

**Coatbridge Town Board Agenda
Microsoft Teams
April 18, 6.30-8pm**

No.	Item	Lead
1	Introductions and welcome	GW
2	Terms of reference and declarations of interest (paper attached)	GW
3	Background to Long Term Plan for Coatbridge (paper attached)	CB
4	Proposed appointment of consultant to develop Plan (paper attached)	CB
5	Proposed appointment of consultant for survey (paper attached)	CB
6	Draft timetable for Board activity (paper attached)	CB
7	Any other competent business (AOCB)	ALL
8	Date of next meeting	GW

Coatbridge Long Term Plan Town Board

Terms of Reference

April 2024

1. INTRODUCTION

- 1.1 These Terms of Reference (“the Terms”) set out how the Coatbridge Long Term Plan Town Board (“the Town Board”) operates, how decisions are made and the procedures that are followed to ensure that the Board operates efficiently, effectively and is both transparent and accountable.
- 1.2 Any reference to “the Council” is a reference to North Lanarkshire Council and its statutory successors. Any obligation or requirement on the Council to do something will be satisfied if the Council procures that it is done.
- 1.3 A reference to “paragraph(s)” and “Annex” is to the paragraphs and annexes of the Terms.
- 1.4 Copies of all codes of conduct, policies, guidance and any other documents referred to in the Terms can be made available on request to the Council.

2. OBJECTIVES

- 2.1 The Town Board, supported by the Council, will develop, agree and produce a Long Term Plan for the town of Coatbridge (“the Long Term Plan”). The Long Term Plan will consist of a 10 year vision which will include a 3 year investment plan which should recognise and seek to build on work that is underway, or has been undertaken already, in Coatbridge. The Long Term Plan, and the 3 year investment plan, should build on and align with the Council’s strategies, plans and objectives as set out in the Plan for North Lanarkshire or any future strategic plans which the Council may introduce. The 3 year investment plan will be reviewed and updated on an annual basis and approved by the Board.
- 2.2 The Town Board will bring together community leaders, local employers, public agencies and local elected representatives to develop a shared 10 year vision for the town of Coatbridge and oversee the delivery of funding across three broad investment themes of Safety and Security; High Streets, Heritage and Regeneration; and Transport and Connectivity.
- 2.3 The Town Board will drive the priorities for investment, convene powers and responsibilities for making change, and steer the long-term vision for Coatbridge hand-in-hand with local people.

3 RESPONSIBILITIES

- 3.1 The Town Board will be responsible for:

- 3.2.1 identifying the issues and priorities to focus on for the Long Term Plan, including supporting a process of ongoing community engagement.
 - 3.1.2 working with the local authority to develop the Long Term Plan, setting out how local partners will use their knowledge, powers, assets and new funding to deliver for their communities.
 - 3.1.3 identifying opportunities to bring in additional philanthropic or private investment to support the Long Term Plan.
 - 3.1.4 submitting the Long Term Plan to the Department for Levelling Up, Housing and Communities on, or before 1 August 2024 or by a mutually agreed date.
 - 3.1.5 overseeing the delivery of projects set out in the Long Term Plan.
- 3.2 The Chair, the Town Board Members and the Council will ensure that the Nolan Principles, set out in Annex A, are upheld in the carrying out of all business and activities of the Town Board.

4. GOVERNMENT GUIDANCE

- 4.1 The Town Board will undertake its responsibilities in accordance with guidance issued, and subsequent guidance that may be issued, by the Department for Levelling Up, Housing and Communities (or its successors), including:
- 4.2.1 Our Long Term Plan for Towns, guidance published 1 October 2023.
 - 4.2.2 Long Term Plan for Towns: guidance for local authorities and Town Boards published 18 December 2023.
 - 4.2.3 Supplementary guidance and FAQs dated 20 March 2024.

5. CHAIR OF THE TOWN BOARD

- 5.1 The Council is responsible for the appointment of an independent chair of the Town Board (“the Chair”), following consultation with the relevant Member of Parliament.
- 5.2 The Chair must be a prominent local community leader or local businessperson. They should act as a champion for the town of Coatbridge and provide leadership for the Town Board, ensuring it is community-led and embedded within the local area.
- 5.3 Elected representatives, such as Members of Parliament, Members of the Scottish Parliament or local councillors, must not chair the Town Board.
- 5.4 The role of the Chair is voluntary. The Chair will not be entitled to any remuneration. Reasonable expenses incurred in connection with the fulfilment of the role of Chair may be reimbursed.
- 5.5 The appointment of the Chair will be held until the three year check in point at the end of each investment period cycle. The Chair whose appointment expires under this provision is not excluded from re-appointment.

