



## Finance Sub-Committee 26 March 2018

East Northants Enterprise Centre

### Purpose of report

To outline the draft timeline for taking decisions through the committee process regarding funding and the procurement, design and construction stages and to seek approval to set up a Working Party to review key elements in preparation for reporting to committee.

Appendices

A - Terms of Reference

### 1.0 Introduction

1.1 This report provides an update on the East Northants Enterprise Centre (ENEC); a key Enterprising East Northants priority project as set out in the Economic Development, Tourism and Regeneration Strategy. Approval is being sought for setting up a Working Party to review key elements in preparation for reporting to committee.

### 2.0 Progress against key milestones

Milestone	Target Date	Status
Concept agreed by Council	Oct 2017	Done
PMQS Appointed	Nov 2017	Done
Council agree funding for site acquisition and design fees	Jan 2018	Done
European Regional Development Fund (ERDF) Outline application	Jan 2018	Done
Site acquisition	May 2018	Underway
Design team appointment (following procurement)	May 2018	Underway
Assumed Outline approval/invitation to submit Full application	May 2018	Pending
Feasibility & design (RIBA Stage 3)	Aug 2018	Underway
Procurement of operator	Oct 2018	Pending
Submission of detailed planning application and Full ERDF applications	Aug 2018	Pending
Detailed planning consent and ERDF approval decision	Nov 2018	Pending
Construction tender	Dec 2018	Pending
Contractor appointment (following procurement)	Jan 2019	Pending
Technical design (RIBA Stage 4)	Mar 2019	Pending
Works start on site (RIBA Stage 5)	Mar 2019	Pending
Fitting out, close out, and handover (RIBA Stage 6)	Dec 2019	Pending

Building in use (RIBA Stage 7)	Jan 2020	Pending
ERDF monitoring completed	Mar 2020	Pending
ENEC fully operational	August 2022	Pending

### 3.0 Member involvement and decision making

3.1 It is proposed that a member Working Party is set up to oversee the key elements of the ENEC project in preparation for reporting through the committee process as follows:

- **Finance Sub Committee (25 June), Policy and Resources Committee (9 July), Council (16 July):**
  - Submission of ERDF bid (including agreement of ENC match funding)
  - Procurement of Construction and Operator contracts
- **Finance Sub Committee (10 Sept), Policy and Resources Committee (8 Oct), Council (15 Oct):**
  - Designs ready for planning application submission
  - Award of operating contract (subject to planning and funding)
- **Finance Sub Committee (17 Dec), Policy and Resources Committee (7 Jan 19), Council (28 Jan 19):**
  - Award of construction contract (subject to planning and funding)
  - Signing of ERDF funding agreement

3.2 It should be noted that the dates surrounding the ERDF process are rough estimates and that, therefore, the above reporting timeline may be updated once the key dates are confirmed.

### 4.0 Equality and diversity implications

4.1 The design of the building will be DDA compliant and the operation will be inclusive by targeting support to all areas of the district and across all sections of the community.

### 5.0 Legal Implications

5.1 There will be a number of legal implications that will be managed through a range of procurement processes and contracts. More detail will be provided at each of the key stages outlined in paragraph 3.1.

### 6.0 Risk Management

6.1 A risk register will be produced and reviewed on a regular basis by the project team and reported via the monthly progress updates to the Working Party.

### 7.0 Financial and Resource Implications

7.1 This is a £6-8 million capital project that, although seeking grant funding, will require a multi million pound capital investment from the Council, along with significant officer resource to support. The Council has already approved £1.8 million, at its meeting on 29 January 2018, which will be used to acquire a site and start the design process ready for the planning application. In addition, a further investment in the region of £3 million will be sought as match funding for the ERDF bid.

## 8.0 Corporate Outcomes

8.1 This report contributes to the following corporate outcomes:

- **Good Quality of Life** – Nurturing and supporting local residents to start and grow their own businesses that will help promote sustainable employment and prosperity
- **Good value for money** – Improving the rate of return on investment
- **Effective Partnership working** – Ensuring better connectivity between business support organisations and between business support organisations and local residents and businesses

## 9.0 Recommendations


The Sub-Committee is recommended to:

- a) Note and agree the timeframe for decision making

*(Reason – To ensure timely decision making to support delivery)*

- b) Approve the TOR for, and select members to sit on, the East Northants Enterprise Centre Working Party which should include both the Leader and Deputy Leader

*(Reason – To ensure effective member involvement in the design and delivery of the ENEC)*

<b>Legal</b>	Power: Local Government Act 1972				
	Other considerations:				
<b>Person Originating Report:</b> Greg Macdonald – Head of Economic and Commercial Development ☎ 01832 742014 ✉ <a href="mailto:gmacdonald@east-northamptonshire.gov.uk">gmacdonald@east-northamptonshire.gov.uk</a>					
<b>Date:</b> 26 March 2018					
<b>CFO</b> 15/3/18		<b>MO</b>		<b>CX</b>	

## **Appendix A– Terms of Reference**

### **East Northants Enterprise Centre Working Party**

#### **1 Purpose**

1.1 This working party has been created to oversee, inform and drive delivery of the East Northants Enterprise Centre (the Project) with regards to funding, design, procurement and communications.

1.2 The Working Party will be councillor led but will include key officers tasked with providing information and liaison with key partners. It will provide a forum for discussion and distillation of options and approaches and for ensuring the responses are compiled in a timely manner.

1.3 The Working Party has no statutory role and has no formal decision making powers. It will make recommendations to Finance Sub-Committee regarding:

- Submission of ERDF bid (including agreement of ENC match funding)
- Procurement of Construction and Operator contracts
- Designs ready for planning application submission
- Award of operating contract (subject to planning and funding)
- Award of construction contract (subject to planning and funding)
- Signing of ERDF funding agreement

#### **2 Membership**

2.1 The Working Party will comprise of the Chair and three other councillors drawn from Finance Sub Committee. It will be advised by the Head of Economic Development and Finance Manager, together with other officers as appropriate.

2.2 The Working Party will be serviced by East Northamptonshire Council.

2.3 The Working Party will invite individuals or representatives of other organisations, consultants, contractors and advisers to attend a particular meeting when an item of relevance to them is to be discussed or where particular specialist input is needed.

#### **3 Meetings**

3.1 Working Party meetings will take place when required. The business of the meeting shall be set out in an agenda and notified to members of the Working Party five days in advance of the date of the meeting. At least 2 members of the Working Party will need to be present for the meeting to be quorate.

3.2 The Working Party will chaired by the Leader, with the Deputy Leader acting as Deputy Chair.

3.3 Items for inclusion on the agenda will be agreed with the Chair and should be submitted for consideration at least 7 days prior to the date of the meeting.

3.4 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.

3.5 In order to provide for free and frank discussions, reports and minutes will be confidential to the Working Party until otherwise agreed by the Working Party. Once no longer considered confidential, reports and minutes will be published on the Council's website.

#### **4 Members' Responsibilities**

4.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

## **5 Voting**

5.1 The Working Party will work towards securing mutual agreement on all aspects of the project, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chair will have a second, or casting, vote.

## **6 Variation of the Terms of Reference**

6.1 These Terms of Reference may be altered by vote at (full) Council.