based Working Groups. These groups would oversee the four pillars of the Town Investment Plan (Skills Education & Business; Connectivity; Town Centre Regeneration & Culture; and Town Centre Residential). Project Groups would be convened that sit within these Working Groups. For example, the Stodman Street Project would sit within the Place Working Group.

- 3.6 A detailed account of the process and updated timeframes for minutes, actions and reports for the Main Board, Executive Board and Working Groups is included in the Local Assurance Framework.
- 3.7 Terms of Reference details have been updated to include the proposed new structure along with an updated list of Board Members, Substitute Board Members and Advisors.
- 3.8 At the time of publishing, the draft Local Assurance Framework (April 2021) has been signed off by NSDC's Section 151 Officer and is with external consultants at D2N2 and Derbyshire County Council for independent review. An updated version of the document will be circulated to Board Members following the meeting alongside the minutes.

4.0 RECOMMENDATIONS that:

- (a) Board Members review and support the draft Local Assurance Framework appended to this report; and**
- (b) the Local Assurance Framework be finalised, adopted and procedures are put in place by the next proposed Towns Fund Board Meeting.**

Background Papers

Draft Local Assurance Framework – Version 1 (April 2021)

<https://www.newark-sherwooddc.gov.uk/newarktownsfund/>

For further information please contact Neil Cuttell at neil.cuttell@newark-sherwooddc.gov.uk

Jane Hutchinson

Town Centre Development Manager (Economic Growth)



Towns Fund
Local Assurance Framework

April 2021
Version 1 – **DRAFT**

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1 Introduction

Town Investment Plan

In September 2019, it was announced that Newark-on-Trent had been chosen as one of 100 towns in the UK to potentially receive up to £25 million worth of investment, as part of the Government's 'Town Deal' initiative.

For Newark to have the best chance in being awarded the maximum funding, the Newark Towns Fund Board invited residents and visitors of Newark to take part in a survey to have a say the Towns challenges and opportunities. Local children were also asked to share their ideas on the future of Newark in the form of a writing competition. This work informed the shaping of projects and proposals to enable the strongest 'Deal' possible to be presented to Government.

This was captured in the Newark's 'Town Investment Plan', which was submitted to the Government at the end of July 2020.

The ambition is to 'reimagine' the town by addressing its visible and unseen challenges whilst maximising the positives. Learning and earning constraints continue to stifle social mobility and opportunity for residents and businesses. Retail vacancies and unemployment remain unacceptable high.

Four pillars of intervention were identified:

- Skills, Education, and Business
- Connectivity (digital, physical, people, and services)
- Town Centre Regeneration and Culture
- Town Centre Residential

It was announced in March 2021 that Newark had been successful in its bid for the £25 million of investment.

Newark Towns Fund Board

The Newark Towns Fund Board comprises c.40 private and public businesses and bodies and is the vehicle through which the vision and strategy for the town is defined.

The primary role of the Newark Towns Fund Board is to provide strong and visible leadership for Newark, challenging partners to increase their ambition of what can be achieved collectively and acting as advocates for the town.

Since inception in early 2020, the Newark Towns Fund Board has agreed a vision for Newark and sought to maximise the opportunities for growth; including, the development of a well evidenced Town Investment Plan which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges.

As the Newark Towns Fund Board enters its next phase in the Towns Fund process, its purpose changes to a strategic and delivery focus. As such, the structure of the Board has been updated to reflect the change in focus to include a Main Towns Fund Board and a smaller Executive Towns Board (see Section 4 for details).

Local Assurance Framework

This Local Assurance Framework (LAF) sets out how the Newark Towns Fund Board will effectively undertake its role in relation to good governance and allocation of public funds it is responsible for. It identifies the roles to be taken by Newark Towns Fund Board and its constituent Boards, by the Accountable Body and by the promoters of projects. This includes the process of ensuring value for money, prioritisation, appraisal, business case development and risk management.

It also sets out the process to be followed in selecting priorities for the Towns Fund.

Newark Towns Fund Board is fully committed to ensuring the highest standards of governance, accountability and transparency across all aspects of its activities and will review the LAF annually and make any changes in line with changes made to the National Assurance Framework (NAF) to ensure consistency and full compliance.

Newark and Sherwood District Council is the Accountable Body, and therefore has responsibility for ensuring this LAF is in place, meets the standards set out by Government and that all funding decisions are made in accordance with it. The Section 151 Officer will provide assurance of proper use of Government Funds and Governance Procedures within the Newark Towns Fund Board activities.

Newark and Sherwood District Council and the Newark Towns Fund Board will notify the Ministry of Housing, Communities and Local Government (MHCLG) of any significant changes made to the LAF.

2 Governance

The Newark Towns Fund Board have clear systems, rules and practices and processes in place to ensure that decisions are made on a transparent basis, by the appropriate persons or groups and based on appropriate skills and capability.

Members of the Newark Towns Fund Board and other subgroups will work within the agreed governance structures and will always demonstrate the highest standards of conduct. Any third party involved with the Newark Towns Fund Board or who is providing a service to the Newark Towns Fund Board will be made aware they are expected to act within the governance system and that their conduct is expected to be consistent with the standards applicable to members of the Newark Towns Fund Board.

As per the Towns Fund Prospectus, the Government expect that Town Deal Boards align with governance and policies of the Lead Council (Newark and Sherwood District Council). This includes whistle blowing, conflicts of interest and complaints.

Newark and Sherwood District Council expects employees and its members to adhere to the seven Nolan Principles of public life. Therefore, Members of the Newark Towns Fund Board, Executive Board and Sub Boards are expected to adhere to those same principles of:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Each Board Member and Substitute Board Member is required to submit a signed version of the Register of Interest, Terms of Reference, and Code of Conduct before formal membership is given. A copy of the Register of Interest, Terms of Reference, and Codes of Conduct are included within Appendix 1 and Appendix 2 of this document. Completed forms are submitted on the Newark and Sherwood District Council Website, as accountable body, under the list of Board representatives.

An agenda, including reports presented to the Newark Towns Fund Main Board and Newark Towns Executive Board, are required to be circulated to all Board Members 5 working days prior to a Main Board or Executive Board Meeting and will be published on the Newark and Sherwood District's website.

An item of business not included in the agenda for a meeting may be considered by the meeting for reasons of urgency, if the person presiding at the meeting considers it appropriate and necessary to do so. Only in the most exceptional circumstances might it be considered necessary and appropriate for a matter of strategic importance to be dealt with in this manner.

Any urgent decision that needs to be made by the Newark Towns Fund Main Board or Newark Towns Fund Executive Board that does not fit within the timeframe of the scheduled meetings may be decided through the written procedure set out in Section 5, Scheme of Delegation, where the Co-Chairs consider it appropriate and necessary to do so.

Minutes and actions from Main Board and Executive Board Meetings are required to be published and circulated to Board Members no more than 10 working days following a Main Board and Executive Board Meeting.

Additional governance information such as future board meeting dates are also made available on Newark and Sherwood District Council's website.

3 Board Representatives

The Newark Towns Fund Board comprises c.40 private and public businesses and bodies (including local government, education providers, charities, local business groups, public limited companies and private organisations).

