



**INDIVIDUAL CABINET MEMBER AND OFFICER DELEGATED DECISIONS**

**FRIDAY, 28 APRIL 2023**

Please find enclosed Decision Notices in connection with the following:

1. ICMD24 - UK Shared Prosperity Fund, Round 2 Award: Community and Place / People and Skills (Pages 2 - 11)
2. ICMD25 - UK Shared Prosperity Fund, Round 2 Award: Arts, Culture & Leisure (Pages 12 - 22)
3. ICMD26 - UK Shared Prosperity Fund, Round 2 Award: Improving Town Centres and High Streets (Pages 23 - 32)
4. ICMD27 - UK Shared Prosperity Fund, Round 2 Award: Supporting Local Business / People and Skills (Pages 33 - 43)

Please note that these are subject to call-in.

**Queries regarding these documents**

Please contact Liz Bateson, Democratic Services - email [ebateson@lancaster.gov.uk](mailto:ebateson@lancaster.gov.uk).

Democratic Services,  
Town Hall,  
Dalton Square,  
Lancaster,  
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Published on FRIDAY, 28 APRIL 2023



*Promoting City, Coast & Countryside*

**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER  
NOTICE OF DECISION**

<b>TITLE OF DECISION: UK Shared Prosperity Fund, Round 2 Award: Community and Place / People and Skills</b>			
<b>NAME OF DECISION TAKER:</b>		<b>COUNCILLOR CAROLINE JACKSON</b>	
<b>POSITION AND RESPONSIBILITY HELD:</b>		<b>CABINET MEMBER LEADER AND LEADER OF THE COUNCIL</b>	
<b>CONTACT OFFICER:</b>		<b>MARK DAVIES, CHIEF EXECUTIVE</b>	
<b>TELEPHONE:</b>		01524 582501	
<b>E-MAIL:</b>		UKSPF@lancaster.gov.uk	
<b>Details of Decision:</b>			
<p>To delegate the Chief Executive to finalise and agree an award of UK Shared Prosperity Fund (UKSPF) funds in respect of the following Interventions:</p> <ul style="list-style-type: none"> <li>- E11: Capacity building &amp; infrastructure support for local groups</li> <li>- E35: Enrichment &amp; volunteering</li> </ul> <p>Funds will be awarded as set out in the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process, to deliver the following projects:</p> <ul style="list-style-type: none"> <li>- Morecambe Bay Partnership</li> <li>- LESS Food Futures</li> <li>- Escape2Make</li> <li>- Lets Be Friends</li> <li>- Bay Volunteers</li> </ul>			
<b>Reasons for the decision:</b>			
<p>Lancaster City Council's UKSPF Investment Plan sets out its plan for delivering the Lancaster district's £5.3m UKSPF allocation from 2022-25. The Investment Plan was agreed by government in December 2022.</p> <p>Implementing the UKSPF programme requires the council to allocate funds to a range of projects which will deliver on the outcomes and outputs set out in the Investment Plan. These allocations in respect of Interventions E11 and E35 will enable the project(s) to commence delivery at an early stage in the programme and begin creating positive local impact.</p>			
<b>IS THE DECISION URGENT</b>			
<b>No</b>			
<p><b>I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.</b></p>			
<b>SIGNATURE OF DECISION TAKER:</b>		Cllr Caroline Jackson	
<b>DATE:</b>		26.4.23	
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			<b>REF NO.</b>
<b>DATE DECISION TAKEN:</b>	26.4.23	<b>DATE RECEIVED BY DEMOCRATIC SERVICES:</b>	27.4.23
<b>DATE DECISION PUBLISHED:</b>	28.4.23	<b>IMPLEMENTATION DATE ( publication day + 5 working days):</b>	10.5.23

**CABINET**

**UK Shared Prosperity Fund (UKSPF): Community and  
Place / People and Skills  
Individual Cabinet Member Decision: Councillor  
Caroline Jackson**

**Report of Chief Executive**

PURPOSE OF REPORT			
To delegate to the Chief Executive the authority to finalise and agree UK Shared Prosperity Fund (UKSPF) awards in respect of Interventions E11 and E35, in line with the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process.			
Key Decision	<b>X</b>	Non-Key Decision	Referral from Cabinet Member
Date of notice of forthcoming key decision	19 April 2023		
This report is public; Appendix A is exempt from publication by virtue of paragraph 3 of Schedule 12a of the Local Government Act 1972.			

**RECOMMENDATIONS OF CHIEF EXECUTIVE**

(1) That the Chief Executive be delegated to finalise and agree UK Shared Prosperity Fund (UKSPF) awards in respect of the following Interventions:

- E11: Capacity building & infrastructure support for local groups
- E35: Enrichment & volunteering

Funds will be awarded as set out in the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process, to deliver the following projects:

- Morecambe Bay Partnership
- LESS Food Futures
- Escape2Make
- Lets Be Friends
- Bay Volunteers

**1.0 Introduction**

1.1 In April 2022 the government announced the [prospectus for the UK Shared Prosperity Fund \(UKSPF\)](#), to be delivered by local authorities from 2022-25.

1.2 The Lancaster district was provisionally allocated £5.3m of UKSPF funding, to be administered by Lancaster City Council and subject to the submission of an Investment Plan detailing the council's proposals for delivering the funding in line with the requirements of the prospectus.

**2.0 Investment Plan**

2.1 Following a highly consultative development process during summer 2022, Cabinet at its meetings of [12 July 2022](#) and [26 July 2022](#) considered the council's Investment Plan proposals, which were subsequently finalised and submitted to meet the government's deadline of 1 August 2022.

2.2 The council received approval of its Investment Plan in December 2022, followed by release of the initial tranche of funding for 2022-23.

### **3.0 Round 1 Awards**

3.1 Following an application and evaluation process in late 2022 and early 2023, an initial eight projects were awarded funding in January 2023.

