AGENDA ITEM NO. 6.

NUNEATON TOWN DEAL BOARD

Date: 4th September 2020

From: Director – Regeneration & Housing

Subject: Project Plan

1. Purpose of Report

1.1 To provide the Board with the high level project plan, detailing the main actions required to successfully submit the Town Investment Plan (TIP) on 30th October 2020.

2. Recommendations

2.1 That the Board note the report.

3. Background Information

- 3.1 Following the publication of the detailed guidance in late June 2020, work has been undertaken to procure and engage a communications and engagement consultant, identify work streams, identify lead officers for those streams, capture and analyse required data and undertake the first phase of consultation.
- 3.2 The process has been fairly dynamic, given the short timescales and as further clarity is gained in terms of the requirements / criteria for the TIP. Regular meetings are held with the Task and Finish Group leads and clear timescales for each step have been agreed.

4. Project Plan

- 4.1 The Project Plan, attached as Appendix A, is high level and clearly identifies the key milestones that must be achieved in order to complete and submit the TIP on time.
- 4.2 Many activities are being undertaken in tandem in order to achieve the required deadlines. Projects are already being drafted, based upon the intervention themes and requirements of the Fund. The results of the consultation so far has been shared with the Task & Finish Groups in order to further inform their approach.
- 4.3 The Project Plan identifies that a shortlist process will be required in order to identify the 4 to 5 projects that Board wish to adopt as part of the TIP. A discussion item has been placed on the agenda for this meeting in order to formulate and agree the approach
- 4.4 The TIP sign off deadlines have been defined and are contained within the Project Plan. These are also critical milestones that must be achieved.

5. Conclusion

5.1 There are more detailed timelines that are set and refined as the project continues. The high level project plan demonstrates the tight time frame to which we are working.

	Task Name	Duration	Start	Finish	06 Jul '20 13 Jul '20 20 Jul '20 27 Jul '20 03 Aug '20 10 Aug '20 17 Aug '20 24 Aug '20 31 Aug '20 07 Sep '20 14 Sep '20 2 SMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSMTWTFSSM	1 Sep '20 T W T F
1 2	Communications & Engagement					
3	1st Stage consultation	2.2 wks	Fri 14/08/20	Fri 28/08/20		
4	Collation & Analysis of responses					
5	2nd Stage consultation			Wed 30/09/20		
6	Collation & Analysis of responses			Thu 01/10/20		
7	Feedback publicity	20 days	Mon 05/10/20	Fri 30/10/20		
8	Phase 1 consultation complete	0 days	Fri 30/10/20	Fri 30/10/20		
9						
10	Task & Finish Groups					
11	Develop Project Prioritisation matrix	27 days	Thu 06/08/20	Fri 11/09/20		
12	Evidence Collation	45 days	Mon 06/07/20	Fri 04/09/20		
13	Project Development	26 days	Mon 10/08/20	Mon 14/09/20	20	
14	Confirm Project shortlist panel	6 days	Fri 04/09/20	Fri 11/09/20		
15	Project Evaluation	5 days	Fri 18/09/20	Thu 24/09/20		
16	Project endorsement - Board	4 days	Fri 25/09/20	Wed 30/09/20	20	
17	Confirm Project shortlist	0 days	Wed 30/09/20	Wed 30/09/20	20	
18						
19	TIP Formulation					
20	Evidence Gathering & Analysis	45 days	Mon 06/07/20	Fri 04/09/20		
21	Aims & Objectives sign off	9 days	Tue 25/08/20	Fri 04/09/20		
22	Develop strategic plan narrative	45 days	Mon 10/08/20	Fri 09/10/20		
23	Develop Spatial Strategy	18 days	Mon 07/09/20	Wed 30/09/20	20	
24	Refinement period	21 days	Thu 01/10/20	Thu 29/10/20		
25						
26	TIP Sign Off					
27	NBBC Cabinet report deadline	1 day	Thu 01/10/20	Thu 01/10/20		
28	Town Deal Board TIP review	1 day	Fri 02/10/20	Fri 02/10/20		
29	TIP Refinement & Check	7 days	Mon 05/10/20	Tue 13/10/20		
30	NBBC Cabinet TIP Sign Off	0 days	Wed 14/10/20	Wed 14/10/20	20	
31	TIP Refinement & check	6 days	Thu 15/10/20	Thu 22/10/20		
32	Town Deal Board TIP Sign Off	0 days	Fri 23/10/20	Fri 23/10/20		
33	TIP Final Check	5 days	Mon 26/10/20	Fri 30/10/20		
34	TIP Submission	0 days	Fri 30/10/20	Fri 30/10/20		
35						
Proie	ct: Project Project Plan Bo			Summary		l Milestone
	Thu 03/09/20 Split Milesto	ne	•	Project Summ Inactive Task		
	wilesto		-	macave rask	Page 1	
	Town Deal Board - 4th Sentem					

APPENDIX A