The Newark Towns Fund Board comprises of the following representatives:

- **Chair and Co-Chair** - The posts will lead and facilitate the Board providing strategic direction. Each role will be independent in its own right and at least one role will be held by a private sector representative. To enable the Board to proceed at least one of the two Chairs must be in attendance at the Main Board meetings and the Executive Board meetings. The Chair and Co-Chair will be voted in on an annual basis.
- **Board Members** - Representatives from the public and private sector including local business, Higher Education, Further Education, community voluntary services, emergency services, media and the District Council. Board Membership will be reviewed annually. Any decision made by the Chair must be formally ratified by the rest of the Board Members. There may be one vote per organisation.
- **Substitute Board Members** - Substitute members from organisations will be entitled to attend Board meetings and vote when a Board Member is not available. Substitute members are required to follow the governance process.
- **Advisors** - Advisors are invited by Board Members and participate in the meetings but have no voting rights or ability to make decisions on behalf of the Board.
- **S151 Officer** – Newark and Sherwood District Council is the Accountable Body for the Town Board. The Council's S151 Officer will ensure compliance with all necessary financial regulations.

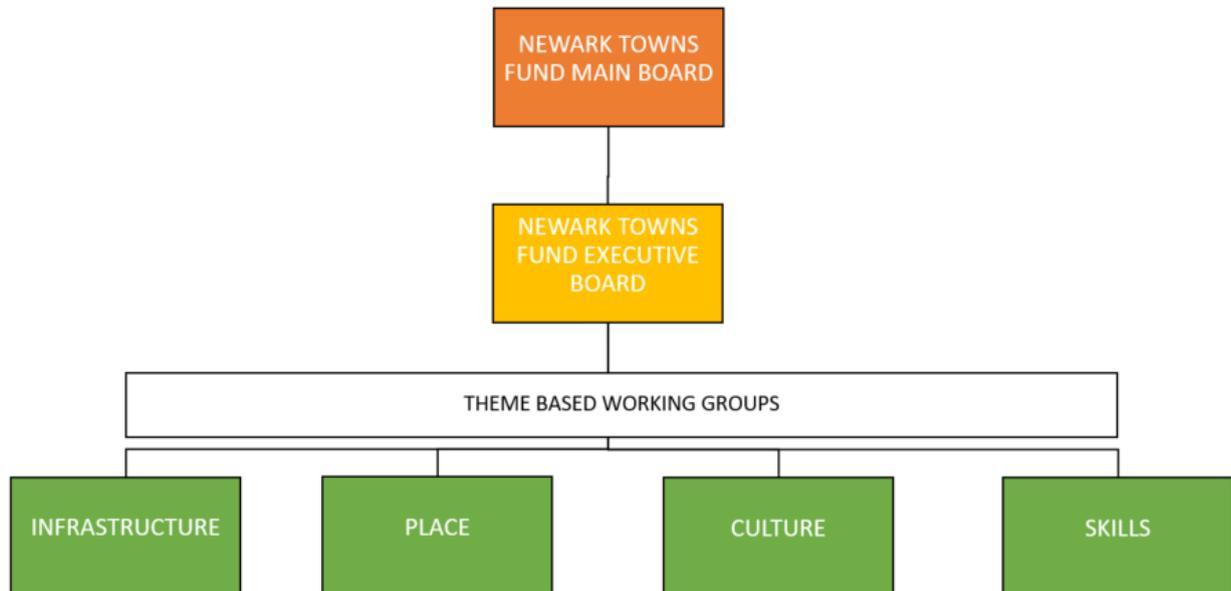
Process for New Membership

The Newark Towns Fund Board keeps a register of all Board and Substitute Members. Membership is reviewed on an annual basis. Board Members are notified with six months of their term left and given the option to reapply for a one term extension. Should the Board Member choose not to reapply the position is advertised via adverts in the local press and journals. Following the advertisement, the chairs will agree the shortlist for a vote into the Executive Towns Fund Board.

Part of the Main Board's responsibility is to ensure that that the Board Membership reflects the Newark Towns Fund Board area including age, gender, ethnicity, public and private sector, geography, and skills. Newark Towns Fund Board remains committed to diversity on its Board based on all protected characteristics and will encourage engagement and representation from across all communities from across the region.

4 Structure

The governance structure of the Newark Towns Fund Board is as follows:



The **Newark Towns Fund Main Board** is made up of the c.40 Board Members and Substitute Members as detailed in Board Representatives. The Main Board is to meet once every 6 months and its purpose is to oversee strategic decisions.

The **Newark Towns Fund Executive Board** is made up of a maximum of eight Board Members of which at least two are from Newark and Sherwood District Council, being the Chief Executive and S151 Officer, and at least four are from the private sector. The Executive Board representatives are approved annually by the Main Board and includes one of the Co-Chairs. The purpose of the Executive Board is to drive operational and delivery decisions as delegated by the Main Board. Advisors can be invited into Executive Board meetings and decision making.

Theme Based Working Groups are set up under the subjects of Skills Education & Business; Connectivity; Town Centre Regeneration & Culture; and Town Centre Residential. The Working Groups are made up of individual themed project groups. These groups are formulated and meet as required. The purpose of these groups are to deliver the projects identified in the Town Investment Plan and report any additional initiatives to the Executive Board. Theme Based Working Groups will be activated and inactivated based on the programme of projects within the Working Group. Each Theme Based Working Group will have a Working Group Champion whose role will be to call projects in under the group and organise meetings as required. A Newark and Sherwood District Council Officer will be included in each Theme Based Working Group who will be responsible for taking minutes and actions for the meetings.

5 Scheme of Delegation

The current scheme of delegation is for all strategic decisions to be made by the Newark Towns Fund Main Board. The Newark Towns Fund Board may delegate decisions to its Executive Board.

Any financial decision must be signed off by the S151 Officer from Newark and Sherwood District Council as the Accountable Body. The Council's S151 Officer will ensure compliance with all necessary financial regulations.

A decision which is made in contravention of the process will be invalid based on non-compliance unless the Newark Towns Fund Main Board has given prior approval for variation in the decision-making process.

Any decision that needs to be made by the Newark Towns Fund Main Board or Newark Towns Fund Executive Board that does not fit within the timeframe of the scheduled meetings can be decided through the written procedure below.

Only in the most exceptional circumstances might it be considered necessary and appropriate for a matter of strategic importance usually reserved to the Main Board to be decided through this procedure.

Written Procedure:

- A report in the usual meeting format and including reasons for urgency, will be circulated to the Co-Chairs to consider whether, due to the urgent nature of the decision to be made, it is necessary and appropriate for the decision to be made before the next meeting.
- Where practicable, the Co-Chairs will consult with other Executive Board Members prior to taking the required decision.
- The Co-Chairs will take the required decision, if at all possible within 5 working days of the report being presented. If the Co-Chairs are unable to reach agreement the decision of the Chair will be final.
- For transparency the report, reasons for urgency, and decision will be presented to the next appropriate meeting.

6 Code of Conduct

As per the Towns Fund Prospectus, the Government expect that Town Deal Boards align with governance and policies of the Lead Council (Newark and Sherwood District Council). This includes whistle blowing, conflicts of interest, complaints, acceptance of the Nolan Principles, declaration of interests, gifts or hospitality and agreement of the latest Communications and Engagement Statement.

Where members of the Newark Towns Fund Board are not employed by Newark and Sherwood District Council, elements relating to pay or leave would not apply as membership of the Board is not a paid role.