5.6 Notwithstanding the provisions of paragraph 5.5, the Council, at its sole discretion, may terminate the appointment of the Chair before the end of the three year check in point at the end of each investment period.

6. TOWN BOARD MEMBERSHIP

6.1 The Town Board will have a maximum of fifteen members (“Town Board Members”). Reference to Town Members includes the Chair.

6.2 Two Town Board Members will be local councillors from the Council. The Council will confirm the appointment of the local councillors to the Chair and the Town Board following completion of the Council’s process for the appointment of representatives to outside organisations.

6.3 The Member of Parliament whose constituency sits within the boundary of the town of Coatbridge must sit on the Town Board.

6.4 The Town Board must have a senior representative from Police Scotland.

6.5 The Town Board will comprise representation from local organisations. This may include, but is not restricted to:

6.5.1 Community partners, such as community groups, faith groups, local charities, neighbourhood forum, youth groups, and the Third Sector Interface.

6.5.2 Local businesses and social enterprises, such as the chair or board members for the Business Improvement District where these exist, and key local employers or investors in the town of Coatbridge.

6.5.3 Community and small businesses.

6.5.4 Cultural, arts, heritage and sporting organisations, such as local sports club directors and local heritage groups.

6.5.5 Public agencies and anchor institutions, such as local schools, higher education and further education institutions, relevant government agencies for the Coatbridge area.

6.6 Membership of the Town Board will be kept under review by the Council to ensure that it is consistent with guidance from the Department for Levelling Up, Housing and Communities and aligned to achieving the Town Board objectives.

7. APPOINTMENT OF TOWN BOARD MEMBERS

7.1 The Council, in consultation with the Chair, is responsible for the appointment of Town Board Members.

7.2 The Council will notify the Department for Levelling Up, Housing and Communities of any changes to the Town Board membership.

- 7.3 With the exclusion of the required Town Board memberships detailed at paragraphs 6.2, 6.3, and 6.4, appointments to the Town Board will be held until the three year check in point at the end of each investment period cycle. Any Town Board Member whose appointment expires under this provision is not excluded from re-appointment.
- 7.4 Notwithstanding the provisions of paragraph 7.3, the Council, at its sole discretion, may terminate the appointment of any Town Board Member before the end of the three year check in point at the end of each investment period.
- 7.5 Town Board Members may resign from the Town Board by serving notice, in writing, on the Chair, or in the event that the Chair is the member resigning, on the Council.
- 7.6 If a Town Board Member is a representative of an organisation and resigns from that organisation, they automatically resign from being that organisation's named representative on the Town Board and as a Town Board Member.

8 MEETINGS AND PROCEDURE

- 8.1 The Town Board will meet quarterly. Additional meetings may take place should the need arise at the discretion of the Chair in consultation with the Council.
- 8.2 A minimum of two weeks' notice will be given for a meeting of the Town Board. Board papers will be issued to Town Board Members, and all other Board attendees, 5 working days before any meeting of the Town Board.
- 8.3 The Town Board will follow the Council's governance and finance arrangements when considering private reports, with the default position being that all papers are open to the public.
- 8.4 The Chair will ensure that minutes of meetings of the Town Board are made. The minutes will include any conflicts of interest reported to the Town Board.
- 8.5 Draft minutes should be issued to the Town Board Members, and all other Board attendees, within 10 working days of the meeting. Once approved by the Town Board, final minutes will be published on the Council website within 10 working days.

9. QUORUM AND DECISION MAKING

- 9.1 Decisions of the Town Board will be made by majority vote of Town Board Members present at the meeting at which the decision is made or, if following the written decision procedure, by the majority of all members for the time being signifying in writing their support for a decision or proposal.
- 9.2 The Chair will not have a second or casting vote and in the event of an equality of votes, the vote is deemed not to have been carried.
- 9.3 The Town Board will not be entitled to take any decision relating to expenditure that will, or may reasonably be expected to, conflict with the Council's obligations as the Accountable Body or the Council's Section 95 Officer's duties.

