

Appendix 2

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| TERMS OF REFERENCE: | Levelling-Up Fund Member Working Group |
| CHAIRPERSON | Chair – Chair of the Regeneration and Property Committee |
| MEMBERSHIP: | One representative from each political group. Substitutes can be nominated as required. |
| PURPOSE AND OPERATION OF THE WORKING GROUP | <p>The Member Working Group will meet and/or review papers to:</p> <ul style="list-style-type: none"> • support the Head of Regeneration, Economic Development and Property in monitoring progress of: <ul style="list-style-type: none"> • agreed output and outcome indicators (as set out in the Memorandum of Understanding with DLUHC) • spend against profile • delivery against schedule • approve the programme Communications and Engagement Plan • review progress against the agreed Communications and Engagement Plan • approve project adjustment requests which are considered to constitute a material change, and for which central government approval is required <p>The Member Working Group will be asked to review the proposed course of action as required, either via email correspondence or a meeting.</p> <p>Meetings will take place at least six-monthly basis, in line with the ‘substantive’ reporting timetable (to be provided by Government).</p> <p>It is anticipated that the Member Working Group will meet quarterly for the first year.</p> |
| CONDUCT OF MEETING: | <ul style="list-style-type: none"> • Papers will be circulated at least three days prior to a decision deadline and/or meeting wherever possible. • Notes of any meetings will be circulated within two weeks of the meeting. • Officers or Members named for actions in the notes will update the group on progress against these tasks. • Should any Member of the working group have a pecuniary or non-pecuniary interest in any part of the discussion, this will be declared and they will not participate in that part of the meeting. • Where decisions and/or recommendations are to be made, the group will seek to achieve this by consensus or by a clear majority view. Where no clear majority view is reached the mix of views will be considered by the Head of Regeneration, Economic Development and Property and the Chair, and a course of action determined. |

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