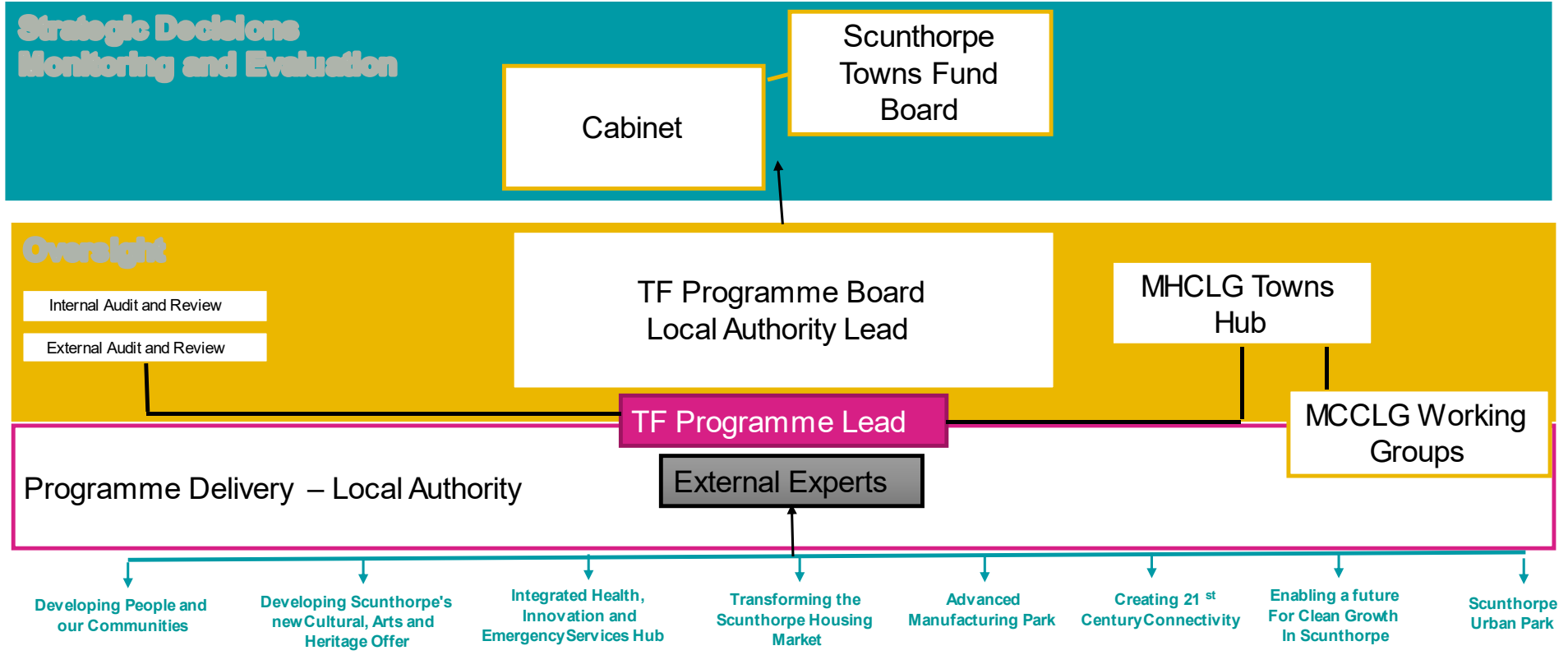


Towns Fund Programme Board & Assurance Framework

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SAFE WELL PROSPEROUS CONNECTED

