

13.01.2023
Your reference:
Our reference: LAS/ZB
Ask for: Zuber Bapu

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**To: Members and Officers of
The City of Preston Town Fund Board**

Dear Sir/Madam

City of Preston Town Fund Board - 18 January 2023

You are requested to attend a meeting of the City of Preston Town Fund Board to be held on Wednesday, 18th January, 2023 at 10.30 am on MS Teams. The calendar appointment for the meeting was circulated separately.

Members are reminded of their responsibility to declare any personal interest or disclosable pecuniary interest in respect of matters contained in this agenda.

The Agenda for the meeting is set out overleaf.

Yours faithfully

Jackie Wilding

Director of Resources

City of Preston Town Fund Board
Wednesday, 18 January 2023

AGENDA

1. **Declaration of Interests**

2. **Minutes** (Pages 1 - 2)

To confirm the Minutes of the last Board meeting held on 15 November 2022.

3. **Implementation Report** (Pages 3 - 10)

Report enclosed.

4. **Towns Fund Assurance update**

Report to follow.

5. **Presentation of the comms plan for year 1** (Pages 11 - 34)

A verbal presentation will be given at the meeting.

City of Preston Town Fund Board

City of Preston Town Fund Board 15 November 2022

Present: Mr J Chesworth in the Chair; Mr R Binns, Councillor D Borrow, Ms A-M Parkinson, Mr A Phillips, Ms K Illingworth - Turner and Ms M Close

Also in attendance:

Ms J Wilding	– Director of Resources & S151 Officer
Mr C Hayward	– Director of Development and Housing
Mr P Evans	– BEIS
Mr M Flemming	– TIG
Mr C Blackburn	– Assistant Director (Head of City Growth and Regeneration)
Ms B Joyce	– Radics Consulting / Preston City Council
Ms Palmer	– Regeneration Manager
Ms N Billington	– Head of Policy and External Relations
Mr Z Bapu	– Senior Member Services Officer

Apologies: Ms J Anthony, Councillor M Brown, Mrs R Connor and Sir M Hendrick, MP

CD49 Declaration of Interests

There were none.

CD50 Minutes

Resolved – That the minutes of the previous meeting be agreed as an accurate record.

CD51 Towns Fund Implementation Report

Ms B Joyce provided the monitoring report for Phase 3a Towns Fund projects and a general update on the Towns Fund work programme. There were no matters arising from the November Monitoring Report. The Monitoring and Evaluation Board (M&E) meets monthly and it is proposed

City of Preston Town Fund Board

that the M&E Board and the Technical Implementation Group (TIG) meetings are brought together. A presentation on the work of the M&E Board will be made at the January 2023 Towns Fund Board meeting. The M&E Board is overseeing the preparation of the monitoring submission to government in December 2022.

Resolved – That the Board

- (i) Noted the November Monitoring Report;
- (ii) Approved that the Monitoring and Evaluation Board and Technical Implementation Group be brought together and requested that a comprehensive report be brought to the January meeting; and
- (iii) Delegated approval of the submission of the December 2022 monitoring return to government to the Director of Resources, in consultation with the Chief Executive of the Accountable Body and the Chair.

CD52 Any Other Business

Following a question in relation to timing and schedule of a Communications Plan, the Board was informed that, a report would be presented at the January meeting.

Towns Fund Board Meeting to be held on 18 January 2023	
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TOWNS FUND IMPLEMENTATION REPORT APPENDICE '1' and '2' and '3'

1. Summary

- 1.1 This report provides the monitoring report for Phase 3a/b Towns Fund projects and a general update on the Towns Fund work programme. The report is more concise than previous months due to the Christmas break.

