



West Norfolk Prosperity Funding
(UK Shared Prosperity Funding and Rural England Prosperity Funding)
Partnership Group
TERMS OF REFERENCE (November 2023)

1. Purpose of the West Norfolk Prosperity Funding Partnership Group

1.1 The West Norfolk Prosperity Funding Partnership Group (previously West Norfolk SPF Partnership Board) will oversee, monitor and provide professional advice and guidance to inform the delivery of UK Shared Prosperity Funding (UKSPF) and Rural England Prosperity Funding (REPF) across King's Lynn and West Norfolk for the period 2022-2025. The group does not hold a decision-making role but will have oversight of programme delivery which is undertaken in line with Council agreed priorities and UKSPF and REPF investment objectives as set out by the UK Government. The Group will ensure that programme planning and delivery remains in alignment with addressing local areas of need by adhering to the priorities identified within the West Norfolk Investment Plan (WNIP) and the Rural England Prosperity Funding addendum.

1.2 The Group was established in response to the Government's UKSPF application requirement to bring together a local Partnership Group with a diverse range of local and regional stakeholders, institutions, employer bodies and organisations to guide the establishment of a local investment plan to secure funding. Local authorities are tasked to ensure that local partners continue to support the delivery of the WNIP to provide advice on strategic fit and deliverability. The scope of the West Norfolk SPF Partnership Group has subsequently been expanded to include oversight and coordination of delivery of both the UKSPF programme from April 2022 – March 2025, together with the REPF programme from April 2023 – March 2025.

1.3 The approved allocation of £1,836,407 UK Shared Prosperity Funding was confirmed on 6 December 2022. The approval of an additional allocation of £1,496,455 Rural England Prosperity Fund capital funding was confirmed on 6 April 2023. <https://www.west-norfolk.gov.uk/ProsperityFunding>

1.4 These Terms of Reference set out the governance of the West Norfolk Prosperity Funding (WNPF) Partnership Group, the roles and responsibilities of the Group Members, the relationship with the Lead Local Authority (the Borough Council of King's Lynn & West Norfolk) and provides a basis for how the WNPF Partnership Group will operate.

2. Membership of West Norfolk Prosperity Funding Partnership Group

2.1 The WNPF Partnership Group comprises representation from:

- The Borough Council of King's Lynn and West Norfolk
 - Leader of the Council and Deputy Leader
 - Portfolio Holder for Business
 - Chief Executive
 - Assistant Director - Regeneration, Housing and Place



- Regeneration Manager
- Place Based Investment Programme Officer
- Business Development Officer
- Senior Tourism Officer
- Norfolk County Council
- Members of Parliament
- Town Councils
- Business support representatives
- Businesses
- Education
- Health
- Employment
- VCSE Sector
- Culture and community
- Environment and nature
- Rural Stakeholders
- Tourism

3. Objectives of the West Norfolk Prosperity Funding (WNPf) Partnership Group

3.1 The WNPf Partnership Group will oversee UKSPF and REPF programme delivery. The West Norfolk Investment Plan will provide the strategic framework to inform this role.

3.2 The aim of the Partnership Group is to create an effective public-private partnership which will be asked to provide advice on strategic fit and deliverability – taking care to avoid conflicts of interest. This will ensure that investments complement other activities in the area and meets UKSPF and REPF priorities alongside local objectives.

3.3 The WNPf Partnership Group will:

3.3.1 Work as an assurance group to oversee the developing programme of projects and determine strategic fit in delivering local priorities in alignment with the West Norfolk Investment Plan and REPF addendum.

3.3.2 High level monitoring of programme progression, adherence to UKSPF and REPF objectives and continued fit with local need.

3.3.3 Fully engage in the group objectives and individually contribute towards the provision of a whole network of expertise.

3.3.4 Ensure that UKSPF and REPF programme delivery and funding investment complements wider developments and strategic direction within the Borough thereby ensuring that UKSPF and REPF add value to the existing offer.

