

Terms of Reference

Winchester District UK Shared Prosperity and Rural Fund Partnership Board ("the Partnership Board")

Purpose

Winchester City Council has been allocated £1m grant from the Government's UK Shared Prosperity Fund (UKSPF) with an additional £745,000 grant from the Rural England Prosperity Fund (Rural Fund). These grant monies are in support of the government's levelling up agenda and commitment to:

- a) Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging.
- b) Spread opportunities and improve public services, especially in those places where they are weakest.
- c) Restore a sense of community, local pride and belonging, especially in those places where they have been lost.
- d) Empower local leaders and communities, especially in those places lacking local agency.

The council has formed this Partnership Board to as part of its governance for the delivery of the UKSPF and Rural Fund allocations.

The purpose of the Partnership Board is to:

1. Provide local insight and expertise to identify and address local needs and opportunities.
2. Provide advice on strategic fit and deliverability of proposals and that investments;
 - a. complement other activities in the area,
 - b. meet the Fund and local objectives,
 - c. are accountable to local stakeholders.
3. Drive better outputs and outcomes from project investments.
4. Review proposals to deliver value for money.

Roles and Responsibilities

The Partnership Board will:

1. Work in collaboration to advise and provide guidance in relation to the delivery of the Winchester district UKSPF Investment Plan and the Rural Fund programme.
2. Review:
 - i. Project proposals for investment including outcomes and expenditure
 - ii. Performance and progress of investments
 - iii. Monitoring returns to government on the delivery of the funds

3. Review and monitor:
 - i. Risk
 - ii. Inclusion and diversity
 - iii. Carbon and natural environmental impact

Winchester City Council will:

1. Provide administration of the Partnership Board to include meeting arrangements, agendas, papers, reports
2. As lead authority for the administration of the UKSPF and Rural Fund:
 - i. manage local project calls for selecting projects in line with approved plans
 - ii. approve applications
 - iii. contract with successful applicants
 - iv. make payments
 - v. day-to-day monitoring
 - vi. submit reports to government

The Partnership Board is not a decision making body of Winchester City Council. All advice and recommendations will be considered by Winchester City Council as lead authority for the delivery of the UKSPF Fund and Rural Fund.

Conflicts of Interest

Any member(s) of the Board who considers they have a potential or actual conflict of interest which relates to an item of business at a meeting are required to declare any interests and potential conflicts in advance of the meeting, or at the earliest opportunity at the meeting of the Board. The Chair of the Partnership Board will advise if the Board member(s) needs to leave the meeting during the discussion on the relevant matter and or to withdraw from voting on the matter. Where any potential or actual conflict relates to the business of any meeting, the conflict will be recorded in the minutes of that meeting.

Conflicts of Interest may arise from the following.

Financial:

This may include the Board member having investments, shares, bonds etc. in an organisation that will benefit from the funding, development or outcome of a project.

Personal:

This includes where the funding, development or outcome of a project could have real consequences for a person that a Board member has a close personal association or relationship with. This could include any close family members and also other associates: for example, a close friend, a close relative or a business associate.

Positions held in benefitting organisations:

This includes past*, current or future positions held in organisations that will directly benefit from the funding, development or outcome of a project. Relevant positions may include direct employment and senior paid roles, unpaid roles with charities and not-for-profit organisations, directorships, trusteeships.

(*positions held in the last two years will be relevant as past positions).

Membership

The Partnership Board will comprise of:

Cabinet Member for Business & Culture (Chair)

Nominated

- Opposition Councillor
- Winchester Town Forum Councillor
- Parish Council Councillor

Local MPs

Hampshire County Council

Enterprise M3 Local Enterprise Partnership

South Downs National Park

Nominated representatives¹ for the three investment priorities;

- Community & Place – 3 reps
- Business support – 2 reps
- People & Skills – 1 rep

Nominated representatives from the Rural Fund priorities

- Rural business / land-based – 1 rep
- Rural communities – 1 rep

Attendance

Substitute representatives will be permitted for no more than two consecutive meetings after which time

- the nominated representative will be required attend or
- a review of representation will be required and/or
- a new representative will be nominated.

¹ The number of representatives will be proportionate to the level of funding allocated to each priority in the Investment Plan.

Recruitment

If and when seats on the Partnership Board become available representatives from relevant partnerships, agencies and organisations etc. will be invited to join the Board. Existing Board members may propose or suggest suitable representatives to the council for consideration.

Resignations

Any representative wishing to resign from the Partnership can simply notify the council at least four weeks before any meeting.

Termination of the Partnership Board

The purpose of the Partnership Board will be deemed to have been met upon completion the Winchester District UKSPF Investment Plan and following its final meeting in April 2025.

Meetings

1. The Partnership Board will meet twice a year in April and October to align with the reporting schedule to government.
2. The Shadow Partnership Board* will meet twice; November 2022 and January 2023
3. A record of the meeting will be made public. All papers of a commercial nature will be confidential unless otherwise decided on a case-by-case basis.
4. The quorum of the meeting will be six with at least two from the council in attendance.
5. Standing agenda items include:
 - a. Projects for funding that financial year
 - b. Progress reports and delivery of outcomes of funded projects
 - c. Six monthly performance report to government
 - d. Financial performance
 - e. Risk Register

* Roles and Responsibilities of the Shadow Partnership Board (October 2022 to March 2023)

To consider

- 1 The draft Terms of Reference.
- 2 The grant award process
- 3 The year 1 projects for funding.
- 4 The first call for projects to be delivered in 2023/ 24.
- 5 The first report to UKSPF in February 2023.
- 6 The arrangement to transition to a full Partnership Board from April 2023.

Monitoring & Reporting Schedule

	Reporting Periods	Reporting Type	Report Due Date	Partnership Board meeting
1	1 August to 31 December 2022	Quarterly (summary)	1 Feb 2023	January 2023
2	1 January to 31 March 2023	Sixth monthly	1 May 2023	April 2023
4	1 April to 30 June 2023	Quarterly (summary)	1 Aug 2023	
5	1 July to 30 September 2023	Sixth monthly	1 Nov 2023	October 2023
6	1 October to 31 December 2023	Quarterly (summary)	1 Feb 2024	
7	1 January to 31 March 2024	Sixth monthly	1 May 2024	April 2024
8	1 April to 30 June 2024	Quarterly (summary)	1 Aug 2024	
9	1 July to 30 September 2024	Sixth monthly	1 Nov 2024	October 2024
10	1 October to 31 December 2024	Quarterly (summary)	1 Feb 2025	
11	1 January to 31 March 2025	Sixth monthly and final reporting	1 May 2025	April 2025

Partnership Board relationship to other local / council forums and policies

