

WARRINGTON TOWN BOARD

AGENDA

18 October 2024 – 10am – 12pm

Item	Agenda Item	Lead	Update Enclosed/Verbal
1.0	Welcome and apologies	Steve Coffey – Chair	Verbal
2.0	Minutes of meeting held on 16.08.24 & Matters arising	Steve Coffey – Chair	Enclosed
3.0	Declarations of interest	Steve Coffey – Chair	Verbal
4.0	Towns Fund Governance & Transparency	Kerry Hall	Verbal
5.0	Towns Fund programme update <i>Monitoring & Evaluation</i>	Kerry Hall	Enclosed & Verbal
6.0	Towns Fund project updates - <i>Active Projects (In Delivery):</i> <i>Digital Enterprise Hub</i> <i>Sustainable Travel Programme</i> <i>Pyramid Remastered Advanced</i> <i>Completed projects Stage 1</i> <i>Evaluation:</i> <i>Bus Depot</i> <i>Living Well Hub</i> <i>Health & Social Care Academy</i> <i>Construction & Civil Engineering Ac.</i>	Josh Downes Alan Dickin Eleanor Blackburn John Laverick Lucy Gardner Nichola Newton Nichola Newton	Enclosed & Verbal
7.0	UK Shared Prosperity Fund programme update	Eleanor Blackburn	Enclosed & Verbal
8.0	Levelling Up Fund update <i>Warrington North – Reconnecting the Settlements</i>	Alan Dickin	Verbal
9.0	Any other business	Steve Coffey - Chair	Verbal
10.0	Next meeting 20 December 2024 10am-12pm		

WARRINGTON TOWN BOARD

Minutes of meeting held on 16 August 2024

ATTENDEES		APOLOGIES
Steve Coffey (Chair)	Torus	Steven Broomhead Cllr Laura Watson Martin Wood Stephen Hunter Dave Thompson Lucy Gardner Eleanor Blackburn Nichola Newton Heather Standidge Christian Persoglio Laurence Pullan Stephen Fitzsimons
Charlotte Nichols MP	Warrington North	
Sarah Hall MP	Warrington South	
David Boyer	Warrington Borough Council	
Steve Park	Warrington Borough Council	
Simon Bleckly	Warrington Borough Council	
Elliot Grimshaw	Cities & Local Growth Unit	
Georgia Millership	Cities & Local Growth Unit	
Damian Richards-Clarke	Warrington Borough Council	
Nigel Schofield	Warrington Chamber of Commerce	
John Laverick	Warrington Borough Council	
Stephen Bennett	Warrington and Halton Teaching Hospital	
Josh Downs	Langtree	
Sean Hunt	Parliamentary Assistant House of Commons	
Alan Dickin	Warrington Borough Council	
Kerry Hall	Warrington Borough Council	

ITEM	SUBJECT	ACTION
1.0	<p>Welcome, Introduction and Apologies</p> <ul style="list-style-type: none"> The Chair welcomed all attendees to the meeting. 	
2.0	<p>Minutes of meeting held on 21 June 2024</p> <ul style="list-style-type: none"> Amendment: Item 7 Town Deal Project updates – The Living Well Hub count corrected to 1600 visitors. Approval: The minutes, with the above amendment, were agreed upon as a true and accurate record. <p>Matters Arising & Action Carried Forward</p> <ul style="list-style-type: none"> Living Well Hub: Stephen Bennett confirmed the Changing Place Facility has been registered. Greenall's Avenue Improvement: Alan Dickin reported that the review for adding seating to the improved path is ongoing, with consideration being given to other locations as well. 	
3.0	<p>Declarations of interest</p> <ul style="list-style-type: none"> No declarations of interest were noted for this agenda. 	
4.0	<p>Towns Fund Governance & Transparency</p> <p>Simon Bleckly provided an update on governance and transparency.</p> <ul style="list-style-type: none"> Initial meetings have taken place with all project leads to review project outputs outcomes and reporting requirements. Next stage, internal audit to conduct sample tests for output verification; results to be reported later this financial year. 	