3.2 A number of project proposals were also deferred for consideration in subsequent rounds of funding.

### **4.0 Round 2 Applications**

4.1 To enable the Lancaster district's UKSPF programme to deliver positive impact at the earliest opportunity, a further round of applications was invited in February 2023, with a closing date of Friday 3 March 2023.

4.2 A total of 37 applications were received across the UKSPF's Community & Place, Supporting Local Business and People & Skills priorities, for consideration alongside 14 deferred proposals.

4.3 The full list of Round 2 applications and deferred proposals is included in the exempt appendix to this report.

### **5.0 Evaluation**

5.1 Applications have been evaluated in line with HM Treasury's 'five cases' best practice approach to business case development (considering the strategic, economic, commercial, financial and management case for each project) as well as the Critical Success Factors agreed by Cabinet at its meeting of 12 July 2022:

- Climate Emergency
- Affordable
- Deliverable
- Impact
- Inclusive
- Collaborative
- Proven Track Record
- Scalable

5.2 As a number of Round 2 proposals involve awarding funding directly to Lancaster City Council, further independent and neutral evaluation has been commissioned via Growth Lancashire to support internal evaluation.

5.3 Following initial evaluation in March 2023, informal discussions with Cabinet in April 2023 considered the proposed strategic approach and provisional recommendations for the second round of funding awards.

5.4 Subsequent further technical evaluation has been conducted to ensure projects are strongly aligned to UKSPF criteria as well as meeting all relevant obligations of the funding.

### **6.0 Proposal Details**

6.1 It is proposed that applications be considered for a decision based on the following two outcomes:

- 1) *Award funding and begin implementation:* projects which clearly meet the

criteria and can deliver positive impact against the programme’s strategic outcomes and outputs

2) *Do not consider awarding funding:* projects which are less well aligned to the criteria or strategic fit

6.2 The recommended decision for each application is contained in the exempt appendix to this report.

6.3 Specific to the relevant portfolio area of the Leader, the following project(s) are proposed for a Year 2 and / or Year 3 funding award in respect of Interventions E11 and E35 as set out in the Investment Plan:

- Morecambe Bay Partnership
- LESS Food Futures
- Escape2Make
- Lets Be Friends
- Bay Volunteers

6.4 Should the recommendation in this report be approved, officers will initiate the process of finalising all relevant details and agree grant agreements for the projects to be delivered in accordance with the UKSPF programme’s guidance and requirements, and within the funding envelope defined by the council’s Investment Plan.

6.5 Some projects may contribute to the delivery of multiple UKSPF Interventions, and as such may draw on funds allocated to a number of Interventions set out in the Investment Plan.

6.6 Delivering the complex and wide-ranging UKSPF programme will require a degree of flexibility in managing the specific funding allocated to each of the three Priorities and thirteen Interventions contained in the Investment Plan. All allocations will be determined within the parameters of the UKSPF programme’s change control process.

**7.0 Details of Consultation**

7.1 Delivering a successful UKSPF programme from 2022-25 will be fundamentally dependent on a consultative, collaborative and inclusive approach. The council’s programme so far has been characterised by this principle, with wide-ranging consultation including:

- Focus groups and an open Expression of Interest process in summer 2022 to support development of the Investment Plan
- The formation of a Local Partnership Group, in line with the UKSPF Prospectus, to advise and support the Investment Plan development process and subsequent activity in delivering the programme

7.2 The technical nature of project evaluation along with its ‘competitive’ element means that limited consultation is possible in considering funding awards for specific projects at this stage.

7.3 However, a consultative process has been taken with Cabinet members to ensure recommendations are in line with the desired strategic direction.

**8.0 Options and Options Analysis (including risk assessment)**

	<b>Option 1:</b> Award UKSPF funding in respect of the specified project(s)	<b>Option 2:</b> Do not award UKSPF funding for the specified project(s)
Advantages	Commence delivery of the UKSPF programme with its associated	Opportunity to consider other projects by not committing funding

	benefits to the district.	at this time.
Disadvantages	No specific disadvantages beyond demands on the organisation of delivering the programme.	Failure to deliver on the UKSPF programme.
Risks	Projects may require further development in finalising and agreeing details.	Failure of the council to fulfil its duty of delivering the UKSPF programme.

**9.0 Officer Preferred Option (and comments)**

9.1 The officer preferred option is option 1, to commence delivery of the UKSPF programme.

**10.0 Conclusion**

10.1 A robust process has been conducted in the development of an approved Investment Plan, followed by the evaluation of project proposals.

10.2 This report sets out the proposed approach to the next phase of delivering the programme, and as such it is recommended that officers be delegated to finalise and agree funding awards for the second round of projects.

**RELATIONSHIP TO POLICY FRAMEWORK**

The UKSPF Priorities demonstrate significant overlap with the council’s Plan 2030 Priorities. As such, UKSPF projects and funding awards provide additional opportunity to advance the council’s strategic priorities. This is reflected in the strategic design of the programme to meet the Council’s goals.

**CONCLUSION OF IMPACT ASSESSMENT**

**(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)**

All UKSPF projects are required to be delivered in line with the Public Sector Equality Duty, with the relevant contractual obligations placed on those delivering projects as part of the conditions for receiving funding.

**LEGAL IMPLICATIONS**

Legal Services have been consulted throughout this process and will advise on any necessary legal agreements in relation to grant funding arrangements.

**FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. All awards to projects are funded by UKSPF money via central government. Some Year 1 underspent funds remain available for allocation, with Year 2 funds to follow ahead of direct project expenditure. All funding awards at this stage are subject to receipt of funds from central government.