Towns Fund Board

Chair May Stuart VC U of L

Vice Chair Holly Mumby-Croft MP

Simon Green DCEX

Becky McIntyre Director Partnerships and Governance

Duncan Willey PPH

Sophie Day British Steel

Diana Taylor Bondholders

Rob Waltham Leader NLC

Andrew Percy MP

Roj Rahman Community

Ruth Carver GLEP

Faisal Begin CCG

Lisa Oakley Nationwide BS

Sam Cooke Hilton by Hampton

Jo Corney DWP

3 x SME

Susan Oliver Community

Observers: Lesley Potts – NLC, Peter Campey – Beis, Helen Manderson NLC

Secretariat: Debbie Frary

Programme Board

Sponsor: Helen Manderson

Director: Lesley Potts

Secretariat: Debbie Frary

Comms Lead: Adam Lovell

Project Leads

Project Sponsors

Evaluation Team

Project					
Developing People and Communities	New investment and delivery lead	Phillipa Kenyon Adele Ruhmann Catherine Weekly Susan Oliver Mags Smithson Louise Baxter Anne Brewster Phillipa Kenyon	Lesley Potts/Sandra Simmons	Mick Lochran MHCLG	University towns
Developing Scunthorpe's new Cultural, Arts and Heritage Offer	New investment and delivery lead	Sandra Simmons Lisa Moran Laura Atkinson Jenny Couch	Peter Thorpe		Tourism Industrial heritage
Integrated Health, Innovation and Emergency Services Hub	Brindley Axe	Brindley Axe Matthew Collinson Kate Robinson FRS NLAG CCG HP	Simon Green	Jug Johal/Martin Knapp/EMAS Rep	University towns

		EMAS			
Transforming the Scunthorpe Housing Market	Tanya Coggan	Strategic Housing Officer Kate Mills Racheal Major John Kidner Louisa Simpson	David Boreham	HoE Helen Wilkes	Master-planning and urban design
Advanced Manufacturing Park	Brindley Axe	Matthew Collinson Lisa Longstaff David Boreham Craig Fotheringham	Simon Green	Lincoln Uni BEIS Rep	Master-planning and urban design Economic diversification (single sector dominant towns)
Creating 21 st Century Connectivity	Naomi Nutting	Simon Green Brin Axe Martin Oglesby Lesley Potts Paul Smith	Becky McIntyre	BDUK	Digital opportunities
Enabling a future For Clean Growth	Ben Atkinson	Justine Duhrkoop Strategic Lead for Green Craig Stapleton (NHS) David Boreham Andrew Taylor Andrew Willerton Matthew Collinson	Helen Manderson	Clean Growth Unit	Clean growth and net zero
Project Anchor	Laura Williamson	Lesley Potts Laura Williamson Mark Niland Matthew Collinson Lisa Longstaff Eddie Rychlak Nikki Byrne Mark Bagley John Kidner Tony Collins Nadine Byrne	Lesley Potts	MHCLG	Master-planning and urban design

		Christopher Taylor Louisa Simpson Richard Copley Annie Ward Jemma Hatton /Richard Andrew Katy Hague Naomi Nutting			
Urban Park	Laura Williamson	Lesley Potts David Boreham Chris Ramsbottom Mike Simpson Carl Beacock	Helen Manderson		Master-planning and urban design

