

AGENDA ITEM NO. 5.

NUNEATON TOWN DEAL BOARD

Date: 17th July 2020

From: Director – Regeneration & Housing

Subject: Town Investment Plan Templates

1. Purpose of Report

1.1 To provide the Board with information contained within the Town Investment Plan Templates, in relation to the content required for the Town Investment Plan (TIP).

2. Recommendations

2.1 That the Board note the report.

3. Background Information

3.1 Detailed guidance in relation to the Towns Fund programme was issued on 16th June 2020. A summary of that guidance was presented to Board at its meeting of 19th June 2020. On 9th July 2020, The TIP templates were published.

3.2 On the 17th June 2020, a Welcome Pack was issued to all participating towns. The Welcome Pack contains information relating to the support and advice available from the Towns Fund Delivery Partner(TFDP). The TFDP has been appointed by the Ministry for Housing, Communities and Local Government (MHCLG), and is a multi-disciplinary team of experts led by Arup.

3.3 The TFDP will support us in developing the TIP and business cases and tailor their advice to the requirement of Nuneaton. The type of support available covers the following areas;

- Vision & Strategy
- Local Community Engagement
- Data Services
- Regeneration, place, design & built environment
- Local Economic Development & Evaluation
- Environmental Monitoring and Support
- Learning, Public Sector Development & Transformation
- Financial Strategy Investment Advice
- Business Case and Delivery Plan Development
- Project Prioritisation and Feasibility
- Planning Social Impact & Public Sector Equalities

- 3.4 Regular meetings are being scheduled with our local Town Coordinator to ensure we are accessing the right support at the right time, in order to appropriately deliver both section of the TIP.

4. Templates

- 4.1 Two templates have been issued. The template for Section 1 details the content required, broadly, the context, strategy and process. The template for Section 2 details the content required for the business case element of the TIP.
- 4.2 Section 1 is limited to a maximum of 10,000 words and a file size of no more than 20MB. However, appendices may be attached in addition to this, where necessary. It should be noted that the document may be made public once heads of terms have been agreed. It is therefore important to flag up any sensitive information that may be contained within the TIP.
- 4.3 This Section must be structured according to three main sections, namely Context Analysis, Strategy and Engagement and Delivery. The stipulated content of the sections is;

Context analysis

- Map of agreed town boundary and related context
- The main challenges facing the town
- Evidence of need, relevant to proposed projects
- The town's assets and strengths
- Key opportunities for the town

Strategy

- Town vision, and headline outcomes and/or targets for 2030 or beyond
- Short summary of all projects, including the total Towns Fund funding requested
- Strategic plan, including:
 - Underlying evidence
 - Analysis and rationale
 - Objectives, targets, and priority areas for the short, medium and long term
 - Spatial strategy, including the recognition of the distribution of impact across town geography and demographics. If the total bid is for over £25 million, impact at a regional and/or national scale must also be analysed and demonstrated.
- Mapping of all strategies, partnerships, programmes and investments relevant to the vision and strategy, and how they will be aligned (including the accelerated capital funding, Covid-19 recovery and clean growth).

Engagement and delivery

- Clear evidence of buy-in from local businesses and communities, description of have been engaged throughout the development of this plan, and how this engagement will continue
- Demonstration of commitments from private-sector players, and ambitions for private-sector investment going forwards (clearly showing the total private-sector funding leveraged to date)

- High-level plan of business case development and appraisal for each project including the identification of the Accountable Body
- High-level delivery plan with justification of deliverability

4.4 Section 2 of the TIP has its own template. This is an excel spreadsheet. Each individual project within the TIP must complete the template. The information required to populate the spreadsheet for each project is;

- Project Name, Description & Location
- Alignment with the intervention framework
- Description of how the project addresses and/or capitalises on opportunities and provides additionality
- Value of the Project
- Value of Towns Fund request for the project
- Timescales
- Value of co-funding/match funding
- Financial profiles
- Estimated outputs and outcomes
- Alignment with Theory of Change
- Delivery Plan
- Indicative Benefit Cost Ratio
- Details of alignment with national programmes and strategies.

