

## **CABINET – 9TH FEBRUARY 2023**

### **Report of the Head of Economic Development and Regeneration Lead Member: Councillor Morgan**

#### **Part A**

#### **UK SHARED PROSPERITY FUND 'FUTURE CHARNWOOD INVESTMENT PLAN' PROGRAMME OF DELIVERY**

##### **Purpose of Report**

To provide a summary of progress on UKSPF since Cabinet met on 9<sup>th</sup> June 2022. To present a Delivery Plan for the implementation of the Future Charnwood Investment Plan. To seek delegated authority for the spend of UKSPF funding.

##### **Recommendations**

1. That the approach set out in the Future Charnwood Delivery Plan (Appendix 1) for implementation of Charnwood Borough Council's UKSPF Investment Plan is approved.
2. That delegated authority be given to the Director of Commercial and Economic Development and Head of Economic Development and Regeneration to authorise spend of UKSPF funds on Council-led UKSPF funded projects or to release grants to external project leads, in consultation with the Leader.
3. That delegated authority be given to the Director of Commercial and Economic Development and Head of Economic Development and Regeneration to make amendments to the Charnwood UKSPF programme, in consultation with the Leader and after seeking the advice of the Future Charnwood Group.

##### **Reasons**

1. To ensure that the delivery of Charnwood's UKSPF programme is effectively and efficiently carried out, meeting the requirements of the Department for Levelling Up, Housing and Communities (DLUHC) and in an open and transparent manner.
2. To enable projects to be delivered as soon as possible once DLUHC funding is released whilst following the requirements of the Council's Constitution regarding authority to spend.
3. To enable changes to be made to the programme should any project(s) withdraw from the programme or incur significant overspend / underspend or fail to progress with delivery.

##### **Policy Justification and Previous Decisions**

The vision in the Corporate Strategy 2020 – 2024 is for Charnwood to be a borough for innovation and growth, delivering high-quality living in urban and rural settings, with a range of jobs and services to suit skills and abilities and meet the need of our diverse community. This vision has its expression in three themes committed to caring for the environment, securing healthy communities and supporting and fostering strong economic growth in Charnwood. The Government's levelling up agenda seeks to make people's lives better and in doing so, grow the economy and ensure we flourish as a country.

This report follows a previous decision taken by Cabinet on 9th June 2022 that approved the approach to developing the Future Charnwood Investment Plan and gave authority for the Investment Plan to be approved by the Leader in consultation with Charnwood's MPs.

### Implementation Timetable including Future Decisions and Scrutiny

The timetable for implementation is set by the Department for Levelling Up, Housing and Communities (DLUHC) and requires immediate action by the Council to ensure delivery timescales set by Government can be met. The spend of allocated funds against an annual profile for the three-year period 2022/23 – 2024/5 is set out in the Investment Plan.

The proposed Future Charnwood Group (see Appendix 1) will act as an advisory panel for the delivery of the Investment Plan. Future decisions of a strategic nature will be brought to Cabinet and implementation of the Investment Plan will be subject to the Council's standard governance and scrutiny procedures. The council will also be required to submit monitoring reports to DLUHC.

### Report Implications

The following implications have been identified for this report.

#### *Financial Implications*

All Local Authorities in England and Wales have been provided with pre-set allocations determined by Government. Charnwood has been allocated £4,028,041 from UK SPF. This will be paid out in tranches across the 3 financial years of the programme in line with the Investment Plan.

- Year 1 allocation £488,852
- Year 2 allocation £977, 704
- Year 3 allocation £2,561,585

The Fund can support investment in interventions that start from 1 April 2022 and payments to this Council commenced in January 2023 for the 2022/23 financial year. Any funding not spent in-year can be carried over into the following financial year subject to a spending plan being approved by DLUHC. DLUHC has advised that it will look to support councils in their potential need to carry-over, especially from 2022/23, due to funding not being received until December 2022 or January 2023.

Resources to support the administration and delivery of the UKSPF will come from

existing budgets although capacity funding of £20k will be awarded to the Council to cover costs associated with the development of the Future Charnwood Investment Plan and a further 4% (£161k) of the value of Charnwood’s UK SPF allocation is available to cover the cost of administering the fund to March 2025.

*Risk Management*

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
National macro-economic situation leads to further rise in construction materials and labour costs over duration of programme leading to budget shortfall in projects	3 (Likely)	4 (Major)	12 (High)	<ul style="list-style-type: none"> <li>Work with project leads to ensure they have contingency plans and have undertaken rigorous assessment of project cost base</li> <li>Consider maintaining a programme contingency reserve</li> </ul>
Council capacity to manage the programme is challenged due to recruitment issues or other priorities leading to poor assurance and due diligence.	1 (Remote)	3 (Serious)	3 (Low)	<ul style="list-style-type: none"> <li>Recruitment to permanent posts in the Service is underway</li> <li>Programme’s spend of capacity funding (£181k total)</li> </ul>
Project leads’ capacity and experience to deliver projects undermines delivery to budget and timescale leading to incomplete projects and partial outputs/outcomes	2 (Unlikely)	3 (Serious)	6 (Moderate)	<ul style="list-style-type: none"> <li>Establish a project leads liaison meeting for shared learning and support on a suitable frequency</li> <li>Disaggregated DLUHC guidance and information to project leads as appropriate</li> </ul>

*Equality and Diversity*

An Equalities Impact Assessment of the Investment Plan was undertaken before it was submitted to DLUHC.

*Crime and Disorder*

The report has no direct implications for crime and disorder.

*Sustainability*

The report has no direct implications for sustainability.

Key Decision:	Yes
Background Papers:	Future Charnwood Investment Plan EXEMPT UKSPF Deliverables Tables UKSPF Expenditure Profile
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## Part B

### Heading

#### 1. Background

1.1 In February 2022, the Government published its levelling up White Paper setting out its plan to reverse the country's geographical inequalities and to radically improve the United Kingdom in the following ways:

- Boosting productivity, pay, jobs and living standards by growing the private sector, especially in those areas where they are lagging.
- Spreading opportunities and improving services, especially in those places where they are the weakest.
- Restoring a sense of community, local pride and belonging, especially in those places where they have been lost; and
- Empowering local leaders and communities, especially in those places lacking local agency.

1.2 The agenda coordinates and builds on existing programmes including the Levelling Up Fund, Future High Street Fund, Town Deals, Free ports, amongst other things, and the UK Shared Prosperity Fund (UK SPF) is the latest programme in this suite of complementary funding that all local authorities in the country will benefit from.

1.3 A prospectus for UK SPF was published on 13 April 2022 and a series of webinars have been held by DLUHC introducing the programme and providing support.

#### 2. UK Shared Prosperity Fund

2.1 UK SPF is £2.6bn of new funding for local investment by March 2025. It is not a competitive bid process, but an allocation based on a funding formula. Charnwood has been allocated just over £4m.

The fund will:

- Taper in from 1 April 2022, with funding reaching £1.5bn by March 2025
- Empower each place to identify and build on their own strengths and needs at local level, focusing on Pride in Place.
- Delegate delivery of the fund to local authorities, supported by local partners.
- Enable local places to build a package of funding, drawing on other levelling up programmes

2.2 The UK Shared Prosperity Fund (UK SPF) is £2.6bn of new funding for local investment by March 2025, allocated to local authorities based on a funding formula. The fund aims to empower each place to identify and build on their own strengths and needs at local level, focusing on Pride in Place. Local authorities are responsible for developing an investment plan, receiving their area's funding allocation, assessing, and approving project applications, and processing

payments and day-to-day monitoring. The primary goal of UK SPF is to build pride in place and increase life chances across the UK through investment in community and place, supporting local business, and people and skills. Local partnerships are a core component of the fund's administration, and the local authorities are expected to work with diverse range of local stakeholders, civic society organizations, employer bodies, and businesses to achieve fund outcomes

- 2.7 DLUHC requires each place to set out measurable outcomes they are looking to deliver, and what interventions they are choosing to prioritise in an Investment Plan. These plans should take account of the wider funding landscape and in particular complementary interventions and other national or local schemes. There is flexibility to invest across a range of activities to improve local places; spread and create opportunity; and support a sense of community and belonging. DLUHC will sign off Investment Plans, unlocking each areas allocation to invest in priority projects.
- 2.8 A further priority for government under UK SPF is the adult numeracy programme called 'Multiply'. £559m has been made available for upper tier authorities to invest in interventions to enhance adult numeracy. Leicestershire County Council will receive £3m.
- 2.9 Capacity funding of £20k to help with the costs of preparing the Investment Plan is available to draw down once the plan is submitted. A further 4% (£161k) of the value of Charnwood's UK SPF allocation is available to cover the cost of administering the fund.
- 2.10 The programme will be subject to regular monitoring and evaluation by DLUHC to ensure the money is being spent to agreed timescales and milestones and that outputs and outcomes are being achieved. The arrangements for monitoring will be set out in a memorandum of understanding with each local authority with the expectation of reporting every six months with qualitative updates on a more frequent basis. Further guidance on the reporting regime and process will be issued in the summer.
- 2.11 The government is particularly keen that local authorities undertake locally led evaluations of how effective delivery has been for projects and what has worked well in terms of the impact of projects have had in creating pride in place. The government will also be undertaking its own evaluations to build its evidence base of what works well by selecting specific projects from Investment Plans across the country. If they choose projects from our Investment Plan, we will not need to duplicate their work. Further detail on the approach to evaluation can be found in Appendix 1.

