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UK Shared Prosperity Fund (UKSPF)
London Borough Contract Management Handbook

Introduction

This short guidance document explains the contractual and relationship management processes the GLA intends to use to monitor boroughs that receive a direct allocation of UKSPF funding for communities and place (C&P) and supporting local business (SLB). The handbook can be used as a reference tool to support boroughs.

The GLA is responsible for reporting performance to the Department for Levelling Up Housing and Communities (DLUHC) on a quarterly basis. The processes in this document are designed around the reporting requirements set by government.
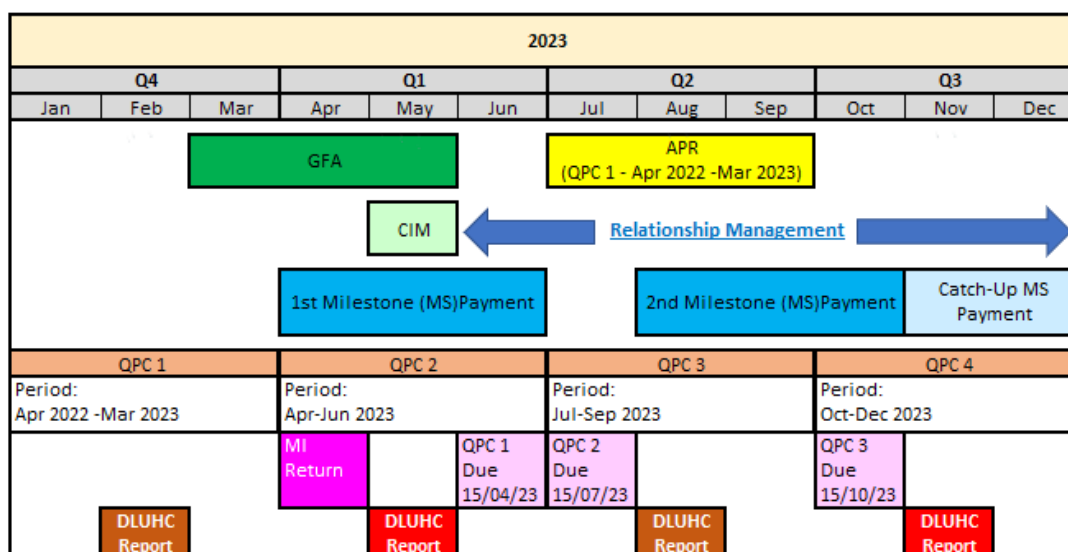
Inevitably it cannot provide guidance on every issue or question that will arise, so in this instance borough colleagues are asked to contact their GLA Grant Manager.
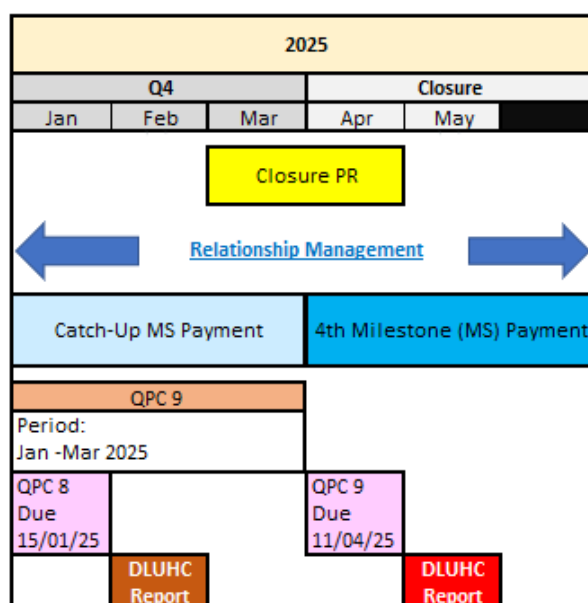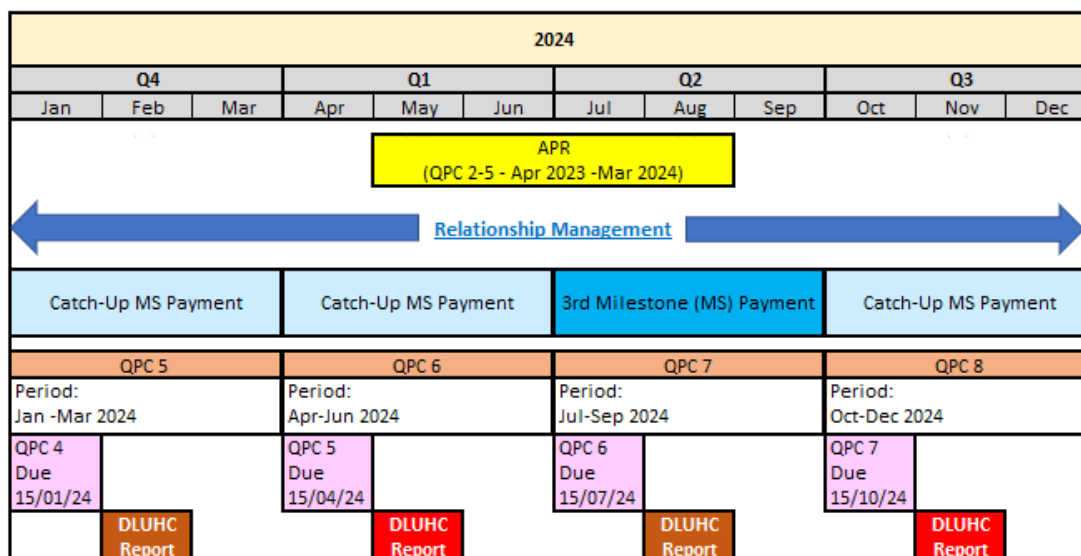
This handbook will be updated as required over duration of the UKSPF programme, as the GLA and boroughs work together to deliver UKSPF.