The work of the Task and Finish groups will be key to providing the information necessary to populate both sections of the TIP.

4.5 The templates provide clarity in relation to the type and depth of information required. There are several synergies with the Future High Streets Fund (FHSF) process. Work undertaken for the FHSF identified the complexity and demand on capacity of those involved. It is therefore extremely helpful that Arup have been appointed as the Towns Fund Delivery Partner.

5. Conclusion

5.1 There is a significant amount of information gathering and analysis that must be undertaken in a relatively short period of time. The templates provide further detail and clarity about that information and analysis.

5.2 The capacity provided by Arup will be an invaluable resource to ensure that the Task and Finish Groups have the right support at the right time. This should enable the formulation of a TIP to the level required by Government.

Town Investment Plan template

Town Investment Plans should be clear, concise and accessible documents. The content is split into two sections. Section 1 outlines the context, strategy and process, and Section 2 provides details of prioritised project proposals.

TIP section 1: Section 1 of the Town Investment Plan should be no longer than a total of 10,000 words and a file size of no more than 20MB, exclusive of any annexes. It should be provided as a pdf document. Annexes may be included if required, as a separate document (with all annexes in one document), however it is advised that any key messages from annexes are distilled and included in the main text to aid assessment.

The document must be structured according to the three main sections (Context analysis, Strategy, Engagement and delivery). These sections should cover the content set out in the guidance (and again below), however, it is not compulsory that this content be set out under the subheadings listed below, so long as it is clearly marked where each aspect is being covered.

Past that, you have flexibility in how to structure, present and format your TIP. You are encouraged to make use of diagrams, maps, and charts, and to include summaries and signposts to help guide the reader. Once heads of terms have been agreed, a public-facing version of the document should be made available online. You may wish to flag which information in your TIP is considered sensitive.

Context analysis

- Map of agreed town boundary and related context
- The main challenges facing the town
- Evidence of need, relevant to proposed projects
- The town's assets and strengths
- Key opportunities for the town

Strategy

- Town vision, and headline outcomes and/or targets for 2030 or beyond
- Short summary of all projects, including the total Towns Fund funding requested
- Strategic plan, including:
 - Underlying evidence
 - Analysis and rationale
 - Objectives, targets, and priority areas for the short, medium and long term
 - Spatial strategy, including the recognition of the distribution of impact across town geography and demographics. If the total bid is for over £25 million, impact at a regional and/or national scale must also be analysed and demonstrated.
- Mapping of all strategies, partnerships, programmes and investments relevant to the vision and strategy, and how they will be aligned (including the accelerated capital funding, Covid-19 recovery and clean growth).

Engagement and delivery

- Clear evidence of buy-in from local businesses and communities, description of how they have been engaged throughout the development of this plan, and how this engagement will continue
- Demonstration of commitments from private-sector players, and ambitions for private-sector investment going forwards (clearly showing the total private-sector funding leveraged to date)

- High-level plan of business case development and appraisal for each project including the identification of the Accountable Body
- High-level delivery plan with justification of deliverability

TIP section 2: Section 2 of the TIP should contain key details of the projects you are proposing to receive Towns Fund funding for. The attached excel sheet sets out the details to include, and all cells in the template should be filled in. You should submit just one excel file with different worksheets within it for each project. To add more projects into the workbook, copy and paste the template into a new worksheet for each additional project.

Since the publication of the further guidance, adjustments have been made to the way projects will be assessed. Benefit-cost ratio and the level of match-funding secured will no longer be included in the criteria for project assessment. The project assessment criteria will be:

- Alignment with intervention framework
- Strategic, evidence-based, place-focused rationale
- Scale of outputs and outcomes, realism of theory of change
- Deliverability, risks and match funding
- Cost comparison

Submission: To submit your completed TIP (both section 1 and 2) you should email the files to towns.fund@communities.gov.uk by the deadline for your agreed cohort.