Copies of Newark and Sherwood District Council's applicable policies, within its own Code of Conduct can be obtained via the website www.newark-sherwooddc.gov.uk/

Failure to adhere to the Newark Town Deal Board Code of Conduct could result in removal from the Board.

A copy of the Code of Conduct that Board Members are required to sign is included in Annex 1 of Appendix 1. All signed Codes of Conduct from Board Members are included on the Newark and Sherwood District Council website.

7 Publications of Reports and Information

Newark Towns Fund Board papers for the Main Board and Executive Board are published on the Newark and Sherwood District Council website.

These are published in line with the Best Guidance Practice Guidance in accordance with the Local Government Act 1972, meeting agendas and papers are published 5 clear working days before the meeting takes place and draft minutes of the meeting are published within 10 clear working days of the meeting taking place.

Any declaration of interest made at the meeting will be included in the minutes.

The Newark Towns Fund Board follow its accountable body - Newark and Sherwood District Council's document classification policy in terms of how documents are classified as public, controlled, or restricted.

Information which is not to be placed in the public domain is treated under The Local Authorities-Executive Arrangements Meetings and Access to Information Regulations 2012 using one of following 7 exemptions:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any person (including the Authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultation or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes:
 - a. To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation, or prosecution of crime.

Newark and Sherwood District Council have in place appropriate data protection arrangements in line with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Council is the Data Controller for the Board in its capacity as Accountable Body.

8 The Accountable Body

Newark and Sherwood District Council was appointed as the Newark Towns Fund Board's single accountable body in January 2020 as a requirement of the Towns Fund guidance.

The Accountable Body, through the Section 151 Officer, is accountable for the proper use and administration of funding, all of which falls under the annual audit of the Newark and Sherwood District Council's accounts, and for ensuring that decisions are made in accordance with this LAF or any other framework which may instead apply.

These responsibilities include:

- Ensuring the decisions and activities of the Newark Towns Fund Board conform with legal requirements with regard to equalities, social value, environment, Subsidy Control, procurement etc.
- Ensuring that funds are used in accordance with the conditions placed on each grant.
- Ensuring (through the Section 151 Officer) that the funds are used appropriately.
- Ensuring that this Assurance Framework (or any other which may instead apply) is implemented and adhered to.
- Maintaining the official record of Newark Towns Fund Board proceedings and holding copies of all relevant Newark Towns Fund Board documents relating to any funding streams the Accountable Body is responsible for.
- Ensuring Newark Towns Fund Board decisions at formal meeting are recorded by way of minutes, and the minutes of each meeting are reported to the subsequent meeting to ensure accuracy. Minutes, agendas, and reports are published on the Newark and Sherwood District Council website.
- Responsibility for the decisions of the Newark Towns Fund Board in approving projects (for example if subjected to legal challenge).
- An independent annual audit will take place as instructed by Newark and Sherwood District Council as the Accountable Body.

Awards of funding will be accompanied by a written agreement between the Accountable Body and the promoter, setting out the split of responsibilities and specifying provisions for the protection of public funds, such as arrangements to suspend or claw back funding in the event of non-delivery or mismanagement.

The use of resources is subject to the usual local authority checks and balances – including the financial duties and rules which require councils to act prudently in spending; these are overseen and monitored by the Section 151 Officer.

While it may put in place procedures and promote proper practice, and monitor and report on the effectiveness of these, the Accountable Body is not responsible for any deficiencies in the administration of public monies among funding recipients and partner bodies. In the event of any shortcomings coming to light it will seek to safeguard, and recover where appropriate, the relevant monies through either the Newark Towns Fund Board mechanisms or its own channels as it considers most suitable in the circumstances.

The Accountable Body would only normally refuse a decision of the Newark Towns Fund Board if it were:

- Not procedurally valid, or
- Illegal, or
- Would lead to the available budget being exceeded.

If a situation did occur whereby the Accountable Body had significant concerns about a decision

the Newark Towns Fund Board had taken, or proposed to take, then an urgent meeting within 5 working days would be convened by the Section 151 Officer of the Accountable Body with key stakeholders from both the Newark Towns Fund Board and the Accountable Body.

There will be a clear separation between scheme promoters (i.e. Newark and Sherwood District Council led schemes) and those advising on decision-making (the Accountable Body role), to ensure the Newark Towns Fund Board is acting on impartial advice on the merits of potentially competing business cases.

Where Newark and Sherwood District Council is the project lead and the Accountable Body, an independent business case assessor will review the project documents and provide an appraisal to the Newark Towns Fund Board on compliance to the Towns Fund programme. This should allow impartiality between different project leads and the Accountable Body.

Awards of funding by the Newark Towns Fund Board will be accompanied by a written grant offer agreement between the Accountable Body on behalf of the Newark Towns Fund Board and the promoter setting out the split of responsibilities and specifying provisions for the protection of public funds, such as arrangements to suspend or claw back funding in the event of non-delivery or mismanagement.

An equivalent agreement will be entered into where Newark and Sherwood District Council are both the Project Lead and Accountable Body.

As a minimum, these agreements will include:

- Details of the project and outputs to be delivered in a specified timescale
- Arrangements for payment (up front or in arrears, quarterly or other)
- Arrangements to suspend or claw back funding in the event of non-delivery or mismanagement
- Monitoring requirements, including the metrics and frequency of reporting
- Publicity obligations and arrangements

The agreement will be signed by the Section 151 Officer (or equivalent) of the promoting organisation and by the Section 151 Officer of the Accountable Body on behalf of the Newark Towns Fund Board, who has the final sign off on funding decisions.

9 Section 151 Officer

Newark and Sherwood District Council is the Accountable Body for the Newark Towns Fund Board. The Council's S151 officer will ensure compliance with all necessary financial regulations.

The Newark Towns Fund Board and Accountable Body will ensure they address the five principles of the CIPFA guidance:

- Embed a corporate position for the Section 151 officer in Newark Town Board assurance
- Create a formal/structured mandate for the Section 151 officer
- Embed good governance onto decision making
- Ensure effective review of governance
- Ensure appropriate skills and resourcing

All Newark Towns Fund Board and any sub board documents which have a financial implication will be provided to the Section 151 officer/delegate, and where decisions are being made the Section 151/delegate will have the opportunity to comment. The Section 151 officer or delegate will also attend the Towns Fund Full Board and Executive Board.

Assurance will be provided by the submission by the project sponsor of a signed monitoring return to the Section 151 officer.

The Section 151 officer will provide an assurance statement as part of the Annual Performance Review and attend the review in support of the Newark Towns Fund Board. He will provide a letter to the Accounting Officer at the MHCLG by 28th February of each year, which will include:

- Details of the checks that the S151 officer has taken to assure themselves that the Accountable Body has in place the processes that ensure proper administration of financial affairs.
- A statement outlining whether, having considered all the relevant information, the Section 151 officer is of the opinion that the affairs of the Accountable Body are being properly administrated (including consistently with the National Assurance Framework and this LAF)
- If not, information about the main concerns and recommendations about the arrangements which need to be implemented to get the Towns Fund to be properly administered.

10 Contracts

The Newark Towns Fund Board terms a 'contract' as a grant offer agreement for its Town Investment Projects.

As part of the grant offer agreement, the organisation responsible for the project will be required to fill in a project monitoring form to ensure compliance to achieve the desired outputs/outcomes as stated in the contract and the Town Investment Plan.

