

The West Yorkshire UK Shared Prosperity Fund (UKSPF) Local Partnership Group – Governance Arrangements

Introduction

The governance arrangements for the West Yorkshire UK Shared Prosperity Fund (UKSPF) Local Partnership Group (referenced in this document as the Local Partnership Group) are described in the following sections:

1. Overview and governance context
2. Terms of Reference
3. Role
4. Membership
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8. Quorum
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10. Code of Conduct and Conflicts of Interest
11. Recommendations

1. Overview and governance context

- 1.1 UKSPF is a domestic fund replacing EU structural funding such as ERDF and ESF.
- 1.2 Working to a UK-wide framework published by the UK government, local partners will influence the Fund through development and delivery of an investment plan for each lead authority – in this case West Yorkshire.
- 1.3 The Fund will operate UK-wide and use the financial assistance powers in the UK Internal Market Act 2020 to deliver funding to places across the UK.
- 1.4 Throughout the UK, access to local insight and expertise is essential for each place to identify and address need and opportunity and respond with the right solutions for each place. Comprehensive and balanced local partnerships will be a core component of how the Fund is administered locally.
- 1.5 National UKSPF guidance sets out that lead authorities such as West Yorkshire Combined Authority should work with local partners via a Local Partnership Group, this will be alongside a West Yorkshire MP Engagement Group.
- 1.6 Within West Yorkshire, current Combined Authority committee members are being re-purposed to initially fulfil the role of a UKPSF local Local Partnership Group, and the role of the Group and membership may change over time.

- 1.7 The Local Partnership Group is accountable to the Combined Authority¹ with reporting lines primarily to the Finance, Resources and Corporate Committee (FRCC).
- 1.8 The West Yorkshire UKSPF Governance model is set out below. This is fully compliant with national guidance.

2. **Terms of Reference**

- 2.1. The Local Partnership Group is authorised to advise the Combined Authority and FRCC² in relation to:
- developing and endorsing the Investment Plans – SPF and Multiply.
 - once plans are approved providing advice on strategic fit and deliverability of schemes avoiding conflicts of interest throughout the lifetime of the Fund.
 - recommending projects for approval to the FRCC and to the Combined Authority and to advise on the need to defer projects for further development and clarification and/or reject projects as required.
 - supporting officers on determining 'routes to market' to help best deliver West Yorkshire Investment Strategy priorities and the wider Strategic Economic Framework.
 - supporting a robust project appraisal/Fund management and review of performance scheme.
 - undertaking a robust review of Fund performance, ensuring targets and strategic objectives of West Yorkshire are met through efficient delivery and to escalate concerns to the Combined Authority as required.

3. **Role**

- 3.1 The Local Partnership Group is not a committee of the Combined Authority, nor is it a sub-committee of FRCC or any other committee. The role of the group is **advisory only**, and not decision-making.
- 3.2 The Local Partnership Group is not intended to replace or conflict with the Combined Authority's **Overview and Scrutiny Committee**; any matter reviewed by the Local Partnership remains within the remit of the relevant Overview and Scrutiny Committee and the Scrutiny Standing Orders.

4. **Membership**

- 4.1 The membership of the Group aims to cover the breadth of the membership of those listed by Government as best practice and additionally seeks to ensure all aspects of the three pillars of the UKSPF are also represented. To meet these requirements, the membership of the Local Partnership Group is drawn from a range of members from existing committees of the Combined Authority, together with a number of additional members to ensure as far as reasonably practicable that the appropriate breadth of representation is achieved.

¹ The Combined Authority noted the setting up and role of the LPG at its meeting on 23 June 2022

² Although the LPG will primarily advise the Combined Authority and FRCC, from time to time it may also be asked to feedback to other committees of the Combined Authority.

- 4.2 The current membership of the Local Partnership Group can be found at **Annex 1**. The role of the Group and membership may change over time.
- 4.2 Substitutes or alternates are required to be identified at the formation of the LPG and will be agreed as part of the Governance process. On an exception basis, and for good reason, substitutes may attend with the agreement of the Chair. However, permanent representatives are expected to attend on a regular basis for continuity. **See Appendix 1 (Nomination of Substitutes). Substitutes must fill in and return a Declaration of Interest Form (attached as Appendix 2) TO BE ADDED.**
- 4.3 Members of the Local Partnership Group will be expected to work in the best interests of West Yorkshire and also to speak on behalf of their sector or theme. The Local Partnership Group member will also act as a conduit between the Local Partnership Group and their committee, council or sector, to promote the SPF programme.
- 4.5 A Local Partnership Group member shall cease to be a member of the Group in the following circumstances:
- if the Local Partnership Group member gives written notice to the Chair of their notice of resignation.
 - if he/she ceases to be a member of the relevant local authority or Combined Authority committee; or
 - if he/she removed from membership by a resolution of the Local Partnership Group that it is in the best interests of the Group that the membership is terminated.
- 4.6 Where members leave the Local Partnership Group, the Combined Authority will seek a replacement from existing Committee members of the Combined Authority subject to the agreement of the Chair.