- 9.4 Notwithstanding the establishment of any sub-groups in terms of paragraph 11, authority for any decision of the Town Board will remain vested in the Town Board in accordance with the Terms.
- 9.5 The quorum for a meeting of the Town Board will be 8 Town Board Members. The quorum must include:
- 9.5.1 at least one Town Board Member who is a representative of the Council in terms of paragraph 6.2;
 - 9.5.2 at least one Town Board Member who is a representative of local businesses and investors or a representative of the Community/local voluntary community sector;
- and
- 9.5.3 The Chair.
- 9.6 A duly convened meeting of The Town Board at which a quorum is present will be competent to exercise all or any of the authorities, powers, and discretions for the time being vested in or exercisable by the Town Board.
- 9.7 Council Officers will attend Town Board meetings to ensure the Council's duties as accountable body for the Long Term Plan are met and to provide the Town Board with secretariat support.
- 9.8 If a Town Board Member ceases to be a member at a Town Board meeting, he or she can continue to be present and to act as a member and be counted in the quorum until the end of the meeting if no other member objects and if otherwise a quorum of members would not be present.
- 9.9 Each meeting of the Town Board, and any sub-group, will be conducted in accordance with the Council's Code of Conduct.

10. MEMBERS' INTERESTS

- 10.1 When accepting membership to the Town Board, each Town Board Member must complete a register of interests in the form and in accordance with the instructions set out at Annex B and accept the membership code of conduct in accordance with the Council's Code of Conduct.
- 10.2 Each Town Board Member must ensure that the register of interests is up to date before the start of each Town Board meeting they attend.
- 10.3 Each Town Board Member must complete the register of gifts and hospitality, which is set out in Annex C, and circulate to the Council on an ongoing basis.
- 10.4 If a proposed decision at a meeting of the Town Board is concerned with an actual or proposed transaction or arrangement with which a Town Board Member is interested, that member is not to be counted as participating in the decision making process for quorum or voting purposes. The Town Board Member will declare an interest at any meeting of the Town Board and will absent themselves from the discussion of and or making decisions relating to the transaction or arrangement unless it is agreed by the Chair and the Council that the member's interest cannot reasonably be regarded as likely to give rise to a conflict of interest.

10.5 A Town Board Member should notify the Chair of any interests occurring in terms of paragraph 10.4 as soon as the member becomes aware of the potential conflict of interest. The Town Board Member should not wait until a meeting of the Town Board to notify the Chair. The Chair will provide details of the interest to the Council for consideration in terms of paragraph 10.4.

10.6 A Town Board Member who becomes aware of an interest which potentially conflicts with the business of the Town Board, is not obliged to disclose information that is confidential and where to do so would amount to a breach of confidence. The Town Board Member will make arrangements with the Chair not to receive documents and information relating to the conflict.

11. SUB-GROUPS

11.1 The Chair, in consultation with the Council, may set up sub-groups of the Town Board to focus on specific aspects of the Long Term Plan.

11.2 Approval of the Chair and the Council will be required for the participation of non-board members in any sub-group.

11.3 Sub-groups will report their findings and insights back to the Town Board. They will not have any decision making function.

12. FINANCIAL, CONTRACTUAL AND LEGAL MATTERS

12.1 The management of the Town Board's financial affairs will be conducted by the Council in its capacity as the Accountable Body and will follow the Council's Financial Procedure Rules.

12.2 The management of the Town Board contracts will be conducted by the Council in its capacity as the Accountable Body and will follow the Council's Contract Procedure Rules.

13. LEGAL STATUS

13.1 The Town Board is not a legal entity. It is not the accountable body for any grant or funding regime.

13.2 The Terms constitute the formal constitution of the Town Board.

14. REVIEW AND REVISION OF THE TERMS OF REFERENCE

14.1 The Council may, in consultation with the Chair, amend the Terms where necessary as the work of the Town Board progresses.

15. DISSOLUTION

15.1 The Council will dissolve the Town Board after the end date of the Long Term Plan or when the function of the Board is no longer required.

Annex A: Nolan Principles

Nolan Principles: The Seven Principles of Public Life

- **Selflessness:** Holders of public office should act solely in terms of the public interest;
- **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships;
- **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias;
- **Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this;
- **Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing;
- **Honesty:** Holders of public office should be truthful; and
- **Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support

Annex B: Register of Declarable Interests

The Town Board is obliged to hold an open register of members' declarations of financial and personal interests to ensure that all decisions reached are open and fair and to enable the Town Board to decide what steps to take in accordance with paragraph The Town Board Terms of Reference.

