

## **Towns Fund Stage 2 Business case guidance Annex C: Summary Document template**

Towns must:

- Submit a completed Summary Document for each project to Ministry of Housing, Communities and Local Government (MHCLG) as soon as they are ready and within 12 months of agreed Heads of Terms.
- **Where towns require funding in 2021/22** then Summary Documents **must** be submitted to MHCLG by 14 January 2022.
- Note that in the event of late submission of Summary Documents (SD), MHCLG cannot guarantee payment. If there is a risk of late submission, towns should promptly liaise with their MHCLG local leads.
- **With the first Summary Document, include** Part 2: Town Investment Plan (TIP) conditions (where applicable).

Please note: MHCLG will use the financial profile (Annex A-1) submitted previously to make any payment.

### **Programme-level update**

Where not submitted today, the remaining Summary Documents submission timings.

<b>Project name</b>	<b>Month/Year</b>
1. Digital Skills Hub	June 22
2. This is Nelson	June 22
3. Business Resilience and Growth	June 22
4. Accessible Nelson	July/Aug 22
5. Healthy Town	July/Aug 22
6. Revitalised Nelson	July/Aug 22
7. Modernising Nelson's Industrial Offer	July/Aug 22
8.	
9.	
10.	

## **Part 1: Project Summary Document**

Towns should complete this for each project.

Summary Document table
<b>1. Project name: Pendle YES Hub</b>
<b>2. Heads of Terms project conditions</b> <ul style="list-style-type: none"><li>– Actions taken to address any conditions attached to the project in the Heads of Terms, where applicable.</li><li>– Where the condition was to provide a delivery plan please input in the section below (no.9) and/or attach to this document.</li></ul>
No conditions were attached to this project within the Heads of Terms.
<b>3. Business case appraisal</b> <p>Provide details of how the business case has been appraised including:</p> <ul style="list-style-type: none"><li>– business case type</li><li>– any internal or external assurances</li></ul>
<p>The project business case has been developed in accordance with the 5 Case Model, as recommended by HM Treasury.</p> <p>Assurance of the business case has been undertaken in line with the agreed Nelson Local Assurance Framework and in accordance with the HM Treasury Green Book.</p> <p>A Green Book appraisal of the business case has been undertaken by independent consultants ekosgen, covering each of the 5 business case elements. The business case was also considered by the Project Appraisal sub-group of the Nelson Town Deal Board. The views and comments from the sub-group were provided to ekosgen to form part of their appraisal considerations.</p> <p>A detailed appraisal report has been produced and provided for review by both the Nelson Town Deal Board and the Accountable Body. The results of the assurance process were (<i>decision to be inserted</i>) by the Nelson Town Deal Board on 7<sup>th</sup> Jan 2022 and by the Council's Policy and Resources Committee (under delegated powers) on (<i>insert date</i>).</p> <p>The appraisal has concluded that the project is robust, deliverable, aligned to a clear case for intervention and represents 'good' or potentially 'very good' value for money. There are no risks that are considered unacceptable.</p>
<b>4. MHCLG capital (CDEL) 5% payment</b>
Not applicable to this project.

## 5. Quantified benefit-cost ratio/value for money (e.g. Benefit Cost Ratio or Net Present Social Value)

A quantified benefit-cost ratio should be provided. If it has not been generated, a summary of evidence used by the S151 Officer to demonstrate value for money should be stated.

Based on the value for money assessment set out in the business case the investment is expected to deliver 'good value for money', with a reported BCR of 3.7.

*Further details regarding the calculations to be inserted.*

A net present value of benefits of £2.1m was derived from a range of benefit streams, including:

### YES Hub – Net Present Value Benefits

Benefits (£m)	Preferred Option (net)
Social value of increased exercise and confidence levels	£1.8m
Economic value of qualifications gained	£0.4m
<b>Total NPV Benefits</b>	<b>£2.2m</b>

The Town Deal Monitoring & Evaluation Plan details the direct outputs and outcomes to be delivered by the project, within the Town Deal programme period.

The following wider benefits will also be delivered:

- Young people supported into employment, education or training
- Young people accessing volunteering opportunities
- Young people accessing work experience or training
- Referrals to partners which support health and wellbeing
- Digitally excluded people accessing the internet
- Young people engaging in the arts
- Inclusion of young people who are less likely to engage with employability support provided by DWP
- Effective targeted support for young people living in the most deprived wards of Nelson

## 6. Deliverability

Will this project still be delivered within the Towns Fund timeframe? (Y/N)

The project will be completed in 2025/26, within the Towns Fund timeframe.

## 7. Delivery plan

Including details of:

- timescales and key milestones
- partnerships
- interdependencies

- risks and mitigation measures (if not provided above).

The project will be managed by Pendle Borough Council, sponsor of the overall project and asset owner of the 'Hub' premises, working in partnership with the Nelson and Colne College Group, Lancashire Adult Learning, Active Lancashire (current project provider), DWP and Pendle Youth Forum (Positive Action in the Community). The project is currently being piloted and the partnership is established and working well.

The business case identifies the following key milestones:

Project Milestone	End Date
Project sign off	14 Jan 2022
Phase 1 DWP pilot completed	31 Jan 2022
Phase 2 initiated	1 Feb 2022
Evaluation of Phase 1	31 Mar 2022
6-month extension for existing service provider	31 Aug 2022
Quarterly performance reports to NTD Board	Quarterly
Procurement exercise undertaken for service provider	30 June 2022
Longer term project plan developed	31 Dec 2022
Phase 2 completed	31 March 2026

A more detailed delivery plan will be requested by the project, which considers the outcome of the evaluation exercise, once the new service provider is in place.