With regard to the resources used to administer the fund, the award includes a 4% allowance to assist, and a team he been established to address this whilst working within the financial boundaries set. Whilst not expected, any additional requirement will be managed from existing budgets.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

N/A externally delivered project

**Information Services:**

N/A externally delivered project

**Property:**

N/A externally delivered project

**Open Spaces:**

N/A

**SECTION 151 OFFICER'S COMMENTS**

The Section 151 Officer would request that both Members and Officers consider that the Council currently has a significant structural budget deficit and so funding initiatives will need to be (at a minimum) cost neutral to the Council, or be subject to the usual arrangements surrounding the support of items not included within the budget framework.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no further comments to add

**BACKGROUND PAPERS**

Appendix (Exempt):

Summary of UKSPF Round 2 Applications

**Contact Officer: Mark Davies, Chief Executive**

**Telephone: 01524 582501**

**E-mail: UKSPF@lancaster.gov.uk**

Document is Restricted





*Promoting City, Coast & Countryside*

**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER  
NOTICE OF DECISION**

<b>TITLE OF DECISION: UK Shared Prosperity Fund, Round 2 Award: Arts, Culture &amp; Leisure</b>	
<b>NAME OF DECISION TAKER:</b>	<b>COUNCILLOR SANDRA THORNBERRY</b>
<b>POSITION AND RESPONSIBILITY HELD:</b>	<b>CABINET MEMBER AND PORTFOLIO HOLDER, ARTS, CULTURE, LEISURE AND WELLBEING</b>
<b>CONTACT OFFICER:</b>	<b>MARK DAVIES, CHIEF EXECUTIVE</b>
<b>TELEPHONE:</b>	01524 582501
<b>E-MAIL:</b>	UKSPF@lancaster.gov.uk
<b>Details of Decision:</b>	
<p>To delegate the Chief Executive to finalise and agree an award of UK Shared Prosperity Fund (UKSPF) funds in respect of the following Interventions:</p> <ul style="list-style-type: none"> <li>- E6: Local arts, cultural, heritage &amp; creative activities</li> <li>- E8: Visitor campaigns</li> </ul> <p>Funds will be awarded as set out in the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process, to deliver the following projects:</p> <ul style="list-style-type: none"> <li>- Maritime Museum</li> <li>- Lancaster and Morecambe Pride</li> <li>- Lancaster Grand Prix</li> <li>- Morecambe Events (Deco Publique)</li> <li>- Light Up Lancaster</li> <li>- Ludus Dance</li> <li>- Lancaster Jazz Festival</li> <li>- Digital Tourism Development</li> </ul>	
<b>Reasons for the decision:</b>	
<p>Lancaster City Council's UKSPF Investment Plan sets out its plan for delivering the Lancaster district's £5.3m UKSPF allocation from 2022-25. The Investment Plan was agreed by government in December 2022.</p> <p>Implementing the UKSPF programme requires the council to allocate funds to a range of projects which will deliver on the outcomes and outputs set out in the Investment Plan. This allocation in respect of Intervention E6: Local arts, cultural, heritage &amp; creative activities will enable the project(s) to commence delivery at an early stage in the programme and begin creating positive local impact.</p>	
<b>IS THE DECISION URGENT</b>	
<b>No</b>	
<b>I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.</b>	
<b>SIGNATURE OF DECISION TAKER:</b>	Cllr Sandra Thornberry
<b>DATE:</b>	25.4.23
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>	
<b>DATE DECISION TAKEN:</b>	25.4.23
<b>DATE RECEIVED BY DEMOCRATIC SERVICES:</b>	27.4.23
<b>REF NO. ICMD25</b>	

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

<b>DATE DECISION PUBLISHED:</b>	28.4.23	<b>IMPLEMENTATION DATE ( publication day + 5 working days):</b>	10.5.23
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**CABINET**

**UK Shared Prosperity Fund (UKSPF): Arts, Culture  
and Leisure  
Individual Cabinet Member Decision: Councillor  
Sandra Thornberry**

**Report of Chief Executive**

PURPOSE OF REPORT			
To delegate to the Chief Executive the authority to finalise and agree UK Shared Prosperity Fund (UKSPF) awards in respect of Interventions E6 and E8, in line with the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process.			
Key Decision	<b>X</b>	Non-Key Decision	Referral from Cabinet Member
Date of notice of forthcoming key decision	19 April 2023		
This report is public; Appendix A is exempt from publication by virtue of paragraph 3 of Schedule 12a of the Local Government Act 1972			

**RECOMMENDATIONS OF CHIEF EXECUTIVE**

- (1) That the Chief Executive be delegated to finalise and agree UK Shared Prosperity Fund (UKSPF) awards in respect of the following Interventions:
- E6: Local arts, cultural, heritage & creative activities
  - E8: Visitor campaigns

Funds will be awarded as set out in the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process, to deliver the following projects:

- Maritime Museum
- Lancaster and Morecambe Pride
- Lancaster Grand Prix
- Morecambe Events (Deco Publique)
- Light Up Lancaster
- Ludus Dance
- Lancaster Jazz Festival
- Digital Tourism Development

**1.0 Introduction**

- 1.1 In April 2022 the government announced the [prospectus for the UK Shared Prosperity Fund \(UKSPF\)](#), to be delivered by local authorities from 2022-25.
- 1.2 The Lancaster district was provisionally allocated £5.3m of UKSPF funding, to be administered by Lancaster City Council and subject to the submission of

an Investment Plan detailing the council's proposals for delivering the funding in line with the requirements of the prospectus.

## **2.0 Investment Plan**

- 2.1 Following a highly consultative development process during summer 2022, Cabinet at its meetings of [12 July 2022](#) and [26 July 2022](#) considered the council's Investment Plan proposals, which were subsequently finalised and submitted to meet the government's deadline of 1 August 2022.
- 2.2 The council received approval of its Investment Plan in December 2022, followed by release of the initial tranche of funding for 2022-23.

## **3.0 Round 1 Awards**

- 3.1 Following an application and evaluation process in late 2022 and early 2023, an initial eight projects were awarded funding in January 2023.
- 3.2 A number of project proposals were also deferred for consideration in subsequent rounds of funding.