2. Decision Required

- 2.1 The Towns Fund Board is recommended to:

- (i) Note the December Monitoring Updates;
- (ii) Approve the updated Terms of Reference for the refreshed TIG/M&E meeting;
- (iii) Note the Year 1 comms plan;

3. Information

3.1 Background and Advice

- 3.1.1 The City of Preston Towns Fund Board (the Board) submitted a City Investment Plan (CIP) to Government at the end of July 2020. In March 2021, Preston Towns Fund Heads of Terms were signed by the Board Chair and Chief Executive of the City Council as Accountable Body (AB). The Harris Quarter Investment Programme comprises six projects with a total Towns Fund grant allocation of £19.9m, which combined with the Harris Quarter Pop Ups project form a total investment programme of over £200m. The six projects are Renewal of Harris Quarter Assets; Animate; Illuminate and Integrate; Educate Preston; Preston Youth Zone; and Harris Your Place.

- 3.1.2 At meetings in December 2021 and March 2022 the Board considered and approved investment recommendations for the Towns Fund projects following the preparation and appraisal of treasury compliant "Green Book 5 case" business cases. In March 2022 the Summary Plans were submitted to Government. In June 2022 the Accountable Body received confirmation that the Summary Plan was approved by Government and the Accountable Body is now in receipt of Towns Fund grant.

3.2 Monitoring Report

- 3.2.1 At its meeting in November 22 the Board agreed that the Technical Implementation Group, which meets monthly, now meets alongside the Monitoring and Evaluation team to create a more efficient process to project monitoring which incorporates:

- Phase 3b milestones – monitoring of any milestones which will be achieved following grant draw down but prior to commencement on site; and
- Construction milestones – monitoring of high-level construction milestones
- Update on the Funding/Spend profile of the projects.

3.2.2 Due to the Christmas break a simplified version of the Phase 3b monitoring report is attached at Appendix 1. A presentation on progress will be made at the Board meeting and there are no matters arising from the December monitoring report which require Board decisions.

3.3 Grant Funding Agreements

3.3.1 The latest position on the GFA/MoU's is as follows

Project	Type/ Description of agreement	Target Date Required	Date Closed	Status
Animate	MoU	Aug-22	Sep-22	Complete
Educate Preston (CEIAG)	GFA	Aug-22		In Progress
Harris - Your Place	MoU	Apr-22	Jul-22	Complete
Illuminate and integrate	MoU	Aug-22	Sep-22	Complete
Renewal of Harris Quarter Assets	MoU	Jul-22	Sep-22	Complete
Youth Zone	Pre Construction GFA	June	07/06/2022	Complete
Youth Zone	Main Construction GFA	Nov-22		In Draft

3.3.2 The final GFA to be agreed is between PCC and Youth Zone, the team is attempting to resolve the subsidy control item which is almost complete.

3.4 Monitoring and Evaluation

3.4.1 Attached (appendix 2) is the last submission to central government which was successfully submitted on the 16th December 2022.

3.5 Towns Fund Communications

- 3.5.1 The Towns Fund team has appointed Limitless PR to assist with the outward communications/messaging around the progress Preston is making with the Towns Fund Programme. Attached is the presentation from Limitless PR detailing the first 12 months of the comms strategy.
- 3.5.2 Public engagement and communications are vital to Preston's Towns Fund ambition and as such, Limitless PR, an external agency is now in place to provide additional communications and marketing provision in support of the Towns Fund project delivery until end March 2026. Their appointment release was issued w/c 16 Jan.
- 3.4.2 Michael Gregory, the director of Limitless PR and Nicole Billington, Head of Policy and External Relations at Preston City Council, both took part in the recent Towns Fund planning day on 15 November.
- 3.4.3 The agency will work closely with Preston City Council's corporate communications team, the Town Deal Board and key stakeholders to deliver a place-based and inward investment marketing and communications strategy to support city development and regeneration.
- 3.4.4 Leader of Preston City Council Cllr Matthew Brown will take part in a panel discussion at the upcoming Place North West Lancashire Development Update event on 9 February at Preston North End. He will join the discussion about council-driven projects, the importance of govt funding (Town Deals, Levelling Up), and what this tells us about not only where the county is today, but where it will be in the next few years.
Event details here:
<https://www.placenorthwest.co.uk/events/lancashire-development-update-2023/>
- 3.4.5 An overview of the year 1 communications plan is to be presented at this Board meeting and Michael will attend future Board meetings to update on activity. A summary of the period since the November Board is set out below:

Animate:

Eric Wright Construction have started the main construction phase on site as of 9 January. The start of construction was marked by a photo opportunity with key stakeholders. Press coverage in both the local and commercial property press was good and the full article can be read here: <https://www.investprestoncity.com/article/6509/Main-construction-work-starts-on-Animate>

Preston Youth Zone:

Onside submitted a planning application to Preston City Council in November. The council's corporate communications team and Limitless PR will work closely with Onside regarding future key milestones and announcements, which will include the planning decision and the placement of dedicated social workers throughout the construction phase for Preston young people.

Read the announcement here: <https://www.onsideyouthzones.org/news/planning-application-submitted-for-preston-youth-zone/>

The Harris

From 10 November throughout December, The Harris opened a pop-up shop at Preston Box Market, as part of its outreach programme of activity whilst the Harris is closed for regeneration. The shop showcased Preston and Lancashire merchandise and other gifts created by local artists, including a unique range of bespoke presents based on favourite Harris collection items such as 'Pauline in the Yellow Dress' by Sir James Gunn.

The Harris issued a press release on the 21 November revealing what the ground floor rotunda will look like when finished. <https://www.preston.gov.uk/article/6403/Harris-Your-Place-First-Look-The-Ground-Floor-Rotunda>

And an additional release on 20 December communicating the launch of a new inclusive online experience to enable website visitors to access online content and services in a way that best suits their needs.

As part of the Harris' diversity and inclusion strategy, website visitors are now able to access a wide range of accessibility and language support tools to customise their digital experience through Recite Me assistive technology. Being able to offer an inclusive experience is essential to support over 20% of the population who may encounter barriers when exploring websites due to having a disability, learning difficulty, visual impairment or if they speak English as a second language.

Amounderness House

A draft press release has been prepared ahead of the appointment announcement of W_rkspace as the preferred estate management team for the property.

Business Newsletter:

Recent issues of the Preston Business newsletter can be read here: [Preston Business eNewsletter - Preston City Council](#)

3.6 **TIG/M&E Terms of reference update**

Preston City Council is the accountable body for the Preston Towns Fund Board and following Council, Towns Fund Board and government approval of 6 project business cases has established a Monitoring and Evaluation Board.

The Technical Implementation Group has provided guidance for the projects from inception, through the business case process and now into phase 3b.

At the last board meeting it was approved that to increase efficiency within the team the two meetings will merge and shall take place quarterly with TIG element taking place a brief break and then moving into the M&E part of the meeting. The project monitoring reports will still be submitted monthly to ensure progress is being closely tracked. The updated Terms of Reference for the combined meeting are attached under appendix 3.

The Towns Fund Board is requested to:

- (i)** Note the December Monitoring Updates;
- (ii)** Note the Year 1 comms plan;
- (iii)** Approve the updated Terms of Reference for the refreshed TIG/M&E meeting

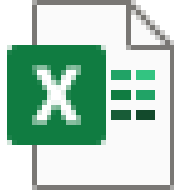
Appendix 1 – Project Monitoring Updates



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n%20Jan%202023.pptx

Appendix 2 – Monitoring and Evaluation

Due to the size of the file please find link to M&E Submission



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Appendix 3 – Updated TIG/M&E Terms of Reference



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Implementation Report

January 18th 2023

1. Monitoring Report
2. MoU/ GFA update
3. Monitoring and Evaluation
4. Communications
5. Terms of Reference Review
6. Recommendations



PHASE 3a/b PROGRESS MILESTONES

Animate/Part 1 I&I

Brief Summary on progress

- The works commenced on site on Monday 9th Jan.
- A ground breaking ceremony took place with the Leader, CEO and other key officers