Programme Delivery Lifecycle

The diagram below explains the different stages and processes that will be used to monitor boroughs from the point of signing the GFA through to submitting the final quarterly progress (QPC) claim and closing the programme in 2025. The acronyms used are explained throughout the document:

UKSPF Borough DA - Grant Management Lifecycle

2024											
Q4			Q1			Q2			Q3		
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

APR
(QPC 2-5 - Apr 2023 -Mar 2024)

← Relationship Management →

Catch-Up MS Payment	Catch-Up MS Payment	3rd Milestone (MS) Payment	Catch-Up MS Payment

QPC 5		QPC 6		QPC 7		QPC 8	
Period: Jan -Mar 2024		Period: Apr-Jun 2024		Period: Jul-Sep 2024		Period: Oct-Dec 2024	
QPC 4 Due 15/01/24		QPC 5 Due 15/04/24		QPC 6 Due 15/07/24		QPC 7 Due 15/10/24	
	DLUHC Report		DLUHC Report		DLUHC Report		DLUHC Report

2025				
Q4			Closure	
Jan	Feb	Mar	Apr	May

Closure PR

← Relationship Management →

Catch-Up MS Payment	4th Milestone (MS) Payment

QPC 9	
Period: Jan -Mar 2025	
QPC 8 Due 15/01/25	QPC 9 Due 11/04/25
DLUHC Report	DLUHC Report

Monitoring and claim process

Contract Inception Meeting (CIM) and relationship management

Once the grant funding agreement (GFA) has been signed by both parties this is the start of the delivery relationship between the borough and the GLA.

An initial first step in this relationship is the contract inception meeting. This will be a joint meeting hosted by the GLA and London Councils.

The CIM is the first opportunity for borough contacts to meet their GLA Grant Manager and an opportunity for borough contacts to ask any questions they have. It will also be an opportunity for GLA Grant Managers to collectively understand more about what

boroughs intend to deliver and to find out how the GLA can support boroughs to deliver UKSPF.

