

**URN:** 21-127

**Subject:** Town Deal Heads of Terms, Prioritisation exercise and Monitoring  
& Evaluation update

**Report to:** Council – 22 July 2021

**Report by:** Sheila Oxtoby, Chief Executive

### **SUBJECT MATTER**

At the Town Deal Board on the 16 March 2021, the Heads of Terms, (HoT), for a Town Deal of up to £20.1 million to deliver ten Immediate Investment Priorities set out in the Town Investment Plan was agreed. The HoT offered for a Town Deal of up to £20,100,000 against an original ask of £24,780,390.

This report confirms the Board prioritised interventions that were made in line with the value of the funding award and provides an update regarding the subsequent monitoring & evaluation, (M&E), that has taken place.

This report will also document the M&E schedule associated with the Town Deal HoT.

### **RECOMMENDATION**

That Council :

- 1) Acknowledge MHCLG receipt of the said agreed interventions.
- 2) Note that the subsequent Monitoring and Evaluation (M&E) submission for addressing key conditions by 24 May have been addressed, including financial information.
- 3) Acknowledge that preparatory work on the delivery of Stage 2 Business case is underway.
- 4) Note the M&E reporting schedule for the Town Deal as per agreed Heads of Terms.

## **1. Introduction**

- 1.1. 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. A stakeholder-led Town Investment Plan was submitted to the Ministry of Housing, Communities & Local Government (MHCLG) on 11 December 2020, outlining a total 'ask' of £24,780,390 to co-fund ten interventions as Immediate Investment Priorities.

1.2. On 3 March 2021, MHCLG informed the Chair of the Town Board and the Council that MHCLG was offering Great Yarmouth Heads of Terms (HoT) for a Town Deal of up to £20.1 million. The HoT were not contractually binding, and the offer was subject to various conditions being met including the provision of regular reporting or monitoring and evaluation.

1.3. There were a number of key milestones listed in the HoT:

- In order to proceed, the Board sign the Head of Terms by 24 March 2021;
- By 24 May 2021, at the latest, the Board must submit a draft Monitoring and Evaluation plan addressing key conditions and providing updated intervention capital/revenue splits;
- By 24 March 2022, at the latest, Phase 2 (detailed business cases) must be complete and a formal Summary Document submitted to Government

## 2. KEY MILESTONES PROGRESS

2.1. The Great Yarmouth Town Board unanimously recommended agreeing to the Heads of Terms at its meeting on 16 March 2021

2.2. In order to reduce the Towns Fund ask from £24.8m to £20.1m, individual interventions were examined and prioritised to either a) reduce the scale/costs/scope of individual interventions or b) reduce the value of Towns Fund sought for specific interventions and identify alternative funding sources. The final agreed list of nine interventions are detailed in Table 1 below:

**Table 1. List agreed interventions**

Intervention	Project Value	Town Deal ask:
1. New operations and maintenance (O&M) campus and incubator on the Great Yarmouth Enterprise Zone and Energy Park	£20,016,019	£3,950,000
2. Land assembly for the strategic regeneration of North Quay as a vibrant new mixed-use waterfront quarter	£7,600,000	£2,600,000
3. New Great Yarmouth University Learning Centre (GYULC) providing an enhanced route to economic activity and growth	£10,465,543	£7,463,947
4. Restoration and commercial repurposing of the iconic Winter Gardens as a year-round seafront attraction	£16,052,151	£4,075,000
5. Restoration and sustainable repurposing of vacant historic buildings	£1,401,900	£626,000
6. Restoration and adaptation of the historic Ice House as a	£1,440,000	£450,000

Intervention	Project Value	Town Deal ask:
National Centre for Arts and Circus		
7. Public wayfinding and sustainable connectivity	£1,100,000	£594,953
8. Physical enhancements to the rail station gateway as a key point of entry for residents, visitors and commuters	£202,180	£150,000
9. Smart Deployment of Enhanced Digital and Connectivity Infrastructure	£205,130	£190,100

- 2.3. The intervention details and other key conditions in the draft M&E plan was sent and acknowledged as received by the Town Deal Fund on 20 May 2021.
- 2.4. As such, Great Yarmouth has confirmed, in writing, details of interventions being taken forward and a plan for addressing key conditions relating to those and the overall Town Investment Plan, alongside capital/revenue splits and financial profiles as requested by MHCLG.
- 2.5. Phase 2 of the process includes detailed project development and business case assurance at local level to demonstrate the feasibility, viability and value for money. A Town Deal Summary Document must be submitted to Government within 12 months of accepting the offer (i.e. 24 March 2022 at the latest). The Summary document will be the final M&E stage.
- 2.6. Preparatory work on the development of the Town Deal Summary document has begun, and any business cases for projects will be taken through Great Yarmouth Borough Council, in line with local assurance and decision making processes.

