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Staveley Town Deal Board

29th October 2021

Item 4a – Programme Activity Report

(Project Sponsor 5% Advance Funding requests)

Recommendation

- a) That the report be noted
- b) That Board approve the requests for 5% Advance Payment, subject to the project compliance with the “Checklist” and Assurance Framework principles

Background

The MLUHC made an offer of a 5% advance payment to Town Deal areas for projects to progress their Business Cases to Green Book standard. This funding of £1.26m was received by CBC on 20 September 2021. It is not new funding, but would be netted from the overall Town Deal allocation of £25.2m.

The Internal Programme Board have considered these project requests ahead of the Town Deal Board meeting and in all cases, recognise the need for this advance. As Accountable Body, CBC must be confident that there is sufficient evidence in place to be sure of quality; deliverability and that projects procure correctly and there is compliance with the Assurance Framework which has been approved by the Town Deal Board.

To date, some projects have engaged fully with the CBC Planning Service and it is felt that at least pre-planning application advise be sought prior to any of the 5% advance payment being released.

Some projects have requested funding for land acquisition. Appropriate use has been stipulated within the Funding Agreement terms to be used solely for the Town Deal project, thus providing protection of land assets for the Town Deal and Accountable Body.

Appendix I identifies the Checklist, that the Internal Programme Board would recommend to Town Deal Board to assure such quality and compliance.

To provide further assurance to the Town Deal Board the following measures are also in place:

- a. A thorough Funding Agreement (contract) and Monitoring Claim Form have been prepared that will set out these requirements as a legal document
- b. The CBC Section 151 Officer attends the national Town Deal meetings and shall liaise with colleagues to ensure best practice
- c. Since February 2021; regular training has been provided by CBC Officers, TFDP experts and external advisors to all Project Sponsors. Minutes and slide decks have been provided on subjects including; procurement, planning, Green Book Business Case development, Town Deal policy and processes, match funding, economic baseline & evidence base; communications and consultation, social value, clean growth, skills & employability, active Travel and heritage and culture.



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- d. A further safeguard of funding, which will be released in line with the payment profile. Most project payments in arrears. However, to mitigate potential cashflow issues resulting from payment in arrears, voluntary organisations will be reimbursed within 7 days of receipt of a satisfactory claim and monitoring form.

Project 5% Advance Payment Requests

Of the 11 projects, 6 have submitted their request for up to 5% Advance Payment. The table below summarises these requests and submissions are provided as Appendices II – VII to this report.

Project Name	Request and amounts
1. DRIIVe	£186,750 - Request Received for 5%
2. Hartington Industrial Park	N/A not required due to “Fast Track”
3. Construction Skills Hub	N/A not required as Business Case is in final draft phase and mainly revenue expenditure
4. Staveley Miners Welfare FC Skills Academy	Request received, adjustment required to reflect only the 5% of the “Skills Academy” element (Phase I, car park) already approved and contracted. £17,650 max offer. (Request was for £24,550)
5. Staveley Station at Barrow Hill	£22,000 - Request Received but less than the full 5% (which would be £46,700)
6. Wheels to Work Staveley Hub	N/A not required as only a small project and equipment is main purchase.
7. Staveley 21 (Town Centre)	Request Received for 5% (£242,800)
8. Staveley Waterside (Canal Basin)	N/A not required as Business Case is in final draft phase
9. Staveley Hall Conference Centre	Request Received for 5% (137,500)
10. Chesterfield Canal Restoration	Request Received for 5% £265,200)
11. Barrow Hill Memorial Hall	No application received to date, but Project Sponsor does plan to make a request.



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Appendix I

Checklist for releasing the 5% Advance payment

1	That projects engage with the CBC Planning Service, seeking pre-planning application advice as a minimum prior to any of the 5% advance payment being released
2	That the 5% requests clearly contribute towards producing the Green Book Business Case and are relevant to the project proposals as set out in the TIP and subsequent project documents
3	Adherence to the conditions in the Heads of Terms (where applicable)
4	Adherence to the Equalities Impact Assessment
5	Adherence to the Staveley Town Deal Assurance Framework
6	Submission of appropriate evidence to adhere to the CBC procurement process. Provide: <ul style="list-style-type: none">• The tender specification• Clear procurement proposals and the process of selecting and awarding the winning tender• Quotations that match the requirements in the specification
7	That the responsible Lead for the Project Sponsor signs to acknowledge the responsibilities for which this funding is being provided