Declaration

I have read The Town Board Terms of Reference and Code of Conduct and wish to declare my interests as follows.

Personal Interests:

ORGANISATION	NATURE OF INTEREST	DATE COMMENCED

Financial Interests:

ORGANISATION	NATURE OF INTEREST	DATE COMMENCED

I wish to declare the following interests / employment of my family as I feel there is a potential conflict of interest with my membership of the Board:

ORGANISATION	NATURE OF INTEREST/ EMPLOYMENT OF FAMILY	DATE COMMENCED (IF KNOWN)

I undertake to notify the Chair of the Town Board of any changes to the above without delay.

Signed:

Name (CAPITALS):

Annex C: Register of Gifts and Hospitality

REGISTER OF GIFTS AND HOSPITALITY – Coatbridge Long Term Plan Town Board Members

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I, (full name) (capitals)

a Member of The Town Board

GIVE NOTICE, as I am required to do under The Town Board Terms of Reference that I have been offered gifts and/or hospitality (all gifts and hospitality must be disclosed within 28 days)

Please insert nature of gift / hospitality with an estimated value of at least £10.00

Name of person or body making or offering the gift / hospitality	

The gift was:	Declined / Accepted (Delete as necessary)
Date of gift / hospitality	

MEMBER’S SIGNATURE – Please note that physical signatures are required on this form.

Date	
Member’s signature	

RECEIPT ON BEHALF OF NORTH LANARKSHIRE COUNCIL

Date received on behalf of the Council	
Signature on behalf of the Council	

Print Name	
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ENTERED IN REGISTER

Date entered	
Entered by (sign)	
Print Name	

North Lanarkshire Council Report

Coatbridge Town Board

Does this report require to be approved? Yes No

Ref PH/CB/LTPfT

Date 18/04/24

Background paper

From Chris Bateman, Project Development Coordinator

E-mail BatemanC@northlan.gov.uk Telephone 07581 010864

Executive Summary

This paper provides the Coatbridge Town Board with key background information on the Long-Term Plan for Towns, including its role and responsibilities and relationship with North Lanarkshire Council.

Recommendations

It is recommended that the Board acknowledges:

- The award of £19.51m in UK Government Long-Term Plan for Towns funding for Coatbridge, across a ten-year period
- That North Lanarkshire Council is the accountable body for this funding and responsible for establishing and supporting an independent Town Board
- That the Town Board is responsible for developing and delivering the Long Term Plan for Coatbridge and associated Investment Plan(s)
- The roles and responsibilities of Board members
- The role and responsibilities of North Lanarkshire Council.

It is further recommended that the Board approves:

- NLC formally requesting an extension (to 1 September) for submission of the Long Term Plan for Coatbridge and associated Investment Plan.

1. Background

- 1.1 In late 2023 the UK Government launched its Long Term Plan for Towns programme, announcing £20m in long-term funding to each of 55 towns across the UK. Coatbridge was one of seven Scottish towns selected for the programme.
- 1.2 North Lanarkshire Council (NLC) is the accountable body for this funding however is required to appoint and support a 'Town Board' to oversee and approve the development and delivery of the Long Term Plan for Coatbridge and periodic Investment Plans, which set out how funding will be used.

2. Report

- 2.1 This paper provides the Coatbridge Town Board with a background on the Long Term Plan for Towns, funders' requirements and the roles and responsibilities of the Board and North Lanarkshire Council.

Long Term Plan for Towns – background and aims

- 2.2 The UK Government launched its Long Term Plan for Towns (LTPfT) programme in late 2023, making a funding award of £20m to 55 towns across the UK. A further 20 towns were subsequently awarded LTPfT funding in the Spring Budget. Coatbridge is one of the 75 towns in this cohort.
- 2.3 Funds were awarded to towns based on the local authority's assessed 'Levelling Up need' (which considers four key metrics: skills, pay, productivity and health), with the most deprived towns with a population of between 20,000 and 100,000 in the authorities in greatest need selected for funding.
- 2.4 In its [prospectus](#) on the LTPfT, the UK Government sets out its ambitions 'for towns to level up and deliver growth' and to 'change the economic geography of the UK' by developing and implementing a long-term vision for their town, supported by investment across a ten-year period.