### 3. Future Charnwood Delivery Plan

- 3.1 Lead local authorities, in the development of UKSPF Investment Plans are required to produce targeted interventions in line with DLUHC pre-identified 'intervention areas' against three broad themes i) Communities and Place ii)

- 3.2 Supporting Local Business and iii) People and Skills. Given there is significant support for the local economy delivered via the Loughborough Town Deal, consideration was given how best to compliment that investment through a series of community-focused 'pride in place' investment projects. Those considerations provided a framework for project prioritisation and selection.
- 3.3 A call for projects was launched on 23rd May 2022 culminating in 53 funding expressions of interest with a combined value of over £15 million. A prioritisation exercise was undertaken focusing on deliverability, cost and complimentary to other funded programmes such as the Loughborough Town Deal.
- 3.4 In accordance with the Delegation approved by Cabinet in June 2022 which gave the Leader authority to approve the Investment Plan, senior officers and the Leader met as a panel to evaluate all project proposals. These were scored and ranked against set criteria. A copy of the criteria used is attached for information at Appendix 2. Following consultation with Jane Hunt MP and Edward Argar MP, in accordance with Government guidance for UKSPF, the 10 highest ranked projects were selected for inclusion in the Investment Plan. The projects are:

<b>PROJECT 1</b>	<b>Shepshed Public Realm Project</b>
<b>Brief description of the intervention (project) and what it hopes to achieve</b>	To help build people's pride in Shepshed town centre through investment in targeted public realm improvements that enhance the built and natural environment, strengthen the physical 'linkages' within the town centre and increase people's satisfaction with their town centre.
<b>Project Value</b>	£850,000 (Capital)
<b>Delivery organisation(s)</b>	Charnwood Borough Council
<b>PROJECT 2</b>	<b>Improved community facilities in Anstey</b>
<b>Brief description of the intervention (project) and what it hopes to achieve</b>	The project is looking to increase the capacity within Anstey for community groups by extending the Jubilee Hall which is the main community hall in the village.
<b>Project Value</b>	£524,000.00 (Capital)
<b>Delivery organisation(s)</b>	Anstey Parish Council
<b>PROJECT 3</b>	<b>Community All-inclusive Multi-Use Games Area (MUGA)</b>
<b>Brief description of the intervention (project) and what it hopes to achieve</b>	To install an all-inclusive, social amenity of a MUGA to facilitate and encourage all ages, groups, and abilities to partake in social and physical activities. It will encourage families to gather at a central location to the village which would in turn help to reduce the ASB experienced in the area.
<b>Project Value</b>	£150,000 (Capital)
<b>Delivery organisation(s)</b>	Birstall Parish Council
<b>PROJECT 4</b>	<b>Sileby Memorial Park and Pavilion</b>
<b>Brief description of the intervention (project) and what it hopes to achieve</b>	The project will deliver community led regeneration of Sileby Memorial Park and Pavilion, improving an important community green space at the heart of Sileby. Opportunities for sport, recreation, events, and activities

	will be created. Investment in community infrastructure will improve the health and wellbeing of Charnwood residents. The project will contribute to nature recovery objectives and 25 Year Environment Plan, including a partnership with the Environment Agency to build resilience to natural hazards (flooding).
<b>Project Value</b>	£483,667 (Capital) £15,000.00 (Revenue)
<b>Delivery organisation(s)</b>	Sileby Parish Council
<b>PROJECT5</b>	<b>Mountsorrel - Halstead Road Sport, Leisure, and Play Infrastructure Development</b>
<b>Brief description of the intervention (project) and what it hopes to achieve</b>	The development of cricket and football pitches, as well as ancillary facilities, to support the growth of local teams and to ease the overplaying and congestion of the current grass pitch provision at War Memorial Fields (WMF).
<b>Project Value</b>	£250,000 (capital)
<b>Delivery organisation(s)</b>	Mountsorrel Parish Council
<b>PROJECT 7</b>	<b>Re-imagining Loughborough's Iconic Tower</b>
<b>Brief description of the intervention (project) and what it hopes to achieve</b>	Redevelopment of the Carillon Tower War Memorial Museum, to commemorate its centenary (July 2023) following its closure to: <ul style="list-style-type: none"> <li>• Improve access to Charnwood's unique heritage</li> <li>• Build community cohesion</li> <li>• Deliver community engagement plan</li> <li>• Enhance the visitor experience</li> <li>• Increase volunteering</li> <li>• Increase sense of place and local pride</li> </ul> Encourage people to visit the area.
<b>Project Value</b>	£249,327.20 (£222,920 capital and £26,407.20 revenue)
<b>Delivery organisation(s)</b>	Charnwood Borough Council (CBC)
<b>PROJECT 8</b>	<b>Gorse Covert Youth Project</b>
<b>Brief description of the intervention (project) and what it hopes to achieve</b>	This project provides dedicated youth support, a youth wing at our Centre and the development of a Charnwood Youth Council. <ul style="list-style-type: none"> <li>• Hosting structured, vibrant activities and opportunities to young people, enabling them with the skills and confidence to become involved with their personal development and the regeneration of their local community.</li> </ul>
<b>Project Value</b>	£167,480 (Capital £7800, and revenue £162,680)
<b>Delivery organisation(s)</b>	Gorse Covert Community Association
<b>PROJECT 9</b>	<b>Generation Charnwood</b>
<b>Brief description of the intervention (project) and what it hopes to achieve</b>	Youth Sport Trust in partnership with Active Together, formerly LRS will <b>develop the wellbeing, life chances and employability skills of Charnwood's young people</b> , capitalising on the Borough's globally renowned sporting and educational opportunities. Embracing the future for <b>all</b> its young residents through the power of sport, physical activity, and wellbeing. (50 words)
<b>Project Value</b>	£540,901 (100% revenue)
<b>Delivery organisation(s)</b>	<b>Active Together</b>



	<b>Youth Sport Trust (YST)</b>
<b>PROJECT 10</b>	<b>Replacement 1<sup>st</sup> Nanpantan Scout Hut</b>
<b>Brief description of the intervention (project) and what it hopes to achieve</b>	Provide a new building for 1 <sup>st</sup> Nanpantan Scout Group which will secure its future as a thriving group for young people and also create a new community space in Loughborough for use by local groups to bring residents together.
<b>Project Value</b>	<b>£65,000 (100% capital)</b>
<b>Delivery Organisation</b>	1 <sup>st</sup> Nanpantan Scouts

- 3.4 The remainder of available funding, £337,282 is being held by the Council to explore a collaborative project across council boundaries. This is very much encouraged by DLUHC in its UKSPF guidance. At present, discussions are taking place with all authorities in Leicester and Leicestershire about the potential for funding business support activity which encourages business start-ups and small business growth.
- 3.5 The selected projects leads have formed, along with Council Officers, the Future Charnwood Delivery Group and are in the process of developing Business Cases as the final necessary step in securing funding from the Council for their proposed activity. Economic Development and Regeneration Officers are working with selected projects to finalise these business cases in readiness for funding being released to the Council in January 2023.
- 3.6 In the event a selected project cannot progress within the programme a reserve list of projects from the initial 53 has been created and Council Officers will work with reserve list projects to rapidly develop a deliverable project plan.
4. Future Charnwood Delivery Plan
- 4.1 Charnwood Borough Council Officers have developed the Future Charnwood Delivery Plan to enable the successful delivery of funded projects within a framework of the appropriate mix of scrutiny, support and oversight and enable the timely delivery of monitoring and reporting to DLUHC fulfilling Charnwood's role as the Accountable Body for this fund. A summary of the Delivery Plan is below.
- 4.2 Year 1 Project Delivery will take place from November to March 23, with submission of Year 1 Project Business Cases in January 2023 and a Quarterly Summary Report in February 23. Subsequent years follow a similar pattern with project delivery, submission of business cases, technical completion of project spend, and monitoring and evaluation reporting submitted to DLUHC. The project will end on March 25 and final evaluation will be submitted to Government by May 31, 2025.
- 4.3 The yearly allocation of funds is predetermined by the UK Government's funding formula with a spend profile that ramps up until the end of the funding period. The UK government has set objectives for the fund to align with, divided into

Communities and Place, Supporting Local Business, and People and Skills Priority Investment Areas.

