

# Dewsbury Town Deal Board

5<sup>th</sup> August 2021

## Item 8: Stage 2 Project Confirmation, Project Assurance and Business Case Development

### **Introduction**

Following on from the Town Board meeting on the 24<sup>th</sup> June which outlined the next steps for Stage 2 of the Dewsbury Town Deal, there is a requirement to update the board around the following items and agree recommendations –

1. The Project Confirmation process for MHCLG
2. The Business Case Project Assurance process
3. Appointment of Consultant for Business Case development

### **1. Project Confirmation/Details**

As noted in the report for the 24<sup>th</sup> June Town Board meeting, the MHCLG guidance notes that a Project Confirmation document has to be submitted for each of the Town Investment Plan projects. The requirement for the submission of the Project Confirmation documents to be submitted to MHCLG is the 29<sup>th</sup> August 2021.

The level of information required within the Project Confirmation is as follows –

- Confirmation of Town Fund Ask
- Match Funding total and breakdown
- Expected outputs and outcomes
- Plan for addressing key conditions
- Fast track project confirmation
- Capital/revenue split
- Financial profile of full project budget per financial year

The Town Board chair and Kirklees Council Section 151 Officer will be required to sign off on each of the Project Confirmation documents.

In terms of the nine projects included in the Town Investment Plan, the intention is to submit Project Confirmation documents for all. The table below outlines the current position of each of the Town Investment Plan projects -

**Table 1 – The Dewsbury Town Deal Project Schedule**

<b>Project</b>	<b>Total Town Fund and Match Costs</b>	<b>Delivery</b>	<b>Business Case indicative completion date</b>
Arcade	£3.7m	<ul style="list-style-type: none"> <li>• Refurbishment Programme on Site January 2022 – December 2022</li> <li>• Open to the Public Early 2023</li> </ul>	Mid October 2021
Market	£15.5m	<ul style="list-style-type: none"> <li>• Construction period January 2022 – July 2023</li> <li>• Market open to the public Summer 2023</li> </ul>	Mid November 2021
Town Park – Urban Realm	£14.9m	<ul style="list-style-type: none"> <li>• Construction Late 2023 onwards</li> <li>• Opening early 2025</li> </ul>	Early March 2022
Daisy Hill Neighbourhood	£11m	<ul style="list-style-type: none"> <li>• Field House – Construction Start Q3 2022</li> <li>• Opening Q2 2023</li> <li>• Daisy Hill Area – land assembly on going – target completion 2025</li> </ul>	Early December 2021
Creative Culture Programme	£3.4m	<ul style="list-style-type: none"> <li>• Union Arts Centre delivery date 2024</li> <li>• Cultural programme events – 2022, 2023 and 2024</li> </ul>	Mid-January 2022
Building Revival	£3.25m	<ul style="list-style-type: none"> <li>• Grants delivered through to Q1 2026</li> </ul>	Mid November 2021
Skills Village	£2.25m	<ul style="list-style-type: none"> <li>• Sites works completed June 2022</li> </ul>	Early March 2022
Fibre	£500k	<ul style="list-style-type: none"> <li>• Delivery April 2024</li> </ul>	Mid Feb 2022
Sustainable Transport Modes	£2.325m	<ul style="list-style-type: none"> <li>• Construction 2021/22 – 2022/23</li> </ul>	September 2021 - TBC

## **2. Project Assurance process**

As part of the business case development there is a requirement for Kirklees Council as the accountable body to follow their local assurance process when approving the business case process.

The Council have begun work to develop and agree this process and is based upon the four stages set out below in Table 2

**Table 2 – Business Case Stages**

Stage Gate	Description	Actions/comments
Stage Gate 1	Pipeline Scheme Identification	For Stages 1&2 The Town Board and Cabinet have already approved, as the Project Mandate/SOC were agreed by: <ul style="list-style-type: none"> <li>the TB on the 14<sup>th</sup> Jan 2021</li> <li>Cabinet on the 19<sup>th</sup> Jan 2021.</li> <li>Agreed by MHCLG on the 8<sup>th</sup> June 2021.</li> </ul>
Stage Gate 2	Strategic Outline Case (SOC) – outlines the proposed approach	
Stage Gate 3	Outline Business Case (OBC)	Stage 3 and 4 are still to be completed and will be agreed through Kirklees Councils internal process
Stage Gate 4	Full Business Case (FBC) –	

The Council as the accountable body will be responsible for agreeing and the final sign off of the business cases. This is consistent with current Town Deal guidelines. The Board will be part of that process. The early stage of the process is to ensure the process is streamlined to allow 9 projects to move through the assurance process efficiently. For Stage Gate 3 and 4 officers will be looking at ways which the Senior Leadership Team (SLT) in the Council can sign off both the OBC and FBC stages.

Please refer to Table 1 above for details of all the projects that this will apply to.

### 3. Appointment of Business Case Consultant

At the Town Board meeting on the 24<sup>th</sup> June members were made aware that Kirklees officers were examining options around procuring a consultant to deliver the business case stage of the investment plan.

Following on from that meeting Kirklees Council have identified a preferred consultant to develop business cases for 8 of the 9 projects stated in the Town Investment Plan. The Sustainable Transport Mode project business case will be developed through the West Yorkshire Combined Authority and Kirklees Council.

Officers will give an update at the meeting on the 5<sup>th</sup> August to confirm the current position in terms of their appointment.

Once on board the consultant will carry out a two stage approach which will include the following -

- Stage 1 - project review to fully understand the status of each project set out in Section 2 above
- Stage 2 - development of the business cases for projects set out in Section 2 above

Funding is in place to secure the services of the consultant. This will include a mixture of MHCLG grant funding and council finance.

## **Recommendations**

### **The Board is recommended to:**

- Give authority to the Town Board Chair to continue to work with council officers on the Project Confirmation process and to sign off the documents once the processes are completed
- Note the process of project assurance being proposed by the accountable body.
- Note the intention to appoint a preferred consultant for the delivery of Stage 2 Business Case Development