	<ul style="list-style-type: none"> Received an email from the Towns Fund Assurance Team regarding a national review on governance and transparency, with no confirmation if Warrington was included. The Towns Fund Programme Manager has reviewed the guidance, and internal audit is checking for alignment. <p>ACTION:</p> <ol style="list-style-type: none"> Report back at next meeting with any adjustments for sign off . 	SB & KH
<p>4.0</p>	<p>Towns Fund Programme Update Kerry Hall reported on the Towns Fund Programme:</p> <ul style="list-style-type: none"> The programme continues to meet milestones and deliverables, with the Construction and Civil Engineering Academy set to complete in Q2. Will then have four projects completed, and three in delivery. Stage 1 evaluations for completed projects will align with the end of Q2 (September). The total Towns Fund grant remains 100% committed, with spending following project timelines. Revised delivery schedules are in place for previously delayed projects, aligning with the overall programme schedule. New branding guidelines for Levelling Up initiatives have been distributed. A schedule for marcoms activity is being developed to support projects at varying stages. Progress report accepted; no issues raised. 	
<p>5.0</p>	<p>Town Deal Project updates -</p> <p>Digital Enterprise Hub Update from Josh Downes:</p> <ul style="list-style-type: none"> Project remains on programme and budget. Roofing works 85% complete and toilet and showers at first fix; targeting October for completion. Internal scaffold being erected next week. Phase 3 works commence November, with anticipated completion May 2025. Several temporary full-time jobs are supporting the project during construction. Progress report accepted; no issues raised. <p>Construction & Civil Engineering Academy Update from Kerry Hall:</p> <ul style="list-style-type: none"> Following practical completion at the beginning of July the internal fit out is ongoing with completion scheduled for 23 August. Opening to students scheduled for beginning of new term 2 September. Provisional date for official opening 2 December. Capital funding to be claimed. Signage will comply with new branding guidelines. Progress report accepted; no issues raised. <p>Sustainable Travel Update from Alan Dickin:</p> <ul style="list-style-type: none"> The Cycle Hub operator, Cheshire Cycles, is reporting they have services booked up a week in advance. 	

	<ul style="list-style-type: none"> Secure cycle shelter installation outside the bus depot is delayed due to utilities diversion. Accessibility improvements for Winmarleigh Street currently at live consultation stage. Wayfinding consultation in the town centre is ongoing, with additional locations under consideration, activity led by the Town Centre Strategy Group. Cycle improvements as part of the Green Trail programme are also under live consultation. Consultation for Kingsway Bridge is planned to commence in October for delivery in 2025. Potential conflict identified between Winmarleigh Street accessibility improvements and the Pyramid Remastered project scheduling of works. Progress report accepted. <p>ACTIONS:</p> <ol style="list-style-type: none"> Share copy of wayfinding map and confirm if the Living Well Hub has been included. The project team to liaise with Pyramid project lead to synchronise accessibility and project deliverables. <p>Pyramid Remastered Update from John Laverick:</p> <ul style="list-style-type: none"> Main contractor has been awarded the contract, and the Pyramid is officially closed, with Culture Warrington clearing the building. Standard construction risks identified, with additional complexities due to the nature of the building. A potential conflict with Winmarleigh Street accessibility improvements was noted on across the project scheduling. Progress report accepted. <p>ACTION:</p> <ol style="list-style-type: none"> The project team to liaise with the Sustainable Travel project lead to synchronise accessibility for construction traffic and project deliverables. <p>Completed Projects Update All completed projects are operating as expected, next update will be as part of monitoring and evaluation at the end of Q2.</p>	<p>AD</p> <p>AD</p> <p>JL</p>
<p>6.0</p>	<p>UK Shared Prosperity Fund Update Kerry Hall updated on status and key highlights of UK Shared Prosperity Fund (UKSPF):</p> <ul style="list-style-type: none"> Over 30 ongoing projects and 3 completed projects under Communities and Place, Local Business Support, and People and Skills themes. New applications continue to be received, with the programme potentially becoming oversubscribed. Programme management is monitoring commitments against the £6.5 million budget. Any underspend within current projects may be reallocated to support new initiatives. No confirmation yet on an extension of UKSPF beyond March 2025 or an alternative support programme. Recent government visit reviewed allocations and expenditure. 	

