Appendix 1

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	The Member Working Group will meet and/or review papers to:
	• support the Head of Regeneration, Economic Development and Property in monitoring progress of:
	  • 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
	
	The Member Working Group will be asked to review the proposed course of action as required, either via email correspondence or a meeting.
	
	Meetings will take place at least six-monthly basis, in line with the 'substantive' reporting timetable (to be provided by Government).
	
	It is anticipated that the Member Working Group will meet quarterly for the first year.

CONDUCT OF MEETING:	• 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.