

## Appendix 2

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| <b>TERMS OF REFERENCE:</b>                        | UK Shared Prosperity Fund (UKSPF), Rural England Prosperity Fund (REPF) and Pride in Place Impact Fund (PIPIF) – Member Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>CHAIRPERSON</b>                                | Chair – Chair of the Economy and Property Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>MEMBERSHIP:</b>                                | One representative from each political group, inclusive of the Chair. Substitutes can be nominated as required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>PURPOSE AND OPERATION OF THE WORKING GROUP</b> | <p>The Member Working Group will meet and/or review papers to consider and advise the Head of Place regarding</p> <ol style="list-style-type: none"> <li>1. The detailed, local eligibility criteria for any grant schemes</li> <li>2. Material changes to the programmes, defined as follows <ul style="list-style-type: none"> <li>• Moving funding between investment priorities in the UKSPF and REPF programme, if the change involves moving 30% or more of the total funding or to a new bespoke intervention</li> <li>• Removing or substantially reducing the scale of a project in any programme by more than 50% and redeploying the funding within the programme</li> <li>• Redeploying identified underspend within the funding programmes.</li> </ul> </li> <li>3. The monitoring reports required by each the programme, to be made to Government</li> </ol> <p>The Member Working Group will be asked to review any 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 6 monthly basis, as minimum, in line with the reporting timetables set by Government. The review meeting will take place in advance of the submission of the monitoring reports to Government.</p> |
| <b>CONDUCT OF MEETING:</b>                        | <ol style="list-style-type: none"> <li>1. Papers relevant for to the matter will be circulated at least 3 days prior to a decision deadline and/or meeting wherever possible.</li> <li>2. Notes of any meetings will be circulated within 2 weeks of the meeting.</li> <li>3. Officers or Members named for actions in the notes will update the group on progress against these tasks.</li> <li>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.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|  | <p>5. Where recommendations are to be made, the group will seek to achieve this by consensus or by a 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 Place and the Chair, and a course of action determined.</p> |
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