Key interdependencies include:

- **Re-procurement of a service provider:** The project has been piloted utilising DWP funding since March 2021. This funding comes to an end in January 2022. Subject to securing Towns Funding, the existing service provider has been granted a 6 month extension to continue project delivery, whilst the service is re-procured for the remainder of the Towns Fund delivery period. This is a realistic timeframe in which to carry out a procurement exercise.

## 8. Town Deal Board Chair name & signature

Name of the Town Deal Board:

Chair's name and signature:

Date:

## 9. By signing, I agree that:

1. The business case, in a proportionate manner, is Green Book compliant.
2. The 5% early capital (CDEL) has been included in the Town Fund project costs across the programme.
3. This project and expenditure represent value for money, including the 5% early capital (CDEL) provided.

4. Project-level Equality Impact Assessments such as Public Sector Equalities Duty and/or Environmental Impact Assessments have been undertaken.
5. For final submission - programme-level Public Sector Equality Duty assessment has been undertaken by the accountable body.

**Name of the lead Local Authority and signature of the Chief Executive Officer or S151 Officer**

Name of the lead Local Authority:

Job title:

Name and signature:

Date:

## **Part 2: Town Investment Plan (TIP) conditions**

Towns are **only** required to submit this with the **first batch** of Summary Document if any TIP conditions are listed in the Heads of Terms. All TIP conditions must be met **before funding can be released**.

<b>TIP conditions table</b>	
<b>1. TIP improvement condition</b>	
Set out TIP improvement conditions as agreed in Heads of Terms	
<p><b>1. TIP Improvements:</b></p> <ul style="list-style-type: none"> <li><b>a. Provide assurance of local authority capacity to deliver the deal; as well as further detail on the main risks and mitigations.</b></li> <li><b>b. Provide confirmation that subsidy control compliance will be assessed in the business cases of projects and include confirmation of resolution in the Summary Document submission.</b></li> </ul> <p><b>2. Assurance: The business cases for each project will be taken through Pendle Borough Council, in line with local assurance processes.</b></p> <p><b>3. Public Sector Equalities Duty (PSED) and other assessments: Pendle Borough Council will undertake programme-wide level impact assessment, relevant project level impact assessment to meet their Public Sector Equalities Duty as well as carry out relevant Environmental Impact Assessments.</b></p>	
<b>2. Evidence</b>	
Provide evidence of how conditions have been addressed	
<p><b>1 a. Funding to support the Programme Management function has been built into our Towns Fund programme. The Council have authorised the recruitment of two new posts to increase capacity within the Regeneration Team, which will have responsibility for managing and monitoring the delivery of the programme in conjunction with other key departments, e.g. finance. Both posts have been advertised and an appointment has been made to one, with the recruit due to come into post later in January. The other post is to be re-advertised.</b></p> <p>A risk register, outlining the main risks and mitigating measures relating to the delivery of the programme has been developed. This is regularly updated and reported to the Town Deal Board and the Accountable Body. A copy of the latest risk register, reported to the Board on 7<sup>th</sup> January is attached.</p> <p><b>1b. As part of the development of business cases, project leads will be asked to confirm that the project is subsidy control compliant. Projects will be asked to consider whether the proposed expenditure/intervention meets the four key characteristics that are likely to indicate that it would be considered a subsidy and, where necessary, appropriate external advice will be sought during business case development.</b></p> <p>The assurance process will confirm that there are no subsidy control issues.</p>	

2. The Nelson Local Assurance Framework was agreed by the Nelson Town Deal Board and Pendle Council's Policy and Resources Committee in October 2022. All business cases will be assured in line with this Framework.
3. A project level equality impact assessment has been undertaken by the Council's Equalities Lead on the YES Hub project, drawing on the templates provided by the Towns Fund Delivery Partner. This will be replicated for the other project, culminating in a programme wide assessment.

Environmental Impact Assessments will also be carried out where necessary. It will become clearer where these are required as the projects are developed further through the business case process. Additional external expertise will be brought in to undertake this work if necessary.

## **2. Name of the Town Deal Board Chair & signature**

Name of the Town Deal Board:

Chair's name and signature:

Date:

## **3. Lead Local Authority's name & signature of the Chief Executive Officer or S151 Officer.**

Name of the lead Local Authority:

Job title:

Name and signature:

Date:

## **Annex: submission checklist**

Use this as guidance when submitting the Summary Documents.

Items	Checked	Qty
<b>first submission</b>		
1. Programme-level update	<input type="checkbox"/>	
2. Part 1: Project Summary Document	<input type="checkbox"/>	
3. Part 2: Town Investment Plan (TIP) conditions	<input type="checkbox"/>	
4. Final Monitoring & Evaluation (M&E) plan	<input type="checkbox"/>	
5. Any other documents	<input type="checkbox"/>	
<b>all other submissions</b>		
1. Programme-level update	<input type="checkbox"/>	
2. Part 1: Project Summary Document table	<input type="checkbox"/>	
3. Final M&E plan	<input type="checkbox"/>	
4. Any other documents	<input type="checkbox"/>	