## **4.0 Round 2 Applications**

- 4.1 To enable the Lancaster district's UKSPF programme to deliver positive impact at the earliest opportunity, a further round of applications was invited in February 2023, with a closing date of Friday 3 March 2023.
- 4.2 A total of 37 applications were received across the UKSPF's Community & Place, Supporting Local Business and People & Skills priorities, for consideration alongside 14 deferred proposals.
- 4.3 The full list of Round 2 applications and deferred proposals is included in the exempt appendix to this report.

## **5.0 Evaluation**

- 5.1 Applications have been evaluated in line with HM Treasury's 'five cases' best practice approach to business case development (considering the strategic, economic, commercial, financial and management case for each project) as well as the Critical Success Factors agreed by Cabinet at its meeting of 12 July 2022:
  - Climate Emergency
  - Affordable
  - Deliverable
  - Impact
  - Inclusive
  - Collaborative
  - Proven Track Record
  - Scalable
- 5.2 As a number of Round 2 proposals involve awarding funding directly to Lancaster City Council, further independent and neutral evaluation has been commissioned via Growth Lancashire to support internal evaluation.
- 5.3 Following initial evaluation in March 2023, informal discussions with Cabinet in April 2023 considered the proposed strategic approach and provisional recommendations for the second round of funding awards.
- 5.4 Subsequent further technical evaluation has been conducted to ensure projects are strongly aligned to UKSPF criteria as well as meeting all relevant obligations of the funding.

## **6.0 Proposal Details**

- 6.1 It is proposed that applications be considered for a decision based on the following two outcomes:
- 1) *Award funding and begin implementation*: projects which clearly meet the criteria and can deliver positive impact against the programme's strategic outcomes and outputs
  - 2) *Do not consider awarding funding*: projects which are less well aligned to the criteria or strategic fit
- 6.2 The recommended decision for each application is contained in the exempt appendix to this report.
- 6.3 Specific to the relevant portfolio area of Arts, Culture, Leisure and Wellbeing, the following project(s) are proposed for a Year 2 and / or Year 3 funding award in respect of Intervention E6: Local arts, cultural, heritage & creative activities as set out in the Investment Plan:
- Maritime Museum
  - Lancaster and Morecambe Pride
  - Lancaster Grand Prix
  - Morecambe Events (Deco Publique)
  - Light Up Lancaster
  - Ludus Dance
  - Lancaster Jazz Festival
  - Digital Tourism Development
- 6.4 Should the recommendation in this report be approved, officers will initiate the process of finalising all relevant details and agree grant agreements for the projects to be delivered in accordance with the UKSPF programme's guidance and requirements, and within the funding envelope defined by the council's Investment Plan.
- 6.5 Some projects may contribute to the delivery of multiple UKSPF Interventions, and as such may draw on funds allocated to a number of Interventions set out in the Investment Plan.
- 6.6 Delivering the complex and wide-ranging UKSPF programme will require a degree of flexibility in managing the specific funding allocated to each of the three Priorities and thirteen Interventions contained in the Investment Plan. All allocations will be determined within the parameters of the UKSPF programme's change control process.
- 7.0 Details of Consultation**
- 7.1 Delivering a successful UKSPF programme from 2022-25 will be fundamentally dependent on a consultative, collaborative and inclusive approach. The council's programme so far has been characterised by this principle, with wide-ranging consultation including:
- Focus groups and an open Expression of Interest process in summer 2022 to support development of the Investment Plan
  - The formation of a Local Partnership Group, in line with the UKSPF Prospectus, to advise and support the Investment Plan development process and subsequent activity in delivering the programme
- 7.2 The technical nature of project evaluation along with its 'competitive' element means that limited consultation is possible in considering funding awards for specific projects at this stage.
- 7.3 However, a consultative process has been taken with Cabinet members to ensure recommendations are in line with the desired strategic direction.

## 8.0 Options and Options Analysis (including risk assessment)

	<b>Option 1:</b> Award UKSPF funding in respect of the specified project(s)	<b>Option 2:</b> Do not award UKSPF funding for the specified project(s)
Advantages	Commence delivery of the UKSPF programme with its associated benefits to the district.	Opportunity to consider other projects by not committing funding at this time.
Disadvantages	No specific disadvantages beyond demands on the organisation of delivering the programme.	Failure to deliver on the UKSPF programme.
Risks	Projects may require further development in finalising and agreeing details.	Failure of the council to fulfil its duty of delivering the UKSPF programme.

## 9.0 Officer Preferred Option (and comments)

9.1 The officer preferred option is option 1, to commence delivery of the UKSPF programme.

## 10.0 Conclusion

10.1 A robust process has been conducted in the development of an approved Investment Plan, followed by the evaluation of project proposals.

10.2 This report sets out the proposed approach to the next phase of delivering the programme, and as such it is recommended that officers be delegated to finalise and agree funding awards for the second round of projects.

### RELATIONSHIP TO POLICY FRAMEWORK

The UKSPF Priorities demonstrate significant overlap with the council's Plan 2030 Priorities. As such, UKSPF projects and funding awards provide additional opportunity to advance the council's strategic priorities. This is reflected in the strategic design of the programme to meet the Council's goals.

### CONCLUSION OF IMPACT ASSESSMENT

**(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)**

All UKSPF projects are required to be delivered in line with the Public Sector Equality Duty, with the relevant contractual obligations placed on those delivering projects as part of the conditions for receiving funding.

### LEGAL IMPLICATIONS

Legal Services have been consulted throughout this process and will advise on any necessary legal agreements in relation to grant funding arrangements.

### FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. All awards to projects are funded by UKSPF money via central government. Some Year 1 underspent funds remain available for allocation, with Year 2 funds to follow ahead of direct project expenditure. All

funding awards at this stage are subject to receipt of funds from central government.