As a guide some of the topics covered at the meeting may include the following:

1. Borough's plans for delivering UKSPF
2. How we'll work together
3. The quarterly progress claims process
4. UKSPF guidance and borough responsibilities on record keeping and compliance
5. How equalities, diversity and inclusion are/will be reflected in delivery
6. Further information on subsidy control requirements
7. How reporting, monitoring and evaluation processes will operate

Following this meeting your GLA Grant Manager will write to you to initiate the start of our relationship together.

After the CIM, and for the duration of the UKSPF programme, boroughs will meet with their GLA Grant Manager on a regular basis. The frequency of these meetings will depend on the support required. This could be monthly/quarterly or on an ad hoc basis.

Quarterly Progress Claims (QPC) (the reports sent to the GLA on a quarterly basis)

Boroughs will be required to submit quarterly progress claims to their GLA Grant Manager by email. The GLA will report programme performance to government using the data boroughs have provided. In order to capture this information in a consistent way, the GLA has developed a UKSPF claim form. The claim form covers C&P and SLB. Boroughs will be required to report quarterly achievements on the following performance areas:

Expenditure and Forecasts	Boroughs are required to declare the total amount of actual spend in the current quarterly period (i.e., left the borough's bank account) across all projects, split by C&P and SLB.
	The GLA recommends that boroughs keep separate transaction lists (detailing expenditure) for each individual project they support. It is recommended that boroughs keep records of expenditure (e.g. invoices, salary records, BACS and bank statements). The GLA may periodically test a sample of expenditure. Government colleagues or auditors may also request this information. Boroughs will need to be able to provide any evidence upon request.
	Boroughs should also forecast expected spend for the remaining quarterly periods of the programme.

	Actual and forecast spend should always total to the overall UKSPF grant for C&P and SLB. **Please speak to your GLA Grant Manager if there is a reason you no longer plan to spend your full UKSPF grant.**
Outputs/Outcomes and Forecasts	Boroughs are required to declare the actual numbers achieved for each output or outcome target across all projects. Boroughs should also forecast expected outputs and outcomes for the remaining quarterly periods of the programme. Actual and forecast spend should always total to the overall set out in the GFA for C&P and SLB. **Please speak to your GLA Grant Manager if there is a reason you no longer plan to deliver the targets set out in your GFA.** Boroughs should only report outputs and outcomes in section 1 of the claim form if they are agreed as part of the GFA. There is an opportunity to report non-contractual (i.e. targets not in the GFA) outputs and outcome in section 2 and 3.
Progress Report	This is an opportunity to share good news and successes, including any publicity. Please highlight any positive case studies in this section, the GLA is keen to hear about the successes of the UKSPF programme. Please share any material with your Grant Manager.
Match Funding Register	The register is to record match funding, if applicable. The register should be reviewed and updated with each claim submission to ensure the information is up to date. (When submitting your claim, please ensure that the value being reported in the expenditure tab (column K) reflects the match being reported or forecast for each claim quarter).
Equalities Data	No equalities targets were agreed or included in the GFA. However, as detailed in the outputs and outcomes guidance, boroughs will need to report equalities data.
Company data	This is to capture a cumulative record of businesses supported.
Assets	Record any assets above £1,500.

In addition to reporting actual performance in a quarterly period, boroughs will be expected to provide forecasts for expenditure, output and outcome targets for the remaining quarterly periods in the programme.

