

22 September 2022  
Your reference:  
Our reference: LAS/ZB  
Ask for: Zuber Bapu

Member Services  
Resources Directorate  
Town Hall  
Lancaster Road  
Preston PR1 2RL

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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 - 23 September 2022**

You are requested to attend a meeting of the City of Preston Town Fund Board to be held on Friday, 23rd September, 2022 at 10.30 am on MS Teams. The calendar appointment for the meeting was circulated separately.

The Agenda for the meeting is set out overleaf.

Yours faithfully

*Jackie Wilding*

**Director of Resources**

**City of Preston Town Fund Board**  
**Friday, 23 September 2022**

**AGENDA**

1. **Minutes** (Pages 1 - 4)

To confirm the minutes of the meeting held on 22 July 2022.

2. **Declarations of Interests**

Board Members are reminded to declare any personal and/or prejudicial interests in respect of the items on the Agenda.

3. **Towns Fund Implementation Report** (Pages 5 - 52)

Report and Appendices attached. A detailed presentation will be provided at the meeting.

4. **Away Day**

The Away Day is proposed to be held on Friday 14 October 2022. Board Members are asked to check their availability for this date prior to the meeting.

**City of Preston Town Fund Board**

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**City of Preston Town Fund Board  
22 July 2022**

**Present:** Mr J Chesworth in the Chair; Councillors M Brown and Borrow, Ms A Parkinson, Ms J Anthony, Mr R Binns, Ms M Close, Ms J Wilding and Mr A Phillips

**Also in attendance:**

Mr M Flemming	–	TIG
Mr M Allen	–	BEIS
Mr C Blackburn	–	Assistant Director (Head of City Growth and Regeneration)
Ms B Joyce	–	
Mr Z Bapu	–	Senior Member Services Officer

**Apologies:** Councillor Ms K Illingworth - Turner, Ms R Connor and Sir M Hendrick, MP

**CD41 Minutes**

Subject to amendments to the list of attendees and the final bullet point on the Communications update, the minutes of the previous meeting were confirmed as an accurate record.

**CD42 Declaration of Interests**

There were none.

**CD43 Towns Fund Board Implementation Update**

Mr M Flemming, TIG, introduced the report providing the Board with an implementation update on Towns Fund projects.

Ms B Joyce provided a detailed overview of the projects and their current status. Summary Plans for all projects were signed off by Government and the business case conditions were approved and appraised by TIG Leads and reviewed externally. The Towns Fund projects were progressing as expected and there were no matters that required flagging up to the Board. Updates on the tender process and the current stage for each project was highlighted to the Board. The Board was informed that although the Youth Zone project was catching up there were no risks identified in relation to

## City of Preston Town Fund Board

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reaching milestones. As part of the report the Board were asked to consider the change of name of the CEIAG project to 'Educate Preston'.

The Board were provided with an outline and remit of the proposed Monitoring and Evaluation Board and were requested to nominate a representative from the Towns Fund Board. Also the need for a Governance Review away day was highlighted.

The Board made the following comments and observations:-

- In relation to increase in costs due to inflation or other factors the Board was assured that there were mechanisms in place to manage these risks. These would be reviewed and managed on a case by case basis.
- Request was made that the Town Fund Board be included in the list of consultees for proposed developments in the project area. It was The Planning Department would be asked to include the Board in their consultation process.
- Concerns were raised in respect of potential risks to project delivery due to the current political issues and whether there was any soft intelligence of this from central Government. It was reported that as these were committed projects there was high degree of confidence that these will continue as planned.
- In response to a question the Board was informed that both internal and external legal people were involved on behalf of the Accountable Body in drafting and agreeing the GFAs and MoUs. In both cases best practice was followed and adapted for each project.

**Resolved** – That the Towns Fund Board:

- (i) Noted the Phase 3a monitoring report;
- (ii) Noted the proposed name change for CEIAG to 'Educate Preston';
- (iii) Approved the role of the Monitoring and Evaluation Board and nominated Anne-Marie Parkinson to represent the Towns Fund Board on the M&E Board;
- (iv) Approved the MoU for Harris Your Place; and
- (v) Requested that the Chair of the Board and the Chief Executive of the Accountable Body undertake a Towns Fund governance review for consideration by the Board in due course.