The Long Term Plan for Coatbridge

- 2.5 Each town is required to prepare and publish a Long-Term Plan setting out its high-level vision and priorities for the next ten years, with a particular focus on three key themes:
 - High streets, heritage and regeneration
 - Safety and security
 - Transport and connectivity.
- 2.6 This Long Term Plan should be informed by a consideration of the key issues affecting the town, its challenges and opportunities and through engagement with local people and stakeholders. It should also outline key priorities and identify projects which will be undertaken during the first three years of the Plan (and which will be formally set out in a supporting Investment Plan).
- 2.7 To support towns to prepare these Plans, UK Government has provided £50,000 in capacity funding with a further £200,000 to be provided in April 2024, on confirmation that the Board has been established. This funding is intended to support the development of both Plans and can be used to support a wide range of activities, for

example feasibility works, community engagement activities and staffing to support the Board.

- 2.8 Both Plans should be published and submitted to UK Government for its approval by 1 August. Officials advise that the deadline may be extended for Scottish towns to reflect the earlier timing of local government recess periods; NLC is currently engaging with the Department for Levelling Up, Housing and Communities local area team to agree an extension (until 1 September) for submission of the Plan and is planning ahead on this basis.
- 2.9 N.B. Given the above-noted requirements and challenging timescales, NLC proposes appointing external consultants to support the development of both Plans. This proposal is subject to a separate Board report.

Funding

- 2.10 Funding will be released to NLC on behalf of the Town Board on an annual (financial year) basis. Funds can be carried forward into future financial years and councils, on behalf of Town Boards, may also be able to borrow against future annual awards where it seeks to provide higher levels of capital funding to projects than is available in any given year.
- 2.11 UK Government has confirmed the funding profile that will be provided to authorities, which totals £19.51m across the ten years of the programme with almost £15m to be used on capital projects and the balance provided in revenue funding. This total includes the £250,000 capacity funding noted above, which is provided as a revenue grant. Table 1 below sets this funding profile out.

Type	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
Capital	-	491	1605	1605	1605	1605	1605	1605	1605	1605	1605
Revenue	50	449	423	449	449	449	449	454	467	467	467
Total	50	940	2028	2054	2054	2054	2054	2059	2072	2072	2072

- 2.12 Funds should be used to support projects which deliver on the three key themes and has provided a non-exhaustive list of ‘on-menu’ interventions which it will support in Investment Plans, without requiring any further supporting business cases. Any ‘off-menu’ projects will require to be justified and will be subject to further scrutiny and review. A list of ‘on-menu’ interventions can be found at ‘Annex C: list of policy interventions’ on the UK Government’s [guidance for local authorities and town boards](#).
- 2.13 Officials advise that towns have flexibility to spend funds in response to local needs, challenges and opportunities and focus resources on specific themes (i.e. there is no requirement to spend a minimum proportion of funds on any themed area).

Board requirements, composition and relationship with the council

- 2.14 Town Boards are independent of local government however are appointed by their respective councils, in consultation with the Town Board Chair. The Chair is appointed by the local authority and should be someone that can lead the Board and act as a champion for the town. North Lanarkshire Council has appointed Gavin Whitefield as Chair of the Coatbridge Town Board.
- 2.15 UK Government states that the local Member of Parliament and a senior representative of the Police must be invited to join the Board. Its guidance also sets out a non-

prescriptive list of potential Board members, including local politicians and representatives from community organisations, public agencies and the local business and voluntary sectors.

- 2.16 UK Government officials advise that, while no formal limits are in place, Boards should be comprised of no more than 15 members to ensure that they are manageable and allow all members to contribute. 13 members have so far been appointed to the Coatbridge Town Board, allowing the Board to recommend the appointment of a further member should it identify an outstanding candidate. A list of Board members is provided at Appendix 1.
- 2.17 Meeting frequency is a matter for the Board however funders' guidance suggest that meetings should be held on a quarterly basis. Board members are expected to prepare for Board meetings in advance, for example by reading all reports provided and considering any recommendations. The Town Board may wish to meet more frequently during the initial development period of the Long-Term Plan for Coatbridge and initial Investment Plan.
- 2.18 The Board is responsible for:
- Developing and a Long-Term Plan for Coatbridge and associated Investment Plan(s), agreed with the accountable body (North Lanarkshire Council) and informed by evidence and engagement with local people
 - Coordinating resources and overseeing delivery of the Long-Term Plan and Investment Plan
 - Upholding the [Seven Principles of Public Life](#) ('the Nolan Principles')
- 2.19 The Chair has responsibility for leading the Board and will act as the principal liaison between the Board and the council (in both its accountable body and secretariat roles).
- 2.20 NLC has prepared a draft Terms of Reference for the Board, which is provided separately. These will be subject to Board feedback prior to consideration at the council's Enterprise and Fair Work committee on 10 May, for committee approval.
- 2.21 The council is responsible for:
- Appointing and supporting the Board
 - Acting as the accountable body for the LTPfT, including providing assurance to UK Government that funds have been used in accordance with the approved purposes of the grant and best value duties
 - Providing secretariat support to the Board.
- 2.22 NLC commits to:
- Providing adequate staff resources to act as a secretariat to the Board and to coordinate Plan-related activity (organising events, procuring consultants etc.)
 - Providing professional advice as required, including through the permanent attendance of the Chief Officer of Place and Community Coordinator for Coatbridge (also a Chief Officer of the council) at Board meetings
 - Liaising with UK Government, drawing down funding and meeting all monitoring and reporting duties.
- 2.23 N.B. UK Government advises that it expects that Boards will meet local authority resource requirements from their resource and/or revenue funding, however this will be a matter for each town to consider. NLC commits to providing adequate resourcing

