

# Tunbridge Wells UKSPF Local Partnership Group

## [DRAFT] Terms of Reference

### 1.0 PURPOSE

- 1.1 The purpose of the Tunbridge Wells UKSPF Local Partnership Group (LPG) is to bring together local stakeholders in the borough to provide advice and guidance on the strategic fit and deliverability of the Tunbridge Wells UKSPF Investment Plan (Investment Plan).

### 2.0 TWBC ROLE

- 2.1 TWBC (Tunbridge Wells Borough Council), designated as a Lead Local Authority for UKSPF, is seeking to develop, agree and deliver a UKSPF Investment Plan.
- 2.2 TWBC 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.
  - 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.

### 3.0 OBJECTIVES OF THE LOCAL PARTNERSHIP GROUP

- 3.1 The objectives of the Local Partnership Group will be to:
- Engage and contribute to the development of the Investment Plan
  - Encourage the development of a pipeline of projects that meet the needs set out in the Investment Plan
  - Review and engage in project assessment and approval
  - Engage in review of Community Grant applications

- 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

#### **4.0 PRINCIPLES**

- 4.1 **Chairman** - The Chair of the Local Partnership Group will be the Cabinet Member for Tunbridge Wells Town and Local Areas or as delegated if absence is unavoidable.
- 4.2 **Decision Making** - Decisions will be taken by consensus; by exception dissent from a majority decision will be recorded in the minutes.
- 4.3 The Local Partnership Group 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. TWBC cannot agree to the selection of projects that do not fit the Investment Plan and/or are non-compliant with the regulations.
- 4.4 TWBC will not approve any projects that have not been considered by the Local Partnership Group.
- 4.5 The Local Partnership Group will commit to investigating opportunities for delivering activity in collaboration with other areas.
- 4.6 **Conflicts of Interest** - The Chair will ensure members are aware of their obligations relating to data protection, confidentiality and conflict of interest.
- 4.7 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.
- 4.8 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.
- 4.9 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.
- 4.10 Members must also report any suspicions of fraud or malpractice to the Local Partnership Group, so that this can be escalated to TWBC or central government, as appropriate.

4.11 **Frequency** - The Local Partnership Group meetings will take place monthly (from September) 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 Economic Development Manager.

4.12 **Minutes** - Meetings and decisions will be minuted. Minutes will normally be circulated no later than 10 working days after a meeting for approval by members (with a nil response taken as endorsement).

4.13 **Confidentiality** - Recommendations of the Local Partnership Group in relation to individual investments remain confidential until such time as the TWBC informs members that a formal decision has been made.

## 5.0 MEMBERSHIP

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

<b>Partner</b>	<b>Representatives</b>
Council	Cabinet Member for Tunbridge Wells Town and Local Areas Cabinet Member for Rural Communities
Parish Council & Forum Representation	KALC Royal Tunbridge Wells Town Forum
Voluntary and Charitable Sector	West Kent Mind
Education and Skills Providers	WK EAN
Business Sector	Royal Tunbridge Wells Together Federation of Small Business Creative Tunbridge Wells
Employment Experts	DWP Jobcentre Plus
County Council	Kent County Council
Local MP	Greg Clark MP or rep from his office

5.2 In addition to the above representatives, Helen Grant MP has also been invited to engage with the Local Partnership Group, and plans will be put in place to continue this engagement as the Investment Plan is developed.

5.3 Membership of the Local Partnership Group 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.

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