- 4.4 Programme outputs and outcomes for the fund are detailed in appendix 3 to this report and should be considered the minimum delivery ambitions for the programme. As projects further refine output modelling through the development of Full Business Cases it is anticipated that reported outputs will increase.
- 4.5 The proposed governance structure for the Future Charnwood Investment Plan is intended to be light touch but robust in order to ensure successful delivery of the investment plan, provide learning opportunities for both Charnwood Borough Council and organizations receiving UKSPF funding, and provide appropriate technical and strategic oversight of the program.
- 4.5 The governance arrangements will align with existing structures within Charnwood Borough Council to enable comparison across project delivery activity. Responsibilities include providing strategic guidance and advice, receiving and monitoring delivery plans and targets, monitoring resources and capacity, representing the community, and ensuring effective governance. Decision-making authority rests with the Charnwood Borough Council, and professional and administrative support will be provided by council Officers.
- 4.6 Meetings of the Future Charnwood Steering Group will be held every three months, with additional meetings at the discretion of the chair. The group will operate in a spirit of partnership and abide by the Nolan principles, with all members required to sign a code of conduct and disclose any personal or financial interests.

## Appendices

1. Future Charnwood Delivery Plan
2. Project Selection Criteria Template
3. Equality Impact Assessment

## Future Charnwood Delivery Plan

### Contents:

1. Background
2. Timescales
3. Budget
4. Outputs
5. Risks & Issues
6. Governance
7. Monitoring, Evaluation and Project Change Reporting

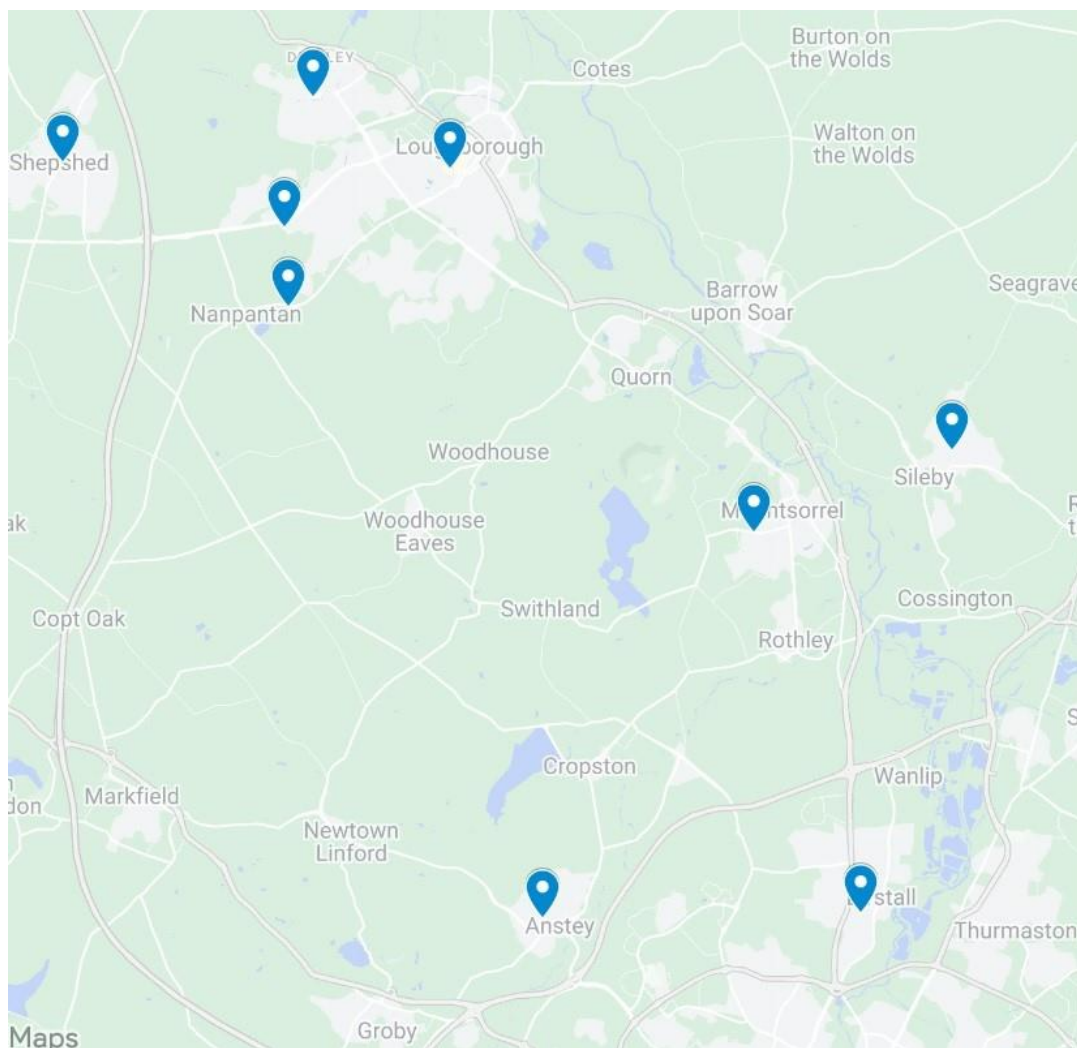
## **Background**

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government's Levelling Up agenda and a significant component of its support for places across the UK. It provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition. It will help places right across the country deliver enhanced outcomes and recognises that even the most affluent parts of the UK contain pockets of deprivation and need support.

The main priority investment areas of the funding can include building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances. UKSPF seeks to embolden local decision making and target spending on the local priorities of places within the UK. It will lead to visible, tangible improvements to the places where people work and live, alongside investment in human capital, giving communities up and down the UK more reasons to be proud of their area.

Places are empowered to identify and build on their own strengths and needs at a local level, focused on pride in place and increasing life chances. Local places will be able to use the Fund to complement funding from other sources where it is considered beneficial to do so.

In May 2022 Charnwood Borough Council issued a Call for Projects following the release of the Government's UKSPF Prospectus in April of the same year. This resulted in the submission of over 50 project proposals to the Council. All the proposals were appraised with ability to deliver, complementarity with existing strategy programmes, impact upon future generations, value for money and responding to issues and needs of residents following the pandemic being important evaluation criteria.



(fig 1. Project

Geography Map)

At the time of writing (November 2022) the following projects have been prioritised for investment as part of the Future Charnwood UKSPF Investment Plan. They are the 10 projects which were ranked highest as a result of the evaluation process:

### **1. Improvements to Anstey community facilities**

Anstey Parish Council wants to extend the Jubilee Hall in the village to increase its usage by community groups. The hall is already used by all sections of the community from mother and toddler groups, training events to lunch clubs for the elderly. This project will provide a second community hall which will double the capacity for community facilities. There will be a particular focus on activities for young people in the area.

### **2. Multi-use Games Area in Birstall**

Birstall Parish Council wants to install a multi-use games area on the School Lane playing fields to enhance the area for all age groups and abilities.

The parish council says the new facility is much needed and will encourage families to gather at a central location to the village and prevent people from having to travel out of the area for similar facilities.

### **3. Sileby Memorial Park and Pavilion**

Sileby Parish Council is intending to regenerate Sileby Memorial Park and Pavilion to improve the community green space at the heart of the village.

It wants to create a destination park that all residents are proud of and want to visit. The space will provide opportunities for community events, activities, sporting fixtures and a multi-functional meeting venue. The scheme also aims to help increase footfall and dwell time in the village centre.

#### **4. Expanding Mountsorrel sports facilities**

Mountsorrel Parish Council wants to create new cricket and football pitches in Halstead Road to support the local sporting scene and ease the pressure on the existing pitches there and at the War Memorial Fields. The Council also wants to build a new pavilion at Halstead Road.

#### **5. Living Wall & Charnwood Growers Fair Project**

Love Loughborough has proposed an exciting project to transform an ugly concrete façade in Loughborough town centre into a beautiful living feature.