to support the Board during 2024/25 however will liaise with the Chair and Board to consider any potential funding support required for this work from 2025/26 onwards.

3. Measures of success

- 3.1 That the Coatbridge Town Board fully understands its role in developing the Long-Term Plan for Coatbridge.
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4. Supporting documentation

Appendix 1: Coatbridge Town Board membership list

Chris Bateman
Project Development Coordinator

Appendix 1: Coatbridge Town Board members

Name	Short biography
Allan Stubbs	Councillor for Coatbridge North
Christopher Moore	Chief Executive and Principal, New College Lanarkshire
Fulton MacGregor	MSP for Coatbridge and Chryston
Gavin Whitefield	Vice Lord Lieutenant for Lanarkshire
Geraldine Woods	Councillor for Coatbridge South
Graeme McLaughlin	Area Commander, Police Scotland
Jackie Smith	Coatbridge Locality Manager, NHS Lanarkshire
Kirsty Struthers	Senior Manager (Community Development), VANL
Liz McCutcheon	Chief Executive, Inspirent
Michael Connolly	Lecturer, University of Stirling
Steven Bonnar	MP for Coatbridge, Chryston and Bellshill
Yvonne Lindsay	Managing Director, Telecom Networks
Willie McBride	Chair, Coatbridge Community Board

North Lanarkshire Council Report

Coatbridge Town Board

Does this report require to be approved? Yes No

Ref PH/CB/LTPfT

Date 18/04/24

Consultant appointment: Development of Long Term Plan

From Chris Bateman, Project Development Coordinator

E-mail BatemanC@northlan.gov.uk Telephone 07581 010864

Executive Summary

This paper proposes that the Coatbridge Town Board approves up to £60,000 in spend to appoint consultants Page Park to lead the development of the Long Term Plan for Coatbridge, including conducting community engagement.

Recommendations

It is recommended that the Board acknowledges:

- The award of £19.51m in Long Term Plan for Towns funding from UK Government
- That this funding award includes £250,000 for 'capacity' works, intended to be used in supporting the Board to develop the Long Term Plan and associated Investment Plan(s)
- That suggested uses of this funding include for consultancy support, community engagement, feasibility studies and secretariat support
- That external support is required to assist the Board in preparation of the Plan(s), particularly given the timescales for its production

It is further recommended that the Board approves:

- The appointment of Page Park based on the appended proposal, which meets the requirements set out in UK Government guidance
- Council officers, in consultation with the Chair, to approve further extensions of the award up to a total contract award of £60,000 to allow for further engagement work and the co-production of artwork which will symbolise the people of Coatbridge's aspirations for the future.

1. Background

- 1.1 In late 2023 the UK Government launched its Long Term Plan for Towns programme, with Coatbridge identified as one of seven Scottish towns selected for the programme.
- 1.2 UK Government has subsequently provided further guidance and instruction to local authorities and the Town Boards which are required to be appointed to manage the development of Long Term Plans for Towns.
- 1.3 This includes the requirement to prepare a Long Term Plan for their town by August 2024 (or another mutually agreed date), with towns provided with capacity funding to help them to do so.

2. Report

- 2.1 This paper provides the Coatbridge Town Board with a proposal to appoint consultants to prepare the Long Term Plan for Coatbridge and associated Investment Plan.

