

For the attention of Chief Finance Officer and Town Deal Board/Projects

As part of the Ministry of Housing, Communities & Local Government (MHCLG) Assurance responsibilities, the Assurance Team have undertaken checks against the criteria set out in The Towns Fund Prospectus 2019; Towns Fund guidance June 2020 (Annex D Town Deal Board governance guidance); Towns Fund guidance Stage 2 December 2020; and Towns Fund: supplementary guidance for Town Deal Boards October 2022, on a random sample of Town Deal Boards. The purpose of these checks was to ensure that Town Deal funded projects demonstrate the standards of governance, accountability, and transparency required of them and are consistent with their role as set out in the Prospectus.

In general, the Towns Fund Prospectus requires Town Deal Boards to ensure that various project information is available publicly. The checks involved a review of the publicly available information.

Our checks revealed that of the Town Deal Boards reviewed in the sample 93% were not compliant with the one or more of the requirements as laid out in the [Towns Fund Prospectus 2019](#); [Towns Fund guidance June 2020 \(Annex D Town Deal Board governance guidance\)](#); [Towns Fund guidance Stage 2 December 2020](#); and [Towns Fund: supplementary guidance for Town Deal Boards October 2022](#)

Therefore, the following action is to be taken by Town Deal Boards in order to fully meet the terms of the funding, in relation to publicly available information:

- **For all Town Deal Boards to review the requirements outlined in The Towns Fund Prospectus 2019; Towns Fund guidance June 2020 (Annex D Town Deal Board governance guidance); Towns Fund guidance Stage 2 December 2020; and Towns Fund: supplementary guidance for Town Deal Boards October 2022 (Annex A).**
- **The role and responsibilities of the Town Deal Board, Chair and Lead Council including the decision-making process is clearly visible.**

- **Ensure that your Town Deal Board website has links to relevant documentation as outlined in the Prospectus and guidance e.g. latest Terms of Reference, Code of Conduct and Conflict of Interest Policy etc.**
- **The latest agenda, draft minutes, and the certified minutes for Town Deal Board meetings are published within the timeframe stipulated.**
- **Membership of the Town Deal Board is as defined in the Prospectus with profiles of members detailing their roles and responsibilities are displayed on the website.**

As part of the assurance cycle in the future Statement of Grant Usage you will be asked to confirm compliance with the requirements and may be asked to provide evidence that these are being met.

If you have any questions or concerns, please contact the Assurance Team @ localfundingassurance@communities.gov.uk

Kind regards

Assurance Team



Ministry of Housing,
Communities &
Local Government

Ministry of Housing, Communities & Local Government

Local Funding and Investment

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