### 3. MONITORING & EVALUATION SCHEDULE:

- 3.1. It will be our responsibility as the Local Authority to formally report quarterly on inputs and activities, outputs and expenditure.

What we are required to provide updates on:	When
<ul style="list-style-type: none"> <li>Inputs and activities</li> <li>Outputs</li> <li>Project Expenditure: Expenditure on project activities by local authorities or, in the case where a partner is implementing the project, their expenditure on project activities to date. This will also include forecasted spend.</li> <li>Project Progress: A brief narrative to explain the below progress you are reporting on.</li> <li>Project Changes: Any material changes to project designs or plans should be disclosed and described, including any timing delays.</li> <li>Risks: Updates should be made to the project risk schedule using a RAG rating, as well as an explanation of the risks and required mitigation steps.</li> </ul>	Semi-annually through the monitoring form

What we are required to provide updates on:	When
The RAG rating will be used to flag any issues that require action or amendments. This will also allow changes in risk to be tracked over time.	
<ul style="list-style-type: none"> <li>Feedback on local engagements and how your overall investment strategy is progressing. Questions to aid the qualitative feedback will be provided in the monitoring forms.</li> </ul>	Annually through the monitoring form

- 3.2. GYBC will be required to submit our monitoring forms through DELTA.6. (MHCLG reporting portal). These returns will need to be scrutinised and signed off by the Section 151 Officer. The M&E reporting schedule is outlined below:

M&E required	Deadline	Payment
<ul style="list-style-type: none"> <li><b>Project Summary Document (Annex C)</b></li> <li><b>Initial draft M&amp;E plan per project including theme specific deliverables</b></li> </ul>	by 29 July 2021	For September payment
	by 28 October 2021	For December payment
	by 28 January 2022	For March 2022 payment
<ul style="list-style-type: none"> <li><b>Business case</b></li> <li><b>Final M&amp;E plan per project</b></li> </ul>	24 March 2022	Payment as per quarters above

- 3.3. Please note for all towns: the payments timings are indicative and are assuming MHCLG is satisfied with the Summary Documents and project M&E plans.
- 3.4. Projects Summary Document (Annex C) and an initial draft M&E Plan were submitted to MHCLG on 20 May (deadline was 24 May). A review and approval of the draft M&E plan by MHCLG is due to take place within 1 month of submission.
- 3.5. GYBC will need to submit the Business Case and the final M&E Plan by 24 March 2022.

#### 4. FINANCIAL AND LEGAL IMPLICATIONS

- 4.1. In order to reduce the Towns Fund ask from £24.8m to £20.1m, individual interventions were examined and prioritised as noted above.
- 4.2. With the success of the Future High Streets Fund application and the Town Deal, it is likely that the Council's officer structure will need to be supplemented, once budget has been confirmed, to ensure that GYBC has the requisite capacity and skills to deliver all of the projects.
- 4.3. It is noted that the M&E plan is required before any payment can be made.

#### 5. RISK IMPLICATIONS

- 5.1. This prioritisation process may affect the scale/costs/scope and, therefore, impact of individual interventions and the overall Town Deal programme or require alternative funding to be identified and secured.

- 5.2. Not adhering to the Town Deal HoT and reporting schedule could be reputationally damaging to GYBC and put at risk of the funding being withdrawn.

## 6. CONCLUSION

- 6.1. Great Yarmouth have met the Heads of Terms for a Town Deal of up to £20.1 million to deliver the nine of the original ten Immediate Investment Priorities set out in the Town Investment Plan:
- Interventions were prioritised in line with the value of the funding award as agreed by MHCLG
  - GYBC submitted a M&E plan, as requested by MHCLG, addressing key conditions and providing updated intervention capital/revenue splits by the deadline of 24 May 2021.
  - Preparatory work on the development of the Town Deal Summary document has begun.
  - GYBC have documented the monitoring and evaluation schedule associated with the Town Deal HoT

## 7. BACKGROUND PAPERS

Towns Fund & Future High Streets Fund Monitoring and Evaluation Local Authority FAQs

Towns Fund M&E plan V1

Towns Fund Indicator Guidance

Area for consideration	Comment
Monitoring Officer Consultation:	As part of the ELT process
Section 151 Officer Consultation:	As part of the ELT process
Existing Council Policies:	Great Yarmouth Town Investment Plan (2020)
Financial Implications (including VAT and tax):	As outlined in the Report
Legal Implications (including human rights):	None
Risk Implications:	As outlined in report
Equality Issues/EQIA assessment:	None
Crime & Disorder:	None
Every Child Matters:	None
Details contained in strategy:	None