The façade above a row of shops in Devonshire Square would be covered in a Living Wall which would see panels of plants added to the building to grow and bring nature into the town centre.

Also, a weekly Charnwood Gardeners' Fair would be held in the summer to bring more visitors to the town centre.

#### **6. Regenerating Shepshed's Market Place**

Charnwood Borough Council is planning to transform Market Place in Shepshed by creating an open and more pedestrian-friendly space while retaining parking for shoppers.

The scheme is broadly looking to create a large pedestrian area in front of the shops to create a much-improved environment for visitors as well as a place to host small-scale events and market stalls.

A pedestrian crossing would be added to make the area safer. Pavements will also be widened and new seating, cycling facilities and trees and planting will also be added. The scheme will provide an improved gateway to Shepshed.

This is hopefully the first phase of improvements for the town and the Council is hoping to make improvements to the Bull Ring and Hall Croft in the future.

#### **7. Re-imagining Loughborough's iconic Carillon Tower and War Memorial Museum**

The Carillon Tower in Queen's Park Loughborough is the town's war memorial and home to the popular War Memorial Museum.

The floors of the Tower will be transformed with purpose-built units and flexible display cases for the historic items. The project will also seek to inspire the next generation of Carillonners with the purchase of a practice clavier, the device used to play the bells in the tower. There will also be a learning programme developed for school and group visits, a campaign to increase volunteers at the museum and a project to better understand the museum's audience.

The project is being led by Charnwood Borough Council.

#### **8. Gorse Covert Youth Project, Loughborough**

This project proposed by Gorse Covert Community Association proposes a three-year programme of youth support, including the appointment of a dedicated youth support worker.

The programme would facilitate drop-in sessions, workshops and activities as well as develop opportunities to improve young people's, confidence, and capabilities.

A youth wing would also be set up at Gorse Covert Community Centre and operate drop-in sessions, workshops and be a safe space for young people. The project would also create a Youth Council to help

give young people a voice. As well as discussions, the Youth Council would also help young people give their views on local and national issues.

### **9. Generation Charnwood**

Youth Sport Trust, in partnership with Active Together, has proposed the Generation Charnwood project. It aims to improve the wellbeing, life chances and employability skills of young people in the borough through sport. The project will work with schools, employers, and partners to support them to use sport to help improve young people's skills. It will also offer training to help young people develop leadership skills, support after school activities, and help young people connect with potential employers.

### **10. Nanpantan Scout Hut**

Nanpantan Scout Group is planning to build a new scout hut which will secure its future as a thriving group for young people. The new scout hut would replace two aging buildings currently being used by the group at its base in Nanpantan Road. The new hut would also be available for use by the local community.

### **Business support project**

The Council is also in discussions with other Leicestershire district councils and partners about a potential programme of business support in the region. Some funding in the investment Plan has been earmarked for this possible joint project which would address potential gaps in provision as EU funding for the Growth Hub (business gateway) service ceases in mid 2023.

The Department of Levelling Up, Housing and Communities has been clear that localities have flexibility to reallocate funding as they see fit. If a joint funded programme does not progress, the Council will look to reallocate the earmarked funding to other projects.

## Timeline

Prospectus Announced	Done	01 April 2022
Borough Council Project Call	Done	01 May 2022
22 Project Appraisal and notification	Done	30 June 2022
Writing Investment Plan	Done	31 August 2022
Business Case Completion	On-Going	31 March 2023
Notification of Funding Award to CBC	Done	05 January 2023
Year 1 Project Delivery	On-Going	31 March 2023
Submission of Year 1 Project Business Cases	Up-Coming	27 January 2023
Quarterly Summary Report	Up-Coming	01 February 2023
Submission of Year 2 & 3 Project Business Cases	Up-Coming	31 March 2023
Technical Completion of Year 1 Project Spend	Up-Coming	31 March 2023
Monitoring and Evaluation Report Submitted to DLUHC	Up-Coming	01 May 2023
Year 2 Project Delivery Activity	Up-Coming	31 March 2024
Quarterly Summary Report	Up-Coming	01 August 2024
Monitoring and Evaluation Report Submitted to DLUHC	Up-Coming	01 November 2023
Quarterly Summary Report	Up-Coming	01 February 2024
Technical Completion of Year 2 Project Spend	Up-Coming	31 March 2024
Monitoring and Evaluation Report Submitted to DLUHC	Up-Coming	01 May 2024
Quarterly Summary Report	Up-Coming	01 August 2024
Monitoring and Evaluation Report Submitted to DLUHC	Up-Coming	01 November 2024
Quarterly Summary Report	Up-Coming	01 February 2025
Technical Completion of Year 3 Project Spend	Up-Coming	31 March 2025
Technical Project End	Up-Coming	31 March 2025
Monitoring and Evaluation Reporting Submitted to DLUHC	Up-Coming	01 May 2025
2025 Project Closure	Up-Coming	31 May 2025



## Budget

The yearly allocation of funds is predetermined by the UK Government's funding formula with spend profile and draw down 'ramping' up until the end of the funding period with significant pressures in each year of the fund to ensure successful deployment and technical completion of funding awards.

A high-level breakdown of projected spend in each programme year is below. A full quarterly breakdown including spending against intervention priority areas and capital and revenue can be found at appendix 1.

2022-23	2023-24	2024-25	Annual Expenditure Totals
£150,000	£350,000	£350,000	<b>£850,000</b>
-	-	£524,000	<b>£524,000</b>
£226,222	£105,000	£167,619	<b>£498,841</b>
-	£166,741	£82,827	<b>£249,568</b>
£51,880	£119,060	£61,540	<b>£232,480</b>
£60,750	£236,903	£643,248	<b>£940,901</b>
-	-	£395,064	<b>£395,064</b>
-	-	£337,287	<b>£337,287</b>
<b>£488,852</b>	<b>£977,704</b>	<b>£2,561,585</b>	<b>£4,028,141</b>

## Outputs

The UK Government has set objectives that UKSPF funded projects should align with to be eligible for funding. These fall under Communities and Place, Supporting Local Business and People and Skills Priority Investment Areas. The Future Charnwood Investment Plan does not include any projects under the People and Skills Priority Investment Area but a brief summary of all Priority Investment Area Objectives is below:

### Communities and place

#### Objectives:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, safe and healthy neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.

### Supporting Local Business

#### Objectives:

- Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality, and leisure sector facilities.
- Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise, and resources, and stimulate innovation and growth.
- Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies, and techniques, and start or grow their exports.

## **People and skills**

### **Objectives:**

- Boosting core skills and support adults to progress in work, by targeting adults with no or low-level qualifications and skills in math's, and upskill the working population, yielding personal and societal economic impact, and by encouraging innovative approaches to reducing adult learning barriers.
- Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need. Investment should facilitate the join-up of mainstream provision and local services within an area for participants, through the use of one-to-one keyworker support, improving employment outcomes for specific cohorts who face labour market barriers.
- Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support, including access to basic skills.
- Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision e.g., by providing additional volumes; delivering provision through wider range of routes or enabling more intensive/innovative provision, both qualifications based, and non-qualification based. This should be supplementary to provision available through national employment and skills programmes.
- Expected cohorts include, but are not limited to people aged over 50, people with a disability and health condition, women, people from an ethnic minority, young people not in education, employment or training and people with multiple complex needs (homeless, care leavers, ex/offenders, people with substance abuse problems and victims of domestic violence).

## **Future Charnwood UKSPF Programme Outputs**

A detailed breakdown of Charnwood Borough Council's UK SPF Programme outputs can be found at appendix 2. These outputs should be viewed as the minimum level of delivery, and it is anticipated that a higher number of outputs will be delivered which will solidify as funded projects further develop detailed modelling of project activity.

## **Programme Risk Register**

Each project will complete and regularly update an individual risk register and will report on mitigation activity to the Future Charnwood Group at appropriate intervals.