### CD44 Any Other Business

It was suggested that a platform be made available for students from the colleges in Preston to get involved in the Towns Fund Board projects. There had been expression of interest from Business and Management students. The Board agreed that this was a great idea and would provide a much

## City of Preston Town Fund Board

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needed resource for the Towns Fund. Having students on board would also bolster stakeholder involvement. It was agreed that a work plan would be developed in time for September.

There was a proposal that the Town Fund Board should keep a regular review and align itself with funding opportunities when these arise to carry out mop-up projects which missed out from the list or even use underspends if these occur.

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<b>Towns Fund Board</b> <b>Meeting to be held on 23 September 2022</b>	
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<b>TOWNS FUND IMPLEMENTATION REPORT</b> APPENDICE '1' and '2' REFERS
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## 1. Summary

1.1 This report provides the monitoring report for Phase 3a Towns Fund projects and a general update on the Towns Fund work programme. The Towns Fund Board has previously approved a template form of both the Grant Funding Agreement (GFA) or a Memorandum of Understanding – MoU - where the City Council is both the Accountable Body and Project Sponsor). These agreements need to be entered into prior to Towns Fund Grant monies being drawn down and the related schedules for Animate, Illuminate and Integrate, Educate Preston and Renewal of Harris Quarter Assets are set out in this report. The outputs for Illuminate and Integrate have been revised as a result of a necessary value engineering exercise which has not had a material impact on the Benefit Cost Ratio. Government have issued further guidance on the Towns Fund Assurance Framework and it is proposed that the Monitoring and Evaluation Board consider this and report to the Board. The Terms of Reference for the Towns Fund Board have been reviewed by the Chair and Chief Executive of the Accountable Body and it is proposed the Chair be requested to continue as Chair for a further three year term.

## 2. Decision Required

2.1 The Towns Fund Board is recommended to:

- (i) Note the September Monitoring report;
- (ii) Note the revised outputs for Illuminate and Integrate and arising reduction in the Benefit Cost Ratio from 3.53:1 to 2.06:1;
- (iii) Approve Towns Fund Memorandums of Understanding schedules for Animate, Renewal of Harris Quarter Assets and Illuminate and Integrate and the Grant Funding Agreement schedules for Educate Preston;
- (iv) Request that the Monitoring and Evaluation Board oversee any final amendments required to complete the Memorandums of Understanding and Grant Funding Agreement prior to execution;
- (v) Request that the Monitoring and Evaluation Board present a report on Local Assurance at the November meeting; and
- (vi) Request that the Chair be asked to continue as Chair for a further three year term.

## 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 The Technical Implementation Group has developed an approach to project monitoring which incorporates:
- Phase 3a milestones - monitoring of milestones required to be completed prior to grant draw down;
  - 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.
- 3.2.2 The Phase 3a 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 September monitoring report which require Board decisions.

### **3.3 Grant Funding Agreements**

- 3.3.1 The Board and the Accountable Body have previously approved a template form of Grant Funding Agreement (GFA). All project leads need to enter into a GFA with the Accountable Body (or a Memorandum of Understanding (MoU) where the Project Sponsor is also the Accountable Body) prior to drawing down Towns Fund grant monies.
- 3.3.2 The Board requested that final draft GFA / MoUs be brought to the Towns Fund Board prior to being entered into. The purpose of this is to provide assurance to the Board that GFA / MoUs reflect (i) project outputs considered and (b) conditions arising through the business case appraisal process. The MoU for Harris Your Place was approved by the Board in July 2022 and has now been executed.
- 3.3.3 The MoUs and Grant Funding Agreement incorporate the following schedules:
- (i) Project schedule
  - (ii) Output schedule



- (iii) Conditions schedule
- (iv) Sustainability statement

3.3.4 The schedules for Animate and Renewal of Harris Quarter Assets MoUs are now agreed with mitigation plans in place for any outstanding conditions. Final review and amendments to Educate Preston GFA and schedules are ongoing and set out at 3.3.5. Changes to outputs for Illuminate and Integrate are set out at 3.3.5 to 3.3.8. Final draft schedules are set out at Appendix 2. It is proposed that the Monitoring and Evaluation Board ensure that final amendments are made to the MoUs and GFA and ensure that the relevant agreements are entered into prior to grant draw down.