A regular programme overview is given at every Newark Towns Fund Executive Board and Newark Towns Fund Main Board meeting to update the Board on the performance, any issues and risks and mitigations of each project.

A Public Sector Equality Duty (PSED) assessment will be required as part of the contract with each individual project.

On a bi-annual basis the Newark Towns Fund Main Board is updated on outputs with each project RAG rated to highlight any projects which are an area of concern to the Newark Towns Fund Board's delivery targets. Any formal requests of changes over 25% to change grant profiles (for the avoidance of doubt, this does not relate to the overall level of grant, just the grant profile) or output profiles are taken to the Main Board for approval.

The Newark Towns Fund Main Board also receives regular updates on performance from the Newark Towns Fund Executive Board.

11 Government Branding

The Newark Towns Fund Board will meet any branding requirements set by MHCLG including the HM Government Identity Guidelines. Any additional branding changes or requests by HM Government will automatically be adopted by the Newark Towns Fund Board and will apply to all communication produced afterwards

Newark Towns Fund Board Brand

Each project is given the Newark Towns Fund Board branding guidance document which includes details for press and publicity and marketing and branding materials. This guidance adheres to the standards issued by the MHCLG.

Each project is contractually obliged to conform to the branding guidance.

This is followed up as part of the monitoring returns from each project, with projects required to provide details of forthcoming milestones linked to publicity opportunities to enable Newark Towns Fund Board to co-ordinate an appropriate marketing approach including engagement with MHCLG.

12 Engagement with Stakeholders

Newark Towns Fund Board is committed to effective engagement and collaboration with all its partners and stakeholders to effectively undertake its role as an advocate for its area and communicate key information relating to the Town Investment Projects

Examples of Newark Towns Fund Board's engagement activities include:

- Consultation of partners and stakeholders in the region for the Town Investment Projects
- Regular engagement with the local media on the Newark Towns Fund Board's work.
- Regular social media updates, website and video coverage of Town Investment Plan activity

The Chair and Co-Chair of the Newark Towns Fund Board regularly engage with local leaders, local Councillors, residents, and key business leaders.

Within Newark Towns Fund Board this engagement is being used to inform key decisions and future strategy development.

The Town Investment Plan, together with local economic development plans and capital programmes of Newark and Sherwood District Council provide the context, rationale and up to date evidence base for project and programme development.

Where there needs to be a change to the Town Investment Plan, this will be presented and agreed at Newark Town Fund Main Board before being communicated to the public. The decision will have been scrutinised appropriately by the Section 151 officer to ensure the change is fair and robust.

The Newark Towns Fund Board will remain in regular communication with MHCLG and the Towns Fund Delivery Partner and other towns who have received investment from the Towns Fund to ensure a collaborative approach to sharing ideas and support on any challenges.

13 Inclusion and Sustainability

The Newark Towns Fund Board looks to enable inclusivity and sustainability in to all its decision-making processes and strategic development. In order to be able to do this the Newark Towns Fund Board has a nominated inclusion representative and each Working Group must have at least one named inclusion representative at all times.

The Newark Towns Fund Board will consider how projects will improve the economic, social, and environmental well-being of the Newark-on-Trent area, how equality issues are considered, and how such improvements can be secured in the Town Investment Projects.

The Newark Towns Fund Board is committed to securing social value within the project designs.

All of the Newark Towns Fund Board strategies set out the inclusive ambitions and all decisions for capital funding must take into consideration the relevant charter which requires all projects to align their construction and development projects to a set of principles which create sustainable Economic, Environmental and Social impacts.

Each project as part of the Green Book Business Case should include details of how it meets the governments clean growth principles.

14 Town Investment Projects and Assurance Process

Town Investment Projects

In July 2020 the Newark Towns Fund Board submitted the Newark 'Town Investment Plan' which outlines thirty projects to span the next 30 years, including plans to regenerate the town centre, boost business and improve infrastructure. The government has announced that this plan has been accepted.

The priority projects identified to Newark are:

- **Lincoln College Group Construction College** – To provide additional courses in traditional trades (plumbing, bricklaying, joinery and stonemasonry), to over 600 new students over the next 5 years.
- **International Air and Space Training Institute** – To develop an International Air and Space Training Facility which blends education with practical experience.
- **YMCA Newark & Sherwood Community and Activity Village** – To redevelop 98.95 hectares of derelict space in the heart of Newark, with a mixture of physical and creative activities, education and health to ensure the village is a catalyst for broader social change/
- **Newark Cycle Town** – Deliver a new cycle scheme and facilities in partnership with Brompton Bike Hire.
- **Newark Castle Gatehouse** – To restore the structure of an iconic building to be used as a flexible facility for education, research and interpretation from our past and shared community space.
- **Former M&S Development** – The purchased M&S will be redeveloped, retaining a smaller, commercially attractive retail high street offer at ground floor and introducing a significant number of high-quality apartments at upper levels.
- **Newark Southern Link Road** – The completion of the Middlebeck Sustainable Urban Extension including the Newark Southern Link Road, connecting the A1 to the A46 is central to delivering the Council's Local Plan growth strategy/
- **Newark's Cultural Heart** – The project aims to build a cultural offer that will have a positive impact for the community of Newark. All who live, work and visit there, and build a sense of place for the town, balancing design with commercial reality.
- **Smart Innovation, Supply Chain & Logistics Enterprise Zone** – The creation of a new Smart Innovation, Supply Chain & Logistics Enterprise Zone, which will blend local skills, innovation and inspiration from the best examples of high-tech zones in Europe.
- **Police Station Relocation** – Project to relocate the town Police station to a Public Services Hub (expansion of Council offices).

Business Cases

Newark Towns Fund Board are required to approved Business Cases for each project identified in the Town Investment Plan. It is the responsibility for each Project Sponsor(s) to develop and submit Business Case(s) for assessment.

The Business Case is a document setting out the case for investment used to justify the use of public spending and will set out the Case for Change, demonstrate that the investment is good value for money, affordable and deliverable. The Business Cases should be developed in accordance with the following government guidance documents; HM Treasury Green Book, HM Treasury Guide to developing a Business Case, Ministry of Housing, Communities and Local Government (MHCLG) Appraisal Guidance, DfT Transport Appraisal Guidance, DfT Appraisal and Modelling Strategy.

The Business Case Process will be delivered in three stages with each stage providing more detailed analysis to justify the investment until a project is procured and delivered. The stages are 'Strategic Outline Business Case' (SOBC), 'Outline Business Case' (OBC), and 'Full Business Case' (FBC).

The Business Cases should be structured on 5 key dimensions, as referred to in the HM Treasury Green Book and referred to as the '5 Case Model.'

The Strategic Case should cover;

- Baseline analysis of the study area identifying key challenges to be addressed
- Review of relevant local, regional and national strategic policies
- Develop and agree a clear vision and objectives with stakeholders
- Analyse the need for intervention
- Project prioritisation to identify option for investment
- Develop a clear theory of change for the investment
- Assess how the investment fits in with other investments including consideration of dependencies.

The Economic Case should cover:

- Identify key benefits based on the theory of change
- Identify ways of modelling and monetarising benefits based on departmental guidance and considering the risk of double counting
- Determine costs, setting out clearly what they include and apply relevant adjustment factors
- Value for money assessment over the appraisal period including sensitivity tests
- Consideration of non-monetary benefits including social value.

