Department for Levelling Up,
Housing & Communities

Towns Fund

Monitoring & Evaluation: Performance Reporting Guidance

Contents

Version History:

Version Number	Date
2.3	16/10/2023

1. Introduction

1.1 The Government launched the Towns Fund (TF) to invest in towns and high streets across England as part of its plan to level up our regions. This brought together the Town Deals and the Future High Streets Fund. 101 towns were selected to work with Government and agree a Town Deal. 72 places were successful in securing Future High Streets Fund funding.

1.2 As projects progress through the delivery phase, monitoring will be a key aspect to ensure we can effectively track the progress of TF and that projects are being delivered It will also provide the opportunity to start learning about the impacts of interventions being delivered in places. It is the Government's aim to create a robust process, while minimising the burden on local authorities.

1.3 This guidance is aimed at Local Authorities. Where we say 'you', we are referring to the Local Authority. For the purposes of this document, towns and high streets are referred to as "places" throughout. Towns Fund refers to both the Town Deals and the Future High Streets Fund. Where an area of this guidance is only relevant to a Town Deals / Future High Streets Fund place respectively, it will be stated. Any initial queries about this guidance should be sent to: Towns.Fund@levellingup.gov.uk.

1.4 This guidance document details the monitoring and reporting process for grant recipients and has been produced in line with the principles set out in the TF M&E guidance document.

2. Submission Schedule

2.1 Local authorities will be expected to submit monitoring returns every six months covering Expenditure, Progress, Risks, Outputs and Outcomes.

3. Submitting Your Return

3.1 The monitoring return has been created on Microsoft Excel.

3.2 It is important that your return is completed accurately and submitted to the Department for Levelling Up, Housing and Communities on time. Local authorities should contact the Department if they are unable to submit a return by the deadline. If a return is not received by the deadline, it may cause subsequent grant payments to be delayed or withheld.

3.3 For the Department to quickly process your return, local authorities must ensure that completed returns are signed by the Section 151 Officer (Chief Finance Officer) and by the Senior Responsible office for FHSF places, and by the Town Deal Board Chair for Town Deal places.

3.4 Between now and the 30th October, you will receive an email inviting you to create an account to access the new submission portal. The email will come from *Microsoft*

Invitations on behalf of MHCLG. You need to create an account before you can access the submission portal.

Do not submit your template to us by email. Wait for and use the link to the submission portal.

4. Completing the Performance Monitoring Report

The monitoring report consists of nine tabs that should be completed in numerical order. All places will be required to complete all eight sections.

- Tab 1 – Start Here
- Tab 2 – Project Admin
- Tab 3 – Programme Progress
- Tab 4a – Funding Profiles
- Tab 4b – PSI
- Tab 5 – Project Outputs
- Tab 6 – Outcomes
- Tab 7 – Risk Register
- Tab 8 – Review & Sign

Traffic Light Guidance System

A Traffic Light Guidance System is used in some tabs of the monitoring report to inform the user of any outstanding required inputs. The icon can be found in each tab header and in the Dashboard & Sign-Off tab.

- A green tick indicates all necessary inputs for that tab have been entered.
- An amber exclamation mark indicates a tab has been started but not yet completed.
- A red cross indicates that a tab has not yet been started.

Note: The traffic light guidance system is a reference tool only, and as such we recommend verifying all sections of the reporting form are fully, accurately and correctly completed.

<u>Tab 1: Start Here</u>

This tab introduces the reporting template, navigational instructions and additional details on how to submit the monitoring return.

Local authorities **must** select the appropriate reporting period from the drop-down list (*Fig 1*). This will ensure only the required sections are completed. Fig 1:

Reporting Period:
1 April 2023 to 30 September 2023

Tab 2: Project Admin

Section A: Place Details

- To complete this tab, begin by selecting the fund (Future High Streets Fund or Town Deals) and the place you are reporting on behalf of, using the dropdown list (*Fig 2*).
- Section A3 will automatically populate the grant recipient based on your selection in A2.

