

# **UK Shared Prosperity Fund Partnership Board**

## **Terms of Reference**

**November 2022**

### **1. Purpose**

To oversee the UK Shared Prosperity Fund (UKSPF) for the borough of Tamworth.

### **2. Function**

The Local Partnership Board has a strategic role that includes several responsibilities and accountabilities. It will;

- Be established, at a minimum until the end of March 2025.
- Meet at a minimum quarterly or as required.
- Report to Department for Levelling Up, Housing & Communities (DLUHC) 6 monthly or as required.
- provide overall strategic direction and guidance for UKSPF delivery in Tamworth.
- Ensure appropriate programme and project management systems, processes and procedures are established and implemented.
- Be responsible for the overall success of the programme (i.e. delivery of programme and project outputs and outcomes)
- Sign off project plans at the completion of key commissioning stages including:
  - Year one spend – April 2022 to end March 2023
  - Year two spend - April 2023 to end March 2024
  - Year three spend - April 2024 to end March 2025
- Monitor the master programme and agreed budget, following approval from TBC Cabinet.
- Any Change which would require expenditure beyond the approved budget would need approval from Council as there is no reserve budget for the Programme beyond the approved budget.
- Approve contracts, in line with Council financial guidance; so long as expenditure is within the overall Programme budget.
- Resolve escalated issues from the Programme Manager – either the UKSPF Shared Prosperity Officer / Head of Economic Development and Regeneration, both in TBC employment)

- Monitor major changes to the project scope, budget and duration, following approval through appropriate Council governance, which require a revision of the approved Investment Plan.
- Approve the key stakeholder engagement strategy
- Approve all Project Reports.
- Agree/Sign Off funding applications..
- Challenge partners and service providers to deliver quality outcomes and outputs.

### **3. Membership**

The UKSPF Local Partnership Board membership will consist of:

Voting Members of the Board:

- Chairperson – to be agreed

Representatives from the following bodies;

- Tamworth Borough Council Elected Portfolio Holders
- Staffordshire County Council
- Staffordshire Police
- Support Staffordshire
- Greater Birmingham Chamber of Commerce
- Staffordshire & Stoke LEP
- Integrated Care Board
- Tamworth Covenanting Churches
- Communities Together CIC
- Southern Staffordshire College
- Job Centre Plus
- Staffordshire Wildlife Trust
- M.P. – Christopher Pincher

**Advisory Members**

Various post holders may be invited to attend the UKSPF Local Partnership Board in an Advisory Capacity as and when required. Members may, by agreement, invite advisors to any meeting.

### **Co-opted Members**

The Board can co-opt additional voting members to the Board as and when required for specific deliverables according to the Investment Plan

#### **4. Responsibility of Members**

Members listed above shall be fully engaged in the process for it to be effected and are expected to:

- Support the aims and objectives of the UKSPF Local Partnership Board
- Attend the meetings and be able to speak on behalf of the remit of their organisations and be able to take decisions
- Send a nominated representative who can act and take decisions on their behalf if they are unable to attend
- Ensure tasks assigned to them are answered before the next meeting. Where possible.
- Ensure that any actions agreed at the meeting are carried out and report on progress
- Raise any concerns or challenges in a constructive and collaborative manner
- Contribute ideas and keep an open mind
- Agree not to take any actions that undermine the ability of the Board to achieve its objectives

#### **5. Administration**

Administrative support to the Board will be provided by the Council.

#### **6. Quorum**

A minimum of six committee members represents a quorum.

#### **7. Chair**

The Chair will be [to be agreed]

#### **8. Probity and Declaration of Interest**

Should a member of the Board or advisor to the Board recognise that a conflict of interest may arise, they should inform the Chair as soon as possible.

Depending on the nature of the potential conflict of interest the Chair may decide that there will be no further involvement by that member or adviser in that particular matter.

## **9. Decision-making**

If after full debate, the Chair feels that the Board cannot come to an acceptable decision at that meeting; the Chair would normally postpone a decision while further information is obtained to allow further consideration by stakeholders and partners.

The Board will then try and reach agreement through compromise, consensus and if necessary voting as the Chair thinks fit. In the event of a tied vote the Chair will have a casting vote.

## **10. Key Relationships and Accountabilities**

The Board will be accountable to Tamworth Borough Council. The Chair of the Board has delegated authority from Tamworth Borough Council to authorise funding proposals in conjunction with the UKSPF Local Partnership Board on behalf of Tamworth Borough Council. The Chair of the Board along with a relevant Council officer will be required to attend relevant Council or Government meetings when required. These may include such meetings as: Full Council; Cabinet; Council Committees; External focused regional or national meetings.

## **11. Delegation**

The Chair of the Board will have delegated authority to oversee the Commissioning and award contracts process, which will be approved by the Councils Section 151 officer or a relevant delegated senior Officer at Assistant Director level or higher.

## **12. Review and Performance Management**

These Terms of Reference will be reviewed on an annual basis, or sooner if required. The Board will require regular monitoring and performance updates from Commissioned Projects/Services.

## **13. Status of the Board**

The budget for UKSPF in Tamworth equates to £2,328,244 up to the end of March 2025. All tenders and commissioning will be processed through the TBC Intend electronic system and comply with relevant legislation.

Tamworth Borough Council liability insurance will cover the Board.

The accountable body for UKSPF will be Tamworth Borough Council.

## **14. Complaints**

Complaints relating to the UKSPF Local Partnership Board or any of its members and advisers will be dealt with via Tamworth Borough Council's complaints process.

## **15. Dissolution and termination**

A Member of the UKSPF Local Partnership Board wishing to resign must give one (1) month's notice in writing to the Chair, and preferably nominate an alternative representative from their organisation or explain why this is not appropriate.

For an appropriate reason a Member's involvement in the UKSPF Local Partnership Board may be terminated by a simple majority. This may not mean the termination of that individual's organisations involvement as this will depend on due process.

An affected representative may request in writing a meeting to review their case regarding termination or for it to be considered at a Board meeting. The Chair's decision will be final.

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