

South Kesteven UK Shared Prosperity Fund Local Economic Forum

Terms of Reference

1. Purpose

- 1.1 The purpose of the South Kesteven UK Shared Prosperity Fund (UKSPF) Local Economic Forum (LEF) is to bring together local stakeholders in the District to provide advice and guidance on the strategic fit and deliverability of the South Kesteven UKSPF Investment Plan and the emerging South Kesteven Economic Development Strategy.

2. South Kesteven District Council Role on the UKSPF

- 2.1 South Kesteven District Council (SKDC), designated as a Lead Local Authority for UKSPF has led on the development, submission and subsequent Government approval of the South Kesteven UKSPF Investment Plan.

- 2.2 SKDC will be responsible for:

- Overseeing the defrayal of funding and managing the delivery of the final, agreed Investment Plan.
- Agreeing with central government the level and detail of information required to monitor the progress of UKSPF implementation against spend, milestones, interventions, outputs and results agreed in the Investment Plan, recommending remedial actions where necessary and relating progress to local indicators.
- Reporting progress and feeding into national monitoring as directed by central government.
- Informing and overseeing programme evaluation at the local level, in line with the agreed national arrangements.
- Ensuring that there are clear governance and/or working arrangements within the local area.
- Where considered appropriate working with adjacent Local Authorities to agree arrangements for commissioning joint projects.
- Fulfilling other functions as directed by Government or outlined in published processes and guidance.

3. Objectives of the Local Economic Forum

- 3.1 The objectives of the LEF will be to:

- Engage and contribute to the ongoing development and strategic relevance of the Investment Plan and the emerging South Kesteven Economic Development Strategy.
- Encourage the development of a pipeline of projects that meet the needs set out in the Investment Plan
- Review and engage with the SKDC Shared Prosperity Fund (SPF) Board in project assessment and approval
- Monitor project delivery including outputs and outcomes

- Act as a conduit to engage with other organisations and partnerships
- Develop communications, liaising with local communities and ensuring consistency and clarity of messaging

4. Principles

- 4.1 *Chairman* – For consistency of approach the Chair of the South Kesteven Local Economic Forum will be the appointed Chair of the SKDC SPF Board.
- 4.2 *Decision Making* - Decisions will be taken by consensus; by exception dissent from a majority decision will be recorded in the action minutes.
- 4.3 The LEF will objectively review proposals for their ability to deliver the aims of the Investment Plan and value for money, and their alignment with relevant national policies. SKDC cannot agree to the selection of projects that do not fit the Investment Plan and/or are non-compliant with the regulations.
- 4.4 The LEF will commit to investigating opportunities for delivering activity in collaboration with other areas.
- 4.5 *Conflicts of Interest* - The Chair will ensure members are aware of their obligations relating to data protection, confidentiality and conflict of interest.
- 4.6 Members will be required to complete a register of relevant interests (including pecuniary and non-pecuniary, personal or other interests, and declaring any gifts or hospitality received in their capacity as a member). At least once in every 12-month period, all Members must review the information relating to themselves contained in the register of interests and declare that the information is correct or make a further declaration if necessary.
- 4.7 Members will also be required to declare an interest in any agenda items where a decision is required and the decision may cause a direct material impact, financial or otherwise, either personally or to the organisation or institution they are representing. Conflicts of interest should be identified to the Chair and minuted.
- 4.8 In such circumstances it will be a matter for the Chair to decide if the member can attend and/or contribute to the discussion, but members may also choose to absent themselves for the duration of that discussion to avoid actual or any appearance of undue influence.
- 4.9 Members must also report any suspicions of fraud or malpractice to the Local Economic Forum, so that this can be escalated to SKDC or central government, as appropriate.
- 4.10 *Frequency* - The LEF meetings will take place quarterly (from May 2023) with the option to increase or reduce frequency reviewed regularly. Meetings will be in person but can be held virtually on agreement. The potential for hybrid meetings to be considered if this supports attendance of members. Agendas and papers will be circulated approximately 5 working days in advance of the meeting. Members can propose agenda items to the UKSP Programme Manager (as secretariat to this group).

4.11 *Decision notes* - Decisions will be minuted and will normally be circulated no later than 10 working days after a meeting for approval by members (with a nil response taken as endorsement).

4.12 *Confidentiality* - Recommendations of the LEF remain confidential until such time as SKDC informs members that a formal decision has been made.

5. Membership

5.1 The membership of this group may change over time to reflect the evolving local issues identified within the District. Partners selected should be representative of their sector and/or relevant stakeholders and able to demonstrate accountability. Initial LEF invitees to be:

- Appointed representatives from the SKDC SPF Board
- Parish Council, Town Council and Charter Trustee representation
- Federation of Small Business
- Lincolnshire Chamber of Commerce
- Department of Work and Pensions
- Chairs / appointed representative of the 4 town based Business Clubs
- Grantham and Stamford College
- Lincolnshire Community and Voluntary Service
- Citizens Advice South Lincolnshire

5.2 Membership of the LEF will initially be for a three year term. Where members leave before that time, replacements will be sought from the sector/organisation they are representing. Membership will also be refreshed as needed to reflect any changes in relevant regulations and policies.

5.3 By agreement with the Chair it is possible to invite expert guidance to specific meetings to assist consideration of a specialist proposal.