

# THE ROLE OF S151 OFFICERS IN THE TOWNS FUND PROGRAMME

## YOUR ROLE AS S151 OFFICER

As s151 officer, you and your team will need to be actively involved in the Towns Fund programme, which is scheduled to operate up to 2025 / 2026. Your role is not just confined to the Town Investment Plan and Business Case milestones, it continues through delivery, monitoring and evaluation. We recognise that each s151 officer will be at different stages of the programme, depending on the timing of Town Deal announcements. When considering your involvement in the Towns Fund Programme, we suggest that you break down your role into four broad areas, answering the following questions in each case to help you determine what you need to do:

### Strategic leadership role:

- What is your role in the collaboration between the Town Deal Board, the accountable body, and other partners and how will you ensure that the Town Deal Board understands your role?
- How does the Towns Fund Programme fit with your leadership role in successfully delivering against the authority's overall vision, strategies and plans?
- How will you work in partnership with the accountable body leadership and Town Deal Board to develop a strong and fit for purpose governance and assurance framework?

### Statutory assurance role:

- What is your role in the assessment of social, environmental, and economic value, benefits, outputs and outcomes, wrapped up in the value for money conclusion?
- What is your role in ensuring that the conditions in the Head of Terms and Grant Offer letter are recognised, managed and met?
- What measures do you need to put in place, so that you are able to provide an independent view of Towns Fund project Business Cases (see our [Business Case Resources](#))?

### Programme delivery role:

- How will you and your team be involved in the delivery programme for both the business case and project delivery stages?
- What management, financial and administrative processes will be needed to manage the funding profile and for third-party project leadership and delivery?
- What is your role in the monitoring and evaluation of the Towns Fund Programme, with reference to the [MHCLG Monitoring & Evaluation Guidance](#)?

### Risk management role:

- How should the accountable body's risk management framework be applied to the Towns Fund programme?
- What business case stage will be achieved for each project at the point of local assurance and submission of summary business cases?
- What controls will need to be in place beyond summary business case submission, to ensure that projects achieve full business case status before substantive delivery is undertaken?

# TERMS & CONDITIONS



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