The Financial Case should cover;

- Identify project costs including capital and operating costs and risks over time
- Ensure funding and financing are both covered
- Assess funding sources, project cash flows over time and the funding ask in a financial model
- Assess overall affordability of schemes
- Consider wider financial implications such as balance sheet treatment and tax issues
- Provide information on due diligence that has been undertaken to ensure the project costs are robust and sensitivity testing to understand a range of possible outcomes.

The Commercial Case should cover;

- Identify who the scheme/promoter is.
- Develop the procurement strategy
- Set the commercial strategy and set out contract arrangements including implications
- Consider social value in procurement
- Demonstrate market testing or other evidence that there is a market to deliver the project
- Determine the allocation of risks

The Management Case should cover;

- Identify governance including roles and responsibilities
- Develop a programme for investment with key milestones and decision points clearly identified

- Develop a stakeholder engagement and communications strategy
- Assess project risks and dependencies
- Develop a benefit realisation plan and monitoring & evaluation strategy

A Business Case must be developed for each of the selected projects in line with the conditions set in the Heads of Terms document. If a project consists of a package of smaller interventions these can be grouped into one Business Case as long as the strategic case is put forward demonstrating how the separate interventions link together to deliver a coherent vision. The value for money assessment must cover the project as a whole but each intervention must be costed in the financial case.

All Business Cases should pass through local assurance mechanisms with oversight from the Newark Towns Fund Main Board and Newark Towns Fund Executive Board. Further a Public Sector Equality Duty (PSED) should be fulfilled through a programme-level impact assessment; a relevant project-level impact assessment should also be undertaken. The Supplier assigned to work up the Business Case should work with the Authority to produce a Summary Document for submission to MCHLG within 12 months of signing the Heads of Terms document. Relevant Environmental Impact Assessments should also be undertaken.

Green Book compliant Business Cases should be developed for each project. Business Cases should include:

- The evidence for the intervention using rigorous analysis of quality data and the application of best practice.
- An assessment of value for money. Attention should be given to how different types of projects will be compared and assessed. Typically, this would include the following considerations at a level proportionate to the scale of funding required for the proposal:
 - A clear economic rationale that justifies the use of public funds in addition to how a proposed project is expected to contribute to strategic objectives
 - Clearly defined inputs, activities, outputs and anticipated outcomes, ensuring that factors such as displacement and deadweight have been considered
 - Benefits that exceed the costs of intervention using appropriate value for money metrics
 - Appropriate consideration of deliverability and risk along with appropriate mitigating action (the costs of which must be clearly understood).

Recognising the diversity of market conditions and the acute nature of the Covid-19 impact in some localities, no minimum value for money threshold is set for Towns Fund projects. However, to follow best practice, all Business Cases must contain robust value for money assessments. If value for money values are low, then additional justification should be provided. A variety of measures can be used to summarise value for money, this includes estimates for:

- Net Present Social Value - defined as the present value of benefits less the present value of costs. It provides a measure of the overall impact of an option.
- Benefit-Cost Ratios - defined as the ratio of the present value of benefits to the present value of costs. It provides a measure of the benefits relative to costs

Net present social value and benefit-cost ratios should not be treated as a full representation of value for money. Rather, they should be used to summarise the benefits and costs that can be readily monetised or quantified. There may be wider strategic or social value to an intervention which may not be easily assimilated into calculations.

Business Cases should address, in a proportionate manner, the five cases set out in the HM Treasury Green Book. The Green Book has recently been updated to ensure the methodology supports the delivery of Government's levelling up ambitions and other policy priorities. These updates include a much stronger emphasis on the strategic case backed up by rigorous theory

of change analysis, and renewed clarity on what constitutes value for money.

Business Cases should be developed to meet the assurance requirements of the accountable body. In addition to the Green Book, other appraisal guidance should be followed for specific thematic interventions where available.

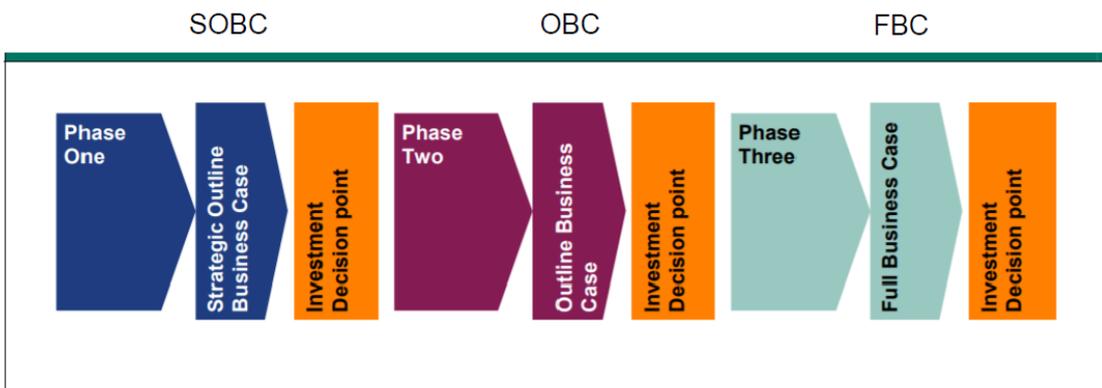
All Business Cases must be signed off by the Newark Town Board to be considered a complete and final document.

A Summary Document of the Full Business Case must be produced for each project. This should be submitted to MCHLG within 12 months of signing the Heads of Terms for the Town Investment Plan in order for funds to be released, save for any revenue or capitalised funding received in advance.

The Assurance Process

Independent Assurers will be appointed to assure, appraise and evaluate business cases submitted to ensure they comply with the following:

- They have been developed as per the sequence below:



- They adhere to the guidance provided by Government and meet the 5 case model
- They have been developed and completed as per the information set out in the specification document

Upon submission of the full Business Cases, the appointed Assurer will be required to evaluate the documents in line with the required structures and methodologies set out in to ensure compliance with the Town Board requirements and governance needs.

The appointed Assurer is expected to meet the deadlines outlined and led by Newark & Sherwood District Council and show commitment and integrity in delivering to a fast pace, changeable agenda.

Any changes to deadlines and timescales must be agreed with and approved in writing by the Authorities representative.

Following completion of the assurance process, the appointed Assurer shall send their feedback to the Newark Town Board for review and sign off.

All Business Cases must be signed off by the Newark Town Board to be considered a complete and final document.

Where there is a change in personnel within the team developing the Business Case, this must be managed by the appointed Assurer in a reasonable manner to ensure that the service is not affected.

All information included in the Business Case(s) should be kept private and confidential by the appointed Assurer and must not be shared with third parties, unless agreed with Newark & Sherwood District Council as the accountable body.

15 Value for Money

The Newark Towns Fund Board and the Accountable Body will need to assure themselves that projects are deliverable and represent 'High' value for money. It is the promoter's responsibility to provide sufficient independent evidence that the project delivers the required value for money score in line with HM Treasury Green Book principles. The Newark Towns Fund Board and the Accountable Body will use appropriate external consultants working on the Business Case development to consider the VFM and make recommendations to the Newark Towns Fund Executive and Main Board.

The evidence and information provided will vary from project to project due to the nature and priorities of the project.

