



Town Deal Readiness Checklist

We recognise that towns will be in different stages of development for their partnerships, plans and opportunities. The purpose of this checklist is to provide Government with an understanding of how ready different towns are to complete a Town Deal. This will enable Government to deploy its resources to support towns and progress Town Deals, and to meet the need to start spending during the 2020-2021 financial year.

Readiness will be assessed based on whether a town has in place much of what is needed to progress a deal, in particular whether:

- 1) A town has existing partnerships that meet most of the criteria for a Town Deal Board (set out in the prospectus)
- 2) There are strategies or plans in place aligned with what we need in a Town Investment Plan (as set out in the prospectus)
- 3) The town has the capacity and governance to deliver at pace. It is expected that most places will need time to develop their Boards and Plans to be ready to enter into a Town Deal.

Government will support towns to develop robust and quality proposals through this development process. Being in a later cohort does not impact a town's ability to secure a Town Deal. The importance is on the quality of proposals and the value for money of potential investments to meet the Towns Fund objectives.

We are asking the Lead Council for each town to complete this return by 19th November to provide an initial indication to Government of the town's current state of readiness. Further opportunities for towns to update Government on their state of readiness will be available in due course.

Note: This form should only be completed once you have read the prospectus in its entirety.

This form will not auto-save so please ensure you have the adequate time and the correct information to hand to complete it in one sitting - if you exit from the form your progress will be lost and you will have to start again. The form should take around 45 minutes to 1 hour 30 minutes to complete.

Some questions are not mandatory; so in cases where you have no information to provide please input 'n/a'. When you reach the end of the form please click 'submit'.

Section 1

Lead Council information

Lead Councils will support the development of a Town Deal Board and a Town Investment Plan. They are either the unitary authority which covers the town, or the lower-tier authority in a County/District area.

1.Name of Lead Council

2.Name of town

Select your answer

3.Contact details

This will be the individual leading on the Towns Fund for the council on a day-to-day basis. We will be in contact if we require any additional information, update with key information or guidance and invite to workshops and events.

4.Position with Authority

5.Contact telephone number

6.Contact email

Town definition

The Lead Council should define the area the Town Deal Board will represent. This is so that local communities and other bodies understand where the area of benefit will be.

7. We have used the Office for National Statistics to define the boundaries for your town. Are you content with this representing your intervention area?

Please refer to the following link to check the Office for National Statistics definition:

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/articles/understandingtownsinenglandandwales/anintroduction>

8. If you are not content, please describe your proposed area, and explain how and why it differs from the ONS definition.

Any change to the ONS boundaries would need to be agreed with government. We do not envisage agreeing to significant changes without a very strong rationale. If you indicate you are not content with the ONS boundary, we will be in contact in due course.

9. Would you like to work with another selected town to form a joint Town Deal Board and produce a joint Town Investment Plan? If yes, please name the town

The partner town must be from the 100 places already selected for the Towns Fund. Any proposal for a joint board and investment plan will need to be agreed with government. If you are proposing to do a joint board and investment plan, we still nonetheless require a readiness form to be returned by each of the individual towns.

10. If you answered yes to the above question, please explain the benefits of collaboration in this case.

Max: 250 words

Town Deal Board - Required Organisations

Some towns may already have partnerships in place that align with Government's requirements for a Town Deal Board as set out in the prospectus. In the following sections you will be asked to provide information to demonstrate the capability of existing partnerships to fulfil this role. This page covers the organisations and groups that must form part of the Town Deal Board. (For those wishing to form a joint Town Deal Board please provide information for all of the organisations covering the constituent geographies.)

11. Do you have an existing partnership that includes all the required stakeholders for a Town Deal Board? If so, please give some details

When were these partnerships formed, and for what purpose? What activities have they undertaken? (Max: 250 words.)



12. Town/Parish Council (where they exist)

Name of the organisation(s)

13. Upper-tier Authority

Name of the organisation(s)

14. Local Enterprise Partnership

Name of the organisation

15. Local businesses and investors

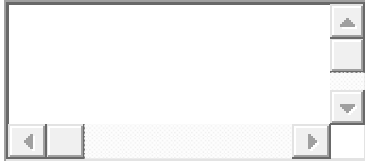
Name of the organisation(s)

16. Local communities

Name of the organisation(s)

17. Summarise how those named organisation(s) above represent your town, provide details on the nature of your involvement with them, and how your partnerships have evolved over time

Max: 250 words



Town Deal Board - Additional Organisations

The following organisations and groups are encouraged to be part of the Town Deal Board. Please indicate, where applicable, those organisations present in your existing partnership arrangements.