4 The Role of The Borough Council of King's Lynn and West Norfolk

4.1 The Borough Council of King's Lynn and West Norfolk is the lead partner and accountable body for UKSPF investment across King's Lynn and West Norfolk and for REPF

investment across rural West Norfolk. A West Norfolk Prosperity Funding Programme Board, comprising of Council officers, will facilitate the delivery of the UKSPF and REPF



programmes locally in accordance with the priorities agreed by the Council and in alignment with the objectives of UKSPF and REPF as set by Government. The role of the BCKLWN and the WNPF Programme Board is detailed below:

- 4.1.1 Be the Lead Local Authority and accountable body for UKSPF across King's Lynn and West Norfolk and for REPF across rural West Norfolk.
- 4.1.2 Sign and adhere to the Memorandum of Understanding for UKSPF between the Secretary of State for Levelling Up, Housing and Communities (DLUHC) and the Borough Council of King's Lynn and West Norfolk.
- 4.1.3 Sign and adhere to the Memorandum of Understanding for UKSPF between the Department for Environment, Food and Rural Affairs (DEFRA) and the Borough Council of King's Lynn and West Norfolk.
- 4.1.4 Be the main point of contact and liaison with DLUHC and DEFRA in the administration and monitoring of the programmes.
- 4.1.5 Uphold the Seven Principles of Public Life (the Nolan Principles).
- 4.1.6 Convene the WNPF Partnership Group meetings ensuring that the Group operates in accordance with good governance principles.
- 4.1.7 Publish the WNPF governance structure and terms of reference.
 - Develop a suite of programme documents to support investment delivery including, but not limited to:
 - Project application form and declaration
 - Grant offer letters
 - Service Level Agreements
 - Grant assessment criteria
 - Project monitoring and evaluation form
 - Privacy notice
- 4.1.8 Develop agreed in house projects and grant delivery programmes in detail and undertake any necessary feasibility studies.
- 4.1.9 Support the assessment and development of agreed third party projects, providing professional expertise, monitoring continued strategic fit with local need, progress towards achievement of agreed objectives, outputs and outcomes and reviewing project spend.
- 4.1.10 Work with third party grant delivery organisations to establish working grant schemes in their entirety and ensuring strategic fit with priorities identified through the WNIP and REPF addendum.
- 4.1.11 Engage in review, assessment, awarding and monitoring of grant applications.
- 4.1.12 Monitor and evaluate the delivery of individual projects. Necessary steps will be taken to mitigate any risks to programme delivery.
- 4.1.13 Monitor and evaluate the West Norfolk UKSPF and REPF investment programmes, adjusting where necessary to maintain effective delivery.
- 4.1.14 Submit monitoring reports to DLUHC and DEFRA as per guidelines.
- 4.1.15 Receive and account for the UKSPF and REPF funding allocation, associated investment, cashflow and reporting.
- 4.1.16 Provide accountability for delivering Cabinet approved recommendations.
- 4.1.17 Act in an advisory capacity for the West Norfolk Prosperity Funding Partnership Group.

5 Meeting schedule

- 5.1 The Partnership Group will meet annually throughout the lifetime of the UKSPF and REPF programmes.
 - November 2023



- November 2024
- November 2025 (post completion review and next steps)

5.2 Meetings will enable Partnership Group representatives to receive a review of programme delivery to date and proposals for delivery continuation. The meetings will be informed by representatives of the WNSPF Programme Board.

5.3 A post completion review and next steps meeting will be scheduled following conclusion of the UKSPF 2022-2025 and REPF 2023-2025 programmes to appraise programme delivery and project performance against local priorities.

6 Chair

6.1 The Partnership Group will be chaired by the Borough Council portfolio holder for Business or, in their absence, the Assistant Director for Regeneration, Housing and Place.

7 The Meeting Process

7.1 Meetings will be closed to the general public. Meetings will be available via Teams to provide full flexibility to members and with the aim of maximising attendance. Members should make the organiser aware if they are not able to attend. Alternative representation must be agreed in advance of the meeting via the meeting organiser.

8 Minutes

8.1 Minutes of meetings will be taken by a representative of the Borough Council of King's Lynn and West Norfolk. These will be circulated in draft form to all members present at the meeting within 10 working days of the meeting and members will be provided 5 working days to respond with any amendments or comments. Following this period the minutes will be considered final, will be distributed as final to all members, and will be made publicly available on the [Borough Council's website](#).

9 Confidentiality

9.1 Any information that is highlighted as sensitive or confidential during any communications with the Group must not be shared outside of the Group unless they are communicated by the Borough Council of King's Lynn and West Norfolk either directly to the relevant party or made publicly available via the publishing of the meeting minutes on the Borough Council website.

10 Conflicts of interest

All members will be required to declare any pecuniary or non-pecuniary conflicts of interest regarding agenda items at the start of the meeting. Interests declared will be documented within the minutes of the meeting. Any member with an interest may remain within the meeting but can only participate in discussions upon the agreement of the chair.

11 Review

11.1 These terms of reference will be reviewed on an annual basis.