	<ul style="list-style-type: none"> Warrington has allocated 57% of UKSPF to council-led initiatives and 43% to external partner-led projects. UKSPF has provided crucial support for communities and place-based initiatives, filling a gap that previously existed where no grants were available for this type of assistance. Progress report accepted; no issues raised. 	
7.0	<p>Any Other Business</p> <p>Levelling Up Fund – Warrington North Reconnecting the Settlements: Steve Park raised concerns about the funding status:</p> <ul style="list-style-type: none"> The council signed and returned the MoU for £9.4M levelling up funding in June 2024. Last week informed the funding is pending final approval, with the timeline for a decision unknown. Council activities are now in abeyance pending further update and will be updating stakeholders. Chief Executive has contacted Charlotte Nichols MP for assistance in clarifying the status. Progress report accepted. <p>Health and Wellbeing Hub & Bus Depot/Fleet: Stephen Bennett suggested exploring synergies between the Health and Wellbeing Hub and the bus depot project/fleet; offering basic health checks on buses.</p> <p>ACTION:</p> <p>5. Make introduction to Ben Wakerley at Warrington’s Own Buses.</p>	JL
8.0	<p>Next Meeting 18 October 2024 10am-12pm</p>	

**WARRINGTON TOWN DEAL
PROGRAMME MANAGERS REPORT**

MARKING	General
DATE OF REPORT	October 2024

<p>PART 1 – SUMMARY</p> <p>Project Status The programme continues to make steady progress towards its project deliverables. In Q2, we saw the completion of another project, bringing the total to four: the Bus Depot, Health and Wellbeing Academy, Living Well Hub, and the Construction and Civil Engineering Academy. Each of these projects has undergone the Stage 1 Evaluation as part of the two-stage project closure process. While they have achieved their deliverables, some items still require attention, such as fund claims, benefits monitoring, and stakeholder communication. The lessons learned from these evaluations will enhance future projects by identifying what worked well and what didn't, facilitating knowledge exchange for improved planning and execution.</p> <p>The other three projects are in delivery, all are on track to be completed within the programme's scheduled timescales.</p> <ul style="list-style-type: none"> • Digital Enterprise Hub: roof works and WC improvements continue, the inclement weather has impacted works however, no overall impact to the overall project delivery timescale. • Pyramid Remastered: construction works commenced 19 September and refurbishment works are underway. The construction is planned for completion December 2025 in readiness for fit out. • Sustainable Travel: within the portfolio we continue to see project elements completing most recent drainage works for grass playing pitches. Designs have been developed for other active travel and access improvements and consultations are in process. <p>Financial The council has receipted the majority of the Towns Fund. Remaining funds will be received as projects in delivery reach their milestones. While some allocated funds are yet to be utilised, 100% of the £22.1m programme funding remains fully committed.</p> <p>Branding The government's revised branding assets have been adopted and are now being utilised across all relevant projects and communications.</p> <p>Monitoring & Evaluation Framework Performance monitoring for the period 1 March 2024 to 30 September 2024, including a comprehensive risk analysis, is required. Project leads have been asked to complete the template by 30 October to allow Town Board members to review all materials during the week commencing 4 November, prior to final sign-off and upload to the portal. All projects regardless of status will complete performance monitoring on a 6 monthly basis.</p>

