

## West Bromwich Town Deal Board 22 November 2022

<b>Subject:</b>	<b>Project Reporting</b>
<b>Contact Officer:</b>	Rina Rahim, Towns Fund Programme Manager

### 1. Purpose of the Report

- 1.1. To receive an update on project progress and monitoring information for the period of April – September 2022.

### 2. Background and Main Considerations

- 2.1. As West Bromwich, Smethwick and Rowley Regis enter Phase 3 – Delivery, monitoring will be a key aspect to ensure the Accountable Body and DLUHC track progress of the fund and the projects it is delivering.
- 2.2. In April 2021, DLUHC issued Monitoring and Evaluation (M&E) Guidance that detailed mandatory reporting requirements for the fund, the frequency of when DLUHC expect this to be collected and how Towns should do it.
- 2.3. In September 2022, DLUHC issued further guidance; Local Authority Assurance Framework that detailed further guidance on Monitoring and Evaluation requirements.
- 2.4. The guidance confirms Local Authorities must provide six monthly reporting using an Excel template designed to report progress against baseline data agreed in the MOU and the Monitoring and Evaluation (M&E) plan. The template issued by DLUHC will request six-monthly updates on:
- Financial expenditure on Towns Fund activity within the reporting period and forecasts for future quarters
  - Committed contractual expenditure
  - Progress against delivery plans
  - Mitigating and/or identifying risks
  - Identifying opportunities for publicity activity
  - Achievement against output targets
  - Achievement against outcome targets
- 2.5. Guidance also confirms Town Deal Boards are required have sight of performance reporting returns, and the opportunity to feed into them, before they are submitted to DLUHC. The Town Deal Board Chair must sign the performance reporting return before it is submitted to DLUHC.

2.6. To ensure the Accountable Body and Town Deal Boards receive reporting on a regular basis to monitor project progress, expenditure and risks, it is a requirement set by the Programme Management Office that West Bromwich, Smethwick and Rowley Regis project leads must submit Monitoring, Evaluation and Claim Returns on a quarterly basis, as a minimum.

2.7. The Programme Management Office have amalgamated the DLUHC reporting template with the Accountable Body Reporting requirements. The amalgamated template issued to project leads will request quarterly updates on:

**DLUHC Reporting Requirements**

- Financial expenditure on Towns Fund activity within the reporting period and forecasts for future quarters
- Committed contractual expenditure
- Progress against delivery plans (Spend, Delivery, Risks)
- Mitigating and/or identifying risks
- Identifying opportunities for publicity activity
- Achievement and forecast against output targets
- Achievement and forecast against outcome targets

**Accountable Body Reporting Requirements**

- Progress against delivery plans (Resources, Outputs, Outcomes)
- Achievements and forecast against Local Measures
- Achievements and forecast against project milestones
- Procurement activities
- Progress against social value plans (if applicable)
- Claim Form and evidence of defrayal

2.8. The information submitted by project leads will be presented to Town Deal Board members for review and final input prior to S151 Officer sign off and submission to DLUHC in December 2022.

**Appendices**

West Bromwich Town Deal Reporting April – September 2022

**Source Documents**

LUF and Towns Fund Local Authority Assurance Framework (September 2022)

Towns Fund Monitoring and Evaluation Local Authority Guidance v1 (April 2021)