Key Next Steps

- The next three months will see the ground being remediated of obstructions, remnants of the old market and contamination
- The hoarding is being installed and the site establishment prepared, with the refurbishment of two floors of Lancasteria house

Key Programme milestones

- Piling commences – mid March 23
- Steel frame commences – early July 23
- Ground floor slab poured – Nov 23

Latest Budget position

- Contract sum is £34,490,979
- No variations impacting on the contract sum to date

Anything required from PCC

- Confirmation of who is leading from PCC with satisfying the planning conditions
- Timeline for Building Management Appointment

Amounderness House

Brief Summary on progress

- Approval to complete the design to the end of RIBA Stage 4 and present costs/programme for approval to start the construction period.
- A successful period of design review was undertaken to improve the budget position due to increase in borrowing rates.

Key Next Steps

- Re-start the design process
- Conclude the HoT's for the proposed Tenant
- Ready a planning application for submission

Key Programme milestones

- **Awaiting updated programme from MGD**

Latest Budget position

- £7,249,386
- £5,194,000 grant income, the net cost to the Council is now £2,055,386

Anything required from PCC

- No

Your Harris

Brief Summary on progress

- Works are progressing on site, strip out of internal spaces, external scaffolding installation, removal of asbestos, internal protection of the building.
- Beck Interiors have now been appointed under the PCSA and are costing up the designs and developing the programme for the fit out delivery.
- Showcase Contractor, Click Netherfield have now been appointed are starting to work through the showcase designs.
- AV contractor is in the process of being appointed subject to approvals.
- The Operational Business Plan is being reviewed and refreshed to take the Harris into re-opening.
- Outreach activity and engagement work continues across the city.
- Hoardings designs are due to be installed within the next couple of weeks.

Key Next Steps

- Agree Fit Out price and programme with Beck and enter into contract – April 23
- Publish the Mount Making Tender – Jan 23
- Publish the Conversation Tender – Feb 23
- Develop the AV content
- Prepare for recant during the summer 23
- Operational development for re-opening – year long

Key Programme milestones

- As above

Latest Budget position

- £16m to reflect increase in budget

Anything required from PCC

- Clarity required on seeking approval for increased budget, guidance suggested a change form submission was not required for this?

Educate Preston

- Brief Summary on progress
 - Inaugural Steering Group Meeting held December 2022
 - 3 x units identified within the Guildhall Arcade as potential for grant of lease from PCC
- Key Next Steps
 - Costs and programme of works to be finalised over coming weeks for 2 of the 3 units
 - Outcome of legal position re Guildhall Arcade following hearing third week of March*
 - *Tenancy at Will only available until outcome of legal hearing known
- Key Programme milestones
 - *Guildhall Arcade legal hearing outcome third week of March
 - *Based on legal hearing outcome, works to unit to commence late March 2023
- Latest Budget position
 - Towns Fund Contribution £156,800; Local Contribution £90,000; Total Project Budget £246,800
 - No variations impacting on the contract sum to date
- Anything required from PCC
 - Continue to work together to establish agreed works and costs to chosen unit
 - *Advise re outcome of Guildhall legal hearing that will trigger various actions
 - Note: PCC currently has no alternative units in the Harris Quarter at no rent for project

Youth Zone

Brief Summary on progress

- 100% capital funding secured with the recent support of the Youth Investment Fund (Grant Agreement in the course of negotiation)
- Planning application submitted 07.11.22, currently in planning determination period expected to run until early Mar 23
- Application for incorporation of Preston Youth Zone prepared ready for submission

Key Next Steps

- Right to Light report and mitigation strategy to be put in place: A Stage 2 Right of Light technical report has been completed by Delva Patman Redler LLP as well as a valuation report to determine the potential loss in value with regards to rights of light impact and light injury to surrounding properties associated with the proposed Youth Zone development conducted by local valuation experts, Eckersley. Suitable approvals have been agreed by PCC as to appropriation of the site should commercial negotiations and compensation with neighbouring owners do not prove agreeable.
- Subsidy Control: The Subsidy Control Act 2022 came into force on 4 January 2023 and the draft, generic advice from Addleshaws can now be narrowed to the provisions of the Act rather than including a discussion of compliance with the transitional provisions (post-Brexit). OnSide will share the simplified advice paper when received (expected in the next 14 days).