3.3.5 The three partners in Educate Preston have agreed that UCLan enter into the GFA on behalf of the partners with final drafting nearly complete. One of the conditions arising from the business case appraisal process was that the Partnership Agreement be entered into prior to the GFA being entered into. On the basis that UCLan is now confirmed as the contracting body it is proposed that the Partnership Agreement can be entered into after the GFA is executed and that a copy of the Partnership Agreement be provided to the Accountably Body in due course. UCLan is providing a statement confirming that the grant satisfies the Subsidy Control regulations.

3.3.6 Following further detailed design and costing work for Illuminate and Integrate a value engineering exercise was undertaken by the scheme sponsor (the City Council) and the proposed delivery partner, Eric Wright Civil Engineering to ensure the scheme can be delivered within the fixed budget available. An affordable scheme has now been designed. While still achieving the overall project objective the redesign has impacted on the outputs which were appraised in the business case.

3.3.7 The Benefit Cost Ratio (BCR) for Illuminate and Integrate, as set out in the business case, was 3.53:1 (delivering high Value for Money). The TIG requested that Hatch (the economic consultants who supported the business case process) review the revised outputs in order to understand what impact the changes would have on the BCR. Hatch advised that the business case included “monetised” and “non-monetised” benefits, with the monetised benefits enabling a BCR to be calculated. The monetised benefits were *Wider Land Value Uplift (LVU) of existing residential and commercial properties in the area and reduction in crime*. The reduction in crime benefits arose from the lighting scheme which was excluded from the value engineering exercise so no impact to those benefits. The Wider LVU was derived at a programme level for all of the Preston Towns Fund projects and then apportioned between the projects. Given the scale of the public realm improvements decreases from 3,657m<sup>2</sup> to 2,088m<sup>2</sup>, this represents a 42.9% decrease in coverage. The original business case presented the following benefits:

- Wider LVU – Residential: £4,486,007
- Wider LVU – Commercial: £4,321,931

Applying a 42.9% reduction to these benefits, would mean

- Wider LVU – Residential: £2,561,510
- Wider LVU – Commercial: £2,467,823

3.3.8 Based on the above, the updated BCR for Illuminate and Integrate would be in the region of 2.06:1, which still represents good Value for Money (VfM). Table 1 summarises the non-monetised outputs. Initial discussions with Civil Servants have taken place and on the basis that the BCR is not materially impacted and the amendments to the non-monetised outputs are not significant in the scale of the overall Preston Towns Fund Programme it is not envisaged that any formal project adjustment approval from the Department will be required. Final clarification will be provided and reported to the M&E Board.

3.3.9 All other outputs and conditions remain as previously reported to the Board, with Appendix 2 provided for information purposes.

	<b>Original</b>	<b>Revised</b>	
<b>Total length of new cycle ways</b>	0.23km	0.14km	Change
<b>Total length of pedestrian paths improved</b>	0.47 km	0.27km	Change
<b>Amount of public realm improved</b>	3,657m <sup>2</sup>	2,088m <sup>2</sup>	Change
<b>Amount of area subject to lighting improvements</b>	14,958m <sup>2</sup> .	14,958m <sup>2</sup> .	No change

### 3.4 Monitoring and Evaluation

3.4.1 The Board agreed the Terms of Reference for the Monitoring and Evaluation (M&E) Board in July with the first meeting of the M&E Board scheduled for later this month. One of the tasks of the M&E Board is to ensure that final GFA and MoU documents are in place and monitored and as set out at 3.3.4. The M&E Board will ensure that the final amendments set out above are made prior to any grant draw down.

3.4.1 The Board will recall that the Board and Accountable Body have previously approved a Local Towns Fund Assurance Framework. Government has recently circulated further guidance on Towns Fund Assurance and template documents. A key task of the M&E Board is to ensure the Assurance Framework is continually reviewed and the M&E Board will therefore review the latest guidance from Government and will report to the Board's November meeting.

### 3.5 Towns Fund Communications

3.5.1 The Board has previously approved a brief and procurement process for external communications to work alongside the City Council and Board partners communications teams. This process has nearly concluded with an appointment expected to be confirmed before the end of September.