With regard to the resources used to administer the fund, the award includes a 4% allowance to assist, and a team has been established to address this whilst working within the financial boundaries set. Whilst not expected, any additional requirement will be managed from existing budgets.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

N/A externally delivered project

**Information Services:**

N/A externally delivered project

**Property:**

N/A externally delivered project

**Open Spaces:**

N/A

**SECTION 151 OFFICER'S COMMENTS**

The Section 151 Officer would request that both Members and Officers consider that the Council currently has a significant structural budget deficit and so funding initiatives will need to be (at a minimum) cost neutral to the Council, or be subject to the usual arrangements surrounding the support of items not included within the budget framework.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no further comments to add

**BACKGROUND PAPERS**

Appendix (Exempt):

Summary of UKSPF Round 2 Applications

**Contact Officer: Mark Davies, Chief Executive**

**Telephone: 01524 582501**

**E-mail: UKSPF@lancaster.gov.uk**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted



**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER  
NOTICE OF DECISION**

<b>TITLE OF DECISION: UK Shared Prosperity Fund, Round 2 Award: Improving Town Centres and High Streets</b>			
<b>NAME OF DECISION TAKER:</b>		COUNCILLOR DAVE BROOKES	
<b>POSITION AND RESPONSIBILITY HELD:</b>		CABINET MEMBER AND PORTFOLIO HOLDER, ENVIRONMENTAL SERVICES	
<b>CONTACT OFFICER:</b>		MARK DAVIES, CHIEF EXECUTIVE	
<b>TELEPHONE:</b>		01524 582501	
<b>E-MAIL:</b>		UKSPF@lancaster.gov.uk	
<b>Details of Decision:</b>			
<p>To delegate the Chief Executive to finalise and agree an award of UK Shared Prosperity Fund (UKSPF) funds in respect of Intervention E1: Improving town centres and high streets as set out in the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process, to deliver the project Heysham Village Centre Improvements.</p>			
<b>Reasons for the decision:</b>			
<p>Lancaster City Council's UKSPF Investment Plan sets out its plan for delivering the Lancaster district's £5.3m UKSPF allocation from 2022-25. The Investment Plan was agreed by government in December 2022.</p> <p>Implementing the UKSPF programme requires the council to allocate funds to a range of projects which will deliver on the outcomes and outputs set out in the Investment Plan. This allocation in respect of Intervention E1: Improving town centres and high streets will enable the project(s) to commence delivery at an early stage in the programme and begin creating positive local impact.</p>			
<b>IS THE DECISION URGENT</b>			
<b>No</b>			
<b>PLEASE DELETE AS APPROPRIATE AND GIVE REASONS FOR URGENCY BELOW:</b>			
<p><b>I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.</b></p>			
<b>SIGNATURE OF DECISION TAKER:</b>		Cllr Dave Brookes	
<b>DATE:</b>		25.4.23	
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			<b>REF NO.</b>
			ICMD26
<b>DATE DECISION TAKEN:</b>	25.4.23	<b>DATE RECEIVED BY DEMOCRATIC SERVICES:</b>	27.4.23
<b>DATE DECISION PUBLISHED:</b>	28.4.23	<b>IMPLEMENTATION DATE ( publication day + 5 working days):</b>	10.5.23

**CABINET**

**UK Shared Prosperity Fund (UKSPF): Improving Town Centres and High Streets  
Individual Cabinet Member Decision: Councillor Dave Brookes**

**Report of Chief Executive**

PURPOSE OF REPORT			
To delegate to the Chief Executive the authority to finalise and agree UK Shared Prosperity Fund (UKSPF) awards in respect of Intervention E1: Improving town centres and high streets, in line with the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process.			
Key Decision	<b>X</b>	Non-Key Decision	Referral from Cabinet Member
Date of notice of forthcoming key decision	19 April 2023		
<b>This report is public; Appendix A is exempt from publication by virtue of paragraph 3 of Schedule 12a of the Local Government Act 1972</b>			

**RECOMMENDATIONS OF CHIEF EXECUTIVE**

- (1) That the Chief Executive be delegated to finalise and agree UK Shared Prosperity Fund (UKSPF) awards in respect of Intervention E1: Improving town centres and high streets as set out in the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process, to deliver the project Heysham Village Centre Improvements.

**1.0 Introduction**

- 1.1 In April 2022 the government announced the [prospectus for the UK Shared Prosperity Fund \(UKSPF\)](#), to be delivered by local authorities from 2022-25.
- 1.2 The Lancaster district was provisionally allocated £5.3m of UKSPF funding, to be administered by Lancaster City Council and subject to the submission of an Investment Plan detailing the council's proposals for delivering the funding in line with the requirements of the prospectus.

**2.0 Investment Plan**

- 2.1 Following a highly consultative development process during summer 2022, Cabinet at its meetings of [12 July 2022](#) and [26 July 2022](#) considered the council's Investment Plan proposals, which were subsequently finalised and submitted to meet the government's deadline of 1 August 2022.
- 2.2 The council received approval of its Investment Plan in December 2022, followed by release of the initial tranche of funding for 2022-23.

**3.0 Round 1 Awards**

- 3.1 Following an application and evaluation process in late 2022 and early 2023, an initial eight projects were awarded funding in January 2023.
- 3.2 A number of project proposals were also deferred for consideration in subsequent rounds of funding.

#### **4.0 Round 2 Applications**

- 4.1 To enable the Lancaster district's UKSPF programme to deliver positive impact at the earliest opportunity, a further round of applications was invited in February 2023, with a closing date of Friday 3 March 2023.
- 4.2 A total of 37 applications were received across the UKSPF's Community & Place, Supporting Local Business and People & Skills priorities, for consideration alongside 14 deferred proposals.
- 4.3 The full list of Round 2 applications and deferred proposals is included in the exempt appendix to this report.

