

Appendix 2

TERMS OF REFERENCE:	UK Shared Prosperity Fund (UKSPF) and REPF– Member Working Group
CHAIRPERSON	Chair – Chair of the Regeneration and Property Committee
MEMBERSHIP:	One representative from each political group. Substitutes can be nominated as required
PURPOSE AND OPERATION OF THE WORKING GROUP	<p>The Member Working Group will meet and/or review papers to consider and advise the Head of Regeneration, Economic Development and Property regarding:</p> <ol style="list-style-type: none"> 1. The detailed, local eligibility criteria for grants schemes 2. Material changes to the programme, defined as follows <ul style="list-style-type: none"> • Moving funding between investment priorities if the change involves moving 30% or more of the total funding allocation over the three years OR to a new bespoke intervention • If the total outputs set out in the investment plan are forecast to drop by 30% or more against an investment intervention. • Removing or substantially reducing the scale of a project by more than 50% within the programme and redeploying the funding within the programme 3. The six-monthly substantive monitoring of the programme, to be made to Government <p>The Member Working Group will be asked to review the proposed course of action as required, either via email correspondence or a meeting.</p> <p>A programme review and update meeting will take place on a six-monthly basis, in line with the ‘substantive’ reporting timetable, yet to be provided by Government. The review meeting will take place in advance of the submission of the substantive six monthly monitoring report to Government.</p>
CONDUCT OF MEETING:	<ol style="list-style-type: none"> 1. Papers will be circulated at least 3 days prior to a decision deadline and/or meeting wherever possible. 2. Notes of any meetings will be circulated within 2 weeks of the meeting. 3. Officers or Members named for actions in the notes will update the group on progress against these tasks. 4. Should any Member of the working group have a pecuniary or non-pecuniary interest in a project to be considered, this will be declared and they will not participate in this part of the discussion. 5. Where decisions and/or recommendations are to be made, the group will seek to achieve this by consensus or by a

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	<p>clear majority view. Where no clear majority view is reached the mix of views, alongside those of the Local Partnership Group, will be considered by the Head of Regeneration, Economic Development and Property and the Chair, and a course of action determined.</p>
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