RISK REF	RISK DESCRIPTION	INHERENT			CONTROL ACTION	ACTION OWNER	RESIDUAL			COMMENTARY
		LIKELIHOOD	IMPACT	SEVERITY			LIKELIHOOD	IMPACT	SEVERITY	
001	New Government Cabinet, national/global economic crisis or other significant event leads to changes in programme funding and/or political priorities leading to delay or cancellation of programme	2	4	8	<ul style="list-style-type: none"> <li>Maintain watching brief on Government changes in policy and activity</li> </ul>	CG	2	4	8	Live
002	National macro-economic situation leads to further rise in construction materials and labour costs over duration of programme leading to budget shortfall in projects	3	3	9	<ul style="list-style-type: none"> <li>Brief project leads to ensure they have contingency plans</li> <li>Consider maintaining programme contingency reserve</li> </ul>	UKSPF Programme Manager	3	3	9	Live
003	Council capacity to manage the programme is challenged due to recruitment issues or other priorities leading to poor assurance and due diligence.	4	3	6	<ul style="list-style-type: none"> <li>Programme the spend of the £161k and £20 capacity sums to provide suitable capacity</li> </ul>	JH / CG	2	1	2	Addressed via the Development and Reg Board.
004	Project leads capacity and experience to deliver projects undermines delivery to budget and timescale leading to incomplete projects and partial outputs/outcomes	3	3	9	<ul style="list-style-type: none"> <li>Establish a project leads liaison meeting for shared learning and support on a suitable frequency</li> <li>Disaggregated DLUHC guidance and information to project leads as appropriate</li> </ul>	UKSPF Programme Manager	2	2	4	Live
005	Project match funding does not realise as expected leaving budget shortfall and leading to non-delivery of projects	3	3	9	<ul style="list-style-type: none"> <li>Maintain dialogue with project leads to identify early the projects at risk</li> <li>ensure that grant funding agreements are conditional on</li> </ul>	UKSPF Programme Manager	3	3	9	Live

					match being proven					
006	Unforeseen issues during project delivery leads to increased costs and/or delay	3	3	9	<ul style="list-style-type: none"> <li>Establish a project liaison meeting for shared learning and support on a suitable frequency</li> <li>Maintain dialogue with project leads to identify early the projects at risk</li> </ul>	UKSPF Programme Manager	3	3	9	Live
007	Organisations and/or members of the public challenge the distribution of funding leading to potential reputational impact	3	1	3	<ul style="list-style-type: none"> <li>Prepare a strategy and ensure public facing messaging</li> </ul>	UKSPF Programme Manager	2	1	3	Live

## Governance

It is proposed to create a light-touch but suitably robust governance structure to ensure successful delivery of the Future Charnwood Investment Plan, embed learning in both Charnwood Borough Council and organisations in receipt of UKSPF funding and provide sufficient technical and strategic oversight to the programme. It is further proposed to align structures to existing mechanisms wherever possible to, where appropriate, enable 'like-for-like' comparison across Charnwood Borough Council project delivery activity.

The governance arrangements for the Future Charnwood Programme sit within established and tested CBC governance structures to ensure appropriate oversight of programme delivery and Members and residents are able to receive timely programme updates.

The following organogram describes the key groups where decisions and actions are taken with a brief description of their function.



### Purpose of the Group and Responsibilities

- To provide strategic guidance and advice to the Borough Council in its delivery of the UK SPF 'Future Charnwood' Investment Plan bid in accordance with the Government's UK SPF prospectus, any subsequently issued policy guidance and locally identified priorities.
- To receive and consider a Future Charnwood programme delivery plan and monitor the delivery of targets in the plan.
- To receive and consider reports from the Programme Team / Officer and to establish any delivery Sub-Groups as the Group sees fit.
- To monitor whether the Programme Team / Officer has sufficient resources, knowledge and capacity available to deliver the Future Charnwood programme.
- To make representation to Government departments if and as necessary.
- To monitor whether resources and arrangements are in place which enable collaborative working with, and support, for project leads.
- To ensure the views of the community are represented and considered and the communications strategy for UK SPF is proportionate and well targeted
- To ensure all the necessary governance matters within the remit of Charnwood Borough Council are identified and progressed effectively.

### Delegation

As an advisory group decision making with regard to the execution of the Future Charnwood Investment Plan will, as provided for in the UK Shared Prosperity Fund Guidance, rest with the Council and is therefore subject to the standard scheme of delegation set out in the Council's constitution.

As such, approvals will be sought from Charnwood Borough Council Director Commercial and Economic Development who shall seek challenge and guidance from members of the Future Charnwood Group.

## **Professional and Administrative Support**

Charnwood Borough Council will facilitate meetings of Future Charnwood Group.

## **Quorum**

The quorum for meetings of the Group will be four voting members, including the Chair (or the person presiding the meeting). If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chair's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.

If there is no quorum at any stage during a meeting, the Chair will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed, and the remaining items will be declared null and void.

## **Frequency of Meetings**

Meetings will be held every three months in the first instance with additional extraordinary meetings called at the Chair's discretion. The frequency of meetings can be varied following a discussion and vote of the Group, at the discretion of the Chair.

## **Conduct**

The Future Charnwood Group will be conducted in the spirit of partnership working and abide by the Nolan principles. All permanent Group Members are required to sign up to the Code of Conduct set out at Annex 1 and to declare any personal or pecuniary interests. These records will be maintained by the Lead Council and published on the Charnwood Borough Council website. All decisions will be made in accordance with the following principles:

- Due consultation will be carried out where appropriate (including taking relevant professional advice from officers);
- There will be a presumption in favour of open and transparent decision making;
- There will be a clarity of aims and desired outcomes;
- All decisions will be taken as members of the Future Charnwood Group and not on behalf of specific organisations or areas;
- If a Group member persistently disregards the ruling of the Chair, or person presiding the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chair, or person presiding the meeting, may move that the Group member be not heard further. If seconded, a vote will be taken without discussion.
- If a Group member continues to behave improperly after such a motion is carried, the Chair, or person presiding the meeting, may move that either the Group member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion. Group members representing public authorities shall be bound by the Code of Conduct of their nominating body.

## **Notice of and invitations to meetings**

At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Group. The agenda will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such details as are available.

## **Voting**

Group members commit to seek, where possible, to operate on the basis of consensus. Should it not be possible in a specific instance to find a consensus, the decision will be made on the basis of a simple majority. All permanent group members are able to vote. The Chair will have the casting vote.

All matters which are the responsibility of the programme's Accountable Body, Charnwood Borough Council, will be reserved to it.

## **Minutes**

The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

The minutes will be published as draft minutes on the Future Charnwood website 10 working days after the meeting. Once the minutes have been confirmed by the Group they will be published on the Future Charnwood website within 10 working days of confirmation.

The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

Minutes will be made available to the public.

## **Monitoring, Evaluation and Project Change Reporting**

In advance of the full UKSPF Monitoring and Evaluation Strategy publication in Autumn 2022, this section sets out the emerging M&E framework for the UKSPF. DLUHC expects lead local authorities to help contribute to the evidence base on what works. DLUHC will coordinate national evaluation but lead local authorities will engage and support this centrally coordinated evaluation work. Lead local authorities should continue to develop and conduct their own robust and credible evaluations.

The M&E framework will contribute to understanding the Fund's impact on Pride in Place and life chances through programme, place, and intervention level evaluation. There are 6 aspects to the M&E framework over the three levels:

### **Intervention level**

- Pride in place and life chances survey
- Intervention impact evaluations
- Randomised control trials

Pride in place is an area where DLUHC is eager to develop metrics and build the evidence base (i.e. develop an understanding of what interventions work to improve the outcomes). Therefore, DLUHC is commissioning the pride in place and life chances survey to standardise measures and to help consistency of understanding, the impact of the UKSPF interventions across the UK. This survey will be funded and procured by DLUHC, enabling lead local authorities to use a standard survey and methodology to measure change. Lead local authorities are expected to use this survey for the purposes of benchmarking.



DLUHC will manage evaluation of a sample of intervention types with a third-party contractor, to gain in-depth understanding of how the UKSPF intervention types have worked in delivery. Intervention types will be chosen based on evidence gaps, scale of interventions, and evaluation methods.

DLUHC will invite lead local authorities to submit interventions for considerations for randomised control trials (RCTs).

### **Place level - UK wide**

- Place level case studies

DLUHC will commission 36 place-based evaluation case studies to understand how the UKSPF has worked in places. The case studies will specifically focus on the role of the places, interactions between stakeholders, decision making, the different interventions and local growth funds, and processes. Details on the role of lead local authorities will be set out in the UKSPF M&E Strategy to be published in early Autumn.

### **Programme level**

Programme level evaluation

DLUHC have consulted the What Works Centre for Local Economic Growth (WWG) and evaluation experts to begin to develop a programme level evaluation as part of the wider UKSPF evaluation portfolio. The detail of the programme level evaluation will be included in the M&E Strategy.

### **The role of lead local authorities**

DLUHC will expect lead local authorities to capture and hold data sets to support monitoring, in addition to the formal reporting requests set out in the reporting section. DLUHC will require lead local authorities to obtain unique identification numbers from beneficiaries of interventions

Lead local authorities should also collect Company Record Numbers (CRN) for all businesses who directly benefit from UKSPF interventions within their area. This data will need to be captured and stored by lead local authorities for the duration of the project.