5. Chairing the Local Partnership Group

- 5.1 The Local Partnership Group will be chaired by Mark Roberts in his capacity as interim LEP chair.
- 5.2 The Deputy Chair will be appointed by the full Local Partnership Group, seeking nominations from within to take on the role.

6. Meeting arrangements

- 6.1 The Local Partnership Group will initially meet at a frequency in person or remotely eg. via teams to be determined by the Chair of the Group. It is expected that monthly meetings will be required for the first 6 months, and thereafter likely to be quarterly. Any urgent items may be considered by written procedure with the agreement of the Chair.
- 6.2 The **date and time** for each meeting of the Local Partnership Group will where possible be scheduled in advance and except in exceptional circumstances, members of the Group should receive at least **10 working days' notice** of any meeting.
- 6.3 The Local Partnership Group will be supported by the Combined Authority's UKSPF Officer Team, within Strategy as well as by officer advice via the Adult Education Budget Core Performance Group (in respect of Multiply).

- 6.4 The Lead Officer for the Local Partnership Group is **Heather Waddington, Head of Funding Strategy**. The Lead Officer or their nominee will attend to advise each meeting of the LPG.
- 6.5 The secretariat function will be provided by the Combined Authority's Strategy Team.
- 6.6 Before each meeting, a member should confirm their attendance or apologies to the relevant officer in the Strategy team.
- 6.7 The meetings are held in private, but the recommendations of the Local Partnership Group will normally³ be made public to ensure transparency on investment decisions.
- 6.8 Minutes of LPG meetings will be subject to the Freedom of Information Act 2000.

7. Agendas and reports and Confidential/Exempt information

- 7.1 The **agenda** for business to be considered by the Local Partnership Group shall be agreed by the Chair and should be provided to members at least 3 working days before the meeting, together with reports.
- 7.2 **Reports and agenda** for any meeting of the Local Partnership Group are not published on the Combined Authority's website. However, as a matter of good practice, any information which would be confidential or exempt in a committee report should be identified as such on the report to the Group, and set out in a separate appendix, marked accordingly.
- 7.3 As a member of the Local Partnership Group, you may from time to time receive information which is confidential and/or exempt from public disclosure. **It is imperative that you do not disclose this information to anyone.** You can be removed from your role as a co-opted member of the Combined Authority if you do so.

8. Quorum

- 8.1 The **quorum** for the Local Partnership Group is one third of the total membership of the Group, to include at least one local authority member and one private sector representative.
- 8.2 If a meeting is not quorate, the meeting will adjourn to a time and date fixed by the Chair, but members may be invited to make individual representations on any report to the UKSPF Officer Team in the interim.

9. Voting

- 9.1 Where any decision is required by the Local Partnership Group, (such as the terms of any recommendation), any question will be decided by a majority of members of the Group present and voting on the question at the meeting.
- 9.2 No member of the Local Partnership Group will have a casting vote.
- 9.3 The views of any member present should be recorded if a vote is not unanimous where the member requests that their view be noted in the minutes.

³ Subject to the general provisions re exempt information

10. Code of Conduct and Conflicts of Interest

- 10.1 Any member of the Local Partnership Group to whom the **Members' Code of Conduct** of the Combined Authority applies (by virtue of their membership on a Combined Authority committee or otherwise) will be subject to the Code of Conduct when they are attending this Local Partnership Group. Although the Code's provisions relating to declarations of interests do not directly apply to meetings of a working group, the Head of Legal and Governance Services advises that **members of the Local Partnership Group should treat meetings of the Group as if they are a formal committee meeting for the purposes of disclosing interests and not participating where a member has an interest in any matter**. This approach helps members avoid breaching the principles of conduct set out in the Code relating to selflessness, and honesty and integrity.
- 10.2 Any **member of the Local Partnership Group who is not subject to the Members' Code of Conduct is still required to act in line with the Nolan Principles** of public life which are selflessness, integrity, objectivity, accountability, openness, honesty and leadership and is expected to meet the standards of the Members Code as a matter of good governance. This includes declaring any interest arising in any matter to be considered or being considered at a meeting of the Local Partnership Group:
- in which they personally stand to make a direct financial gain or loss, or
 - where the matter relates specifically to a potential grant to or contract with their employer.
- The Chair of the meeting may ask any individual not to participate in any item where a conflict of interest arises.
- 10.3 Any member of the Local Partnership Group who has not completed a Declaration of interests form for the Combined Authority as part of their membership of a Combined Authority committee will be required to do so within 28 days of becoming a member of the Group.
- 10.4 Any declaration or non-participation by any member of the Local Partnership Group should be recorded in the minutes for the meeting of the Group.

11. Recommendations

- 11.1 The recommendations of the Local Partnership Group will be reflected in the minutes or notes of the meeting. The Combined Authority's Strategy team will ensure that recommendations are considered by the Combined Authority or FRCC as appropriate as soon as reasonably practicable, or in the case of any urgent matter, notified to the Chair of the Combined Authority or FRCC as soon as reasonably practicable.
- 11.2 The Chair of the Local Partnership Group may be invited to present the recommendations to the Combined Authority or FRCC⁴.