Fig 2:

- Insert contact details for officers in A4 to A7. Please complete these fields with current information, to ensure the Department can maintain an up-to-date contact list and share key messages with the right people.

Section B: Project Details

- Once the place has been selected in section A, the project name fields will be pre-populated for section B.
- Section B requires details of the primary intervention theme and location of each project being delivered. A dropdown list has been provided for the intervention categories (*Fig 3*).
- For projects being delivered in multiple locations, please select this from the dropdown in column G and complete the corresponding fields in columns J to L.
- GIS map returns select Yes or No from the drop-down box – these will need to be submitted separately via email to towns.fund@levellingup.gov.uk.

Fig 3:

- Complete the remainder of this section at the foot of this page by confirming that your project names are correct. If the project names are not correct, then please indicate

this. If the errors are minor, then please continue to complete the form explaining your approach in the comment section provided (e.g., "We have provided information for Project Xb in the tables provided for the outdated Project Xa"). However, if the errors are more significant and you can't work around them, then please contact the Towns Fund team.

Tab 3: Programme Progress

Section A: Programme-Wide Progress Summary

- This section allows you to provide an overall narrative for your programme of projects. You should enter responses in column D to the questions asked in column C (*Fig 4*).

Note: FHSF only

- Local authorities seeking an extension of the FHSF spend deadline should use this section to demonstrate the need for extension by explaining why your project has been delayed and timeline slipped, as well as what you will do to ensure there isn't further slippage so you can meet any revised deadline. Add this detail into your answers to A1, A2, A3 and A4.

Fig 4:

SECTION A: Programme-Wide Progress Summary

A1	How is your programme progressing against your original profile / forecast?	
A2	Please provide a progress update covering the 6 month reporting period	
A3	What are the key challenges you are currently facing? *Please provide as much detail as possible*	
A4	What challenges do you expect to face in the next 6/12 months? (Please include timeframes)	
A5	Please provide an update on your local evaluation activities	
A6	Please provide any key milestones which you would like to make us aware of for publicity purposes (e.g. first spade in the ground, designs complete, building fit out)	Leave blank – Please provide upcoming milestones in Section B below.
A7	If any support is required from the DLUHC TF team, please comment	

Section B: Project Progress Summary

- Section B allows you to provide a progress update on the individual projects being delivered. Project names will be pre-populated dependant on the place selected on the 'Start Here' tab.
- Enter the start date, completion date,, Current Project Delivery Stage, and Project Delivery Status for each project to reflect your most recent workplan. If your Project Delivery Status is delayed please add the leading factor of delay. Add your Project Adjustment Request Status to show any changes that are ahead. (*Fig 5*).

Fig 5:

SECTION B: Projects Progress Summary

	Project Name	Start Date – mm/yy (e.g. Dec-22)	Completion Date – mm/yy (e.g. Dec-22)	Current Project Delivery Stage	Project Delivery Status	Leading Factor of Delay	Project Adjustment Request Status	Delivery (RAG)	Spend (RAG)	Risk (RAG)	Commentary on Status and RAG Ratings	Most Important Upcoming Comms Milestone	Date of Most Important Upcoming Comms Milestone (e.g. Dec-22)
B1				< Select >		< Select >	< Select >	< Select >	< Select >	< Select >			
B2				< Select >		< Select >	< Select >	< Select >	< Select >	< Select >			
B3				< Select >		< Select >	< Select >	< Select >	< Select >	< Select >			

- The table also requests project RAG ratings on delivery, spend and risk. A RAG guidance table is provided in columns O to T to assist with rating projects against the three categories (*Fig 6*).
- Provide commentary on the project status and RAG ratings, upcoming comms milestones and relevant dates in columns K, L and M.