Lead local authorities will need to ensure that privacy notices are in place to inform data subjects of the need to collect and share personal data, including NINO and CRN data.

DLUHC will set out timings and mechanisms of how this data should be passed from lead local authority to the Department in the Evaluation Strategy. DLUHC will arrange data sharing agreements with lead local authorities to facilitate sharing along with any necessary privacy notices. The data will be used by DLUHC as part of a data matching exercise.

The costs for providing this data should be part of each lead local authorities' administration costs for the Fund.

### **Further evaluation information**

The UKSPF Evaluation Strategy will be published in the Autumn when investment plans have been received. The Evaluation Strategy will set out the proposed programme, place and intervention level evaluation that will be conducted by DLUHC in detail. DLUHC may also conduct primary data collection in selected areas.

Any expectations of lead authorities to engage with evaluation activities will be set out in the Evaluation Strategy will be proportionate and should be funded by lead local authorities' administration budgets, unless otherwise stated in the Evaluation Strategy.

Places are encouraged to undertake their own place-based evaluations of how the UKSPF has worked in their area, particularly process evaluation on individual projects, alongside the place-based case studies commissioned by DLUHC.

### **Reporting and Performance Management**

Lead local authorities will provide short, largely qualitative summary updates to DLUHC on a quarterly basis. This will include the following questions:

- I. Spend to date against the three UKSPF investment priorities and forecast?
- II. Summary of progress with an overall Red, Amber, Green (RAG) rating of the programme's progress. (Short narrative update)
- III. Are you forecasting underspend at the end of the financial year, if yes, please explain how you plan to address this and by when?
- IV. Provide narrative on any upcoming new projects, events, case studies and opportunities for Ministerial visits?

Lead local authorities will also be asked to answer a one-off question that explains, how they have spent their £20,000 capacity payment.

Alongside this DLUHC will require further detail on a six-monthly basis set out below:

- I. The UKSPF intervention the project has been set up to support
- II. Start date
- III. The Project's projected spend
- IV. The Project's actual spend to date
- V. Value of match funding against the project
- VI. Postcode(s) where funded activity is being delivered? (see 3.8 below)
- VII. Parliamentary Constituency / Constituencies benefiting from project
- VIII. Has UKSPF been used to complement an existing project?
- IX. [ENGLAND ONLY] People & Skills project at Risk? Voluntary Sector Project supported?
- X. Is the project live, finished, or abandoned?
- XI. Projected end date (when it will cease to be supported by UKSPF) if live, or confirmed end date if finished / abandoned.

Lead local authorities will also be asked to provide actual and projected spend profiles. In May 2023 we will ask lead local authorities to report on expenditure for each Investment Priority from the start of delivery to March 2023, asking for total spend against forecast, capital and revenue spent and any changes to capital and revenue forecasts for 23/24 and 24/25. We will also ask lead local authorities to report any match or third-party funding and an update on expenditure every six months.

Lead local authorities will be asked to confirm:

- I. Headline expenditure in year on management and administration.
- II. Have you identified any slippage / delay in delivering your projects against this investment priority? (Y/N)
- III. If yes, give reasons for delay, how you intend to resolve it and by when.

Lead local authorities should capture the postcodes of areas where activity takes place e.g., the postcode where X is being delivered, or the postcodes of grant recipients. Where activity takes place across multiple postcodes, areas should capture as many as possible. Where activity takes place over the whole of a lead local authority, all of the district postcodes that fall under the lead local authority should be captured (i.e. the first half of the relevant postcode(s))

- I. Intervention level
- II. Intervention number
- III. Output name
- IV. Output target to be achieved
- V. Output delivered to date
- VI. % of output delivered
- VII. Forecast output in next 6 months
- VIII. Forecast to meet output target (Y / N)
- IX. Outcome name
- X. Outcome target
- XI. Outcome delivered to date
- XII. % of outcome delivered
- XIII. Forecast outcome in next 6 months
- XIV. Forecast to meet outcome target (Y / N)

Where interventions generate multiple outcomes and outputs, lead local authorities should collect and report all of these.

#### **UKSPF Performance management and change process**

UKSPF will take a proportionate approach to changing local priorities and plans in line with the responsibilities delegated to lead local authorities. This means that DLUHC approval will only need to be sought when “material changes” are made to UKSPF investment plans. If changes are made but fall beneath the thresholds to be considered “material changes” then lead local authorities do not need to seek DLUHC approval. However, they should provide updates on these changes to DLUHC as part of their regular reporting cycle. This should be via their usual quarterly and sixth monthly reporting cycle. If the thresholds were crossed, DLUHC would consider the change “material” and formal approval would be required from the department before a lead local authority could make the changes. Requests for material changes can be made to the department as and when required. DLUHC will set out a template for lead local authorities to use following the process below.

#### **Material changes**

For the purposes of the UKSPF a ‘material change’ will constitute any of the following:

##### **Material change 1:**

A post investment plan approval request for administration costs to exceed the percentage agreed in a lead local authority’s investment plan.

##### **Material change 2:**

Moving funding between investment priorities if the change involves moving 30% of the total funding allocation over the three years or £5m whichever is lower. Any funding moved from an existing intervention to fund a bespoke intervention would also require approval.

##### **Material change 3:**

If the indicative outputs are expected to drop from what had been set out in the original investment plan submitted to DLUHC, within the following parameters:

- In lead local authorities with a total UKSPF allocation of £1.5m or lower it would constitute a material change if the total outputs set out in the investment plan were forecast to drop by 30% or more against an investment intervention.
- In lead local authorities with a total UKSPF allocation above £1.5m it would constitute a material change if the total outputs set out in the investment plan were forecast to drop by 20% or more against an investment intervention.
- In all lead local authorities, if the outputs forecasted have dropped by more than 40% against an investment intervention since the original investment plan was submitted.

Questions for Lead Authorities to answer as part of change process

The follow questions will be asked of lead local authorities as part of DLUHC's consideration of any 'material changes.'

All changes

- I. Has the Chief Finance Officer (S151) certified that the change is necessary and deliverable?
- II. Can you confirm that the local partnership group's view was sought prior to this change request and confirm they were content?

Request to use more than the agreed total of their UKSPF allocation for administration, post investment plan submission.

- I. How much additional funding for project management / administration is required to deliver your programme / project?
- II. What additional funding for management / administration is the lead authority able to provide itself?
- III. What impact will be increasing management / admin costs have on outputs and outcomes?

Request to move 30% or £5m or more of total UKSPF allocation between investment priorities

- I. What alternative intervention and outputs/outcomes, if any, do you now want to deliver?
- II. Confirm that you have considered the risks and issues that arise from your change of plans, and the management and mitigation of those risks and issues including e.g. risks, public sector equality duty?
- III. Confirm that you have sufficient capability and capacity to manage the impact of the requested change?
- IV. Confirm that any subsidy / State Aid implications from the requested change have been considered and activity can take place in compliance with these requirements and that funding the amended project will not breach subsidy/State Aid law.

Request to change forecast outputs

- I. What are the reasons for the reduction in expected outputs?
- II. What are the new output totals you now expect to deliver against this intervention?
- III. What is the forecast for the delivery of these outputs in the next six-monthly reporting period and the final target?

Material change requests will be assessed by the UKSPF team and further details on the format of the collection of this data from lead authorities will be set out in due course, in advance of the first formal reporting deadline.

The Fund's ethos and design is intended to give lead authorities flexibility and responsibility in delivering. However, there are some changes that the department would not consider:

- I. Requests for increased RDEL spend beyond each lead local authority's percentage cap, which is set out here in the UKSPF prospectus [RDEL % CAP]
- II. In Scotland and Wales, requests to move funding allocated for the delivery of Multiply to core UKSPF interventions.

