

## Sandwell Towns Fund Superboard 3 May 2022

<b>Subject:</b>	<b>Towns Fund Programme Phase 3 Delivery (Reporting)</b>
<b>Presenter:</b>	Rina Rahim, SMBC Towns Fund Programme Manager
<b>Contact Officers:</b>	Rina Rahim, Towns Fund Programme Manager Emma Parkes, Towns Fund Programme Officer

### 1. Purpose of the Report

- 1.1. To outline the background and main considerations to the reporting requirements of the Towns Fund Programme delivery phase.

### 2. Background and Main Considerations

- 2.1. With the signing of the Heads Terms in March 2021, the Towns Fund Programme entered Phase 2 (Full Business Case Development). Towns had 12 months to develop projects to Full Business Case stage and make preparations for their delivery, submitting Project Summary Documents to DLUHC by 24 March 2022.
- 2.2. By 24 March 2022, The Towns Fund Programme had successfully submitted all Project Summary Documents to DLUHC. As a result, the Towns Fund Programme has now entered Phase 3 (Delivery).
- 2.3. Government guidance relating to Phase 3 was updated in Dec 2021 and includes the reporting of:
- General progress of project delivery
  - Key project delivery milestones
  - Key expenditure milestones being met by the Lead Council
  - Expenditure on the project total: forecast and actual
  - Match funding, broken down by sector (public/ private/ third sector) – actual and forecast
  - Contractual Commitments – actual and forecast
  - Key outputs delivered by projects. These may include business start ups, jobs and skills developed, investment and businesses attracted.
  - Activities and implementation of ongoing community collaboration and partnership working



- 2.4. Input and delivery data will be collected as part of the six-monthly monitoring data which will identify areas/ projects which are under and over delivering. Annual reporting to DLUHC will also be in place to allow for the release of funding allocations for the next financial year.
- 2.5. Qualitative interviews will be undertaken with all project managers to understand particular delivery issues, and to enable work to be done to address these issues at the point in time, ensuring that places are supported throughout delivery.
- 2.6. Whilst awaiting Government decisions on the submitted documentation, the Programme Management Office are setting out monitoring and reporting requirements for project leads and the Accountable Body to ensure compliance with reporting requirements.
- 2.7. Further guidance from DLHUC is imminent and will indicate the level of reporting required to release funding allocations. Subject to any changes required, the quarterly reports from projects leads will include: -
- Project progress
  - Financial spend and forecasts
  - Outcomes achieved and updated forecasts
  - Milestone achieved and revised dates where applicable
  - Procurement
  - Social Value
  - Risk register
  - Where applicable, consideration of change requests
- 2.8. Following project quarterly claims, the Programme Management Office will collate the information submitted and present progress on the projects and overall programme to the Local Boards for consideration.

## Appendices

None

## Source

DLUHC Towns Fund Guidance (Stage 2 Business Case Guidance, December 2020)  
Towns Fund Monitoring and Evaluation Guidance, April 2021, Dec 2021)