PART 2 – PROJECT STATUS UPDATES				
Table 1 has been updated to reflect the current status of projects.				
PROJECT NAME	DELIVERY STAGE	DELIVERY RISK	SPEND RISK	OVERALL RISK
Living Well Hub	Completed			
Health & Social Care Academy	Completed			
Bus Fleet Depot	Completed			
Construction & Civil Engineering Academy	Completed			
Sustainable Travel	Project Delivery	Revised programme long delays 3-6 month. Reprogramming to fit with public consultation periods post local election period. Outputs still deliverable .	Variance between 30% & 50%. Monitoring and adjusting budget across the portfolio.	Some risks medium impact. Mitigating via revision in programming and budget across the portfolio.

**WARRINGTON TOWN DEAL
PROGRAMME MANAGERS REPORT**

Pyramid Remastered	Planning & Design	Minor issues however project on track.	Construction works variance up to 5%	Risks for both cost and project timescales. Change control being applied to mitigate against risks.
Digital Enterprise Hub	Project Delivery	Original delivery plan revised, and works are within the adjusted project timescales. Outputs still deliverable	Costs are tracking budget.	Since last report this project is on track in terms of timescale and budget.

PART 3 – PROGRAMME RISKS & CHALLENGES

The programme is in a stable phase, with all project deliverables progressing in line with the overall schedule. While recent inclement weather has caused delays to the external roof works at the Digital Enterprise Hub, no further/new delays have been reported across the projects.

As part of the performance monitoring process, a detailed risk analysis will be conducted for each project in delivery and the programme.

PART 4 – FINANCIAL
4.1 Programme Budget

TYPE	VALUE
Town Deal Capital	£ 21,219,500.00
Town Deal Revenue	£ 880,500.00
Total	£ 22,100,000.00

4.2 Allocation & Utilisation

The council has received the majority of the Towns Funding. Remaining funds will be received as projects in delivery reach their milestones. While some allocated funds are yet to be utilised, 100% of the £22.1m programme funding remains fully committed, with some projects securing additional match funding to cover increases in expenditure. All project usage and claims have been reconciled with the council's finance system (SAP). There is a variance in the usage since last reported this is due to reclassification of expenditure that will be reflected in the next update.

Table 2

Project	2020/21 Capital Spend	2021/22 Capital Spend	2022/23 Capital Spend	2023/24 Capital Spend	2024/25 Capital Spend	Revenue Spend To Date	SAP Town Fund Usage/Claimed	Town Fund Grant Award	% Used
Health & Social Care Academy		£400,000.00	£326,600.00		£1,636.32		£728,236.32	£726,600.00	100.23%
Living Well Hub			£490,000.00	£1,952,979.57	£50,000.00	£387,950.00	£2,880,929.57	£3,090,250.00	93.23%
Digital Enterprise Hub			£50,000.00	£325,306.10	£950,080.10		£1,325,386.20	£2,872,200.00	46.15%
Pyramid Remastered		£41,985.00	£92,623.35	£343,189.06	£154,829.63		£632,627.04	£4,947,650.00	12.79%
Construction & Civil Engineering Academy		£32,968.87	£732,347.15	£1,466,382.97	£1,003,464.74		£3,202,194.86	£3,871,000.00	82.72%
Programme Management		£63,844.00	£19,644.75	£10,000.00	-		£93,488.75	£255,000.00	36.66%
Bus Depot	£812,000.00					-	£812,000.00	£812,000.00	100.00%
Sustainable Travel		£108,252.58	£1,369,804.96	£808,864.99	£159,507.65	£20,000.00	£2,466,430.18	£5,525,000.00	44.64%
							£12,141,292.92	£22,099,700.00	54.94%

**WARRINGTON TOWN DEAL
PROGRAMME MANAGERS REPORT**

Health & Social Care Academy: Expenditure is showing as exceeded the award amount this is due to additional legal support required for the contract variation agreement. Currently working with Finance to reallocate the costs to an alternative budget.