⁴ Where the Chair is not a member of FRCC, they will be invited to attend the Committee for this purpose only and will not be entitled to vote on this item or any other, nor entitled to participate in any other item on the agenda.

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Annex 1 - UK Shared Prosperity Fund : Local Partnership Group Membership – June 2022

Name	Committee	Organisation representing	Email Address	Telephone Number
Mark Roberts	Interim LEP Board Chair	Private Sector	mark.roberts@the-lep.com	07769 110769
Cllr Alex Ross-Shaw (L) Bradford	Business, Economy and Innovation Committee Place, Regeneration & Housing Committee Business Investment Panel	Local Authority – Bradford	alex.ross-shaw@bradford.gov.uk	07582 100052
Cllr Jane Scullion (L) - Calderdale	Combined Authority (sub) Business, Economy and Innovation Committee Place, Regeneration and Housing Committee Business Investment Panel	Local Authority – Calderdale	councillor.jscullion@calderdale.gov.uk	07740 943673
Cllr Graham Turner (L) Kirklees	Cabinet Member for Regeneration Employment and Skills Committee (tbc CA 23/6)	Local Authority – Kirklees	graham.turner@kirklees.gov.uk	07772 643361
Cllr Jonathan Pryor Leeds (L)	Business, Economy and Innovation Committee Culture, Arts & Creative Industries Committee	Local Authority – Leeds	jonathan.pryor@leeds.gov.uk	0113 378 8811 07515 400109
Cllr Darren Byford (L) Wakefield	Cabinet Member for Regeneration & Economic Growth	Local Authority – Wakefield	dbyford@wakefield.gov.uk	01924 763088 07825 927134
Karl Oxford	Business, Economy and Innovation Committee	Private Sector (African & Caribbean Business Ventures Ltd – Third Sector)	karloxford@hotmail.com karl@acbv.group	07873 518 442
Andrew Wright	Business, Economy and Innovation Committee	LEP Board member – Private Deputy Chair of BEIC & ESIF Sub-Committee	Andrew@wrights.cc ;	
Alan Lane	Culture, Arts and Creative Committee	Private Sector	alan_lane@mac.com ;	07718 644296

Name	Committee	Organisation representing	Email Address	Telephone Number
Mandy Ridyard	LEP Board Business, Economy and Innovation Committee	LEP Board member - Private	Mandy.ridyard@produmax.co.uk	01943 461713
Catherine Mitchell	Culture and Creative Industries Committee	Arts Council	Catherine.Mitchell@artscouncil.org.uk	
Sam Keighley	Place, Regeneration and Housing Committee Culture and Creative Industries Committee	Private Sector (Yorkshire Sport Foundation)	Sam.keighley@yorkshiresport.org ;	0330 20 20 280 07794 247873
Shirley Congdon	LEP Board	Higher Education (Vice-Chancellor, Bradford University)	S.Congdon@bradford.ac.uk H.L.Hague@bradford.ac.uk (PA Email)	01274 233007/ 233012
Martin Stow	Business, Economy and Innovation Committee	Universities (Director/Chairman of Nexus, MIT REAP Team Champion)	m.w.stow@leeds.ac.uk ;	0113 343 6978 0792 857 3519
Dr Neville Young	Business, Economy and Innovation Committee	Y&H Academic Health Partnership	Neville.Young@yhahsn.com ;	07967 594594
Colin Booth	Employment and Skills Committee	Further Education (CEO Luminate Education Group)	colin.booth@luminate.ac.uk	0113 284 6236
Bill Adams	Employment and Skills Committee	Trades Union Congress rep	badams@tuc.org.uk	
Alex Miles	Employment and Skills Committee	West Yorkshire Skills Partnership - WY Learning Providers	Alex.Miles@wylp.org.uk	07859 339949
Sharon Riding for Sue Soroczán	Employment and Skills Committee	DWP/JCP - North Central Group Strategic Partnership Manager, Work & Health Directorate	SHARON.RIDING@DWP.GOV.UK	07920 783114
Cllr Scott Patient	Climate, Energy and Environment Committee	Nature/Environment	Councillor.SPatient@calderdale.gov.uk	07843 233779

Name	Committee	Organisation representing	Email Address	Telephone Number
Cassandra Walker	N/A	Voluntary sector, social enterprise and civil society	Cassandra.Walker@locality.org.uk	07955 364192
VACANT	VACANT	Police and Crime		

West Yorkshire Combined Authority – Lead Authority Core UKSPF Officers			
Name	Job Role	Email Address	Telephone Number
Alan Reiss	Director of Strategy, Communications and Policing (SRO)	Alan.reiss@westyorks-ca.gov.uk	0113 251 7222
Heather Waddington	Head of Funding Strategy (SPF Responsible Lead officer)	Heather.waddington@westyorks-ca.gov.uk	0113 348 1178
Sam Turner	Policy Assistant (Secretariat Support)	Sam.turner@westyorks-ca.gov.uk	0113 348 1625