



Department for Levelling Up,
Housing & Communities

Towns Fund

Monitoring & Evaluation: Performance Reporting Guidance

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Version History:

Version Number	Date
1.0	26/04/2022

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 delivering. 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. The completed document should be sent to the dedicated inbox: Towns.Fund@levellingup.gov.uk. If the return is not

sent to this inbox, it may delay the Department processing your return and making subsequent grant payments.

4. Completing the Performance Monitoring Report

The monitoring report consists of eight tabs that should be completed in numerical order. Details of each tab and completion instructions are set out below.

For Town Deal places that have only received a 5% CDEL payment and no project payments up until 31st March 2022, please only complete the following section.

- Tab 1 – Start Here
- Tab 2 – Project Admin (Section A only)
- Tab 4 – Funding Profiles (Sections A and B only)
- Tab 8 – Review & Sign

Traffic Light Guidance System

A Traffic Light Guidance System is used throughout 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.

Tab 1: Start Here

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:

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*).
- Insert the grant recipients name in A3. For many places, this will be the name of the local authority the grant has been awarded to.

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.
- For Town Deal places that have only received a 5% CDEL payment, please proceed to tab 4 Funding Profiles and complete sections A and B only.

Section B: Project Details

- Once the place has been selected in section A, the project name fields will be pre-populated for section B.
- If there are errors with the project names for your town or high street, please get in touch with us at Towns.Fund@levellingup.gov.uk.
- 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.

Fig 3:

	Project Name	Primary Intervention Theme	Does the project have a single location (e.g. one site) or multiple (e.g. multiple sites or across a number of post codes)?
Project 1		< Select >	< Select >
Project 2		<div style="border: 1px solid black; padding: 2px;"> < Select > Transport Digital Connectivity Regeneration Skills and Enterprise Infrastructure Other There are multiple primary intervention themes </div>	< Select >
Project 3		< Select >	< Select >
Project 4		< Select >	< Select >

- The remainder of this section should then be completed.
- This tab will use the traffic light guidance system (column A) to indicate the status of each row.
- Once all the required rows are complete, a green tick will be displayed in the header (Fig 4).

Fig 4:

Town Deals and Future High Streets Fund Reporting Template	Project Admin
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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 in column C (Fig 5).

Fig 5:

Town Deals and Future High Streets Fund Reporting Template		Project Progress
<p><u>Guidance Notes:</u> Please provide a narrative on your programme using the questions provided in column B. Please provide a RAG update on projects progress using the guidance table starting in cell J16.</p>		
Programme wide progress summary		
How is your programme / project progressing against your original profile / forecast?	The start date was delayed due to Covid restrictions, but capital works contracts have been let and we expect to recover.	
Provide a progress update on the last quarter:	All contracts now let	

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.
- The start date, completion date and status must be provided for each project and should reflect your most recent workplan (Fig 6).

Fig 6:

Project name	Start Date - mmm/yy (e.g. Dec-22)	Completion Date - mmm/yy (e.g. Dec-22)	Status	Delivery (RAG)	Spend (RAG)	Risk (RAG)
				< Select >	< Select >	< Select >
				< Select >	< Select >	< Select >
				< 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 M to R to assist with rating projects against the three categories (Fig 7).
- Provide commentary on the project delivery status, RAG ratings and anything else you'd like to inform us about in column J.

Fig 7:

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

- Once responses have been provided for all questions, a green tick will be displayed in the header (Fig 8).

Fig 8:

Town Deals and Future High Streets Fund Reporting Template	Project Progress 
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Tab 4: Funding Profile

- 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 9).

Fig 9:

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

- This section is for completion by Town Deals places only (Fig 10). FHSF places should continue to section C.
- For towns that have **only** received a 5% CDEL payment, you are only required to complete column E.

Fig 10:

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

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 11). 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.

Fig 11:

SECTION C: Project Funding Profiles

● Project 1:

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.	Before 2020/21	Financial Year 2020/21 (£s)			Financial Year 2021/22 (£s)	
		H1 (Apr-Sep) Actual	H2 (Oct-Mar) Actual	Total	H1 (Apr-Sep) Actual	H2 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 12).

