

## REPORT TO CABINET

|  |  |   |  |  |  |
|--|--|---|--|--|--|
| <b>Open/Exempt</b>   |  | Would any decisions proposed :                |  |  |  |
| <b>Any especially affected Wards</b>   | <del>Mandatory/</del>                                | Be entirely within Cabinet's powers to decide |  | YES/ <del>NO</del>                                 |  |
|  | Discretionary /                                      | Need to be recommendations to Council         |  | <del>YES/NO</del>                                  |  |
|  | <del>Operational</del>                               | Is it a Key Decision                          |  | <del>YES/NO</del>                                  |  |
| Lead Member: Cllr Graham Middleton<br>E-mail: <a href="mailto:cllr.graham.middleton@west-norfolk.gov.uk">cllr.graham.middleton@west-norfolk.gov.uk</a> |  |   | Other Cabinet Members consulted: Cllr Richard Blunt  |  |  |
|  |  |   | Other Members consulted: N/A   |  |  |
| Lead Officer: Alexa Baker, Monitoring Officer<br>E-mail: alexa.baker@west-norfolk.gov.uk<br>Direct Dial: 01553 616270                                  |  |   | Other Officers consulted: Assistant Director - Regeneration, Housing and Place<br>Other Consultees: Chair of the Town Deal Board |  |  |
| Financial Implications<br>YES/ <del>NO</del>   | Policy/ Personnel Implications<br>YES/ <del>NO</del> | Statutory Implications<br>YES/ <del>NO</del>  | Equal Impact Assessment<br>YES/ <del>NO</del><br>If YES: Pre-screening/ Full Assessment  | Risk Management Implications<br>YES/ <del>NO</del> | Environmental Considerations<br>YES/ <del>NO</del> |

Date of meeting: 18 April 2023

### **KING'S LYNN TOWN DEAL - LOCAL ASSURANCE FRAMEWORK UPDATE**

#### **Summary**

A government requirement of the Borough Council, in its role as Accountable Body for the King's Lynn Town Deal, is to ensure there is an appropriate local assurance process in place to oversee the delivery of approved projects in line with the approved Business Cases. This report seeks approval to update the Local Assurance Framework to reflect the latest government guidance for the implementation phase of the Town Deal for King's Lynn.

#### **Recommendation**

Approve the updated King's Lynn Town Deal Local Assurance Framework (appendix 1)

#### **Reason for Decision**

To ensure that the governance arrangements around the delivery of the Town Fund are fit for purpose.

### **1 Background**

1.1 A Local Assurance Framework (LAF) was implemented in August 2021 to provide assurance around the process for the development and sign off of individual Business Cases for the Town Deal projects, which were finally signed off by the Section 151 Officer and Town Deal Board Chair. This is a locally devised framework and therefore each town awarded a Town Deal will have developed their own bespoke framework.

- 1.2 Cabinet approved King's Lynn's Towns Deal Local Assurance Framework (LAF) on 24 August 2021 and subsequent amendment in August 2022. This LAF sets out the governance and decision-making structure in relation to the Towns Fund during the delivery phase. Its purpose is to:
- Enable accountable decision-making
  - Ensure value for money
  - Provide for effective monitoring and evaluation
- 1.3 The LAF was initially developed as a projection of how the governance and decision making would work during the business case development and sign off phase, to reflect the specific requirements set out by government for securing a Town Deal through the concept of a 'Town Deal Board.' This represented an entirely new way of working for the Council. Now that the Town Deal Programme Board (a BCKLWN led Officer Board) has had experience of taking business cases through this governance framework; taking into consideration the democratic process and updated government guidance, it has identified refinements and updated the type and level of governance and oversight required for this next stage.
- 1.4 From engagement with external third parties who are also working on other town deals, the Programme Board has also received feedback that the King's Lynn's Local Assurance Framework is more extensive than what has been seen elsewhere. A selection of benchmarking from other Towns was completed in August 2022. The Programme Board is therefore assured that there is a robust process without unduly impacting on governance and risk management.
- 1.5 The updating of the Local Assurance Framework has also included recommendations and improved reporting and processes that are being implemented across the Council's portfolio of projects, following an independent review by an Interim Projects and Technical Advisor.