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Sources of Assurance

	Line Management <i>First Line</i>	Management Review <i>Second Line</i>	Board Review <i>Third Line</i>	Internal and External Review <i>Fourth Line</i>
WHAT	Project Steering Group	Processes in place to identify, assess, control and mitigate risk and monitor Programme,	Processes in place to identify, assess, control and mitigate risk and monitor Programme,	External scrutiny functions assess the effectiveness of the first, second and third lines of assurance – 'independent and objective opinion on framework of governance'.
WHO	Project Lead	Assurance comes from the Programme Board	Assurance comes from the Towns Fund Board	Assurance comes from internal audit and other independent/external sources of assurance,
SOURCES OF ASSURANCE	<ul style="list-style-type: none"> • Programme Scorecard • Assurance Framework (Project) • Yearly Audit <p>Project Steering</p> <ul style="list-style-type: none"> • Monthly meeting • Quality Assurance of all written documentation <p>Project Lead</p> <ul style="list-style-type: none"> • Programme Board Monthly Reports • Quarterly Full Report – TF Board • Quality Assurance of all written documentation • Sign off of all written documentation • Monthly Report • Risk Log • Project Plan • Keep in touch meetings 	<p>Programme Board</p> <ul style="list-style-type: none"> • Monthly Programme Board • Monthly Reporting to TF • Programme Scorecard • Sign off of all Board Papers • S151 Sign off <p>Members of the Board</p> <ul style="list-style-type: none"> • Deputy Chief Executive (Chair) • TBD <p>Programme Lead</p> <ul style="list-style-type: none"> • Quality assurance of all documentation prior to presentation to programme board. 	<p>Towns Fund Board</p> <ul style="list-style-type: none"> • Bi-Monthly Boards • Bi- Monthly Reporting to Towns Hub • Programme Scorecard • Board Minutes and Actions • Board Sign Off • Cabinet Ratification <p>Members of the Board</p> <ul style="list-style-type: none"> • Deputy Chief Executive (Chair) • TBD <p>Board Advisors</p> <ul style="list-style-type: none"> • Quality assurance of all documentation prior to presentation to programme board. 	<p>Internal</p> <ul style="list-style-type: none"> • Internal audits <p>External</p> <ul style="list-style-type: none"> • MHCLG • Chair of Towns Fund Board • MPs • Local Authority Representatives • Private Sector • Local Enterprise Partnership Greater Lincolnshire <p>Cabinet</p> <ul style="list-style-type: none"> • Oversight and ratification of decisions of the board.

Risk Register

Risk Ref	Risk Name	Residual Risk Profile (Likelihood x Impact)	Date of Review	Controls in Place	Controlled Risk Profile (Likelihood x Impact)	Actions	To be implemented by	Person Responsible
1.	Failure to submit monthly reports in accordance within required timescales	9		1. Time set aside for Project Lead to complete report. 2. Time set aside for Programme lead to approve report 3. Time set aside for secretariat to complete papers for the programme board	4	Monthly discussions at Programme Board	Ongoing	All
2.	Lack of timely submission of project information for decision making	9		1. Time set aside for Project Lead to complete report 2. Time set aside for Programme Lead to approve report 3. Time set aside for secretariat to complete papers for the TFB	4	Programme Board	Ongoing	All
3.	Inaccurate information or poor quality of information provided	9		Process in place for checking and approving all reporting and key documentation.	4	Programme Lead 1:1 discussions with project Leads. Programme Board for Programme lead	Ongoing	All
4.	Failure to supply required information to MHCLG	6		Project Lead is accountable for the day to day management of the project and information to be	4	Records and documentation of the scheme.		Project Lead

				provided to the Programme Lead				
5.	Assurance Framework arrangements not in place	4		Mapped evidence for the purpose of providing an independent assessment on governance, risk management and control processes for the project	2	Monthly monitoring to identify areas of significant control weakness for development and improvement	Ongoing	Project Lead/Programme Lead
6.	Delay in updating Programme Scorecard	3		Time set aside for Secretariat to update programme dashboard.	1	Monthly discussions at Programme Board	Ongoing	Debbie Frary
7.	Change in market conditions / political climate	2		Ensure regular economic position statement in relation to the projects/regular briefings for executive leadership.	1	Monthly discussions at programme board	On-going	Lesley Potts

Towns Fund & FHSF Programme

Date

Programme Highlight Report

Overarching Priorities
•
Period Covered
From: To:

Projects				RAG Rating Status (as of 1 July 2020)				
				Lead	Business Case	Timescale	Outputs	Overall
	Projected	Actual (To date)	Difference					
Total project costs								
Total funding allocation								
•								

denotes assurance source(s) in place

•								
•								
•								
Outputs								
•								
•								
Project deadline								
•								
<u>Decisions / Risks identified</u>								
<u>Any Further updates</u>								
Signed off:				Project Lead	Programme Lead	Programme Board	TFB	

denotes assurance source(s) in place