

UKSPF Local Partnership Sub-Group Draft Terms of Reference

1. Context and Purpose

London has been allocated £144m from the UK Shared Prosperity Fund (UKSPF) across 2022-25. Access to local insight and expertise is essential to identify and address need and opportunity. Local partners influence the use of UKSPF through development and delivery of an investment plan via a Local Partnership Group, which advises the lead authority (in London's case the GLA) on the strategic fit and deliverability of proposals. London's Local Partnership Group for UKSPF is the London Partnership Board ("the Board").

Priorities and headline allocations for UKSPF are set by the Board via approval of London's UKSPF Investment Plan. The Board has established the London Local Partnership Sub-group ("the Sub-group") to undertake a review of applications to certain competitive calls, review delivery progress, and review any proposed material changes to the Investment Plan.

Following the end of the London Economic Action Partnership (LEAP)'s governance structures on 31 March 2023, the Sub-group will also maintain high-level oversight of those LEAP-funded programmes remaining in delivery, excluding those relating to skills capital funding.

2. Authority and areas of responsibility

The Sub-group is not a formal decision-making body. Its decisions will take the form of recommendations that will be subject to ratification via the formal decision-making processes of the GLA as the lead authority for UKSPF in London. The Sub-group's areas of responsibility are as follows:

Overarching UKSPF Investment Plan

- a) To make recommendations to the Board on any proposed material changes to London's overarching UKSPF Investment Plan

UKSPF Supporting Local Business funding strand:

- b) To consider the strategic fit and deliverability of applications submitted to the competitive call for this funding strand and make formal recommendations on to the GLA on the award of funding, in line with the agreed priorities of London's UKSPF Investment Plan and guidance provided by HM Government.
- c) To consider an annual delivery report relating to both the directly allocated and competitively allocated funding under this strand.
- d) To make recommendations to the Board on any proposed material changes to the Supporting Local Business strand of London's UKSPF Investment Plan
- The Sub-group has no responsibility in relation to the award of the directly allocated element of this funding.

UKSPF Communities and Place funding strand:

- e) To consider an annual delivery report relating to the directly allocated funding under this strand.

- The Sub-group has no responsibilities in relation to the initial allocation or any future reprofiling of this funding, which will be agreed directly between the GLA and boroughs.

UKSPF People and Skills Funding strand:

- The Skills for Londoners Board will provide oversight of the People and Skills Funding strand.
- An annual delivery report relating to both the directly allocated and competitively allocated funding under this strand will be presented to the London Partnership Board.

Residual LEAP funding:

- f) To consider and endorse proposed major changes to outputs, outcomes or funding allocations for projects funded by Local Growth Funding previously overseen by the LEAP, where these would have a material impact on overall programme delivery. To make recommendations without recourse to the Board and subject to ratification via the formal decision-making processes of the GLA
- The Sub-group has no role in overseeing residual LEAP funding with a focus on delivering skills outcomes. This will be overseen by existing skills partnership boards and wider skills governance structures hosted by the GLA.

General:

- g) The Sub-group will offer advice where sought on the general management and performance of UKSPF in London.

3. Membership

The membership of the Sub-group will be structured as follows:

- **Chair:** Independent business member drawn from existing partnership body with comparable responsibilities.
- **Deputy Chair:** Senior local authority officer
- At least two additional senior local authority officers
- One senior London Councils officer
- One senior GLA officer
- At least two and no more than four members with business and trade expertise drawn from existing partnership bodies with comparable responsibilities.
- At least two and no more than four representatives of London's voluntary and communities sector.
- An expert in social inequalities.
- A trade union representative.

The Chair of the Sub-group will be appointed by the Co-Chairs of the Board and will sit on the Board. Members of the Sub-group will be invited by the Sub-group's Chair, in line with the membership structure above and in consultation with the Co-Chairs of the Board. Additional members may be invited as will further the purpose of the Sub-group. Appointments will be administered by the GLA's Secretariat.

The membership of the Sub-group will be drawn partly from GLA-led partnership bodies that are expected to be dissolved in the medium term. The Sub-group's membership structure will therefore be reviewed following the next London mayoral election. For ease of administration, members will initially be appointed for a period approximately aligned with the remainder of the London mayoral term.

A representative of the delivery agency in receipt of directly allocated *Supporting Local Business* UKSPF funds will be an observer to the Sub-group.

4. Meeting arrangements

Meetings of the Sub-group will be called by the Chair. The Sub-group is expected to meet annually, beginning in 2023, with additional meetings to be called where matters within its remit arise.

The quorum for a meeting of the Sub-group will be half the number of members, rounded up to the next whole number, to include: the Chair or Deputy Chair; a local authority or London Councils officer; a member appointed for their business expertise (including the Chair); and a member from London's community and voluntary sector.

Where it is not practical to call a meeting of the Sub-group within the timeframe necessary for a decision, and with the agreement of the Chair, the Sub-group may be consulted and make recommendations via written procedures.

Where a recommendation is made via written procedures, the relevant reports and the outcome of their consideration will be reported to the next meeting of the Sub-group.