Fig 12:

B2 TD Programme Management	Before 2020/21	Finan 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 13) requires actual figures until April 2022, and then forecasted figures up until project completion.

Fig 13:

Financial Year 2021/22 (£s)			Financial Year 2022/23 (£s)			Financial Year 2023/24 (£s)		
H1 (Apr-Sep)	H2 (Oct-Mar)	Total	H1 (Apr-Sep)	H2 (Oct-Mar)	Total	H1 (Apr-Sep)	H2 (Oct-Mar)	Total
Actual	Actual		Forecast	Forecast		Forecast	Forecast	
		£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 14). Note - The cells will not allow any text to be entered.

Fig 14:

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)	H2 (Oct-Mar)	Total	H1 (Apr-Sep)	H2 (Oct-Mar)	Total
			Actual	Actual		Actual	Actual	
					£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 inputted, the funding source should be selected from the dropdown and confirmation of whether the source is secured or not should all be selected (Fig 15).

Fig 15:

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 16*).

Fig 16:

You are reporting for the period: 2019/20 to 31 March 2022

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 5: Outputs

Section A: Confirmation

- This confirmation section is for completion once section B is complete (*Fig 17*).

Fig 17:

You are reporting for the period: 2019/20 to 31 March 2022

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:

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 2022 up until project completion (*Fig 18*).

Fig 18:

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

- Provide 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 19*). The total columns highlighted grey or yellow will be automatically calculated and no input is required.

Fig 19:

Project 1:									
Indicator Name	Unit of Measurement	Financial Year 2020/21			Financial Year 2021/22			Financial Year 2022/23	
		H1 (Apr- Actual)	H2 (Oct- Actual)	TOTAL	H1 (Apr- Actual)	H2 (Oct-Mar) Actual	TOTAL	H1 (Apr-Sep) Forecast	H2 (Oct-Mar) Forecast
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: Depending on the reporting period, you will be asked for both actual and forecasted inputs for a period. The example above (Fig 19) requires actual figures up until March 2022, and then forecasted figures beyond.

For indicators agreed in your M&E plan and any other indicators you would like provide data for, select from the dropdown list and provide the relevant data for that non-mandatory indicator (Fig 20). **As a minimum, you should select the indicators as set out in your agreed M&E plan.**

Fig 20:

Project-Specific - Standard (i.e. indicators included in Annex 1 that accompanies the Towns Fund M&E Guidance)									
< Select >									0
< Select >									0
# of new public transport routes									0
# of new public transport routes									0
# of transport nodes with new multimodal connection points									0
# of improved public transport routes									0
Total length of new cycle ways									0
Total length of improved cycle ways									0
Total length of new pedestrian paths									0

- 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 21).

Fig 21:

Custom Indicators	
Custom Indicator Example	m2 of floorspace

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 22 below indicates that input will be required for Project Y and for Project Z.

Fig 22:

● **Project 2: Project Y**

Use the "+" and "-" to expand / collapse the table

● **Project 3: Project Z**

Use the "+" and "-" to expand / collapse the table

- 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 23).

Fig 23:

You are reporting for the period: 2019/20 to 31 March 2022

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:	
(Empty space for explanation)	

Tab 6: Outcomes

Section A: Confirmation

- This confirmation section is for completion once section B is complete (Fig 24).

Fig 24:

You are reporting for the period: 2019/20 to 31 March 2022

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:	
(Empty space for explanation)	

Section B: Outcome Indicators

- This table looks for a breakdown of the outcomes for your project per financial year up until 2025/26. Further to this, you should also provide a consolidated figure for any outcomes beyond April 2026 (Fig 25).

Fig 25:

SECTION B: Outcome Indicators (excluding footfall)							
Indicator Name	Unit of Measurement	Relevant project(s)	Geography indicator refers to	Financial Year 2020/21	Financial Year 2021/22	Financial Year 2022/23	Financial Year 2023/24
				Actual	Actual	Forecast	Forecast
Mandatory Outcome Indicator List							
Year on Year monthly % change in footfall	See Section C below						
Towns Self-Assessment Questions	The self-assessment questions will be issued at a future date and does not need to be completed as part of this reporting process						
Outcome Indicator List							
< Select >	N/A						
< Select >	N/A						
< Select >	N/A						
< Select >	N/A						

- To complete this section, select the outcomes relevant to your project from the list provided. Once you have selected an indicator, enter a figure for the unit of measurement which will auto populate once you select an indicator (Fig 26).
- Select which project the indicators are applicable to from the dropdown box. If they are applicable to more than one project, select "Multiple" from the list (Fig 26).