Fig 6:

RAG Guidance					
Delivery	Score	Spend	Score	Risks	Score
Major issues causing significant delays (**more than 6 months**); processes interrupted or not carried out as planned (e.g. planning permission not secured); or significant changes to project. Project likely to under-deliver on forecast outputs.	5	A variance of **over 50%** against profiled financial forecast (total expenditure) or significant changes to project finances required (increases or decreases) due to poor or delayed delivery.	5	Programme includes projects with significant risks that are both high impact and high likelihood. Risk response not yet planned.	5
Issues arising causing long delays to the timetable (**3 to 6 months**) but no significant changes required to overall project. Outputs may still be deliverable but challenging.	4	A variance of between **30% & 50%** against profiled financial forecast (total expenditure). Budget changes have been required due to issues with project delivery.	4	Programme includes projects with significant risks that are either high impact or high likelihood. Risk responses planned but not implemented.	4
Issues arising causing some short delays to the timetable (**less than 3 months**). Outputs still deliverable but require re-scheduling.	3	A variance of between **15% & 30%** against profiled financial forecast Some budget changes have been required.	3	Programme includes projects with some risks that have medium impact and/or medium likelihood. Risk responses planned and implemented.	3
Minor issues have arisen causing only small delays. Project is on track to deliver outputs.	2	A variance of between **5% & 15%** Small re-profiling changes to budget required.	2	Programme includes projects with some risks that have medium impact but low likelihood. Risk responses planned and implemented.	2
No problems. Project is on track to deliver outputs and keeping to schedule.	1	A variance of **up to 5%**. Spend is largely on track with any minor slippage expected to be picked up by end of next quarter.	1	All risks are tolerable with low impact and likelihood and do not require a response.	1

Tab 4a: Funding Profiles

- This tab seeks a breakdown of actual and forecasted expenditure for each Towns Fund project, as well as other funding sources.

Section A: Confirmation

- This confirmation section is for completion once sections B and C are complete (*Fig 7*).

Fig 7:

SECTION A: Confirmation (for completion once sections B and C are complete)	
Please confirm that the inputs in sections B and C, below, are correct?	< Select >

Section B: Towns Deals Only - "Other" TD Funding

- This section is for completion by Town Deals places only *(Fig 8).* FHSF places should continue to section C.

Fig 8:

B1 TD 5% CDEL Pre-Payment; RDEL Capacity Funding; and Accelerated Funding	TD 5% CDEL Pre-Payment (Towns Fund FAQs p.46 - 49)	TD RDEL Capacity Funding	TD Accelerated Funding	Guidance Notes
Beyond these three funding types, have you received any payments for specific projects?	< Select >			
Please indicate how much of your allocation has been utilised (in £s)				
Please confirm whether the amount utilised represents your entire allocation	< Select >	< Select >	< Select >	
Please describe <u>when</u> funding was utilised and, if applicable, when any remaining funding will be utilised				
Please select the option that best describes how the funding was, or will be, utilised	< Select >	< Select >	< Select >	
Please explain in detail <u>how</u> the funding has, or will be, utilised				

Section C: Project Funding Profiles

- The first table in this tab captures actual TF grant expenditure (*Fig 9*). You should enter the amount of TF grant utilised on project related activity and contractually committed amounts. Note - The cells will not allow any text to be entered.

Note: *FHSF Only.*

Local authorities seeking an extension of the FHSF spend deadline, to September 2024, should use this section to enter a forecast of the amount of FHSF spend in the first half (H1) of financial year 24/25.

Fig 9:

SECTION C: Project Funding Profiles						
Project 1:						

	Before 2020/21	Financial Year 2020/21 (£s)			Financial Y	
Note: this table should only include funding received through the Towns Fund. It should not include co-funding, which should be reflected in the "Other Funding Sources" table below.		H1 (Apr-Sep)	H2 (Oct-Mar)	Total	H1 (Apr-Sep)	H2
		Actual	Actual		Actual	
Towns Fund **CDEL** which is being utilised on **TF project related activity** (excluding TD 5% CDEL Pre-Payment)				£0.00		
Town Deals **5%** CDEL Pre-Payment				£0.00		
How much of your CDEL forecast is ***contractually committed?***				£0.00		
Total Towns Fund CDEL	£0.00	£0.00	£0.00	£0.00	£0.00	
Towns Fund **RDEL** Payment which is being utilised on **TF project related activity**				£0.00		
How much of your RDEL forecast is ***contractually committed?***				£0.00		
Total Towns Fund RDEL	£0.00	£0.00	£0.00	£0.00	£0.00	
Grand Total	£0.00	£0.00	£0.00	£0.00	£0.00	

- *Note:* For Town Deals, CDEL and RDEL Programme Management Payments should be profiled separately in table B2 (*Fig 10*).

