

TIP PART 2 WORKSHOP – Q&A

On 6 and 11 January 2021, TFDP held two workshops on TIP Part 2. We have collated the key questions asked by Towns during these sessions and provided answers below, to aid Towns in the completion of their Town Investment Plans.

Should projects be focusing particularly on the outputs and outcomes listed in the Template (further information tab)?

It is important that the towns fully populate this section of the template to capture the forecasted outputs and outcomes that the proposed interventions are likely to generate.

This should reconcile to the narrative contained within TIP part 1 and within the relevant sections of TIP part 2 and be easy to understand, with clarity on units, timeframes and other factors used to arrive at the answers populated.

We do understand that for some interventions, a high number of assumptions may be required to arrive at the relevant outputs and carry a degree of uncertainty. Towns are encouraged to populate as fully as possible where uncertainty exists, we would recommend that towns flag this in the narrative and state the information needed to complete. We would also advise that we would like towns to demonstrate what outputs/outcomes the intervention would achieve, even where Towns are uncertain of the specific statistics. This is preferable to providing estimates which are unlikely to be delivered or where the town has a lack of confidence in the assumptions underpinning the estimates.

Additionality? Should this be just a number?

It is likely that additionality will be a number and it is important that towns complete this element of the template in clear manner that sets out the net positive difference that results from a particular intervention. All supporting information used to calculate this should be retained by the towns and its advisers should further clarity be required from MHCLG.

MHCLG would also recommend towns to simultaneously provide qualitative detail of what challenges are being tackled, followed by the quantitative difference being made, i.e. capitalising on the opportunity/opportunities.

Should any duplication of drafting from TIP Part 1 be used for the project description?

We recommend that towns do not duplicate text in this section. However, we do recognise that a few sentences may be required in joining up TIP part 1 into the opening part of TIP part 2. The remainder of the project description should be framed around a narrative that is factual and concisely describes the actual intervention and what the Towns Fund monies will be spent on, including, if known, the capital vs revenue split.

Where a project covers an area bigger than a single point, how should this be reflected in the project location section?

We encourage towns to populate the location of an intervention into the relevant cell and should the intervention reflect multiple points (e.g. a cycle lane), a start and end point with relevant coordinates. If an intervention carries further complexity (e.g. a cycle route) and has multiple coordinates, we encourage towns to provide narrative as an alternative, and cross-refer to any supporting maps used in TIP Part 1 to provide further clarity on this point.

For the outcomes, should a number just be entered per the instructions or supporting units?

Towns should enter numbers in per the instructions and add units if required to provide further clarity.

Is TIP Part 2 focused on bulleted responses? Should the full word count be used?

Towns will note the maximum words provided and this is to ensure that responses to each section are clear, to the point and succinct.

Ideally, TIP Part 2 should play back responses which are factual and easily understandable to readers who do not have familiarity with a particular town and have not been involved in the process of assembling the submission.

Hence, we would encourage the use of bulleted responses which play back the responses required and avoid use of jargon and unnecessary language in describing the response required.

The word count is here to accommodate interventions of all complexities, but preparers of responses should not feel obliged to use all the word count if not required.

Questions on timing of process

After the Cohort 3 submission deadline of 23:59 Friday 29 January, the Towns Fund team will assess each TIP. As set out in the Towns Fund Further Guidance, following the assessment of TIPs and projects, Government will offer a Heads of Terms to be considered by the Town Deal Board. The final decision on Heads of Terms will rest with Ministers. MHCLG will respond to submissions in the coming months. Upon making the Heads of Terms offer, we would expect Town Deal Boards to return to us with confirmation within three weeks. Further details will be issued within Heads of Terms documents.

If you require further support in completing your TIP, we can also offer a one-to-one session with any of our experts. In order to request an hour with an expert, please complete the [Expert Drop-in Hour](#) request form found on the TFDP website, or discuss with your Town Coordinator

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