Fig 26:

Indicator Name	Unit of Measurement	Relevant project(s)	Geography indicator refers to
Mandatory Outcome Indicator List			
Year on Year monthly % change in footfall	See Section C below		
Towns Self-Assessment Questions	The self-assessment questions will be issued at a future date and does not need to be completed as part of this reporting process		
Outcome Indicator List			
Road traffic flows in corridors of interest (for road)	Vehicles per day		
Automatic / manual counts of pedestrians and cyclists	Number of pedestrians and cyclists		
Patronage of the public transport system in the	Number of passengers		

- You should then provide figures for the indicators chosen in your M&E plan for each financial year up until 2025/26, and for beyond April 2026.

Note: The total columns highlighted grey or yellow will be automatically calculated and no input is required

- If the outcome cannot be found from the list, please use the additional indicators section. Ensuring alongside data, that you also provide a name for your custom indicator, and a unit of measurement (Fig 27).

Fig 27:

Additional Outcome Indicators - please use the spaces below to tell us about any other outcome indicators that you currently are measuring, or intend to measure.			
Additional Outcome Indicator Example	Number of People	Project X	
	N/A		
	N/A		
	N/A		
	N/A		

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

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.
- Then select the relevant project (you are able to select “multiple” if you are recording data for more than one project) and the geography or area covered by the project(s) from the drop-down box. 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:

- Once all necessary responses have been provided for all of your selected outcomes, a green tick will be displayed in the header (*Fig 30*).

Fig 30:

Tab 7: Risk Register

- This tab allows you to document the risks for your programme and projects, the impact they would have, and the responses you are taking 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 31). Please ensure all columns are complete per row.

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 31:

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 32).

Fig 32:

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** your risks, a green tick will be displayed in the header (*Fig 33*).

Fig 33:




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: Review & 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 34*).
- A name, role, digital signature, and date from the SRO will also be prompted for FHSF places only.

Fig 34:

Towns Fund Reporting Template		Review & Sign-Off 
Guidance Notes:		
We require this document to be signed by a S151 Officer / Chief Finance Officer and, for FHSF only, the programme SRO.		
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)		

5. Frequently Asked Questions

Sign Off Form

Q: I'm having issues with adding a signature to the sign off tab.

A: If you're experiencing issues adding the signatures, you can either save the Sign Off tab as a pdf and add the signature this way or get in touch with your Delivery Support Manager and we can assist with changing the protection settings for you.

Risk Reporting

Q: Some key programme risks also apply to projects. Can these be repeated, or should the risks be different?

A: We expect that there might be some overlap in the programme and project risks. On the project tabs, you could add some narrative to identify why a programme risk is also applicable to a specific project.

Q: What are the risk ID's? Is there a preferred format e.g. 001?

A: No preferred format. Please use your own. We may use it as a reference if we have any queries that we need to discuss with you.

Q: Please could you clarify the proximity?

A: This indicates how soon you expect a risk might arise. So, the dropdown options range from next 6 weeks to more than 12 months. This helps to highlight risks that might soon become an issue and may need more urgent attention, as well as those that are less urgent.

Programme-wide Reporting

Q: In terms of % of projects started on time - if only one project/intervention was scheduled to start this year and it has started on time as per work plan - does this mean you record 100%?

A: Yes, please provide a percentage of projects that started on time according to your work plans. For example, if two projects have started but only one of these started on time then enter 50% and so on.

Q: Is the % of projects starting on time 'according to contract' based on the original Business Case/MOU milestones or the actual construction 'contract' for each project?

A: Your work plan is appended to our MOU. Please use your work plan as the basis to calculate the % of projects starting on time.

Annex A: Glossary of Terms

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

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