Background and proposal

- 2.2 Following the publication of UK Government guidance setting out requirements for the Long Term Plan for Coatbridge, NLC officers considered how this work could be completed and resourced within the limited timeframe between the Board being appointed in April and the requirement for a Plan to be prepared by August. Officers concluded that the council did not have the necessary resources to carry out this work in-house and that external expertise will be required in order to support the Coatbridge Town Board to develop the Long Term Plan for Coatbridge and the first Investment Plan.
- 2.3 Due to the demanding timescales, officers considered that appointing a suitably qualified consultant from an existing procurement framework – whereby consultants have already qualified for appointment and no further tendering process, which is typically lengthy and resource-intensive – would be the best option.
- 2.4 NLC has appointed a panel of architects to its Conservation Architect Design Team Framework, which enables the council to directly appoint suitably qualified architect-led design teams to conduct a wide range of design and related works within and in the vicinity of North Lanarkshire’s conservation areas. This includes in Coatbridge (with the Blairhill and Dunbeth conservation area incorporating most of the town centre and its environs).
- 2.5 Officers reviewed this panel and identified Page Park as the most suitable consultant to carry out works of this nature, due to their extensive skills and experience in this area. Page Park has, for example, recently carried out Masterplanning works for the redevelopment of Summerlee Museum of Industrial Life (in Coatbridge), planned and managed a streetscape project in Milngavie and developed local place plans (which engage local communities to identify investment priorities for their places) in Argyll and Bute.
- 2.6 A scope of works was prepared setting out the requirements of the work, based on UK Government guidance and NLC’s aspirations for the Plan to provide both a vision for Coatbridge’s future and a framework for investment to realise this vision.

- 2.7 In response Page Park has set out a costed proposal to deliver the works required (see Appendix 1) and outlined these proposals in a separate document (see Appendix 2). This includes the appointment of sub-consultants AECOM (to provide advice and proposals to improve transport and connectivity), NBM (to provide high-level costs for identified key projects) and Sculpture House (a collective of artists which specialises in engagement and socially inclusive participation methods) and includes allowances for:
- 2 full day engagement events in Coatbridge town centre
 - 2 workshops with the Town Board
 - 1 workshop with key NLC staff
 - 1 workshop with Coatbridge businesses
 - 3 engagement exercises in Coatbridge schools
 - Online survey hosted on a microsite for Coatbridge
- 2.8 This work has been costed at £38,021 with a provisional allowance of a further £800 for consultation materials. Page Park has also proposed that Sculpture House could co-produce an arts installation or piece which will act as a symbol of Coatbridge's redevelopment, can be displayed prominently within the town and which may attract people to engage with the Plan. It has made a provisional allowance of £6,000 in its proposal for the cost of both labour and materials.
- 2.9 Following initial engagement with Board members and recent discussion with UK Government, the council recognises that the Board may wish to allow for further engagement opportunities. It may also be prudent to allow for further consultancy time to engage with Board members and council staff who may be unable to attend the workshop sessions but who may wish to contribute their views, or to produce more detailed proposals where opportunities emerge during the development of the Plan.
- 2.11 Given the potential for additional works as set out at 2.9 and 2.10 above, officers are therefore seeking Board approval for funding of up to £60,000 in total for this commission, with any extension to the specified works set out above being informed by Board discussion, subject to Chair approval and formally reported to the Board at its meetings.

Recommendations

- 2.12 The following recommendations are made for Board approval:
- That Page Park is commissioned to develop the Long Term Plan for Coatbridge on behalf of the Town Board
 - That NLC officers are delegated authority to commission further works in connection with this proposal, up to a cumulative total award of £60,000, subject to Chair approval.

3. Measures of success

- 3.1 That a Long Term Plan for Coatbridge and associated Investment Plan is prepared by August.

4. Supporting documentation

Appendix 1: Page Park proposal
Appendix 2: Outline of proposed works

Chris Bateman
Project Development Coordinator

North Lanarkshire Council Report

Coatbridge Town Board

Does this report require to be approved? Yes No

Ref PH/CB/LTPfT

Date 18/04/24

Consultant appointment: Development of Long Term Plan

From Chris Bateman, Project Development Coordinator

E-mail BatemanC@northlan.gov.uk Telephone 07581 010864

Executive Summary

This paper proposes that the Coatbridge Town Board approves up to £19,999 in spend to appoint consultants to conduct a survey with a representative sample of Coatbridge residents, aimed at identifying key issues in the town and their priorities for the future.

