

York UK Shared Prosperity Fund (UK SPF) Partnership Board

Terms of Reference

Overview

1. The UK SPF is a central pillar of the UK government's Levelling Up agenda. It replaces the EU Structural Funds, and will provide £2.6 billion of new funding for local investment by March 2025. York has been allocated £5,107,510.
2. In September 2022 Government announced a further element of UK SPF funding to address the particular needs of rural communities and businesses through the Rural England Prosperity Fund (REPF). York has been allocated £400,000 for capital spend in areas of York defined as rural by DEFRA.
3. The total UK SPF allocation specifically for York is thus £5,507,510. This is for a three year programme period and is apportioned as follows:
 - Year 1: £619,843 (of which £64,464 is capital)
 - Year 2: £1,339,687 (of which £161,160 is capital and £100,000 is REPF)
 - Year 3: £3,447,980 (of which £675,000 is capital and £300,000 is REPF)
4. The UK SPF supports the UK Government's wider commitment to level up all parts of the UK by delivering on each of the levelling up objectives. Specifically:
 - Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
 - Spread opportunities and improve public services, especially in those places where they are weakest
 - Restore a sense of community, local pride and belonging, especially in those places where they have been lost
 - Empower local leaders and communities, especially in those places lacking local agency

Partnership Board

5. York UK Shared Prosperity Fund (UK SPF) Partnership Board is a partnership body, bringing together employers, entrepreneurs, education providers, voluntary, community and third sector representatives, Members of Parliament and other key stakeholders, and City of York Council Executive Members and Officers.
6. Through its work, the Board will seek to ensure that the York UK SPF Investment Plan and the actions flowing from it support the guidelines set out by UK Government for the delivery of the UK Shared Prosperity Fund, matching local delivery to the key challenges and opportunities identified in the York Investment Plan.

7. As an independent entity, York's UK Shared Prosperity Fund Partnership Board align themselves with the [Corporate Governance](#) standards and policies of the Council including [whistleblowing](#), conflicts of interest, [overview and scrutiny](#), [complaints](#), and compliance with the [General Data Protection Regulations \(including Privacy\)](#) and transparency of decision making.
8. Members of the Board will abide by [Nolan Principles](#), and have due regard for the [Public Sector Equality Duty](#).

Membership

9. As set out in national guidance, the Board will comprise:
 - Representatives from the lead local authority
 - i. Executive Members for Economy & Transport and Finance & Resources
 - ii. Head of Economy, Director of Public Health, Assistant Director Culture & Communities
 - iii. Supporting officers to act as a Secretariat for the Board

(The lead local authority will have responsibility for organising meetings and agendas, and representatives will prepare and provide key documents such as progress reports, recommendations and briefing papers.)

- Local businesses, City partners and investors
 - i. Including Aviva, Federation of Small Businesses, Chamber of Commerce and the York BID
 - ii. University of York, York St John University
- Business support providers or representatives, including sectoral representatives relevant to York
 - i. Chamber of Commerce
 - ii. YNYLEP
 - iii. Make it York
- LEP and strategic body representatives
 - i. YNYLEP
- Voluntary, sector social enterprise and civil society organisations
 - i. York CVS
 - ii. York Cultural Board
- Employment experts and providers
 - i. DWP, JobCentre Plus
 - ii. York College
 - iii. Askham Bryan College
- Nature, environmental or associated representatives

- i. York Environment Forum
- Public health representatives
 - i. Director of Public Health
- Police and crime representatives
 - i. Office of the Police and Crime Commissioner
- Local MPs
 - i. MP for York Central
 - ii. MP for York Outer

Partnership Board purpose and functions

10. The Partnership Board is responsible for advising City of York Council Executive Members and the Corporate Director for Place on the design and implementation of the York UK SPF Investment Plan for 2022 -2025.
11. Beyond agreeing its own business, the Board is not a decision-making body but will advise and make recommendations to the Council. Other examples of the functions of the Partnership Board might include:
 - Providing insight and expertise to help develop solutions/ consider options that are a best match for local need
 - Making recommendations on the strategic fit of projects, ensuring these meet investment priorities and objectives and that projects complement other activities in the local area
 - Supporting the Director of Place and Portfolio Holder to make decisions as per the Council's Constitution
 - Receiving, considering, and positively challenging appraisal reports and implementation plan progress reports
12. Where appropriate, responsibility for making decisions on funding allocations will be assigned to the Corporate Director of Place and the portfolio holder for Economy and Transport.
13. The work of the York Skills and Employment Board may also feed into the Partnership Board for consideration. For example, they may make recommendations relating to the People and Skills investment priorities of the Investment Plan.

Meeting protocols

14. The Partnership Board is chaired by the Executive Member for Economy and Transport, with the Executive Member for Finance and Resources as deputy.
15. A support / secretariat function will provided by the Council at each Board meeting.

16. An agenda, agreed between the Chair and Head of Economy, will be circulated ahead of the meeting with the order of business. To meet governance requirements, there will be standing items on the agenda, as well as pre-agreed business.
17. Urgent items may be accepted on to the agenda with the approval of the Chair.
18. Minutes recording each Partnership Board will be produced, circulated and agreed as accurate record of meetings
19. Recommendations will be agreed by general consensus, with any Partnership Board members in disagreement duly noted in minutes.
20. The Board will meet regularly throughout the implementation of the programme and at least once every 6 months. As much notice as possible will be given ahead of scheduled meetings to allow for optimal attendance.
21. Substitutes in place of Partnership Board members will be allowed with approval of the Chair. The presence of the named Partnership Board member is preferred.
22. Partnership Board membership, and accompanying Terms of Reference, will be reviewed annually.

Conflicts of interest

23. Organisations joining the Board will commit to contributing to city-wide objectives rather than promoting their own commercial interests.
24. Partnership Board members will be required to declare financial or non-financial interests in any agenda items at the start of each meeting.
25. All interests declared will be included in the minutes of the Partnership Board meeting.
26. It will be at discretion of Chair as to level of involvement a Partnership Board member has in discussions around non-financial matters if they have a previously declared interest.

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