Fig 10:

B2 *TD Programme Management*	Before 2020/21	Fina H1 (Apr-Sep)
		Actual
Towns Fund **CDEL** Programme Management Payment (only complete if profiled separately)		
Towns Fund **RDEL** Programme Management Payment (only complete if profiled separately)		
Total	£0.00	£0.00

- Depending on the reporting period, you will be asked to input actual and forecasted inputs for a period. The example below (*Fig 11*) requires actual figures until end of September 2023, and then forecasted figures up until project completion.

Fig 11:

Financial Year 2020/21 (£s)			Financial Year 2021/22 (£s)			Financial Year 2022/23 (£s)			Financial Year 2023/24 (£s)			Financial Year 2	
H1 (Apr-Sep)	H2 (Oct-Mar)	Total	H1 (Apr-Sep)	H2 (Oct-Mar)	Total	H1 (Apr-Sep)	H2 (Oct-Mar)	Total	H1 (Apr-Sep)	H2 (Oct-Mar)	Total	H1 (Apr-Sep)	H2 (Oct-
Actual	Actual		Actual	Actual		Actual	Actual		Actual	Forecast		Forecast	Foreca
		£0.00			£0.00			£0.00			£0.00		
		£0.00			£0.00			£0.00			£0.00		
		£0.00			£0.00			£0.00			£0.00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00			£0.00			£0.00			£0.00		
		£0.00			£0.00			£0.00			£0.00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

- In the second table, you should provide a breakdown of actual and forecast expenditure of other funding sources six-monthly for each financial year (*Fig 12*). Note - The cells will not allow any text to be entered.

Fig 12:

Other Funding Sources (if applicable)			Financial Year 2019/20 (£s)			Financial Year 2020/21 (£s)		
Name of Funding Source	Funding Source *(Use Dropdown)*	Unsecured Funding? *(If Yes, please provide further detail below)*	H1 (Apr-Sep) Actual	H2 (Oct-Mar) Actual	Total	H1 (Apr-Sep) Actual	H2 (Oct-Mar) Actual	Total
					£0.00			£0.00
					£0.00			£0.00
					£0.00			£0.00
					£0.00			£0.00
					£0.00			£0.00
TOTALS *(other funding sources)*			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

- The name of the funding source should be input. The type of funding source should be selected from the dropdown and confirmation of whether the source is secured or not should all be selected *(Fig 13)*.

Fig 13:

Other Funding Sources (if applicable)		
Name of Funding Source	Funding Source *(Use Dropdown)*	Unsecured Funding? *(If Yes, please provide further detail below)*
DfT	Other Public Funding	No
TOTALS *(other funding sources)*		

- Information should then be entered in the 'comments' table, particularly to explain any utilisation of Freedoms and Flexibilities, changes to profiled grant expenditure or any alterations to other funding sources and/or updates regarding any unsecured funding.

- Once all applicable fields are complete, confirm your inputs using the confirmation box and ensure the correct reporting period is showing *(this would have been selected in the 'Start Here' tab Fig 1 above).* A green tick will appear in the header confirming that the tab is complete (provided there are no red validation circles) *(Fig 14).*

Fig 14:

SECTION A: Confirmation (for completion once sections B and C are complete)	
Please confirm that the inputs in sections B and C, below, are correct?	< Select >

Tab 4b: PSI

Section A: Private Sector Investment

- This section is a new tab to provide more detail on Private Sector Investment in projects (Fig 15).