### 3.6 Towns Fund Board Governance Review

- 3.6.1 The Towns Fund Board provided the strategic direction for and oversaw the preparation of the Preston City Investment Plan and the Harris Quarter Towns Fund Programme. The Board has been established for over 2.5 years and the Towns Fund projects are now moving into the delivery phase which provides a timely opportunity to undertake a focussed governance review.
- 3.6.2 The Board has also previously agreed the need for a focussed session to set the Board's future work plan and priorities. The establishment of the M&E Board, and clarity on its role provides the right conditions for that session to be productive. At its July meeting, the Board requested that the Chair and Chief Executive of the Accountable Body be requested to scope the agenda for the focussed session and undertake the governance review.
- 3.6.3 This review has been undertaken and the Terms of Reference (ToR) for the Board remain substantively fit for purpose. The ToR set out that The Chair shall be for a maximum 3 year term. Given the need for continuity as the Towns Fund Programme moves more fully into the implementation stage, it is proposed that the Chair be asked to remain as Chair for a further 3 year term.

The Towns Fund Board is requested to:

- (i)** Note the September Monitoring report;
- (ii)** Note the revised outputs for Illuminate and Integrate and arising reduction in the Benefit Cost Ratio from 3.53:1 to 2.06:1;
- (iii)** Approve Towns Fund Memorandums of Understanding schedules for Animate, Renewal of Harris Quarter Assets and Illuminate and Integrate and the Grant Funding Agreement schedules for Educate Preston;
- (iv)** Request that the Monitoring and Evaluation Board oversee any final amendments required to complete the Memorandums of Understanding and Grant Funding Agreement prior to execution;
- (v)** Request that the Monitoring and Evaluation Board present a report on Local Assurance at the November meeting; and
- (vi)** Request that the Chair be asked to continue as Chair for a further three year term.

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**SEPTEMBER TOWNS FUND BOARD  
APPENDIX 1**

**NOTES:**

- Where a revised project cost is not provided this indicates work is ongoing – NB all MoU / GFA confirm that the project sponsor has responsibility for funding any additional costs.



# Project –Illuminate and Integrate

## Phase 3a monitoring – August report

KEY DATES (as at BC appraisal)	Business Case Dates	Actual Dates	Report Compiled by Project Lead				Action from Accountable Body (phase 3a)	Lead
MoU Exchanged	August 22	August 22	Who		Role/Responsibility			
Stage 3 design complete	22 Apr 22	10 June 22	Julie Palmer		Project Lead			
Execute Construction Contract	14-Jul-22	31 August 22	Towns Fund Contribution	Local Contribution	Total project cost	Revised Project Cost	LERG conditions to be approved	Merv Sheppard
S278 Agreement	30-Sep-22	30 June 23	£1.4m	£130,000 (PCC) £800,000 (LERG)	£2.3m	No change		
Start on site. Once legal and TRO's are in place	9-Jan-23	3 July 23	MoU (target date September 2022)– pre-exchange Progress Milestones (phase 3a)			Headline Action required	Planned Completion	Progress Update
Completion	22-Mar-24	31 May 24	<del>Confirmation of LERG Funding</del>			<del>GFA (LCC / PCC) exchanged</del>	<del>July 2022</del>	<del>LCC confirmed conditionality. PCC progressing with a report Full Council on 30 June for acceptance of LERG Grant award.</del>
			<del>Agreed "cut off" date to remove dependency on Animate which risks project slippage</del>			<del>Animate Project Board Minute</del>	<del>July 2022</del>	<del>Complete</del>
			<del>Environmental Sustainability statement provided</del>			<del>Project lead to submit</del>	<del>July 2022</del>	<del>Complete</del>
			<del>Output schedule updated to include social value outputs and reporting responsibility</del>			<del>Project lead to submit</del>	<del>May 2022</del>	<del>Complete</del>
			<del>Confirmation that use of EWG (and supply chain) with regard to market rates is compliant with subsidy control.</del>			<del>External legal advice statement</del>	<del>July 2022</del>	<del>Complete (and LERG condition)</del>
			<del>MoU draft agreed by project sponsor</del>			<del>CMT agree MoU</del>	<del>July 2022</del>	<del>Complete</del>
			MoU draft agreed by Board			Board agree MoU	September 2022	
Top 3 Risks – (phase 3a)			Mitigation				RAG	Owner
Scheme cost in excess of available budget			Ongoing value engineering with elements of scheme reduced to meet budget				●	MGD
LERG GFA not entered into			Council on 30 June approved LERG grant acceptance; LCC have clarified conditionality. LCC and PCC are progressing				●	PCC

