



LEVELLING
UP



**CHESHIRE EAST UK SHARED PROSPERITY FUND LOCAL PARTNERSHIP
TERMS OF REFERENCE
JULY 2022**

1.0 Purpose

1.1 The Cheshire East UK Shared Prosperity Fund (SPF) Local Partnership is intended to bring together a diverse range of local and regional stakeholders to act as an advisory group to Cheshire East Council as lead authority for the Cheshire East UKSPF and support the Council in achieving UKSPF outcomes for Cheshire East residents, communities and businesses.

1.2 The principal responsibilities of the group are to:

Support the development and finalisation of the Cheshire East UKSPF Investment Plan by providing insight and expertise to help inform the plan and ensure it is responding to locally identified priorities with appropriate solutions which complement other activities being delivered within the borough and wider sub-region.

Continue to provide advice on strategic fit through the lifetime of the plan, to ensure the fund continues to complement other activities in the area whilst also meeting fund and local objectives.

1.3 More specific responsibilities will be agreed and refined post submission of the UKSPF Investment Plan to government, as the role of UKSPF local partnerships is clarified.

2.0 Membership

2.1 This group has been established by Cheshire East Council, in line with the UKSPF prospectus issued by the Department for Levelling Up, Housing and Communities. [UK Shared Prosperity Fund: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/107112/UK_Shared_Prosperty_Fund_prospectus_-_GOV.UK.pdf)

2.2 Membership of the group is guided by the UKSPF prospectus and informed by local needs and priorities.

2.3 The group will be Chaired by the Leader of Cheshire East Council with the Deputy Leader as Deputy Chair, subject to ongoing review.

2.4 Membership is intended to include representatives as follows:

Stakeholder description	Current Organisation representation
Lead local authority representatives	Cheshire East Council - Leader
	Cheshire East Council - Deputy Leader
	Cheshire East Council- Chair of Economy and Growth Committee
	Cheshire East Council- Chair of Environment and Communities Committee
	Cheshire East Council - Chair of Children's and Families Committee
	Cheshire East Council - Chair of Adults and Health Committee
Neighbouring authority representatives (where relevant)	Cheshire West and Chester Council
	Warrington Council
Local businesses and investors (large employers and small and medium size employers)	Bird Bellows
	Luminate Ventures
	Tatton Group
	Forest Tribe
Business support providers or representatives, including sectoral representatives relevant to the place (for example- cluster bodies, tourism organisations)	Marketing Cheshire
	Federation of small businesses
	Forum of private business
	South Cheshire Chamber
	East Cheshire Chamber
	North Cheshire Chamber
	Groundwork
Local partnership boards and strategic bodies where relevant (for example, Local Enterprise Partnerships or Local Skills Improvement Partnerships)	LEP
	CEC Place Partnership Board (ICS)
	Town and Parish Councils - CHALC
	Crewe Town Board
Regional representatives of arms-length bodies of government where appropriate	Department for Business, Energy and Industrial Strategy (BEIS)
Prominent local community and faith organisations, voluntary sector, social enterprise and civil society organisations	Social Action Partnership
	Archdeacon of Macclesfield
	Guinness Partnership (RSL Crewe area)
	Plus Dane Housing (RSL Congleton area)
	Peaks and Plains Housing (RSL Macc area)
	Disability Information Bureau
	VCFSE Provider Reps
Rural representatives	Cheshire Action
	CEC Head of Rural
Education and skills providers	Cheshire College South and West
	Reaseheath College
	Macclesfield College

Employment experts and providers- for example JobCentre Plus representatives and employment related service providers	DWP
Nature, environmental or associated representatives	Cheshire Wildlife Trust Canal & River Trust
Public Health representatives	Cheshire East Council - Public Health Public Health
Police and crime representatives (such as Police and Crime commissioners where relevant)	Police and Crime commissioner's office
Members of parliament (where appropriate)	Congleton constituency Crewe and Nantwich constituency Eddisbury constituency Macclesfield constituency Tatton constituency
Town Councils and Key Service Centres	Crewe Town Council Macclesfield Town Council Alsager Town Council Congleton Town Council Handforth Town Council Knutsford Town Council Middlewich Town Council Nantwich Town Council Poynton Town Council Sandbach Town Council Wilmslow Town Council

2.5 Organisations represented on the Board will determine and review their own appointments in accordance with their organisations internal arrangements and will be responsible for the induction of new members representing their organisation.

2.6 Members will all take responsibility for communicating the work of the group. This will include communicating with other partnership and stakeholder groups, for example the Voluntary, Community, Faith and Social Enterprise sector leadership group and Parish Councils.

3.0 Meetings of the local partnership group

3.1 Meetings of the group will normally take place online, via Microsoft Teams to maximise attendance by stakeholders. It is anticipated that meetings will take place every two months, although on occasion meetings may be required more or less frequently.

3.2 To be quorate, 30% of members must be present, including the Chair or Vice Chair.

3.3 Cheshire East Council will provide secretariat support for the meetings of the Board. Agendas, reports and minutes will be published on the Council's website, and will be publicly accessible documents, subject to the requirements of confidentiality.

4.0 Conduct of Members of the Board

- 4.1 All members of the Cheshire East UKSPF Local Partnership will be expected to adhere to the Partnership's Code of Conduct. In agreeing to membership, members are agreeing to adhere to this code of conduct and the wider terms of reference of the group.
- 4.2 Members must take care to avoid any potential conflicts of interest. Members must declare all pecuniary and non-pecuniary interests in any matter under discussion at a meeting to be recorded in the minutes of the meeting. Declaration includes stating the nature of the interest. Where a pecuniary or potential prejudicial interest is declared, the member in question must absent themselves from the meeting for that item and take no part in the discussion.
- 4.3 All members of the subgroup will be expected to follow the 7 Principles of Public Life (also known as the 'Nolan Principles'). The decisions and actions of the Partnership will be informed by these principles, namely:

Selflessness Members should act solely in terms of the public interest.

Integrity Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare any interests and relationships.

Objectivity Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability Members should expect to be accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness Members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty Members should be truthful.

Leadership Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

5.0 Monitoring and Review

- 5.1 The effectiveness of the local partnership group will be subject to ongoing review and the Terms of Reference will be updated and reviewed periodically. A review will take place, at a minimum, annually.