Key Programme milestones

- Planning permission decision expected by: 30/03/2023
- GFA to be agreed by Board following resolution of the Subsidy Control provisions and any other general negotiations.
- Tender Building Contract: Will be issued 10/04/2023 – This has been pushed back in line with the revision to the planning determination date
- Start on site 09/10/2023 – As per above
- Construction period 64 weeks
- Practical completion 13/01/2025

Latest Budget position

- Final cost plan will be supplied post Planning Approval. This is currently being adequately managed by the Construction team who are working within a fixed budget envelope. The current budget stands at £ £10,966,652. Further grant funding via DCMS YIF has been secured by OnSide to ensure this revised budget expectation is met for the project.

Anything required from PCC

- Confirmation as to whether PCC have also received their own updated advice Re; Subsidy Control, as previously indicated.

MoU / GFA Schedules

Project	Type/ Description of agreement	Target Date Required	Date Closed	Status
Animate	MoU	Aug-22	Sep-22	Complete
Educate Preston (CEIAG)	GFA	Aug-22		In Progress
Harris - Your Place	MoU	Apr-22	Jul-22	Complete
Illuminate and integrate	MoU	Aug-22	Sep-22	Complete
Renewal of Harris Quarter Assets	MoU	Jul-22	Sep-22	Complete
Youth Zone	Pre Constrcution GFA	June	Jun-22	Complete
Youth Zone	Main Construction GFA	Nov-22		In Draft

Monitoring and Evaluation

Preston Towns Fund Financial Position At 30th September 2022								
Project Name	Project Allocation (£)	5% TF Prepayment Utilised (£)	Main TF Allocation Utilised to Sep 2022 (£)	Forecast Oct 22 - Mar 23	Forecast 2023/24 (£)	Forecast 2043/25 (£)	Forecast 2025/26 (£)	
1 Re-Imagining the Harris	4,100,000	464,700		1,514,300	2,020,000	101,000		
2 Animate	3,430,000			2,000,000	1,430,000			
3 Illuminate & Integrate	1,470,000	19,100		257,000	759,900	434,000		
4 Educate Preston (formerly CEIAG)	156,800		5,000	31,000	11,000	95,800	14,000	
5 Renewal of Harris Quarter Assets	5,135,200	161,200	48,195	100,000	785,000	3,000,000	1,040,805	
6 Preston Youth Zone	5,292,000	350,000		30,000	1,500,000	2,720,000	692,000	
Programme Management	316,000			46,000	90,000	90,000	90,000	
	19,900,000	995,000	53,195	3,978,300	6,595,900	6,440,800	1,836,805	
Other sources of Funding								
Re-Imagining the Harris	7,873,020		574,900	2,467,000	4,224,000	607,120		
Animate	41,404,000			3,000,000	21,625,000	16,179,000	600,000	
Illuminate & Integrate	930,000					930,000		
Educate Preston (formerly CEIAG)	90,000						90,000	
Renewal of Harris Quarter Assets	2,604,112		24,000	20,000	291,000	1,997,000	272,112	
Preston Youth Zone	6,750,000					6,750,000		
	59,651,132	-	598,900	5,487,000	26,140,000	26,463,120	962,112	

- Submission sent to Central Government 16th December
- Next Submission is 01/07/23

Communication Strategy

Limitless PR

Year 1 Plan



Limitless
Public Relations

**Preston Towns Fund
Communications
Strategy and
Implementation**

January 2023

What does good comms look like?