- Columns C, D and E will auto fill from Tab 4a – Funding Profiles. Please enter in column F how much Private Sector Investment is required for each project and in column G how much of this Private Sector Investment is secured. Column H will auto populate with the funding gap. Use column I to add additional comments about the funding gap, for example: how and when it is expected to be secure, if this could impact project delivery or any other relevant information.

Fig 15:

SECTION A: Private Sector Investment						
Project name	Total Project Value (£)	From Town Deal Award (£)	Private Sector Investment Required (£)	Private Sector Investment Secured (£)	Private Sector Investment Gap (£)	Additional Comments
	£0.00	£0.00			£0.00	
	£0.00	£0.00			£0.00	
	£0.00	£0.00			£0.00	
	£0.00	£0.00			£0.00	
	£0.00	£0.00			£0.00	
	£0.00	£0.00			£0.00	
	£0.00	£0.00			£0.00	

Tab 5: Outputs

Section A: Confirmation

- This confirmation section is for completion once section B is complete (*Fig 16*).

Fig 16:

Section B: Project Outputs

- This tab asks for a breakdown of the actual and forecasted outputs for your projects per financial year up until 2025/26. Provide a consolidated figure for any outputs beyond April 2026 up until project completion *(Fig 17)*.

Fig 17:

Financial Year 2021/22			Financial Year 2022/23		
H1 (Apr-Sep) Actual	H2 (Oct-Mar) Actual	TOTAL	H1 (Apr-Sep) Forecast	H2 (Oct-Mar) Forecast	TOTAL
		0			0
		0			0
		0			0

- **Important:** In each column, please indicate the <u>change</u> in outputs for that 6-month period. This means that, in some reporting periods, you could record a negative change (e.g., particularly for the employment indicators). Please do <u>not</u> input the cumulative change for the indicator – this is calculated automatically by the total and grand total columns, highlighted grey and yellow, respectively.
- For each project, please start by providing figures for the mandatory indicators by each 6-month period within each financial year up until 2025/26, and for beyond April 2026 up until project completion *(Fig 18)*.

Fig 18:

Indicator Name	Unit of Measurement	Financial Year 2020/21			Financial Year 2021/22			Financial Year 2022/23		
		H1 (Apr-Sep) Actual	H2 (Oct-Mar) Actual	TOTAL	H1 (Apr-Sep) Actual	H2 (Oct-Mar) Actual	TOTAL	H1 (Apr-Sep) Actual	H2 (Oct-Mar) Forecast	T
Mandatory										
# of temporary FT jobs supported	Number			0			0			
# of full-time equivalent (FTE) permanent jobs created through the project	Number of FTE jobs			0			0			
# of full-time equivalent (FTE) permanent jobs safeguarded through the project	Number of FTE jobs			0			0			

Note: You will be asked for both actual and forecasted outputs – the mix will update automatically based on the reporting period selected on the first tab. The example above *(Fig 19)* requires actual figures up until end of September 2022, and then forecasted figures beyond.

- For "standard" indicators agreed in your M&E plan, and any other indicators you would like to provide data for, select from the dropdown list and provide the relevant data for that non-mandatory indicator *(Fig 19)*. **As a minimum, you should select the indicators as set out in your agreed M&E plan.**

Fig 19:

- If the output cannot be found from the dropdown list provided, please use the custom indicators section. Please ensure that you also provide a name for your custom indicator, and a unit of measurement *(Fig 20)*.

Fig 20:

Note: Please ensure for each row, a number is entered for each period. If there are no outputs to record for a period, please ensure a 0 is entered.

- You will be required to provide output data for each project you are reporting on. As an example, *Fig 21* below indicates that input will be required for Project Y and for Project Z, as indicated by the red traffic light indicators.

Fig 21:

- Column A will show the completion status for each row using the traffic light guidance system described in the 'Start Here' tab. Before marking this tab as complete, you should also ensure that you have confirmed your outputs in the confirmation box in Section A (*Fig 22*).