The Newark Towns Fund Board will be responsible for ensuring value for money for all Town Investment Projects. The consultants secured for developing the business cases will include this assessment within the business case development, which will be scrutinised by the independent assurer. All business cases will be signed off by the Accountable Body and the Newark Towns Fund Board.

16 Risk

A risk register is maintained of all projects and this is updated on a regular basis and shared with the Newark Towns Fund Executive Board. The risks of each project are rated using a scoring matrix based on likelihood and impact that each risk presents. A set of mitigations is also included.

Based on the risk register and as part of the programme overview report, high risks within projects are highlighted to the Newark Towns Fund Executive Board by the project leads and mitigations are set out.

Where a project as a whole is seen as High Risk the Newark Towns Fund Executive Board will seek a full risk report including how the risks will be mitigated. If the Executive Board are not satisfied with the response they will seek a decision from the Newark Towns Fund Main Board to remove the project from the programme.

In the event that a project has, in the opinion of the Newark Towns Fund Executive Board, significantly changed (by 25% or more) from what was originally proposed (i.e.: spend profile, outputs and outcomes, or delivery) the Newark Towns Fund Executive Board will write to the project lead requesting a written response detailing why the project has changed.

Following receipt of the response the Newark Towns Fund Executive Board may decide to proceed with the amended project, may request that the project revert back to what was originally approved, release only part of the funding or delete the project from the programme.

The Newark Towns Fund Executive Board will be provided with monthly performance reports by the project lead. If it is reported that a project is delayed (commencement / completion / outputs / outcomes) by 3 months or more then the project will be reported as a High-Risk project. In this instance the Newark Towns Fund Executive Board will write to the project lead requesting a written response detailing why the project was delayed.

If the Newark Towns Fund Executive Board are not satisfied with the response, they can invite the project lead to present additional information, including at the Executive Board meeting. If the Executive Board remain dissatisfied, then they can request to the Newark Towns Fund Main Board to remove the project from the programme.

17 Monitoring and Evaluation

The Newark Towns Fund Board will manage the strategic programme and the Newark Towns Fund Executive Board will seek monthly updates from Project Leads on progress for each project.

Programme management will be through the monitoring process, the terms of this will be defined in each project's grant offer agreement. The agreement will determine the payment profile, the output and outcome profile and milestones.

Programme monitoring will be according to the milestones and outputs in the business case and reviewed on a quarterly basis based on the grant offer agreement.

The principles of programme management will be for Newark Towns Fund Executive Board to manage the key programme risks, through proactive engagement with the project leads and developing a system of regular reporting. A programme overview including high risk projects will be presented at every Newark Towns Fund Executive Board meeting.

Newark Towns Fund Board has the right, in conjunction with the Accountable Body, to withhold funding if the project delivery expectations, defined at inception are not met within the agreed funding period.

Projects will be required to submit either monthly or quarterly monitoring reports (financial, output and narrative) explaining their progress to spend and delivery targets and noting specific changes to the project and challenges in delivery. It is expected that the project sponsor will check monitoring reports are correct prior to submitting an approved return and that records are retained for the duration of the reporting period. Spot checks for verification purposes will be undertaken by the Accountable Body.

A variance of 25% or more on grant profile and delivery targets will trigger a review by Newark Towns Fund Executive Board, who will request a written response detailing why the project has changed from the project lead.

Newark Towns Fund Main Board and Newark and Sherwood District Council, as accountable body, reserves the right to recover or withhold all or part of the funding supplied for a project in these circumstances:

- The project is not delivered within agreed dates
- The project delivered differs from that specified
- The outcomes demonstrated through post-delivery evaluation fall short of those on which the value for money assessment and business case were based
- The outputs identified in the Business Case are not delivered.

Monitoring reports will be summarised for consideration at the Newark Towns Fund Main Board meetings, using a RAG rating system. In line with good practice and to support effective and robust decision making, monitoring reports to the Newark Towns Fund Main Board will typically summarise good progress and areas of good practice. The report will also highlight risks to the delivery of the programme.

If the Newark Towns Fund Executive Board considers it appropriate, project leads will be invited to the Newark Towns Fund Main Board meeting to explain the slippage. The Newark Towns Fund Executive Board will take local circumstances into account in taking decisions over whether funding should be withheld or recovered.

All projects will be subject to a post-project evaluation completion report; this will ensure Newark

Towns Fund Board follows best practice using recognised project and programme management techniques to ensure sound decisions have been made.

Each projects monitoring reports will be defined by the outputs, outcomes, and interrelationships to the wider programme.

Furthermore, an annual monitoring report for all projects will be required to ensure overall progress on the Town Investment Plan.

Appendix 1 Newark Towns Fund Board Terms of Reference

Last Reviewed March 2021

1 STATEMENT OF PURPOSE

1.1 The Newark Towns Fund Board is the vehicle through which the vision and strategy for the town is defined. In July 2020, the Newark Towns Fund Board submitted a Town Investment Plan, which was approved in March 2021 by the Ministry of Housing, Communities and Local Government for £25m of Towns Fund investment.

1.2 The primary role of the Newark Towns Fund Board is to provide strong and visible leadership for Newark, challenging partners to increase their ambition of what can be achieved collectively and acting as advocates for the town.

1.3 The Board will seek to maximise the opportunities for growth through the Town Investment Plan; overseeing the vision for the town and the development of the projects, focusing on its assets, opportunities and challenges.

2 MEMBERSHIP AND VOTING RIGHTS

2.1 The Newark Towns Fund Board comprises c.40 private and public businesses and bodies and is the vehicle through which the vision and strategy for the town is defined. The Newark Towns Fund Board comprises of the following representatives:

2.2 **Chair and Co-Chair** - The posts will lead and facilitate the Board providing strategic direction. Each role will be independent in its own right and at least one role will be held by a private sector representative. To enable the Board to proceed at least one of the two Chairs must be in attendance at the Main Board meetings and the Executive Board meetings. The Chair and Co-Chair will be voted in on an annual basis.

2.3 **Board Members** - Representatives from the public and private sector including local business, Higher Education, Further Education, community voluntary services, emergency services, media and the District Council. Board Membership will be reviewed annually. Any decision made by the Chair must be formally ratified by the rest of the Board Members. There may be one vote per organisation.

2.4 **Substitute Board Members** - Substitute members from organisations will be entitled to attend Board meetings and vote when a Board Member is not available. Substitute members are required to follow the governance process.

2.5 **Advisors** - Advisors are invited by Board Members and participate in the meetings but have no voting rights or ability to make decisions on behalf of the Board.

2.6 **S151 Officer** – Newark and Sherwood District Council is the Accountable Body for the Town Board. The Council's S151 Officer will ensure compliance with all necessary financial regulations.