Recommendations

It is recommended that the Board acknowledges:

- The award of £19.51m in Long Term Plan for Towns funding from UK Government
- That this funding award includes £250,000 for 'capacity' works, intended to be used in supporting the Board to develop the Long Term Plan and associated Investment Plan(s)
- That suggested uses of this funding include for consultancy support, community engagement, feasibility studies and secretariat support
- That external support is required to assist the Board in preparation of the Plan(s), particularly given the timescales for its production

It is further recommended that the Board approves:

- The appointment of consultants (TBC) to conduct a resident survey.

1. Background

- 1.1 In late 2023 the UK Government launched its Long Term Plan for Towns programme, with Coatbridge identified as one of seven Scottish towns selected for the programme.
- 1.2 UK Government has subsequently provided further guidance and instruction to local authorities and the Town Boards which are required to be appointed to manage the development of Long Term Plans for Towns.
- 1.3 This includes the requirement to prepare a Long Term Plan for their town by August 2024 (or another mutually agreed date), with towns provided with capacity funding to help them to do so. The Plan should be informed by evidence and engagement.

2. Report

- 2.1 This paper provides the Coatbridge Town Board with a proposal to appoint consultants to conduct a resident survey which will identify key issues and priorities and inform the development of the Long Term Plan for Coatbridge.

Background and proposal

- 2.2 Following the publication of UK Government guidance setting out requirements for the Long Term Plan for Coatbridge, to be informed by community consultation and engagement.
- 2.3 In addition to the proposals for in-depth community engagement (see Item 4), council officers are of the view that quantitative research, capturing the views of a representative sample of Coatbridge's populations, would also assist the Board in its considerations of key issues and potential interventions. Research of this nature – in the form of a survey of a sample of residents - will provide both an evidence base to inform the Long-Term Plan and Investment Plans and an initial baseline which can be measured against in future, to evaluate the impact of LTPfCoatbridge investment.
- 2.4 Given the timescales required for the production of the Plan it is likely that any resident survey will need to conclude in July and will therefore have to be commissioned as soon as practicable, in order to allow sufficient time for the survey to be drafted, distributed and analysed. These challenging timescales preclude any formal procurement competition and officers consider that appointing a suitably qualified consultant from an existing procurement framework – whereby consultants have already qualified for appointment and no further tendering process is required.
- 2.5 An appropriate framework – the Scottish Government's Marketing Services Framework (Lot 5, Market Research services) has been identified. There are six consultants on this framework and for contracts with a value of less than £20,000 no procurement competition is required, with public bodies able to make direct awards to the first-ranked contractor. Where the first-ranked contractor declines the work, it can be offered to the second-ranked (and so on).
- 2.6 The council's communications team, which has managed similar studies in the past, suggests that the required works could be carried out within this limit. Approval is sought to engage with the contractor on the framework (beginning with the first-ranked contractor Jump Research) to scope out works and make a subsequent award if agreed works can be carried out for less than £20,000.

Recommendations

2.7 The following recommendations are made for Board approval:

- That Jump Research is approached with a view to scoping out works for a resident survey
- That, in the event that Jump Research declines any work, engagement is carried out with other contractors
- That NLC officers are delegated authority to commission works in connection with this proposal, up to a total award of £19,999.

3. Measures of success

3.1 That a resident survey is procured, produced and used to inform the Long Term Plan for Coatbridge.

4. Supporting documentation

Chris Bateman
Project Development Coordinator

Board activity timetable		
Date	Venue	Agenda/activity
April 18	Virtual (Teams)	Formal Board meeting (i.e. must be quorate). Introduction, agreeing Terms of Reference and appointment of consultants and activities.
April 19	In-person	Walking tour of Coatbridge.
May 15, 1-3pm provisionally arranged	In-person – venue TBC	Workshop session to be facilitated by consultants (subject to Board appointment) aimed at identifying priorities, issues and opportunities. For those unable to attend, NLC will facilitate separate virtual/telephone discussions with consultants.
June 11	Virtual	Formal Board meeting. To consider progress, consider (and approve, where appropriate) any reports including discussion of long list of potential projects for Investment Plan.
August 1	In-person – Venue TBC Virtual alternative	Presentation on draft Plan from consultants with feedback session. A separate session will be arranged virtually for members who are unable to attend.
August 15	Virtual	Formal Board meeting. To consider and approve final draft of Long-Term Plan for Coatbridge and Investment Plan for 2024-2027.