5. Support

The work of the Sub-group will be supported by officers from the GLA's Economic Development Unit and Secretariat.

The lead officer for the sub-group will be the GLA's Assistant Director, Economic Development and Programmes.

6. Diversity

The Sub-group's membership should reflect London's diversity. The Chair will ensure that members' skills and experience are appropriate to safeguard and support the equality, diversity and inclusion objectives set out in the London's UKSPF implementation Plan.

7. Conduct and interests

Members will sign terms of appointment, which include a requirement to observe the [seven principles of public life \('the Nolan Principles'\)](#) and to disclose and register all relevant interests.

Members must commit to a Code of Conduct, to comply with any guidance provided by the GLA's Monitoring Officer, to register and declare all relevant interests and to seek advice from officers on any issue where a conflict of interest is or may be arising.

8. Transparency

The London Partnership Board is committed to openness and to making its work as transparent as possible.

Meetings of the Sub-group will not be held in public, to enable the free and frank discussion of information that may be commercially sensitive. Agendas for the Sub-group will be published on the GLA's website in advance of the meeting to which they relate.

Reports will be released with the agenda except in those cases where GLA officers reasonably considers that information therein may be exempt from disclosure under an applicable [exemption under the Freedom of Information Act \(FOIA\)](#) or Environmental Information Regulations. Reports reserved from publication can still be requested under the FOIA, at which stage the GLA will consider these requests on a case-by-case basis.

Draft minutes will be published, wherever possible, within 10 working days of the meeting. Information considered exempt under FOIA will be removed to a private version of the minutes

9. Schedule of responsibilities

Responsibility	Officers – via GLA programme management procedures	UKSPF Local Partnership Sub-group	London Partnership Board
Overarching UKSPF Investment Plan	Development of the current (2022-25) Investment Plan.	No role (not established at time of Investment Plan Development)	Approval of London's UKSPF Investment Plan for submission to government.
Material changes to the Investment Plan The definition of material changes to the UKSPF Investment Plan is set out below this table.	Monitoring of the progress against the plan.	Review proposed material changes and, if satisfied, recommend those changes to the Board.	Approval of material changes, informed by the view of the sub-group.
UKSPF supporting local business investment priority	Competitively allocated element Manage the call for proposals (including assessment of applications, contracting, project management and contract variations).	Competitively allocated element Advise on the strategic fit and deliverability of applications. Receive an annual delivery report for Supporting Local Business for comment. This will be based on the latest reporting submission to the Department for Levelling Up, Housing and Communities.	Competitively allocated element Annual delivery report to be issued to the Board for information.

	Directly allocated funding to boroughs Manage the awards and performance-manage	Directly allocated funding to boroughs Receive an annual delivery report for Supporting Local Business for comment. This will be based on the latest reporting submission to the Department for Levelling Up, Housing and Communities.	Directly allocated funding to boroughs Annual delivery report to be issued to the Board for information.
	Directly allocated funding to delivery agency Manage the award and performance-manage	Directly allocated funding to delivery agency Receive an annual delivery report for Supporting Local Business for comment. This will be based on the latest reporting submission to the Department for Levelling Up, Housing and Communities.	Directly allocated funding to delivery agency Annual delivery report to be issued to the Board for information.
UKSPF Communities and Place investment priority: Directly allocated funding to boroughs	Manage the award and performance-manage	Receive an annual delivery report for Communities and Place for comment. This will be based on the latest reporting submission to the Department for Levelling Up, Housing and Communities.	Annual delivery report to be issued to the Board for information.
UKSPF People and Skills investment priority	Manage the award and performance-manage.	No role. GLA-led skills governance structures will oversee this strand.	Annual delivery report to be issued to the Board for information.
Non-skills LEAP-funded programmes	Manage ongoing delivery in line with established GLA processes and procedures and maintain reporting as agreed with government.	Provide independent review and make recommendations for action where proposed changes to outputs, outcomes or funding allocations would have a material impact on overall programme outcomes.	No role.

Material changes to the UKSPF Investment Plan

Government requires the Local Partnership's Group's 'views are sought' prior to any material change request and that the LPG 'confirm they are content'. Material changes are defined by government as follows:¹

1. A post investment plan approval request for administration costs over the 3 years to exceed the percentage agreed in a lead local authority's investment plan.
2. A single reprofiling of funding from one investment priority to another (not between interventions) if the change involves moving 30% of the total funding allocation over the 3 years or £5 million whichever is lower.

This change will be benchmarked against the investment plan agreed by the Department for Levelling Up, Housing and Communities (DLUHC) or against the position agreed as part of a previous material change.

3. Introduction of a new bespoke intervention.

The GLA is responsible for managing other changes, deemed non-material by DLUHC, and these will be treated as business-as-usual. However, the Sub-group will be consulted if officers consider that its views would be beneficial.

¹ UK Shared Prosperity Fund: reporting and performance management (3) accessed at: <https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-and-performance-management-3#:~:text=In%20lead%20local%20authorities%20with,more%20against%20an%20investment%20intervention> (updated 8 March 2023)