The quarterly progress claim schedule is set out below and includes the quarterly periods for reference as well as due dates:

Claim no.	Quarterly Reference Period	Progress period	Due date
Claim 1	Q1 2022 – Q4 2023	01/04/2022 – 31/03/2023	30/04/2023
Claim 2	Q1 2023	01/04/2023 – 30/06/2023	14/07/2023
Claim 3	Q2 2023	01/07/2023 – 30/09/2023	13/10/2023
Claim 4	Q3 2023	01/10/2023 – 31/12/2023	15/01/2024
Claim 5	Q4 2023	01/01/2024 – 31/03/2024	15/04/2024
Claim 6	Q1 2024	01/04/2024 – 30/06/2024	15/07/2024
Claim 7	Q2 2024	01/07/2024 – 30/09/2024	15/10/2024
Claim 8	Q3 2024	01/10/2024 – 31/12/2024	15/01/2025
Claim 9	Q4 2024	01/01/2025 – 31/03/2025	14/04/2025

Annual Performance Reviews

The annual cycle runs in line with the financial year, e.g. April-March. The January-March Quarter 4 (Q4) quarterly progress claims will be used to assess annual performance against the annual profiles in the GFA, or if a contractual change has been agreed this will supersede the profiles in the GFA.

Satisfactory performance means that the borough has met its annual profiled targets for expenditure, outputs and outcomes, or a 'credible plan' has been agreed with the GLA to recover performance.

A credible plan means that the GLA Grant Manager agrees to the reprofiling of targets in subsequent years, where there is underperformance in-year, and boroughs have provided any additional supporting information requested.

Milestone (MS) Payments and Catch-Up Milestone Payments

The first milestone payment will be made once both parties have signed the GFA and boroughs have invoiced the GLA.

Subsequent milestone payments will be made if a borough's annual performance meets satisfactory performance criteria, or a credible plan has been agreed with the GLA Grant Manager.

If performance is unsatisfactory and a credible plan is not agreed, the GLA may withhold the next milestone payment in full or release part of the payment. Withheld

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milestone payments could be released in future claim periods and would be dependent on boroughs meeting an agreed action plan.

The final milestone payment will be made upon satisfactory closure criteria being met. For further information see closure section.

Please note that government pays the GLA its UKSPF allocation on an annual basis providing the GLA has achieved its expenditure and output/outcome targets. Clearly, boroughs (and other UKSPF recipients) will need to be meeting their own individual targets in order that, once aggregated, London's performance is on track. Where the GLA has not achieved this, the GLA is required to submit its own credible plan to government to review, in order to release a payment. This could mean that GLA is delayed in making a payment to boroughs. Clause 4.20 of the GFA reflect this:

"The Lead Authority reserves the right not to pay any Grant Claims where the Secretary of State withholds or reduces UK Shared Prosperity Funding under its Memorandum of Understanding with the Lead Authority and it is fair and equitable for a proportionate reduction to be made from the Grant."

Branding and Publicity

Projects must follow the UK government and Levelling Up publicity and branding requirements, including logo use; print and digital materials; and co-branding. For more detailed information on the UK Government branding requirements, please visit:

- UK government branding guidelines
- Funded by UK Government: Branding Manual

The UK government has yet to publish Levelling Up branding requirements. This handbook will be updated when they are available. In the absence of guidance, please ensure the Levelling Up logo is included on all external communication materials related to UKSPF activity, including the project website, as a minimum.

Projects should use the 'Funded by UK Government' logo from the UK Government branding guidelines.

Further information and guidance can be found on the government website here.

Supported by Mayor of London

Projects are required to use the 'Supported by Mayor of London' logo on all external communication materials, including the project website. For guidelines for use of the 'Supported by' logo, please visit Supported by Mayor of London guidelines.

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Subsidy Control

Boroughs must ensure they are complying with the [Subsidy Control Act 2022](). When subsidies are awarded, this information should be included in the quarterly progress claim form, and recorded on the transparency database.

The government have published a quick guide for public bodies which can be found [here]().

Change Request

It is accepted that over the life of any project there will be a degree of change in the normal course of project delivery. Most changes can be agreed through the day-to-day grant management process. Boroughs should contact their GLA Grant Manager to discuss an appropriate process for agreeing any changes. Grant Managers may also contact boroughs to initiate a change if they have identified a project issue during day-to-day monitoring.

Some changes will need to be agreed through a more formal process because they are considered significant. In such cases, the GLA Grant Manager will request that a Change Request Form is completed and submitted by the borough. An updated Quarterly Profile should also be submitted.