Living Well Hub: The ongoing revenue fund payment schedule extends through to June 2025 to support operational activities.

Digital Enterprise Hub: In Q2, additional grant funds were released in line with the agreed payment schedule. The project grant award remains fully committed at 100%.

Pyramid Remastered: The grant award remains fully committed, and with construction work commencing on 19 September the grant utilisation will increase in the coming period.

Construction & Civil Engineering Academy: The project is now complete and has recently commenced operations. Over £0.5M in claims are currently in process for payment. The final claim will be processed in line with the retention period outlined in the grant agreement.

Sustainable Travel: Although project delivery delays and postponed consultations due to election period have affected spend, grant usage across the portfolio is continuing. The grant award remains fully committed at 100%. Compared to the August update, grant usage has temporarily decreased due to the reversal of capitalised salaries, but this will be adjusted in the next update.

Programme Management: The programme management budget is fully committed.

Financial Evidence: The Programme Manager and the Council's Audit Team have now met with representatives from all seven projects to review the evidence requirements for the funding claimed/utilised. Next stage Audit to undertake sample testing in Q4 of benefits and claims across the portfolio of projects.

PART 5 - PROGRAMME MILESTONES

Milestones delivered Q2:

- Construction & Civil Engineering Academy – Project complete, facility open for education delivery.
- Pyramid Remastered – Site handover to main contractor, refurbishment works commenced 19 September 2024.
- Sustainable Travel – Internal consultation periods live.

Milestones planned for Q3:

- Digital Enterprise Hub – Internal design works approved.
- Sustainable Travel – Public consultation periods live.

PART 6 – PROGRAMME BENEFITS

Output and outcome data is currently being compiled as part of the six-monthly monitoring and evaluation process. Initial insights show positive progress across the portfolio of projects. Each project is reporting against a range of mandatory, project-specific standard, and custom indicators.

Completed projects have reported the creation of new permanent full-time equivalent jobs and the safeguarding of existing positions. They have also documented the establishment of new facilities and floor space, collaborations with employers, new training resources, and the number of learners completing courses, as well as schools engaged.

Projects currently in delivery are reporting the support of temporary full-time jobs during the delivery phase, with plans to focus on specific project outcomes once completed.

**WARRINGTON TOWN DEAL
PROGRAMME MANAGERS REPORT****PART 7 – STAKEHOLDER MANAGEMENT & MARCOMS**

During Q2, projects successfully disseminated communications across multiple channels. Key highlights included the commencement of construction works at the Pyramid on the Digital Enterprise Hub site and a notable increase in visitor numbers at the Living Well Hub.

Warrington Borough Council's Corporate Communications team is working closely with all project leads to develop communications around key milestones and achievements, supporting updates and the long-term legacy of the projects. Regular updates will continue to be reflected on the corporate webpages [Warrington Town Board](#) | [warrington.gov.uk](#)

[Warrington and Halton Hospitals NHS Trust: The Living Well Hub celebrated its 5,000th visitor.](#)

[Warrington Guardian: Coverage of the Living Well Hub's milestone](#)

[Warrington Guardian: Coverage of Pyramid and the start of the £4.9 million project](#)

[Health & Social Care Academy: addressing skills gaps](#)

Q3 Outlook

Looking ahead to Q3, preparations are underway for the official opening of the Construction and Civil Engineering Academy, scheduled for 2 December 2024.

PART 8 – CONCLUSION

The programme continues to progress steadily, with significant milestones accomplished and upcoming targets clearly identified. With commitment to delivering all projects on time, maintaining effective communication with stakeholders, and complying with the latest governance and branding standards.

With key milestones on the horizon in Q3 and Q4, including the highly anticipated opening of the Construction and Civil Engineering Academy on 2 December 2024, we continue to work to achieve the Towns Fund objectives. The focus remains on executing these projects efficiently to ensure they provide lasting benefits to the community.