Fig 22:

You are reporting for the period: 1 April 2023 to 30 September 2023

SECTION A: Confirmation *(for completion once section B is complete)*

Please confirm that you: - Are happy with all of your project outputs below; and - Have evidence to support the data being reported	< Select >
If no, please explain in the space below:	

Tab 6: Outcomes

Section A: Confirmation

- This confirmation section is for completion once section B is complete *(Fig 23)*.

Fig 23:

You are reporting for the period: 1 April 2023 to 30 September 2023

SECTION A: Confirmation *(for completion once section B and C are complete)*

Please confirm that you: - Are happy with all of your project outcomes below; and - Have evidence to support the data being reported	< Select >
If no, please explain in the space below:	

Section B: Outcome Indicators

It is not required to report on every outcome in each reporting submission. In the outcome indicator list available on the towns fund website, there are suggested collection and submission frequencies for each outcome (column F in the excel workbook downloadable through the link). Checking these may help determine when future data collection and reporting might be most useful.

Forecasting outcomes - we appreciate it can be difficult to forecast outcomes and we wanted to re-emphasise that this is optional for places.

- This table asks for a breakdown of the outcomes for your programme and/or individual projects, by financial year, up until the end of 2029/30 *(Fig 24)*.

Fig 24:

- To complete this table, please select the outcome indicators relevant to your project from the dropdown list provided. These should be the same as the indicators chosen in your M&E plan (additions are allowed, but deletions should be discussed with the Towns Fund team). Once you have selected an indicator, the unit of measurement will auto populate *(Fig 25)*.

Fig 25:

Note: the list of outcome indicators has been expanded, with the list separated into ***ORIGINAL*** and ***NEW***. The new indicators have been incorporated to help places measure outcomes in a consistent manner. Whilst we strongly encourage you to align with these new, standardised indicators where possible, there is no obligation to do so if this poses you significant challenges.

- Select the relevant project (you can select "multiple" if you are recording data for more than one project) and the geography or area covered by the project(s) from the

dropdown list. For example, if your indicator is "Business Investment" then the measurement might relate to a specific location, the whole town, or even the local authority. Note the options are broadly consistent with the geographies associated with the ONS Census areas *(Fig 26)*.

Fig 26:

- Once you've provided the information for the projects and geography that the measurement relates to, you should then provide your actual measurement data for each financial year up until 2029/30. We ask that you provide forecasts for your outcomes but recognise this might not be possible in all instances.

Note: on the <u>outputs</u> tab, we ask for the change in outputs for each 6-month period. However, for the outcomes, the measurement you report will depend on the indicator, so please pay attention to this. In most instances, what we want is simply the observation made during that reporting period. For example, for "Travel times in the corridor of interest", then if the average time was 20 minutes in 2021/22 then you would enter "20"; if it was then 17 minutes in 2022/23, then you would enter "17", and so on.

- If you cannot find an outcome that is relevant to your project(s) in the dropdown list, please use the additional indicators section to record a custom outcome indicator. Please ensure that you provide a name for your custom indicators, and a unit of measurement – alongside the data itself *(Fig 27)*.

Fig 27:

Note: If there are no outcomes to record for a period, please leave the column blank rather than entering a "0" (zero).

Section C: Footfall Indicator

- The first two columns – Indicator Name and Unit of Measurement – are locked and are set at change in footfall, i.e., increase in visitor numbers or usage; and year-on-year increase of said visitors expressed as a percentage.

- Select the relevant project (you can select "multiple" if you are recording data for more than one project) and the geography or area covered by the project(s) from the dropdown list. Note the options are broadly consistent with the geographies associated with the ONS Census areas (*Fig 28).*

Fig 28:

- Further information about census geography can be found here:
  https://www.ons.gov.uk/methodology/geography/ukgeographies/censusgeography

- Complete the table for the project lifetime. Note: figures beyond April 2026 will be collected at a later date (where relevant) (*Fig 29).*

Fig 29:

Tab 7: Risk Register

- This tab allows you to document the risks for your programme and projects, the impact they would have, and the mitigations you are putting in place to address the risks.
- If you consider any of these to be a top risk for both the overall programme and individual project/s, please add these in section A and section B for the relevant project/s.
- To complete this tab, you will be asked to provide responses within each of the columns for every risk you provide i.e. risk descriptions, mitigations, impact and likelihood scores *(See Fig 30).* Please ensure all columns are complete per row.