#### **5.0 Evaluation**

- 5.1 Applications have been evaluated in line with HM Treasury's 'five cases' best practice approach to business case development (considering the strategic, economic, commercial, financial and management case for each project) as well as the Critical Success Factors agreed by Cabinet at its meeting of 12 July 2022:

- Climate Emergency
- Affordable
- Deliverable
- Impact
- Inclusive
- Collaborative
- Proven Track Record
- Scalable

- 5.2 As a number of Round 2 proposals involve awarding funding directly to Lancaster City Council, further independent and neutral evaluation has been commissioned via Growth Lancashire to support internal evaluation.
- 5.3 Following initial evaluation in March 2023, informal discussions with Cabinet in April 2023 considered the proposed strategic approach and provisional recommendations for the second round of funding awards.
- 5.4 Subsequent further technical evaluation has been conducted to ensure projects are strongly aligned to UKSPF criteria as well as meeting all relevant obligations of the funding.

#### **6.0 Proposal Details**

- 6.1 It is proposed that applications be considered for a decision based on the following two outcomes:
  - 1) *Award funding and begin implementation*: projects which clearly meet the criteria and can deliver positive impact against the programme's strategic outcomes and outputs
  - 2) *Do not consider awarding funding*: projects which are less well aligned to the criteria or strategic fit
- 6.2 The recommended decision for each application is contained in the exempt appendix to this report.
- 6.3 Specific to the relevant portfolio area of Environmental Services, the following project(s) are proposed for a Year 2 and / or Year 3 funding award in respect

of Intervention E1: Improving town centres and high streets as set out in the Investment Plan:

- Heysham Village Centre Improvements

- 6.4 Should the recommendation in this report be approved, officers will initiate the process of finalising all relevant details and agree grant agreements for the projects to be delivered in accordance with the UKSPF programme’s guidance and requirements, and within the funding envelope defined by the council’s Investment Plan.
- 6.5 Some projects may contribute to the delivery of multiple UKSPF Interventions, and as such may draw on funds allocated to a number of Interventions set out in the Investment Plan.
- 6.6 Delivering the complex and wide-ranging UKSPF programme will require a degree of flexibility in managing the specific funding allocated to each of the three Priorities and thirteen Interventions contained in the Investment Plan. All allocations will be determined within the parameters of the UKSPF programme’s change control process.

**7.0 Details of Consultation**

- 7.1 Delivering a successful UKSPF programme from 2022-25 will be fundamentally dependent on a consultative, collaborative and inclusive approach. The council’s programme so far has been characterised by this principle, with wide-ranging consultation including:
- Focus groups and an open Expression of Interest process in summer 2022 to support development of the Investment Plan
  - The formation of a Local Partnership Group, in line with the UKSPF Prospectus, to advise and support the Investment Plan development process and subsequent activity in delivering the programme
- 7.2 The technical nature of project evaluation along with its ‘competitive’ element means that limited consultation is possible in considering funding awards for specific projects at this stage.
- 7.3 However, a consultative process has been taken with Cabinet members to ensure recommendations are in line with the desired strategic direction.

**8.0 Options and Options Analysis (including risk assessment)**

	<b>Option 1:</b> Award UKSPF funding in respect of the specified project(s)	<b>Option 2:</b> Do not award UKSPF funding for the specified project(s)
Advantages	Commence delivery of the UKSPF programme with its associated benefits to the district.	Opportunity to consider other projects by not committing funding at this time.
Disadvantages	No specific disadvantages beyond demands on the organisation of delivering the programme.	Failure to deliver on the UKSPF programme.
Risks	Projects may require further development in finalising and agreeing details.	Failure of the council to fulfil its duty of delivering the UKSPF programme.

**9.0 Officer Preferred Option (and comments)**

- 9.1 The officer preferred option is option 1, to commence delivery of the UKSPF programme.

**10.0 Conclusion**

- 10.1 A robust process has been conducted in the development of an approved

Investment Plan, followed by the evaluation of project proposals.

- 10.2 This report sets out the proposed approach to the next phase of delivering the programme, and as such it is recommended that officers be delegated to finalise and agree funding awards for the second round of projects.

**RELATIONSHIP TO POLICY FRAMEWORK**

The UKSPF Priorities demonstrate significant overlap with the council’s Plan 2030 Priorities. As such, UKSPF projects and funding awards provide additional opportunity to advance the council’s strategic priorities. This is reflected in the strategic design of the programme to meet the Council’s goals.

**CONCLUSION OF IMPACT ASSESSMENT**

**(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)**

All UKSPF projects are required to be delivered in line with the Public Sector Equality Duty, with the relevant contractual obligations placed on those delivering projects as part of the conditions for receiving funding.

**LEGAL IMPLICATIONS**

Legal Services have been consulted throughout this process and will advise on any necessary legal agreements in relation to grant funding arrangements.

**FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. All awards to projects are funded by UKSPF money via central government. Some Year 1 underspent funds remain available for allocation, with Year 2 funds to follow ahead of direct project expenditure. All funding awards at this stage are subject to receipt of funds from central government.

With regard to the resources used to administer the fund, the award includes a 4% allowance to assist, and a team has been established to address this whilst working within the financial boundaries set. Whilst not expected, any additional requirement will be managed from existing budgets.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

N/A externally delivered project

**Information Services:**

N/A externally delivered project

**Property:**

N/A externally delivered project

**Open Spaces:**

Resource implications are provided for within the project itself.