- Clear comms for residents, visitors, investors and government
- Preston is a city moving forward at pace – ambitious
- Who is leading on what – clarity is critical
- Human stories – demonstrate how progress is helping people, link to city's future prosperity and CWB
- Attract skilled professional workers to the area
- Residents understand what is happening, when and why
- Reiterate the ethos of 'delivering for you' – how it will benefit the people of Preston
- Address the issue of 'nothing happens here' by showcasing action
- Towns Fund – communicating this is just the start for Preston

Our approach

Project Scope and Objectives

The communication strategy's objective is to:

Increase awareness of the Towns Fund HQTFIP, the CIP, and of course, Preston City.

But we need to ensure that all your audiences are not only aware of the HQTFIP, The CIP and Preston, but they understand what is happening, why, and what benefits the investments bring.

We want our audiences to understand that Preston is going through positive change, and in doing so, they become **ambassadors and advocates** of the City.

We win hearts and minds.

“We need to create more than just awareness.

“We must build engagement that leads to action.”

Our approach

Our strategy

A successful communications and engagement plan will help achieve:

- A clear understanding of Preston's positive change.
- An advanced understanding of the CIP and its vision.
- Awareness of the importance of the HQTIFIP, its projects and their benefits.
- How the plans for the City benefit everyone.

We want to showcase that the investment in Preston is to build community wealth and build a positive future, and a city we can be proud of.

**“We’ll showcase it’s
much more than bricks
and mortar.”**

**“Let’s emphasise the
human element of
what’s planned for the
City.”**

The campaign

A central campaign theme will be weaved through the output and will focus on the well-established Proud Preston vehicle.

The communications plan will be designed to communicate the benefits of the CIP, The HQTIFIP and its key projects and to demonstrate the physical and economic benefits but the social impact – we must humanise the City's progress.

Proud Preston is already well used and needs little encouragement for audiences and partners to adopt it. It's a theme that can be applied to many areas. It may well be old, but it works.

I'm proud to invest in Preston

I'm proud to work in Preston

I'm proud to do business in Preston

I'm proud to study in Preston

I'm proud to play in Preston

I'm proud to live in Preston

I'm proud to relax in Preston

And so on...

Messaging Matrix

MESSAGE	AUDIENCES	CHANNEL/ ACTIVITY
The CIP is a 15-year-long vision which sets out a strategy to transform Preston.	Investors	E-newsletters Direct communication Media Investor Tours/Events
The impact of the CIP will be evidenced by social, economic and environmental outcomes	General public Business community Opinion formers	Media Social Media Public Events/Exhibitions
The Preston Partnership is a private sector-led organisation that is helping shape the future of Preston	General public Business community	E-newsletters Social Media Media
The HQTFFIP is a £200 million transformational regeneration programme.	General Public	Media Social Media Public Events/Exhibitions
The HQTFFIP is led by the Preston Partnership and Preston City Council.	General public Business community Investors	E-newsletters Direct communication Media Social Media Investor Tours/Events

Campaign tactics matrix

TACTICS	DESCRIPTION	AUDIENCES
Direct Communication	E-Newsletters and letters.	All audiences/stakeholders
PR & Media Relations	Targeted communication to local, regional, national and relevant trade media. It will also involve selected media members invited for 1-2-1 sessions/site tours.	Local, regional and national media
Digital communications - Social Media and Invest Preston website	Channels to disseminate share updates and progress.	All target audiences/stakeholders
Stakeholder Engagement (Political)	It will involve regular briefings with interested local politicians.	Communications to councillors will be delivered through existing channels, although MPs must be engaged
Stakeholder Engagement (Community)	Community engagement forum – regular meeting to keep local community apprised of redevelopment. Will also provide a Q&A platform.	Existing community groups
Stakeholder Engagement (Business)	Presentations on the CIP, HQTIFIP and the progress to date.	Local/regional businesses groups with influence and investors
Public Exhibition	Permanent display of the key projects.	All target audiences/stakeholders