# Project – RoHQA Phase 3a monitoring – August report

KEY DATES (as at BC appraisal)	Business Case Dates	Actual Dates
MoU exchanged	Q2 22/23	
Stage 3 Complete	Mid Q4 2022	
Planning permission discharge of pre start conditions	Q2 2023	
Contact Tender Process Starts	Q1 2023	
Tender Period	Q2 2023	
Finalise contract sum	Q3 2023	
Client Approval to Proceed into Stage 5 (Construction)	Q4 2023	
Contractor Lead in Period	Q4 2023	
Construction Complete	Q3 2025	

Report Compiled by Project Lead			
Who	Role/Responsibility		
Matthew Cowburn	Client Rep/Project Manager		
Towns Fund Contribution	Local Contribution	Total project cost	Revised Project Cost
£ 4.9m	£2.6 (PCC)	£7.5m	£7.1m

Action from Accountable Body (phase 3a)	Lead
September Council Report - Confirm Tenant strategy	TH
DMA to be drawn up by SPB	TH

MoU (target date July 2022)– pre exchange Progress Milestones (phase 3a)	Headline Action required	Planned Completion	Progress Update
<del>Operator (tenant) strategy confirmed</del>	<del>PCC June Council agree strategy</del>	<del>June 2022</del>	<del>Agreed in principle</del>
<del>Development Management appointment confirmed</del>	<del>PCC June Council agree HoTs</del>	<del>June 2022</del>	<del>Agreed in principle</del>
Updated subsidy control advice secured	External legal advice provided	June 2022	instructed
<del>Environmental Sustainability statement provided</del>	<del>Project lead to submit</del>	<del>April 2022</del>	<del>Complete</del>
<del>Confirmation of PCC increased funding contribution</del>	<del>Council Minute to be provided</del>	<del>April 2022</del>	<del>Letter dated 11<sup>th</sup> March from Lee Hurst</del>
<del>Confirmation that output schedule includes social value outputs and is in line with business case assessment</del>	<del>Project lead to submit</del>	<del>June 2022</del>	<del>On-going</del>
<del>MoU draft agreed by project sponsor</del>	<del>CMT agree MoU</del>	<del>July 2022</del>	<del>On-going</del>
MoU draft agreed by Board	Board agree MoU	Sept 2022	On-going

Top 3 Risks Description (phase 3a)	Mitigation	RAG	Owner
Securing a Tenant	Two stage detailed process to ensure PCC secures the correct Tenant	●	MC
Cost inflation	Continual QS updates	●	MC
Further survey works causing cost increases	Instructing the further surveys as soon as funding lands	●	MC

# Project –Preston Youth Zone

## Phase 3a monitoring – August report

KEY DATES (as at BC appraisal)	Business Case Dates	Actual Dates	Report Compiled by Project Lead				Action from Accountable Body (phase 3a)	Lead
			Who	Role/Responsibility				
Planning Submission	08 Aug 22		Fiona Norcross	OnSide project lead			Sign pre-dev GFA	MC
Tender design complete	17 Mar 22							
Planning Approval	11 Nov 22						Put in place PM support	CH
Agree contract sum	15 Sept 23							
Procession of site	13 Oct 23							
End of construction period	20 Jan 25							
Grand opening	12 May 25						Provide council minute re rev funding	JW
			Towns Fund Contribution	Local Contribution	Total project cost	Revised project costs		
			£5.3 million	£7 million	£12.3 million	Tbc at appropriate stage		

GFA (target date November 2022)– pre exchange Progress Milestones (phase 3a)			Completion	Progress Update
<del>Pre-Dev GFA entered into</del>	<del>GFA exchanged</del>	<del>May 2022</del>	<del>completed</del>	
Agreed roles and responsibility for PYZ, PCC and OnSide	Agreement in writing (pre GFA)	June 2022	On-going; OnSide to discuss with Beckie Joyce	
<del>Environmental Sustainability statement provided</del>	<del>Project lead to submit</del>	<del>June 2022</del>	<del>completed</del>	
Output schedule updated to include social value outputs and reporting responsibility	Project lead to submit	June 2022	On-going	
Revised programme setting out key milestones included final cost plan	Revised programme submitted	July 2022	On-going	
Right to Light report and mitigation strategy in place	Project lead to submit	July 2022	On-going	
<del>PCC to confirm £100k pa revenue funding</del>	<del>Council minute to be provided</del>	<del>May 2022</del>	<del>completed</del>	
Updated advice on subsidy control to be taken	AB to approve statement	July 2022	On-going	
GFA agreed by project sponsor, PCC and PYZ	Relevant boards agree	Oct 2022		
GFA agreed by Board	Board agree	Oct 2022		
Planning secured	Planning granted	Nov 2022		