18.Private investors and developers

Name of the organisation(s)

19.Anchor institutions (e.g. local hospital, local university or large employer)

Name of organisation(s)

20.Business Improvement District(s)

Name of organisation(s)

21.Government arms-length bodies (e.g. Homes England)

Name of organisation(s)

22.Jobcentre Plus

Name of organisation(s)

23.Have you appointed the Chair of your Town Deal Board yet?

It is not essential that you have the Chair in place yet. If they are, please give their name, organisation, and position

Town Investment Plan

Towns are tasked with developing a Town Investment Plan which meets the objectives of the Fund. Similar to existing partnership arrangements, Government recognises that towns may have existing strategies and plans in place which align with the expected deliverables of a Town Investment Plan. Please provide a brief summary of any existing plans or strategies that you currently have, if you consider them to fulfil the purpose of a Town Investment Plan. If there are no existing plans or strategies which could be directly used as the Town Investment Plan, or if plans and strategies would need to be revised or updated then you can leave this page blank.

24. Is there an existing plan or strategy which aligns with the requirements for a Town Investment Plan, or can be the primary basis for your Plan? If so, please give details.

Please include a hyperlink to the documents where possible

25. Summarise the background, baseline data and evidence of need.

Max: 250 words.

26. Summarise the vision for the town, and links to the agreed or emerging Local Industrial Strategy.

Max: 250 words.

27. Describe projects that could be supported by public investment (including through the Towns Fund).

Max: 250 words.


28. Describe existing private sector interest around projects, and ambitions for leveraging investment.

Max: 250 words.

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29. Describe ambitions for community involvement in delivering the Plan.

Max: 250 words.

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30. Give an outline of which projects would be will be locally co-funded, and status of budget commitments (where they exist).

Max: 250 words.

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Delivery capacity

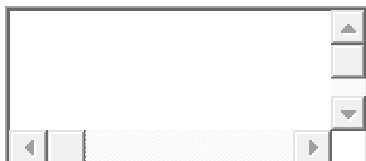
We are keen to ensure those towns that require it are afforded the time and support necessary to develop quality, sustainable and transformational proposals for their town through a Town Deal. But whilst we recognise most places will need time to develop their proposals and map out their priority interventions, there may be Towns with 'shovel ready' proposals which align to the objectives of the Towns Fund that are ready now to progress to a Deal. Whilst Government will only make one Deal with a town, we are keen to support those places who are advanced in their partnerships, planning, and with projects that are 'shovel-ready', i.e. to begin delivery 2020/21, to bring forward their proposals quickly and begin delivering benefit to their communities. We would also like to understand, in these instances, the governance and capability in place to deliver the projects.

31. Do you have well-developed proposals of interventions in place that align to the Towns Fund objectives, and address the strategic needs identified within your town plans?

- Yes
- Not yet

32. Please provide details of these proposals.

Max: 250 words.



33. What is the indicative total value of these proposed project(s)?

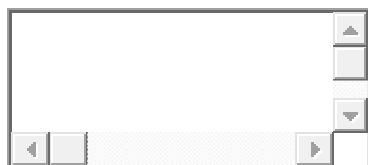
34. How much of this would be spent in FY 2020/21, if Government approval was received by April 2020?

35. Do you have agreements in place with the relevant delivery partners for the proposed interventions to begin delivery? And do you have relevant planning permissions to undertake the work?

- Yes
- Not yet

36. Please provide details of the agreements and permissions

Max: 100 words



37. Can you identify an organisation able to act as an Accountable Body for the substantive funding with the capability to flexibly manage the delivery of multi-year capital programmes of this scale?

- Yes
- Not yet

38. Please provide details of the organisation.

Max: 100 words



39. Do you have existing in-house capacity capable of managing and delivering the proposed capital programme?

- Yes
- Not yet

40. Please provide details of your relevant in-house capacity which will fulfil this role.

Max: 250 words.



41. Do you have the ability to start spending capital monies within 2021/22?

If you answer 'yes' you will be asked for further information.

- Yes
- No

My Town Campaign

Note: THIS IS THE FINAL QUESTION. Please ensure you have checked your previous responses, once you click submit your form will be submitted and you will not be able to make any changes. On 25 October Government launched the My Town campaign promoting the Towns Fund, and encouraging people in the 100 places we announced to get their voice heard in directing investment priorities. As detailed in the Prospectus, places must nominate a primary My Town campaign contact. Please provide the details below including any additional contacts you may feel are relevant.

42.Name

43.Organisation

44.Position in organisation

45.Contact telephone number

46.Contact email address

47.Please provide details of any additional contacts including their role.