An indicative timescale of reporting deadlines is below:

<b>Reporting Periods</b>	<b>Report Due Date</b>	<b>Information Type</b>
1 August to 31 December 2022	1 February 2023	Quarterly (summary report only)
1 January to 31 March 2023	1 May 2023	Sixth monthly
1 April to 30 June 2023	1 August 2023	Quarterly (summary report only)
1 July to 30 September 2023	1 November 2023	Sixth monthly

<b>Reporting Periods</b>	<b>Report Due Date</b>	<b>Information Type</b>
1 October to 31 December 2023	1 February 2024	Quarterly (summary report only)
1 January to 31 March 2024	1 May 2024	Sixth monthly
1 April to 30 June 2024	1 August 2024	Quarterly (summary report only)
1 July to 30 September 2024	1 November 2024	Sixth monthly
1 October to 31 December 2024	1 February 2025	Quarterly (summary report only)
1 January to 31 March 2025	1 May 2025	Sixth monthly and final reporting of the SR funding cycle

## **Overall payment process**

The typical process would include:

Activity	Date
Approval of plan	October 2022 onwards
Quarterly qualitative progress reporting. This will include: Overall costs incurred to date at plan level	February 2023 (quarterly thereafter)
Six monthly expenditure, outputs/outcomes and milestone reporting. This will include: A statement of grant expenditure from a Chief Finance Officer. This should be reconciled to management/statutory accounts, in line with financial accounting standards at the mid-year report. It should cover the final amount of expenditure incurred over the year	May 2023 (six-monthly thereafter)
Review by DLUHC, reconciling and considering proposals to make up any underspend where appropriate. Any changes to local investment plan considered where required. Annual payment made.	May to July 2023 (annually)

<b>Future Charnwood Investment Plan Project Score Card</b>		
	<b>Project -</b>	
	<b>Name of scorer -</b>	<b>Score 1-5 (1 low to 5 high)</b>
<b>1) Need for the Intervention (see proforma Section B)</b>		<i>[multiply scores x 2 in this section]</i>
1.1	Evidence that the project meets the Future Charnwood objective of giving the next generation of residents / businesses increased opportunities within an attractive, sustainable environment.	
1.2	Evidence that the project contributes to the Pride in Place headline objective of the UKSPF.	
1.3	Evidence / justification of the need for the intervention	
<b>2) Ability to Deliver the Project (see proforma Section C)</b>		
2.1	A clear approach to how the project will be delivered	
2.2	Clear accountability of who will lead the project's delivery	
2.3	Effective and clear description of what the different elements of the project are.	
2.4	Project delivered by 2025 at the latest	
<b>3) Outcomes and Outputs (see proforma Section D)</b>		<i>[multiply scores x 3 in this section]</i>
3.1	Beneficial outcomes for Charnwood and / or the local community	
3.2	One or more the Government's Outcome Deliverables are consistent with the project	
3.3	The outputs and outcomes align with CBC Corporate Plan, Future Charnwood and Member priorities	
<b>4) Finance (see proforma Section E)</b>		
4.1	Level of funding previously received from the public purse <b><i>[score LOW if high levels received, score HIGH if nil or low levels received]</i></b>	
4.2	Confirmed or pending match	<i>[multiply this score x 2]</i>
4.3	The funding ask is skewed towards year 3	
<b>5) Other considerations</b>		
5.1	The project is targeted at an area which is disadvantaged or identified as needing regeneration	
5.2	Project will have a lasting impact for next generations	
5.3	Project contributes to lowering carbon emissions and an improved environment	
5.4	The project is a new initiative which people in local communities will notice and value	
	<b>Total Score</b>	
	<b><i>(Maximum score available is 135)</i></b>	
	<b>Note – Total Scores will be transferred to a Project Scoring Matrix containing all projects.</b>	

**Comments:**



# Equality Impact Assessment

**‘Future Charnwood’  
Investment Plan (UK Shared  
Prosperity Fund)**

- **Background**

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

- **Legislation- Equality Duty**

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to

- ✓ Eliminate discrimination, harassment, victimisation.
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

**For the following protected characteristics:**

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (Gender)
- Sexual orientation

**What is prohibited?**

- ✓ Direct Discrimination
- ✓ Indirect Discrimination
- ✓ Harassment
- ✓ Victimisation
- ✓ Discrimination by association
- ✓ Discrimination by perception
- ✓ Pregnancy and maternity discrimination
- ✓ Discrimination arising from disability
- ✓ Failing to make reasonable adjustments

**Complete this action plan as you go through the questions**

- **Step 1 – Introductory information**

Title of the policy	<b>Future Charnwood Investment Plan</b>
Lead officer and others undertaking this assessment	<b>Lead officer: Christopher Grace Assessment undertaker: Michael Dow</b>
Date EIA started	<b>11<sup>th</sup> July 2022</b>
Date EIA completed	<b>27<sup>th</sup> July 2022</b>

- **Step 2 – Overview of policy/function being assessed**

Outline: What is the purpose of this policy/strategy/project? (Specify aims and objectives)

The Investment Plan is required by the Government to enable release of UK Shared Prosperity Fund finance to Charnwood. The purpose of the Plan is to set out how the Council intends to prioritise interventions which deliver levelling-up across the Borough and how broad areas of expenditure will align with those priorities.

What specific group/s is the change designed to affect/impact and what is the intended change or outcome for them?

The range of interventions contained within the Investment Plan seek to positively impact the lives of all groups, including those with/in protected characteristic groups, across the Charnwood Borough Council local authority area. The Investment Plan seeks to improve physical and mental health, cultural and civic engagement across all groups but there is a positive focus on young people as a response to the negative effects of the pandemic and increasing isolation.

The Investment Plan is intended to deliver outcomes which will give all groups across Charnwood a 'Pride in Place' and an increase in life opportunities, for example by improving the public realm, public amenity improvements and access to employment.

Which groups have been consulted as part of the creation or review of the policy?

Targeted engagement occurred with public, private and voluntary sector organisations. This took place via email, online meetings, phone calls and face-to-face meetings. We contacted over 50 organisations asking them to come forward with project proposals. All service areas across the Council were also engaged with to reinforce and further contextualise the results from community and partner organisation consultation.

The Council was particularly pro-active in engaging with voluntary groups which represent strong cross-section of society including people from different ethnic backgrounds, young people, older residents, the disabled, and the homeless. All parish councils were engaged with. Through our public relations and website activity all residents of the borough were able to find out about intentions for the production of an Investment Plan.

Project Sponsors have engaged in sustained, multichannel engagement activities with their user groups in the development of proposals which give further confidence and assurance that projects have been developed in such a way as to mainstream equalities considerations.

An example of this is the Gorse Govert Youth Project which has been designed through a series of workshops and consultation exercise with young people and other user groups to ensure that the offer is i) relevant ii) contains programmatic specificity with regard to the lived experiences of young people in West Loughborough iii) youth led.

- **Step 3 – What we already know and where there are gaps**

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.  
Data/information such as:

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

The Investment Plan is a new document and is subject to approval by the Government. Once approved, programme management of delivery of the Plan will include specific further Public Sector Equality Duty activity, for example, funding for projects would not be released until the Council is satisfied that equalities assessments have been undertaken. Nevertheless, the Council already has a wealth of data and information which has helped inform production of the Plan.

The demographic profile of Charnwood skews younger than the national average due to large numbers of students living in off-campus accommodation primarily, but not exclusively, in Loughborough. The latest data from the 2021 Census shows breakdown by broad age category and is as follows:

- 0-19 (23.21%)
- 20-39 (27.46%)
- 39-64 (30.56%)
- 65-90+ (18.81%)

This is higher than the England and Wales average for populations under 19 and 39-64 and lower than the England and Wales average for 20-39 and 65+ population groups. Comparing to the 2011 census there has been an increase of 26.9% in people aged 65 years and over, an increase of 7.0% in people aged 15 to 64 years, and an increase of 10.2% in people aged under 15 years.

Of these ages groups the breakdown by sex, by which is meant the sex of an individual assigned at birth or to whom a Gender Recognition Certificate has been issued is 91,100 females and 92,000 males or 49.97% and 50.02%, respectively. This is in line with previous census data.

In the borough it is estimated that there are 10,540 (6.4%) people between the ages of 16-64 with a moderate or serious physical disability. This compares to 12,882 (7.7%) over 65. Nationally it is estimated that 1 in 4 people will be affected by mental health issues at some time in their life. In Charnwood this would equate to 41,525 out of 166,100 residents. Mental health issues can either be short or long term, the most common being mixed anxiety and depression. In Charnwood there are 290 people aged 18-64 with learning disabilities. There are 567 children with Statements of Special Educational Needs or on an Education Health Care Plan. The Council is currently in the process of determining how many people residing in Charnwood are registered with sight or hearing loss, or both. It is estimated that there are a high number of people with a sight and hearing loss within Charnwood who have not yet registered.

Within Charnwood approximately 65,000 people (47.1%) are either married or are in a registered same-sex civil partnership. This is relative to Leicestershire as a whole.