Top 3 Risks – (phase 3a)	Mitigation	RAG	Owner
Right to light mitigation strategy not agreed by parties	Parties continuing to liaise	<span style="color: red;">●</span>	OnSide
Breach of Subsidy Control Regulations	PCC and OnSide to take separate independent legal advice on compliance	<span style="color: orange;">●</span>	OnSide / PCC
Parties unable / unwilling to enter into main	Work on main GFA ongoing	<span style="color: green;">●</span>	OnSide / PCC



# Project – Animate

## Phase 3a monitoring – August report

KEY DATES (as at BC appraisal)	Business Case Dates	Actual Dates	Report Compiled by Project Lead				Action from Accountable Body (phase 3a)	Lead
MoU exchanged	September 2022	September 2022					Confirmation that mitigation is in place for City Deal Funding	CH
Planning committee	March 22	March 2022						
Tender design complete	22 April 2022	May 2022						
Discharge of pre commencement planning conditions	10 June 2022	31 August 2022						
Submit Tender Sum	4 July 2022	8 August 2022						
Contract Award	31 August 2022	3 <sup>rd</sup> October 2022						
Possession of site	10 October 2022	11 November 2022						
End of construction period	28 June 2024	28 July 2024						
End of fit out	8 September 2024	8 October 2024						
			Who	Role/Responsibility				
			Andrew Dewhurst	Project Director, Maple Grove				
			Towns Fund Contribution	Local Contribution	Total project cost	Revised Project Cost		
			£ 3.43m	£3.25m (City Deal) £34.32m (Council)	£41m	ongoing		

MoU –( target date September 2022)– pre exchange Progress Milestones (phase 3a)	Headline Action required	Planned Completion	Progress Update
DFA conditions satisfied	Report to full Council approved	Sept 2022	Planning and 2 leisure pre-lets in place
<del>Confirmation PCC will fund in year shortfalls – if arising</del>	<del>S151 officer to provide statement</del>	<del>July 2022</del>	<del>provided</del>
<del>Cost inflation is managed and mitigated</del>	<del>Maximum Sum condition satisfied</del>	<del>Sept 2022</del>	<del>Tendering complete. Max Commitment appraisal issued.</del>
MoU draft agreed by project sponsor	CMT agree MoU	July 2022	CMT approved
MoU draft agreed by Board	Board agree MoU	Sept 2022	-




Top 3 Risks – (phase 3a) Description	Mitigation	RAG	Owner
Build price within budget	Early tendering of sub-contract packages to mitigate against general build cost inflation	●	Project Director
Securing necessary pre lets in time	Progressing with urgency	●	Project Director
Closure of part adopted highway	Early application under TCPA – in May 2022 for stopping up	●	Project Director

# Project –Harris Your Place

## Phase 3a monitoring – July report

KEY DATES (as at BC appraisal)	Business Case Dates	Actual Dates	Report Compiled by Project Lead				Action from Accountable Body (phase 3a)	Lead
MoU Exchanged	May 2022		Who		Role/Responsibility		CMT to confirm position re grant notification	AR
Finalise contract sum	15 April 2022	August 2022	Tim Joel		Project Manager			
Main Contractor Site Confirms Contract Sum following Second Stage Tender exercise	15 April 2022	August 2022	<b>Towns Fund Contribution</b>	<b>Local Contribution</b>	<b>Total project cost</b>	<b>Revised Project Cost</b>		
Interpretative / Fit Out Contractors Detailed Design / Tender Documents Complete	27 May 2022	Due end June 2022	£4.1m	£4,521,00 HLF £1m city deal £750,000 PCC £750,00 lcc £668,000 other £183,000 ACE	£11.97m			
Interpretative / Fit Out Contractors Appointed	16 September 2022	Due December 2022						
Capital works defects period complete	19 July 2024							
Interpretive works defects period complete	24 January 2025			<b>Headline Action required</b>	<b>Planned Completion</b>	<b>Progress Update</b>		