## **2 Options Considered**

- 2.1 The current LAF sets out the process for agreeing and signing off business cases. Now all 6 Business Cases have been approved by Government, the Council and its delivery partner, Norfolk County Council, need to ensure there is appropriate reporting, monitoring and decision making processes in place for this next phase of the Towns Fund programme.
- 2.2 Options are therefore:
- a) Making no changes to the LAF. However, this would result in non-compliance with the latest government guidance to reflect the delivery phase of the Town Deal. This will demonstrate a failure to ensure appropriate governance arrangements for the Towns Deal in spite of a robust process having been followed to date.
  - b) Amend the Local Assurance Framework to reflect the latest government guidance and reflect the likely decision making process required during the delivery phase of the Towns Fund programme. This is the preferred option.
- 2.3 Monitoring and evaluation is a significant part of the governance framework around the Town Deal, both internally through the Council's internal processes but also by Central Government who are assessing the delivery of

these place-based funding initiatives. Accordingly, the Programme Board wishes to ensure that the LAF is fit for purpose and that every effort is undertaken to comply with it.

- 2.4 Various changes have been made to the document, which are shown on the appended version. A diagram has been added to the document, as Appendix 1, which shows the flow of reporting and decision making that may be required during the delivery phase, including a process for dispute resolution should there be a disagreement on changes to project scope between the Accountable Body, Town Deal Board and, where applicable, lead council/delivery partner for particular projects (i.e. Norfolk County Council).

### **3 Policy Implications**

- 3.1 The Local Assurance Framework is aligned with the council's corporate priorities and policies in relation to;
- Corporate Business Plan
  - Risk Management Strategy
  - Town Investment Plan

### **4 Financial Implications**

There should be no financial implications to amending the LAF.

### **5 Personnel Implications**

None..

### **6 Environmental Considerations**

None

### **7 Statutory Considerations**

None

### **8 Equality Impact Assessment (EIA)** (Pre screening report template attached)

No impact.

### **9 Risk Management Implications**

- 9.1 The LAF is critical to manage the Towns Fund investment to ensure the appropriate reporting, monitoring and governance arrangements are in place to manage the risks, spend and delivery of the programme.

### **10 Declarations of Interest / Dispensations Granted**

- 10.1 Cllr Middleton and Cllr Blunt are the Council appointed representatives on the Town Deal Board.

### **11 Background Papers**

Cabinet Report, August 2021  
Cabinet Report, August 2022

**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



|   |   |          |          |         |        |
|---|---|----------|----------|---------|--------|
| Name of policy/service/function   | Update to the Local Assurance Framework (LAF) used to deliver the King's Lynn Town Deal   |          |          |         |        |
| Is this a new or existing policy/service/function?  | Existing  |          |          |         |        |
| <p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>   | <p>The LAF is critical to manage the Towns Fund investment to ensure the appropriate reporting, monitoring and governance arrangements are in place to manage the risks, spend and delivery of the programme.</p> |          |          |         |        |
| <b>Question</b>   | <b>Answer</b>   |          |          |         |        |
| <p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> |   | Positive | Negative | Neutral | Unsure |
|   | Age   |          |          | ✓       |        |
|   | Disability  |          |          | ✓       |        |
|   | Gender  |          |          | ✓       |        |
|   | Gender Re-assignment  |          |          | ✓       |        |
|   | Marriage/civil partnership  |          |          | ✓       |        |
|   | Pregnancy & maternity   |          |          | ✓       |        |
|   | Race  |          |          | ✓       |        |
|   | Religion or belief  |          |          | ✓       |        |
|   | Sexual orientation  |          |          | ✓       |        |
|   | Other (eg low income)   |          |          | ✓       |        |

| Question   | Answer                          | Comments                                      |
|--|---------------------------------|---|
| 2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another? | No                              |   |
| 3. Could this policy/service be perceived as impacting on communities differently?   | No                              |   |
| 4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?   | No                              |   |
| <p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>                       | N/A                             | <b>Actions: N/A</b>                           |
|  |                                 | <b>Actions agreed by EWG member:</b><br>..... |
| <p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p><b>Decision agreed by EWG member:</b> .....</p>  |                                 |   |
| <b>Assessment completed by:</b>  |                                 |   |
| <b>Name</b>  | Jemma Curtis                    |   |
| <b>Job title</b>   | Regeneration Programmes Manager |   |
| <b>Date</b>  | 08.03.2023                      |   |