

## Appendix 2

<b>TERMS OF REFERENCE:</b>	Prosperity Funds (UKSPF and REPF) – Member Working Group
<b>CHAIRPERSON</b>	Chair – Chair of the Economy and Property Committee
<b>MEMBERSHIP:</b>	One representative from each political group from the Economy and Property Committee, inclusive of the Chair. Substitutes to represent the relevant group can be nominated as required.
<b>PURPOSE AND OPERATION OF THE WORKING GROUP</b>	<p>The Member Working Group will meet and/or review papers to consider and advise the Head of Place regarding</p> <ol style="list-style-type: none"> <li>1. The detailed, local eligibility criteria for any grant schemes</li> <li>2. Material changes to the programme, defined as follows <ul style="list-style-type: none"> <li>• Moving funding between investment priorities if the change involves moving 30% or more of the total funding allocation</li> <li>• Removing or substantially reducing the scale of a project by more than 50% within the programme and redeploying the funding within the programme</li> </ul> </li> <li>3. The 6-monthly substantive monitoring of the programme, to be made to Government</li> </ol> <p>The Member Working Group will be asked to review any proposed course of action as required, either via email correspondence or a meeting.</p> <p>As a minimum, a programme review and update meeting will take place on 6 monthly basis, in line with the reporting timetable provided by Government. The review meeting will take place in advance of the submission of the substantive 6 monthly monitoring report to Government.</p>
<b>CONDUCT OF MEETING:</b>	<ol style="list-style-type: none"> <li>1. Papers relevant to the matter will be circulated at least 3 days prior to a decision deadline and/or meeting wherever possible.</li> <li>2. Notes of any meetings will be circulated within 2 weeks of the meeting.</li> <li>3. Officers or Members named for actions in the notes will update the group on progress against these tasks.</li> <li>4. Should any Member of the working group have a pecuniary or non-pecuniary interest in a project to be considered, this will be declared and they will not participate in this part of the discussion.</li> <li>5. Where 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 Place and the Chair, and a course of action determined.</li> </ol>