



Stratford on-Avon District Council (SDC) Local Prosperity Advisory Group (LPAG) Terms of Reference

Purpose

The purpose of the SDC Local Prosperity Advisory Group (LPAG) is to bring together local stakeholders in the district to provide advice, guidance and recommendations on the strategic fit and deliverability of the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) to SDC as the lead authority.

Objectives

The objectives of LPAG will be to:

- Engage and contribute to the development of the Investment Plan
- Encourage the development of a pipeline of projects that meet the needs set out in the Investment Plan
- Review and engage in project assessment and approval
- Monitor project delivery including outputs and outcomes
- Act as the main point of contact to engage with other organisations and partnerships
- Oversee and monitor use of the prosperity fund allocation to SDC as directed by central government
- Consider intervention priorities and make recommendations to the Leader of SDC as appropriate
- Act as the forum where issues or reports in relation to UKSPF and REPF are discussed prior to consideration by the Leader of SDC
- Receive regular reports and updates on:
 - Progress against agreed actions
 - Emerging issues and risks together with proposed mitigation measures
 - New information and guidance received in relation to the fund
- Recommend steps relating to the communication of matters relating to the fund

Principles

- The Chair will be the Deputy Leader of SDC, acting as the key link between the Cabinet and the stakeholder members of the LPAG.
- LPAG has no decision-making powers. It has an advisory role, making recommendations as appropriate to the Leader, in relation to the UKSPF and the REPF.
- LPAG will objectively review proposals to deliver the aims of the Investment Plans on time and within budget, and to ensure their alignment with relevant national policies.
- LPAG cannot recommend projects that do not fit the Investment Plans and/or are non-compliant with the terms set out in the fund's prospectus.
- The Leader, or where applicable, the Cabinet of the council will not approve any projects that have not been considered or recommended by the Local Prosperity Advisory Group.
- The Leader, or where applicable, the Cabinet of the council will be the decision maker regarding SDC UKSPF and REPF obligations.
- LPAG will explore opportunities for delivering activity in collaboration with other neighbouring councils.

Membership

Representatives from SDC and its partner organisations that cover the intervention priority themes namely Communities and Place, Supporting Local Business and People & Skills. The membership of this group may change over time to reflect the evolving local issues identified within the district. Partners selected should be representative of their sector and/or relevant stakeholders and able to demonstrate accountability.

Initial Local Prosperity Advisory Group invitees, limited to one representative from each organisation, to be:

	Representatives
SDC	Deputy Leader of the Council (Chair) Leader of the opposition
Partners that represent the intervention priority themes namely: Community and Place Supporting Local Business People and Skills	Warwickshire and West Midlands Association of Local Councils (WALC) Warwickshire Rural Community Council Warwickshire County Council CW Chamber of Commerce CW Growth Hub Federation of Small Business Shakespeare's' England National Farmers Union Warwickshire Rural Hub Warwickshire Community and Voluntary Action (WCAVA)
Local MPs	Stratford on Avon- for information Kenilworth and Southam - for information

Membership of the Local Prosperity Advisory Group will initially be for a three year term. Where members leave before that time, replacements will be sought from the sector/organisation they are representing. Membership will also be refreshed as needed to reflect any changes in relevant regulations and policies. Appropriate substitutes can attend to represent when members are unable to.

By agreement of the Chair, it is possible to invite expert guidance to specific meetings to assist consideration of a specialist proposal.

Quorum

The meeting is quorate if the chair is present and there is representation from at least three partner organisations.

Officer Support

The following officers from the SDC are entitled to attend LPAG meetings: -

- The Deputy Chief Executive
- The Monitoring Officer and Section 151 Officer
- Other Heads of Service as relevant to agenda business

Administrative support will be provided by SDC officers including the development and distribution of associated papers at least 5 clear days (excluding weekends, bank holidays and public holidays) before scheduled meetings.

Frequency of Meetings

The LPAG will meet as necessary and on at least three occasions a year.

Venue of Meetings

Virtually or at premises within the Stratford-on-Avon District where possible in person.