

REPORT OF: HOUSING, HEALTH AND ENGINEERING SERVICES
MANAGER

TO: NELSON TOWN DEAL BOARD

DATES: 12TH NOVEMBER 2021

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PROJECT APPRAISAL SUB-GROUP

PURPOSE OF REPORT

To agree membership of the Project Appraisal Sub-Group.

RECOMMENDATIONS

That the Board:

1. Agree membership of the Project Appraisal Sub-Group.

REASONS FOR RECOMMENDATION

1. To enable the group to be established.

ISSUE

Background

1. In line with the Local Assurance Framework for the Nelson Town Deal (discussed at the last Board meeting), a Project Appraisal Sub-Group is to be established which will be responsible for the appraisal of project business cases, bringing in external expertise where required.
2. The Terms of Reference for the group (also agreed as part of the Local Assurance Framework) are provided in Appendix 1.

Membership

1. It is proposed that the membership of this group draws on relevant expertise and reflects the broad make-up of the Board. It is important that members of the group do not have any conflict of interest with the project that is being appraised.

2. The following membership is therefore proposed:

- 1 Community and Voluntary Sector representative
- 1 Business Sector representative
- 1 Accountable Body/PBC representative (being the Council's S151 officer / finance representative)
- 1 LEP representative (being Anne Marie Parkinson drawing on her experience and expertise in the appraisal of business cases, etc)

3. The Board are asked to agree the membership of this group so that they are in place to appraise the first business case in December.

IMPLICATIONS

Policy: None directly arising from this report.

Financial: None directly arising from this report.

Legal: None directly arising from this report.

Risk Management: None directly arising from this report.

Health and Safety: None directly arising from this report.

Sustainability: None directly arising from this report.

Community Safety: None directly arising from this report.

Equality and Diversity: None directly arising from this report.

Appendix 1

PROJECT APPRAISAL SUB-GROUP TERMS OF REFERENCE

RESPONSIBILITIES

- To oversee development of a Full Business Case (FBC) for each Project seeking Towns Fund
- To ensure that the FBC includes sufficient information to allow a robust appraisal
- To ensure that the FBC is appraised in line with the Five Case Model – Strategic, Economic, Commercial, Financial and Management
- To ensure that external advice is procured, where required, to support the appraisal process
- To seek the views of the Accountable Body on the FBC
- To recommend to the Board whether the FBC should be approved, along with any conditions of approval

MEMBERSHIP

To be agreed by the Nelson Town Deal Board

Membership can be revised by the Board at any meeting of the Board.