Below are some examples of different types of changes and the process that might be used:

Type of Change	Process
Reduction to any of the total number of outputs and outcomes in the GFA Reduction to overall expenditure profiled in the GFA	Change Form A reduction to agreed output and outcome totals, or reduction to total expenditure profiled could impact the London-wide UKSPF programme level targets.
Reforecasting achievement of in-year output and outcome targets, or throughout the lifetime of the programme	Annual Performance Review If a borough hasn't achieved its profiled targets within the quarterly period, it is expected that boroughs will reprofile if they still expect to achieve the overall targets. At the annual performance review, the GLA

	Grant Manger will review the forecasts provided with Q4 quarterly progress claim and confirm whether the new annual profiles for the remaining years is agreed. If this is agreed, this forms part of the credible plan.
Removing or adding in projects	Change Form The GLA Grant Manager would need to make a judgement on the most appropriate process to follow. This may depend on the impact on performance targets and whether there is any significant impact to the strategic fit for UKSPF.

The above examples of changes are not exhaustive. There will be other types of changes not listed here that will likely arise throughout the lifetime of the programme.

Any change a borough identifies should be discussed with the GLA Grant Manager to decide the best process to use.

The GLA will be monitoring the aggregated performance of all boroughs and the City of London Corporation. Where some collective changes to GFAs have a material impact on the narrative, data and targets in the London UKSPF investment plan, the GLA is required by government to submit such material changes to the Local Partnership Group[1] for consultation. Thereafter, DLUHC's approval would be sought. This could both delay GLA approving boroughs' individual contractual changes and/or could mean changes are unable to be approved.

Closure and Evaluation

As set out in the claim schedule, the final quarterly progress claim must be submitted no later than the 14 April 2025. GLA Grant Managers will undertake a closure performance review (Closure PR) and make the fourth milestone payment in April 2025.

The closure performance review will include a check to ensure that boroughs have submitted satisfactory evidence in order for the GLA to confirm project completion to government.

Evaluation

In March 2023, UK government published its evaluation strategy. The GLA will share updates or any additional monitoring requirements with boroughs when it is available. Boroughs should be aware that UK government could update its monitoring and

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[1] There are over 250 UKSPF programmes across the UK, and each is required to have a Local Partnership Group (LPG). The government has stated that a role of the LPG is to 'provide advice on the strategic fit and deliverability' of proposals for UKSPF funding. In London, the group includes borough representatives and London Councils.

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evaluation requirements throughout the lifetime of the programme. The GLA will update its guidance, including this handbook, accordingly.

Frequently Asked Questions (FAQ's)

These are common questions that have been asked to Grant Managers, which we are sharing for information.

Q.   Should capital projects put up a plaque or board with programme logos?

A.   All infrastructure projects must put up a plaque upon completion: https://gcs.civilservice.gov.uk/wp-content/uploads/2022/12/Branding_Funded_By_UKG-.pdf
We strongly recommend that a plaque is put up.

Q.   Is there a UKSPF definition for capital costs?

A.   No, boroughs should speak to their finance department and follow the definition they have for capital.

Q.   Can the UKSPF awarded grant allocations be moved between capital and revenue?

A.   No, the allocations between revenue and capital are fixed. You can't convert capital to revenue or vice versa.

Q.   The 4% allocation for the management fee and evaluation, is this the revenue allocation only?

A.   It is the total allocation, including the capital value. Boroughs can use up to 4% of their allocation to undertake necessary Fund administration, such as project assessment, contracting, monitoring and evaluation and ongoing stakeholder engagement.

Q.   What is required for the evidencing of the management fee?

A.   Evidence is likely to relate to staff time for staff within the borough managing UKSPF e.g., compiling and submitting UKSPF claim etc. Boroughs should keep payroll records for staff managing UKSPF to show that 4% of their allocation has been attributed to this.