Note: FHSF Only

Local authorities seeking an extension to the FHSF spend deadline should use this section to clarify any potential risks to projects in meeting a revised deadline. It's important that any risks that might arise can be mitigated, and revised spend deadlines are achievable.

Section A: Programme Risks

- In section A, we will only be looking for a maximum of **three** key programme risks.
- If any top three risks that impact the overall programme and individual projects, please add these in both sections.

Section B: Project Risks

- This section will auto-populate a risk table for each of your projects. A maximum of **three** risks should be provided per project.

Fig 30:

No.	Risk Name	Risk Category	Short description of the Risk
0	Example of how to complete >	External Stakeholder Management	Siloed Working
1			
2			
3			

Note: Some cells there is a drop-down option, and cells coloured yellow will be automatically calculated, thus requiring no input.

Where a row is complete, the status of the row (column A) will change to the colour green, indicating that all responses required for that risk, have been provided *(Fig 31)*.

Fig 31:

No.	Risk Name	Risk Category	Short description of the Risk
0	Example of how to complete >	External Stakeholder Management	Siloed Working
1	Staff recruitment	Human resource - Capacity, Recruitment etc	Recruitment

- Once all necessary responses have been provided for **all** of your risks, a green tick will be displayed in the header *(Fig 32).*

Fig 32:

Town Deals and Future High Streets Fund Reporting Template	Risk Register ✔

Note: The validations for this tab will allow you to submit one risk at a minimum to mark this tab as complete. However, we advise that additional risks, up to three, are provided to offer a robust assessment of the risks to your project.

Tab 8: Dashboard & Sign-Off

- This tab will provide you with a confirmation page that will display the status of the worksheet, but also allow for signature from your Chief Finance Officer.
- To begin with ensure that all other tabs are complete and are showing green ticks.
- Once completed, please ensure that a name, role, digital signature, and date has been provided for by your S151/Chief Finance Officer (*Fig 33*).
- A name, role, digital signature, and date will also be prompted from the SRO for FHSF places and from the Town Board Chair for Town Deals respectively. The Town Deal Board Chair will be signing to confirm that the Town Deal Board has had sight of the return and the opportunity to feed into the submission.

Fig 33:

Section 151 Officer / Chief Finance Officer	
I confirm that all the information provided within this document is accurate and that all significant issues affecting deliverability of the project have been disclosed. For Town Deals, I confirm that the Town Deal Board has had sight of this document prior to submission.	
Name	
Role	
Signature (Please insert an electronic image of a wet signature)	
Date (dd/mm/yyyy)	

FHSF Only: Programme Senior Responsible Owner (SRO)	
I confirm that all the information provided within this document is accurate and that all significant issues affecting deliverability of the project have been disclosed.	
Name	
Role	
Signature (Please insert an electronic image of a wet signature)	
Date (dd/mm/yyyy)	

Annex A: Glossary of Terms

Accelerator funding: This was paid to Town Deal places in September 2020 for shovel ready projects in advance of deals being announced. Grants ranged from £500,000 to £1million per place https://www.gov.uk/government/news/80-million-boost-to-towns

Programme management: Towns have the option to profile programme management payments as part of their Town Deal. This is for cross-cutting costs associated with a Town Deal, such as supporting a Town Deal Board or developing M&E plans. Not all towns have chosen to profile programme management. If you have, it will be listed as a budget line in your latest agreed financial profile.

Revenue capacity funding: This was paid in two tranches in 19/20 and 20/21. It was paid as RDEL grant to provide additional capacity for towns including development of Town Investment Plans and project business cases.

5% CDEL funding: This was paid to Town Deal places following their Grant Offer Letter, to accelerate delivery and support early project costs in advance of summary documents being agreed.

Contractual Commitments: Contracts that the organisation has already signed, or likely to be signed in the short term.