**SECTION 151 OFFICER’S COMMENTS**

The Section 151 Officer would request that both Members and Officers consider that the Council currently has a significant structural budget deficit and so funding initiatives will need to be (at a minimum) cost neutral to the Council, or be subject to the usual arrangements

surrounding the support of items not included within the budget framework.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no further comments to add

**BACKGROUND PAPERS**

Appendix (Exempt):

Summary of UKSPF Round 2 Applications

**Contact Officer: Mark Davies, Chief Executive**

**Telephone: 01524 582501**

**E-mail: UKSPF@lancaster.gov.uk**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER  
NOTICE OF DECISION**

<b>TITLE OF DECISION: UK Shared Prosperity Fund, Round 2 Award: Supporting Local Business / People and Skills</b>			
<b>NAME OF DECISION TAKER:</b>	<b>COUNCILLOR TIM HAMILTON-COX</b>		
<b>POSITION AND RESPONSIBILITY HELD:</b>	<b>CABINET MEMBER AND PORTFOLIO HOLDER, SUSTAINABLE ECONOMIC PROSPERITY</b>		
<b>CONTACT OFFICER:</b>	<b>MARK DAVIES, CHIEF EXECUTIVE</b>		
<b>TELEPHONE:</b>	01524 582501		
<b>E-MAIL:</b>	UKSPF@lancaster.gov.uk		
<b>Details of Decision:</b>			
<p>To delegate the Chief Executive to finalise and agree an award of UK Shared Prosperity Fund (UKSPF) funds in respect of Interventions E19, E23 and E29 (Supporting Local Business) and E33, E38 and E39 (People and Skills) as set out in the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process, to deliver the following projects:</p> <ul style="list-style-type: none"> <li>- Tech Lancaster</li> <li>- Lancaster City Council Business Support</li> <li>- New Low Carbon Technology</li> <li>- Low Carbon Business Support</li> <li>- Employer Hub</li> <li>- Strawberry Fields</li> <li>- Calico</li> <li>- Positive Futures</li> </ul>			
<b>Reasons for the decision:</b>			
<p>Lancaster City Council's UKSPF Investment Plan sets out its plan for delivering the Lancaster district's £5.3m UKSPF allocation from 2022-25. The Investment Plan was agreed by government in December 2022.</p> <p>Implementing the UKSPF programme requires the council to allocate funds to a range of projects which will deliver on the outcomes and outputs set out in the Investment Plan. This initial allocation in respect of Interventions relating to Supporting Local Business and People and Skills will enable the project(s) to commence delivery at an early stage in the programme and begin creating positive local impact.</p>			
<b>IS THE DECISION URGENT</b>			
No			
<b>I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.</b>			
<b>SIGNATURE OF DECISION TAKER:</b>	Cllr Tim Hamilton-Cox		
<b>DATE:</b>	27.4.23		
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			<b>REF NO.</b>
			ICMD27
<b>DATE DECISION TAKEN:</b>	27.4.23	<b>DATE RECEIVED BY DEMOCRATIC SERVICES:</b>	27.4.23
<b>DATE DECISION PUBLISHED:</b>	28.4.23	<b>IMPLEMENTATION DATE ( publication day + 5 working days):</b>	10.5.23





<b>CABINET</b>
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**UK Shared Prosperity Fund (UKSPF): Supporting  
Local Business / People and Skills  
Individual Cabinet Member Decision: Councillor Tim  
Hamilton-Cox**

**Report of Chief Executive**

PURPOSE OF REPORT			
To delegate to the Chief Executive the authority to finalise and agree UK Shared Prosperity Fund (UKSPF) awards in respect of Interventions relating to Supporting Local Business and People and Skills, in line with the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process.			
Key Decision	<b>X</b>	Non-Key Decision	Referral from Cabinet Member
Date of notice of forthcoming key decision	19 April 2023		
<b>This report is public; Appendix A is exempt from publication by virtue of paragraph 3 of Schedule 12a of the Local Government Act 1972.</b>			

**RECOMMENDATIONS OF CHIEF EXECUTIVE**

- (1) That the Chief Executive be delegated to finalise and agree UK Shared Prosperity Fund (UKSPF) awards in respect of Interventions E19, E23 and E29 (Supporting Local Business) and E33, E38 and E39 (People and Skills) as set out in the council's UKSPF Investment Plan and within the parameters of the UKSPF change control process, to deliver the following projects:

- Tech Lancaster
- Lancaster City Council Business Support
- New Low Carbon Technology
- Low Carbon Business Support
- Employer Hub
- Strawberry Fields
- Calico
- Positive Futures

**1.0 Introduction**

- 1.1 In April 2022 the government announced the [prospectus for the UK Shared Prosperity Fund \(UKSPF\)](#), to be delivered by local authorities from 2022-25.
- 1.2 The Lancaster district was provisionally allocated £5.3m of UKSPF funding, to be administered by Lancaster City Council and subject to the submission of an Investment Plan detailing the council's proposals for delivering the funding in line with the requirements of the prospectus.

## **2.0 Investment Plan**

- 2.1 Following a highly consultative development process during summer 2022, Cabinet at its meetings of [12 July 2022](#) and [26 July 2022](#) considered the council's Investment Plan proposals, which were subsequently finalised and submitted to meet the government's deadline of 1 August 2022.
- 2.2 The council received approval of its Investment Plan in December 2022, followed by release of the initial tranche of funding for 2022-23.

## **3.0 Round 1 Awards**

- 3.1 Following an application and evaluation process in late 2022 and early 2023, an initial eight projects were awarded funding in January 2023.
- 3.2 A number of project proposals were also deferred for consideration in subsequent rounds of funding.

## **4.0 Round 2 Applications**

- 4.1 To enable the Lancaster district's UKSPF programme to deliver positive impact at the earliest opportunity, a further round of applications was invited in February 2023, with a closing date of Friday 3 March 2023.
- 4.2 A total of 37 applications were received across the UKSPF's Community & Place, Supporting Local Business and People & Skills priorities, for consideration alongside 14 deferred proposals.
- 4.3 The full list of Round 2 applications and deferred proposals is included in the exempt appendix to this report.

