

The UK Shared Prosperity Fund Group - Terms of Reference (Adopted XXX 2023)

1.0 Introduction

- 1.1 The UK Shared Prosperity Fund (UKSPF) Group shall report to the Executive.
- 1.2 Significant changes to the Terms of reference must be approved by the Executive. Minor changes may be made by the Monitoring Officer.

2.0 Role and Functions

- 2.1 The Department of Levelling Up, Housing and Communities (DLUHC) requires the Council to have a UKSPF Group to provide project management & governance.
- 2.2 The UKSPF Group shall be briefed on the UKSPF prospectus and Woking Borough Council's Investment Plan submitted for the three-year funding period.
- 2.3 The UKSPF Group shall, when required, be asked to provide advice on strategic fit and deliverability, ensuring they avoid any conflicts of interest. This shall ensure that the UKSPF investments complement other activities in the area and meets both the national and local objectives.
- 2.4 Members of the UKSPF Group shall be expected to monitor the progress of the projects and report back to the Executive.
- 2.5 Members of the UKSPF Group may be expected to present proposals to the Executive and, where necessary, prepare written reports.

3.0 Membership

- 3.1 The Leader of the Council and the Deputy Leader of the Council shall be voting members of the Group.
- 3.2 In addition, the Group shall be attended by senior officers of the Council.
- 3.3 Councillors, partners and other third parties may be invited to attend the Group at the discretion of the Chair.

4.0 Quorum

- 4.1 The quorum shall be no less than two (2) members of the Group.

5.0 Chair and Vice-Chair (and election thereof)

- 5.1 The election of the Chair and Vice-Chair shall take place at the first meeting of the municipal year.
- 5.2 If the Chair is absent, the Vice-Chair shall chair the meeting.

6.0 Recommendations of the Group

6.1 It is expected that the Group shall reach its recommendations through consensus.

7.0 Meetings of the Group

7.1 Meetings of the Group shall be held virtually and serviced by Democratic Services.

7.2 The Group shall normally have two (2) meetings per year. Ad hoc meetings may be arranged at the discretion of the Chair.

7.3 Meetings of the Group shall be held in private. Any recommendations shall become public knowledge once at Committee.

7.4 All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting.

7.5 The Group shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Councillors to access through mod.gov. As the Group is private, all papers, including agendas, reports and minutes, shall be treated as confidential.

7.6 Third parties may be invited to attend meetings and contribute with the consent of the Chair and Lead Officer.