Campaign tactics matrix

TACTICS	DESCRIPTION	AUDIENCES
Partner Communications	Unified information regularly issued to partners to ensure they are 'on message'	All audiences/stakeholders
Events	Key events in the regional and national calendar where Preston needs to have an presence.	Influential business/investor groups
Content Marketing	Special content from key partners involved in Preston's renaissance talking about what the developments mean for Preston	All audiences/stakeholders
Investor Tours	Meetings with potential investors to learn more about what the city can offer	Influential business/investor groups
Issues Management	Spotting risks and implementing strategies to manage potential reputational damage	All audiences/stakeholders
Awards	Acknowledgement of Preston's approach to regeneration	All audiences/stakeholders

Immediate activity

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MONTH	ACTIVITY	DESCRIPTION	STATUS
JAN	Animate – Work starts on Site Jan 9 th Photoshoot	Ground-breaking ceremony	Completed – press coverage appeared
JAN	Invest Preston social channels	New channels established to promote news	Completed
JAN	W_rkspace and Amounderness House	Announcement that W_rkspace will be taking on Amounderness House. MGD will be developer	Drafted – ready to be issued
FEB	Animate next tenant	Announcement for Loungers.	MGD to lead on announcement
FEB	Permanent Exhibition	Plans to establish a permanent exhibition of plans so public can access details of plans.	NB/MG to discuss ASAP
FEB	Place NW Event	Cllr Matthew Brown will be taking part in a panel discussion at PNW's Lancashire Development update	In progress
FEB	PCC website to be updated	Tweak to corporate site to have all TF news on front page.	In progress
FEB	Media briefings	First round of media briefings to be planned.	In progress

Immediate activity

L

MONTH	ACTIVITY	DESCRIPTION	STATUS
FEB	Artist commission for Animate	Local artist and engineering firm commissioned for 'relief' on Animate	In progress
FEB	Social/Digital content production	Vox pops of Prestonians talking about Animate	To progress
FEB	EWC taking Lancaster House	TBC	TBC
MAR	Ardmann Commission	Further details to be provided	To progress
MAR	Social value - CWB	Outline story about social value with emphasis on CWB	To progress
APR	NW Business Insider roundtable	Preston hotspot event	In progress
MAY	UKREIF	Possibility of PCC speaking at event	In progress

Terms of Reference/Meeting Strategy

City of Preston Towns Fund Board

Technical Implementation Group/Monitoring and Evaluation Board

Terms of Reference

Preston City Council is the accountable body for the Preston Towns Fund Board and following Council, Towns Fund Board and government approval of 8 project business cases has established a Monitoring and Evaluation Board.

The Technical Implementation Group has provided guidance for the projects from inception, through the business case process and now into phase 3b.

The meeting shall take place quarterly with TIG element taking place a brief break and then moving into the M&E part of the meeting. The project monitoring reports will still be submitted monthly to ensure

The TIG/M&E Board shall comprise:

- Director of Resources PCC (Vice Chair) – Jackie Wilding
- TF Board Director – Anne-Marie Parkinson
- TIG Member – Mark Flemming
- Head of City Centre Regeneration (PCC) – Chris Blackburn
- Programme Manager (Vice Chair) – Matthew Cowburn
- Plus – Beekie Joyce
- Secretariat (Chair) – Lee Hurst
- TIG Only - Robert ~~Bjork~~
- TIG Only – Mervyn Sheppard
- TIG/M&E – All Town Fund Project Leads

Technical leads are in place to review any changes, which centre around the *impact* of changes on the finance, physical practicalities of the proposed change and the impact on the public perception around any changes.