Confirmation that statutory consents are in place	Project lead to submit	May 2022	On-going
Project sponsor to re-establish if the grant needs to be notified on government transparency database	Project lead to submit statement from PCC Head of legal	May 2022	On-going
<del>Environmental Sustainability statement provided</del>	<del>Project lead to submit</del>	<del>May 2022</del>	<del>Completed</del>
<del>Output schedule updated to include social value outputs and reporting responsibility</del>	<del>Project lead to submit</del>	<del>April 2022</del>	<del>On-going</del>
<del>Procurement strategy in place for all work packages</del>	<del>Project lead to submit statement from PCC Head of Procurement</del>	<del>April 2022</del>	<del>completed</del>
<del>MoU draft agreed by project sponsor</del>	<del>CMT agree MoU</del>	<del>July 2022</del>	
<del>MoU draft agreed by Board</del>	<del>Board agree MoU</del>	<del>July 2022</del>	

Top 3 Risks – (phase 3a)	Mitigation	RAG	Owner
Long-term economic and supply problems in the construction sector causing increased uncertainty in programme and prices.	Market testing of key cost items. Include sufficient allowances in cost estimate and contingency. Regular review. Early communication with contractors. Two-stage procurement approach.		PM
Costs increase due to inflation beyond provision allowed for	Ongoing monitoring of costs. Test approach with possible contractors. Contingency in place. VE exercise if required.		PM
Programme overrun; delays occur - incurring additional	Regular review of programme and mitigation measures taken as required		PM

# Project – Educate Preston (CEIAG)

## Phase 3a monitoring – September 2022 report

KEY DATES (as at BC appraisal)	Business Case Dates	Revised Target Dates
Partnership Agreement signed	July 2022	September 2022
Inaugural Steering Committee meeting	August 2022	November 2022
Digital launch of CEIAG Hub - <b>Target date</b>	August 2022	November 2022
Physical launch of CEIAG Hub - <b>Target Date</b>	September 2022	November 2022
Target date to host first public engagement event	October 2022	February 2023
Steering Committee meeting and end Q1 monitoring and reporting	November 2022	February 2023
Steering Committee meeting and end Q2 monitoring and reporting	February 2023	May 2023
Steering Committee meeting and end Q3 monitoring and reporting	May 2023	August 2023
Steering Committee meeting and end Q4 / annual monitoring and reporting	August 2023	November 2023

Report Compiled by Project Lead			
Who	Role/Responsibility		
Rebecca Barnes	University of Central Lancashire – Partnership Lead		
Towns Fund Contribution	Local Contribution	Total project cost	Revised project costs
£ 156,800	£ 90,000.00	£ 246,800	No change

Action from Accountable Body (phase 3a)	Lead
Confirmation that PCC (as landlord) has the necessary approval to grant premises lease - Cabinet approval to progress the letting to CEIAG on a tenancy for a term of 6 months outside the security of tenure provisions of the Landlord and Tenant Act (Tim Holt email 22 June 2022)	Tim Holt

MoU (target date September 2022)– pre exchange Progress Milestones (phase 3a)	Headline Action required	Planned Completion	Progress Update
Strengthen engagement with Lancashire Skills Hub - agreed action plan	Action Plan submitted	July 2022	Ongoing
Partnership Agreement Exchanged inc. confirmation of lead entity for TF GFA	Partnership Agreement to be shared and attached to GFA	Sept 2022	UCLan agreed as lead entity for TF GFA
Environmental Sustainability Statement provided	N/A	N/A	N/A
Confirmation that PCC (as landlord) has necessary approval to grant premises licenses		June 2022	Achieved
MoU draft agreed by Project Sponsor	CMT agree MoU	Sept 2022	
MoU draft agreed by Board	Board agree MoU	September 2022	

Top 3 Risks – (phase 3a)	Mitigation	RAG	Owner
Inter organizational working/ partner lost	Partnership agreement	●	
Cost inflation	Continual QS updates	●	
Online element not being ready or going over budget		●	

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