3 BOARD REPRESENTATIVES

3.1 Board Members

Name	Company	Email
Alan Mellor	Newark Town Council	alan.mellor@newark.gov.uk
Andrew Fox	Timico	andrew.fox@timico.co.uk
Ben Sumner	University of Nottingham	ben.sumner@nottingham.ac.uk
Craig Berens	YMCA	Craig.berens@nottsymca.org
Darren Burke	Masdings of Newark	darren@masdings.com
Darren Scott	National Careers Service	darren.scott@futuresforyou.com
David Lloyd – Joint Chairman	NSDC	David.Lloyd@newark-sherwooddc.gov.uk
Fiona Anderson	Nottingham Trent University	fiona.anderson02@ntu.ac.uk
Gary Headland	Lincoln College Group	gheadland@lincolncollege.ac.uk
Henry Price	Abbott & Co (Newark) Ltd	henry@air-receivers.co.uk
Ian Dagley	Hoval	ian.dagley@hoval.co.uk
Jackie Insley	Newark and Sherwood Citizens Advice Bureau	jackieinsley@sn-ca.org.uk
Johanne Thomas	Urban and Civic	johanne.thomas@urbanandcivic.com
John Coles	Evenbrook	john.c@evenbrook.co.uk
Kerri McGarrigle	Newark Business Club	kerri.saxby@googlemail.com
Linny Beaumont	Canal and River Trust	Linny.Beaumont@canalrivertrust.org.uk
Madeleine Osullivan	Newark and Sherwood Community and Voluntary Services	MadeleineOSullivan@nandscvs.org
Matt Colbourne	East Midlands Digital Media	matt@eastmidlandsdigitalmedia.co.uk
Matthew Ellis-Mather	Ellis Mather Group	mellis@magnetexpert.com
Mick Baker	Farndon Parish Council	mickbaker038@btinternet.com
Nikki Burley	Newark Emmaus Trust	nikki@newarkemmaustrust.co.uk
Paul Holmes	Wirtgen Group	paul.holmes@wirtgen-group.com
Richard Gelsthorpe	Pratt & Gelsthorpe	richard.gelsthorpe@peugeotmail.co.uk
Ronnie White	Balderton Parish Council	Ronnie.White@newark-sherwooddc.gov.uk
Steff Wright	Gusto UK	steffwright@gusto-uk.com
Timothy Calvert	Dixons	timothy.calvert@dixonscarphone.com
Tom Cartledge – Joint Chairman	Benoy Ltd	tom.cartledge@handley-house.com
Tony Aspbury	Newark and Nottinghamshire Agricultural Society	tony@aspburyplanning.co.uk

3.2 Substitute Board Members

Name	Company	Email
Alan Leather	Canal and River Trust	
David Jones	Timico	david.jones@timico.co.uk

Jayne Saunders	Farndon Parish Council	clerk.farndon.pc@btconnect.com
Jo Bradley	Wirtgen Group	jo.bradley@nottsymca.org
Keith Girling	NSDC	Keith.Girling@newark-sherwooddc.gov.uk
Michael Durban	University of Nottingham	michael.durban@nottingham.ac.uk
Richard Coppell	Urban and Civic	richard.coppell@urbanandcivic.com
Ross Halley	Hoval	Ross.halley@hoval.com
Simon Shaw	Newark Business Club	simon.shaw@duntop.co.uk
Stuart Ellis-Mather	Ellis Mather Group	smather@magnetexpert.com
Tom Marsden	Lincoln College Group	tmarsden@lincolncollege.ac.uk

3.3 Advisors

Name	Company	Email
Andrew Ruff	Network Rail	andrew.ruff@networkrail.co.uk
Clive Fletcher	Historic England	clive.fletcher@HistoricEngland.org.uk
David Wright	BEIS	david.wright@beis.gov.uk
Frank Horsley	D2N2 Local Enterprise Partnership	frank.horsley@d2n2lep.org
Jane Hutchinson	NSDC	Jane.Hutchinson@newark-sherwooddc.gov.uk
John Latham	University of Lincoln	jlatham@lincoln.ac.uk
John Robinson	NSDC	John.Robinson@newark-sherwooddc.gov.uk
Karen McCarthy	Benoy Ltd	Karen.McCarthy@handley-house.com
Karl Tupling	Homes England	karl.tupling@homesengland.gov.uk
Kerry Jackson	Department for Work and Pensions	kerry.jackson@dwp.gov.uk
Lesley Owen-Jones	National Heritage Lottery Fund	lesley.owen-jones@heritagefund.org.uk
Lorna Masey	Department for Work and Pensions	lorna.masey@dwp.gov.uk
Matt Lamb	NSDC	Matt.Lamb@newark-sherwooddc.gov.uk
Neil Cuttall	NSDC	Neil.Cuttall@newark-sherwooddc.gov.uk
Nicola McCoy-Brown	Nottinghamshire County Council	nicola.mccoy-brown@nottsc.gov.uk
Paul Gascoine	Homes England	paul.gascoine@homesengland.gov.uk
Robert Churchill	NSDC	robert.churchill@newark-sherwooddc.gov.uk
Sarah V Forgione	NSDC	Sarah.Forgione@newark-sherwooddc.gov.uk
Sandhya Ward	Homes England	sandhya.ward@homesengland.gov.uk
Sanjiv Kohli	NSDC	Sanjiv.Kohli@newark-sherwooddc.gov.uk
Simon Witts	Aviation 360	simon.witts@aviation360.co.uk
Viki Dyer	Department for Work and Pensions	vicky.dyer@dwp.gov.uk

4 TERMS OF REFERENCE

4.1 The key functions of the Newark Towns Fund Board are to:

- i. Provide leadership and accountability for the Town Investment Plan; defining vision, shared priorities and set challenges.
- ii. Oversee development of a programme of interventions and individual business cases in order to negotiate a Town Deal with the Government
- iii. Maximise visibility and promote the priorities of Newark at local, regionally, national and international levels and develop a voice for Newark with the Government
- iv. Challenge partners to increase their ambition of what can be achieved collectively, acting as advocates for the town
- v. Make decisions in terms of the Town Investment Plan and Town Deal, however Newark and Sherwood District Council as the Accountable Body will need to give approval through its own decision-making processes
- vi. Engage stakeholders through consultation programmes in the development and delivery of programmes and projects.
- vii. Ensure equality and diversity is represented on the Board to reflect the local community diversity.

5 CONDUCT

5.1 The Newark Towns Fund Board will be based on collaboration and business will be conducted in the spirit of partnership working and abide by Nolan principles. All Board Members are required to sign up to the Code of Conduct set out at Annex 1 below. All decisions will be made in accordance with the following principles:

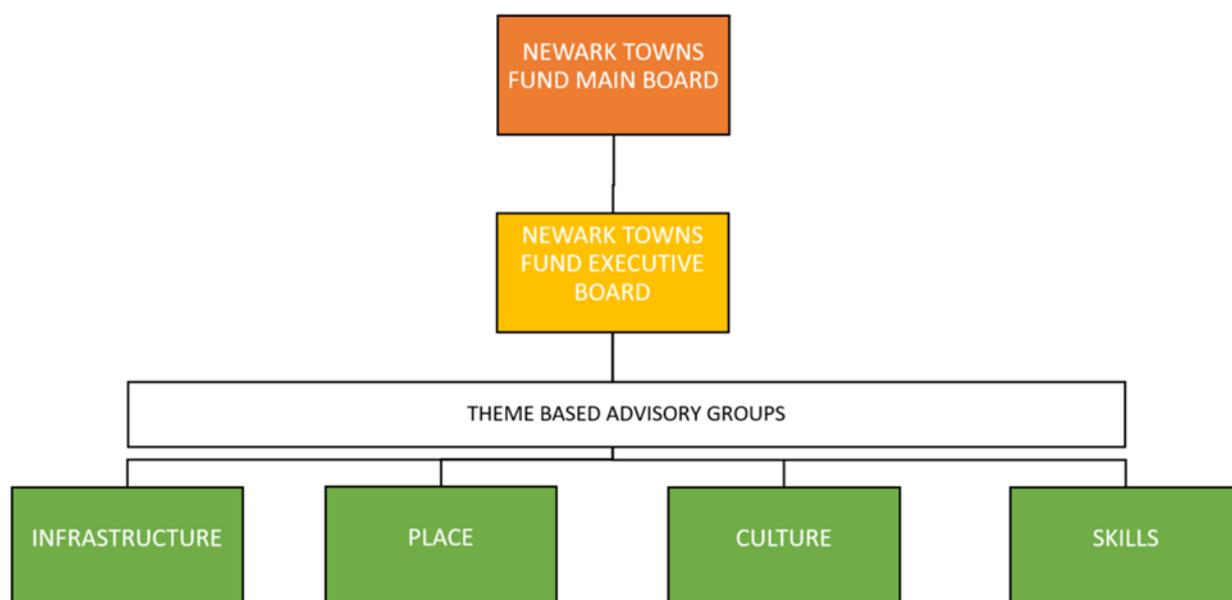
- Due consultation will be carried out where appropriate (including taking relevant professional advice from officers);
- There will be a presumption in favour of open and transparent decision making;
- There will be a clarity of aims and desired outcomes;
- All decisions will be taken as members of the Newark Town Board and not on behalf of specific organisations or areas.

5.2 Members and Substitute Members of the Newark Towns Fund Board are required to declare any interests, gifts or hospitality which they have or receive which could influence any decisions they may make as board members.

5.3 Where a Members declares an interest they will be required to leave the meeting during discussion and voting on the item, in the same circumstances that a Member of Newark & Sherwood District Council would be required to leave a meeting.

6 STRUCTURE

6.1 The structure of the Newark Towns Fund Board is as follows:



6.2 The Newark Towns Fund Main Board is made up of the Board Members and Substitute Members as detailed in Board Representatives. The Main Board is to meet once every 6 months and its purpose is to oversee strategic decisions.

6.3 The Newark Towns Fund Executive Board is made up of a maximum of eight Board Members of which at least one is from Newark and Sherwood District Council, and at least four are from the private sector. The Executive Board representatives are approved annually by the Main Board and includes one of the Co-Chairs. The purpose of the Executive Board is to drive operational and delivery decisions as delegated by the Main Board. Advisors can be invited into Executive Board meetings and decision making.

6.4 Theme Based Working Groups are made up of individual themed project groups. These groups are formulated and meet as required. The purpose of these groups are to deliver the projects identified in the Town Investment Plan and report any additional initiatives to the Executive Board.

7 MEETINGS

7.1 Newark Towns Fund Main Board

- The Board will meet on a bi-annual basis
- Meetings will include detailed discussions of matters that are of strategic importance
- Meetings will be quorate when 10 members are in attendance
- Agenda for meetings will be published on the NSDC website in advance of the meeting (allowing 5 clear working days)
- Final minutes once approved by the Board will be published on the NSDC website within 10 clear working days of the meeting
- All declarations of interest will be included in the published minutes

7.2 Newark Towns Fund Executive Board

- The Board will meet on a monthly basis
- Meetings will include detailed discussions of matters that are of operational and delivery

importance

- Meetings will be quorate when 4 members are in attendance
- Agenda for meetings will be published on the NSDC website in advance of the meeting (allowing 5 clear working days)
- Final minutes once approved by the Board will be published on the NSDC website within 10 clear working days of the meeting
- All declarations of interest will be included in the published minutes

8 ACCOUNTABLE BODY

8.1 Newark and Sherwood District Council is the Accountable Body for the Town Board. The Council's S151 Officer will ensure compliance with all necessary financial regulations.

8.2 The Board Terms of Reference will be reviewed and updated annually in March each year. This is in order to review the structure of the Board as the Newark Towns Fund Board moves into the next phases of development.

ANNEX 1

Newark Town Deal Boards - Code of Conduct

As per the Towns Fund Prospectus, the Government expect that Town Deal Boards align with governance and policies of the Lead Council (Newark and Sherwood District Council). This includes whistle blowing, conflicts of interest and complaints.

Newark and Sherwood District Council expects employees and its members to adhere to the Nolan Principles of public life. Therefore, members of the Newark Towns Board, Executive Committee and Sub Boards ('The Boards') are expected to adhere to those same principles of:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Although the Government expects that 'The Boards' Code of Conduct must align with that of the Lead Council, there may be elements of the Lead Council's Code of Conduct that are not applicable to board members, in relation to the Newark Town board and its function.

For example, members of 'The Boards' may not necessarily be employed by the Lead Council, therefore elements from the Lead Council's Code of Conduct relating to agreed pay would not apply, as membership of the board is not a paid role. A further example would be that there is no leave allowance associated with board membership, therefore the Lead Council's leave policy would also not apply.

Members of the Newark Town Board are required to declare any interests, gifts or hospitality which they have or receive which could influence any decisions they may make as Board members.

Members of 'The Boards' are expected adhere to the latest version of the agreed 'Communications and Engagement Statement'.

If a complaint is received by 'The Boards', the matter will be referred to the Lead Council and dealt with under the Lead Council's complaints policy.

Copies of the Lead Council's applicable policies, within its own Code of Conduct can be obtained via the website www.newark-sherwooddc.gov.uk/

Failure to adhere to the Newark Town Deal Board Code of Conduct could result in removal from the Board.

Signed:

Date:

Name:

Organisation:

Appendix 2 Register of Interest

Board Member Register of Interest

To be completed by all Board Members

This Register of Interest will be published and made public on Newark and Sherwood District Council's Town Board website

BOARD MEMBER	
Full Name	
DESCRIPTION	DETAILS
Any body of which the Board Member is a director or officer of:	
Any firm of which the Board Member is a partner:	
Any firm or organisation of which the Board Member is an employee:	
Any public body of which the Board Member is an official or elected shareholder:	
Any company whose shares are publicly quoted in which the Board Member owns or controls more than 2% of the shares:	
Any company whose shares are not publicly quoted in which the Board Member owns or controls more than 10% of the shares:	
Any property owned by the Company or any shareholder in which the Board Member has an interest or which the Board Member occupies:	
Any other interest which is significant or material including any direct or indirect financial interest which may influence the Board Member's judgement on matters being considered or to be considered by the Board:	

Privacy Notice
How We Will Use Your Data

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with UK Data Protection Act 2018 to undertake a statutory function. The basis for processing this information is to enable the council to undertake a public task.

Some of your personal information will be included in a public register in accordance with our statutory responsibility and this will be published on the council's website.

Your personal data will be kept in accordance with the Council's retention policy and schedule.

For further details about how your information may be used or about your rights under this legislation and any subsequent data protection legislation please read our full privacy notice on our website: <https://www.newark-sherwooddc.gov.uk/yourcouncil/privacy/> or contact the Council's Information Governance Officer on 01636 655216 or via email on freedom@nsdc.info

Appendix 3 Checklist

TO INFORM BOARD AND PROJECT SPONSORS OF ALL KEY ACTIVITY WHICH MUST BE COMPLETE IN ORDER TO ALLOW RELEASE OF CAPITAL GRANT.