The technical leads are:

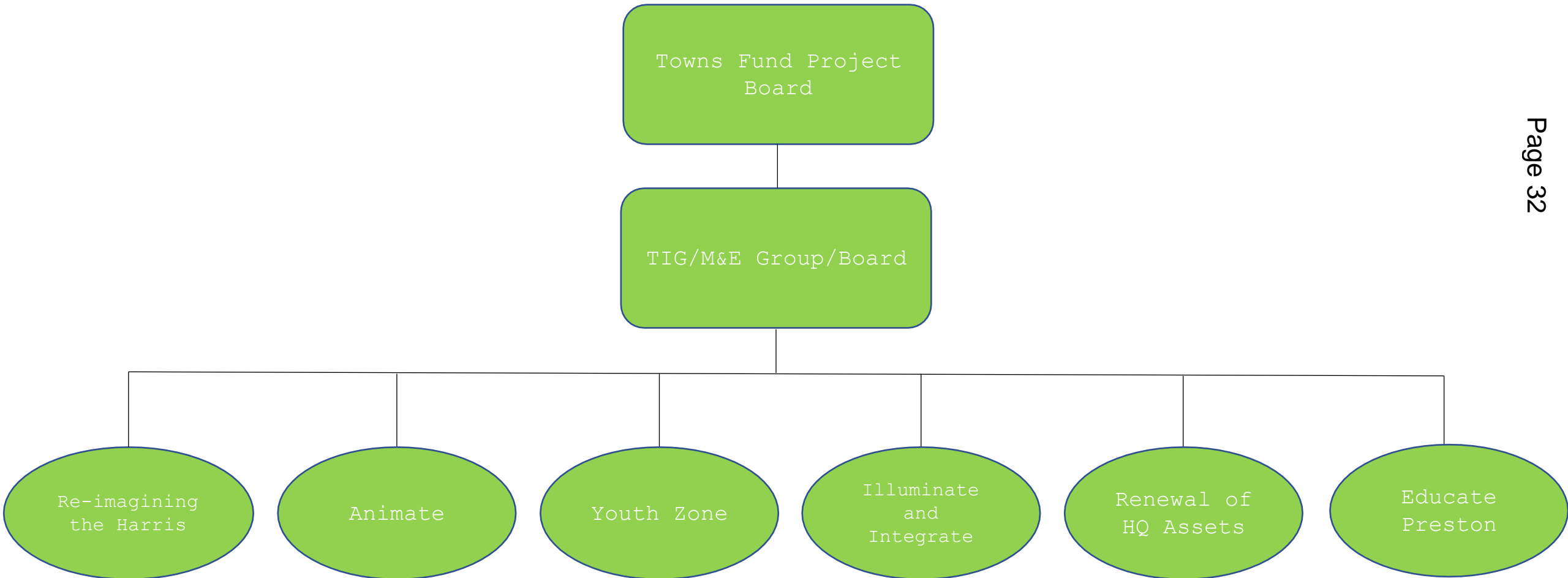
- Matthew Cowburn – Programme/Cost (project level) implications
- Lee – Finance – Towns Fund
- Beekie – Strategy/Impact

The purpose of the TIG/M&E Board is to:

1. Ensure that financial and performance monitoring returns are submitted to government on-time

2. Ensure that the base line monitoring positions are understood
3. Receive monthly reports from the Technical Implementation Group on the Phase 3a, Phase 3b and Construction milestones
4. To establish and review the Programme Risk Register
5. To issue and collect the prescribed monitoring metrics from Project Leads
6. To issue and collect the prescribed grant claim forms from Project Leads
7. To annually review the Sustainability Statements
8. To annually review the Towns Fund Social Value Framework and report progress to the Towns Fund Board (NB Social Value Metrics are set out in the output schedules)
9. Ensure on-going compliance with the Towns Fund Assurance Framework
10. Commission and oversee any additional evaluation exercises as requested by the Board

Governance Structure



Recommendations

The Towns Fund Board is recommended to:

- (i) Note the December Monitoring Updates;
- (ii) Approve the updated Terms of Reference for the refreshed TIG/M&E meeting;
- (iii) Note the Year 1 comms plan;

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