## **5.0 Evaluation**

- 5.1 Applications have been evaluated in line with HM Treasury's 'five cases' best practice approach to business case development (considering the strategic, economic, commercial, financial and management case for each project) as well as the Critical Success Factors agreed by Cabinet at its meeting of 12 July 2022:
  - Climate Emergency
  - Affordable
  - Deliverable
  - Impact
  - Inclusive
  - Collaborative
  - Proven Track Record
  - Scalable
- 5.2 As a number of Round 2 proposals involve awarding funding directly to Lancaster City Council, further independent and neutral evaluation has been commissioned via Growth Lancashire to support internal evaluation.
- 5.3 Following initial evaluation in March 2023, informal discussions with Cabinet in April 2023 considered the proposed strategic approach and provisional recommendations for the second round of funding awards.
- 5.4 Subsequent further technical evaluation has been conducted to ensure projects are strongly aligned to UKSPF criteria as well as meeting all relevant obligations of the funding.

## **6.0 Proposal Details**

- 6.1 It is proposed that applications be considered for a decision based on the following two outcomes:

- 1) *Award funding and begin implementation:* projects which clearly meet the criteria and can deliver positive impact against the programme's strategic outcomes and outputs
  - 2) *Do not consider awarding funding:* projects which are less well aligned to the criteria or strategic fit
- 6.2 The recommended decision for each application is contained in the exempt appendix to this report.
- 6.3 Specific to the relevant portfolio area of Sustainable Economic Prosperity, the following project(s) are proposed for a Year 2 and / or Year 3 funding award in respect of Interventions E19, E23 and E29 (Supporting Local Business) and E33, E38 and E39 (People and Skills) as set out in the Investment Plan:
- Tech Lancaster
  - Lancaster City Council Business Support
  - New Low Carbon Technology
  - Low Carbon Business Support
  - Employer Hub
  - Strawberry Fields
  - Calico
  - Positive Futures
- 6.4 Should the recommendation in this report be approved, officers will initiate the process of finalising all relevant details and agree grant agreements for the projects to be delivered in accordance with the UKSPF programme's guidance and requirements, and within the funding envelope defined by the council's Investment Plan.
- 6.5 Some projects may contribute to the delivery of multiple UKSPF Interventions, and as such may draw on funds allocated to a number of Interventions set out in the Investment Plan.
- 6.6 Delivering the complex and wide-ranging UKSPF programme will require a degree of flexibility in managing the specific funding allocated to each of the three Priorities and thirteen Interventions contained in the Investment Plan. All allocations will be determined within the parameters of the UKSPF programme's change control process.

## **7.0 Details of Consultation**

- 7.1 Delivering a successful UKSPF programme from 2022-25 will be fundamentally dependent on a consultative, collaborative and inclusive approach. The council's programme so far has been characterised by this principle, with wide-ranging consultation including:
- Focus groups and an open Expression of Interest process in summer 2022 to support development of the Investment Plan
  - The formation of a Local Partnership Group, in line with the UKSPF Prospectus, to advise and support the Investment Plan development process and subsequent activity in delivering the programme
- 7.2 The technical nature of project evaluation along with its 'competitive' element means that limited consultation is possible in considering funding awards for specific projects at this stage.
- 7.3 However, a consultative process has been taken with Cabinet members to ensure recommendations are in line with the desired strategic direction.

## **8.0 Options and Options Analysis (including risk assessment)**

	<b>Option 1:</b> Award UKSPF funding in respect of the specified project(s)	<b>Option 2:</b> Do not award UKSPF funding for the specified project(s)
Advantages	Commence delivery of the UKSPF programme with its associated benefits to the district.	Opportunity to consider other projects by not committing funding at this time.
Disadvantages	No specific disadvantages beyond demands on the organisation of delivering the programme.	Failure to deliver on the UKSPF programme.
Risks	Projects may require further development in finalising and agreeing details.	Failure of the council to fulfil its duty of delivering the UKSPF programme.

## 9.0 Officer Preferred Option (and comments)

9.1 The officer preferred option is option 1, to commence delivery of the UKSPF programme.

## 10.0 Conclusion

10.1 A robust process has been conducted in the development of an approved Investment Plan, followed by the evaluation of project proposals.

10.2 This report sets out the proposed approach to the next phase of delivering the programme, and as such it is recommended that officers be delegated to finalise and agree funding awards for the second round of projects.

### RELATIONSHIP TO POLICY FRAMEWORK

The UKSPF Priorities demonstrate significant overlap with the council's Plan 2030 Priorities. As such, UKSPF projects and funding awards provide additional opportunity to advance the council's strategic priorities. This is reflected in the strategic design of the programme to meet the Council's goals.

### CONCLUSION OF IMPACT ASSESSMENT

**(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)**

All UKSPF projects are required to be delivered in line with the Public Sector Equality Duty, with the relevant contractual obligations placed on those delivering projects as part of the conditions for receiving funding.

### LEGAL IMPLICATIONS

Legal Services have been consulted throughout this process and will advise on any necessary legal agreements in relation to grant funding arrangements.

### FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. All awards to projects are funded by UKSPF money via central government. Some Year 1 underspent funds remain available for allocation, with Year 2 funds to follow ahead of direct project expenditure. All funding awards at this stage are subject to receipt of funds from central government.

With regard to the resources used to administer the fund, the award includes a 4% allowance to assist, and a team has been established to address this whilst working within the financial boundaries set. Whilst not expected, any additional requirement will be managed from existing budgets.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

N/A externally delivered project

**Information Services:**

N/A externally delivered project

**Property:**

N/A externally delivered project

**Open Spaces:**

[Click here for open spaces](#)

**SECTION 151 OFFICER'S COMMENTS**

The Section 151 Officer would request that both Members and Officers consider that the Council currently has a significant structural budget deficit and so funding initiatives will need to be (at a minimum) cost neutral to the Council, or be subject to the usual arrangements surrounding the support of items not included within the budget framework.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no further comments to add

**BACKGROUND PAPERS**

Appendix (Exempt):

Summary of UKSPF Round 2 Applications

**Contact Officer: Mark Davies, Chief Executive**

**Telephone: 01524 582501**

**E-mail: UKSPF@lancaster.gov.uk**

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