Local Authority level data for ethnicity from the 2021 census has yet to be released however previous census data shows 145,114 people (86.2%) of the population identified themselves as 'White' and 20,986 people (12.7%) are from Black and Minority Ethnic (BME) Groups, which shows an increase of 4,413 people from the 2001 census data. Specific race groups within Charnwood, which the population identified themselves as, are Indian (10,225 people), Other White (4,147 people), Bangladeshi (2,022 people), Chinese (1,943) and Other EU- Accession Countries (1.1% of people).

On Gypsy & Traveller community it is estimated across Leicester, Leicestershire and Rutland in 2012 was 588 families, many of whom may pass through Charnwood and the neighbouring areas.

Refugees and Asylum Seekers: In Loughborough there is a Home Office East Midlands Reporting Centre and Loughborough is recognised as a 'Town of Sanctuary' for refugee and asylum seekers to seek support. Therefore, we recognise that there may be a number of asylum seekers and refugees situated in, travelling through or visiting Charnwood.

Religion or Belief (& No Belief): Within Charnwood there are a number of religions and beliefs followed by local people, which include Buddhist, Christian, Hindu, Jewish, Muslim, Pagan, Sikh and Spiritualist faiths. In the 2011 census (55%) of the population identify themselves as being Christian, 5% Hindu, 2% are Muslim, 1% are Sikh and 1% are all other religions. 29% of Charnwood residents stated that they had no religion.

There are a number of areas where there remain gaps and/or lags in data reporting. Gaps include sexual orientation, maternity or pregnancy status and gender identity and reassignment status. This is due, in particular regard to LGBT+ communities, to ONS not capturing or reporting on this data, however it is assumed that between 6-10% of a given population will identify as Lesbian, Gay or Bisexual with estimates of between 0.5-1% identifying as Transgender or Non-Binary.

We will continue to monitor Census data releases in line with the ONS release schedule upon which we will update our monitoring activity and mitigative actions in line with national and international best-practise.

What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

The data available highlights that Charnwood is an area which is largely representative of the England and Wales average with small divergences primarily in age. This is largely derived from the high number of students relative to the permeant, settled population of residents. For groups where data is not captured or currently held, we have no current plans to capture additional information. This is due to considerations for privacy and safety of particular at-risk groups e.g., Trans and Non-Binary people or, as in the case for pregnancy and maternity status data is captured elsewhere and has limited interoperability with local government or ONS capture and reporting systems.

● **Step 4 – Do we need to seek the views of others? If so, who?**

Considering the answers given in Step 2, do you need to consult with specific groups to identify needs / issues? If not explain why.

There has been significant engagement to date which has informed the development of the investment plan, individual projects, governance approaches and reporting and monitoring activity, inter alia.

● **Step 5 – Assessing the impact**

Considering any data/consultation/information and your own knowledge, identify whether the policy has a positive or negative impact on the individuals or community groups who identify with any 'protected characteristics' and provide an explanation for your decision. Please refer to the general duties on the front page.

Age	<p><b>Positive Impact</b></p> <p>There are significant opportunity to;</p> <ul style="list-style-type: none"> <li>i. Eliminate discrimination</li> <li>ii. Foster Good Relations</li> <li>iii. Delivery Equality of Opportunities</li> </ul>
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	<p>Across all project sponsors there is recognition of the critical need to support children and young people meet their aspirations and potential, particularly in light of the disproportion impact measures to reduce infection rates during the height of the pandemic caused. Reporting of isolation, poor socialisation and loneliness have all increased during and after the pandemic and were already rising during the 2010s. Via sporting, civic and social action the Investment Plan seeks to provide specific, high-quality provision for children and young people. Furthermore, the creation of volunteering and social action opportunities supports intergenerational exchanges and helps foster good relations between younger people and older people as these groups are more likely than working age adults to volunteer. This in turn tackles social isolation and loneliness in the two most at risk groups.</p>
<p>Disability</p> <ul style="list-style-type: none"> <li>• Physical</li> <li>• Visual</li> <li>• Hearing</li> <li>• learning disabilities</li> <li>• mental health</li> </ul>	<p><b>Positive Impact</b></p> <p>Several projects within the Investment Plan work specifically to improve access and equity for people with disabilities and support individuals and communities to fully participate in society regardless of impairment or disability.</p> <p>Over 50% of the projects identified within the Investment Plan seek to support the equity or access for people with disabilities either explicitly via improved provision of accessible events, venues and activities. Or via activities with proven benefits for equity such as sport, civic and cultural engagement supporting people with disabilities to fully participate in society.</p>
Gender Reassignment (Transgender)	<p><b>Neutral Impact</b></p> <p>All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.</p>
Race	<p><b>Neutral Impact</b></p> <p>All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.</p>
Religion or Belief (Includes no belief)	<p><b>Neutral Impact</b></p> <p>All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.</p>
Sex (Gender)	<p><b>Neutral Impact</b></p> <p>All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities</p>

	with protected characteristics. We will continue to work with partners to maintain best practice.
Sexual Orientation	<b>Neutral Impact</b> All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.
Other protected groups <ul style="list-style-type: none"> <li>• Pregnancy &amp; maternity</li> <li>• Marriage &amp; civil partnership</li> </ul>	<b>Neutral Impact</b> All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.
Other socially excluded groups <ul style="list-style-type: none"> <li>• Carers</li> <li>• Low literacy</li> <li>• Priority neighbourhoods</li> <li>• Health inequalities</li> <li>• Rural isolation</li> <li>• Asylum seeker and refugee communities</li> </ul>	<b>Neutral Impact</b> All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.

<p>Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <ul style="list-style-type: none"> <li>• If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.</li> <li>• Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.</li> </ul>
<p>We have not identified any adverse or negative impact arising from the Investment Plan. On-going monitoring and evaluation is designed to capture any adverse impact as soon as possible and mitigative action will be overseen and authorised, in consultation with the appropriate bodies and communities, via the Government’s UK SPF monitoring and governance requirements.</p>
<p>Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council’s responsibilities in relation to equality and diversity (please refer to the general duties on the front page).</p>
<p>As described above, the approach taken to production of the Investment Plan has ensured there is a sustained commitment to closing disparity gaps between different groups with a particular focus on next generations and the health and well-being of Charnwood communities and is fully compliant with the Public Sector Equalities duty.</p> <p>By focusing on making improvements to public realm, health and wellbeing and civic and cultural engagement the Investment Plan, when delivered, will create new and improved sites of citizen led action and engagement which supports the fostering of good relations via shared spaces and civic and cultural activity. It works for the elimination of discrimination, harassment and victimisation by forging stronger cross community relations both in terms of geographic spread and by protected characteristic. The Investment Plan supports equality of opportunity by taking a strength-based approach to the development of services for children and young people, encouraging greater civic engagement and the development of confidence amongst younger generations enabling them to inform, support and/or critique the</p>

development of future services provision, providing opportunities to develop critical life skills such as teamwork, advocacy, presentation and organisation.

● **Step 6- Monitoring, evaluation, review**

Are there processes in place to review the findings of this Assessment and make appropriate changes? How will you monitor potential barriers and any positive/ negative impact?

The Investment Plan will be subject to strategic delivery oversight by a Steering Group which will ask the Programme Manager to provide regular monitoring information. Additionally, the Programme Manager will require all project leads to provide information at both business case and project delivery stages about how they are including engagement with all relevant stakeholder groups across the community.

There is a robust monitoring, evaluation and reporting cycle as a funding condition which will assess both qualitative and quantitative measures of success of which a consideration of ongoing equity, diversity and inclusion issues are a part. All Council funded projects must commit to truthful and timely reporting of issues which may impact upon the Council execution of its equality duty. This is formally communicated to funding recipients via the grant awarding process.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

This EqIA and all subsequent monitoring activity will be reported to the Council’s corporate equalities officer and the relevant Strategic Director. They will raise any issues of required action at corporate leadership meetings and / or with the relevant Head(s) of Service.

● **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan. The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
	NONE.		


● **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know?	How they will be informed (we have a legal duty to publish EIA’s)



Employees	UKSPF Project Team;	By email / meetings.
Service users	N/A	
Partners and stakeholders	Project Leads	By email / meetings
Others	Future Charnwood UKSPF Steering Group	By email / meetings.
	Public	Publication on CBC website
To ensure ease of access, what other communication needs/concerns are there?	None.	

- **Step 9- Conclusion (to be completed and signed by the **Service Head**)**

Delete as appropriate
<b>I agree with this assessment</b>
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales below.
N/A
Signed (Service Head): 
Date: 8 <sup>th</sup> September 2022

Please send completed & signed assessment to **Vicky Brackenbury** for publishing.