

Draft Terms of Reference: Shared Prosperity Fund**1. Remit**

The Task Group is a Councillor/Officer group set up to work jointly and collaboratively to consider which priority areas should be the focus of the Shared Prosperity Fund Investment Plan (the government has allocated £1m to Spelthorne to spend over the next three years). A Plan needs to be submitted to the Department for Levelling Up, Housing and Communities (DLUHC) by 1 August 2022.

2. Membership of Task Group

The Shared Prosperity Fund (SPF) Task Group comprises:

- The Chair of the Economic Development Committee
- The Chair/Vice Chair or representative from Corporate Policy and Resources, Community Wellbeing, Environment and Sustainability and Neighbourhood Services (on the basis that the areas for potential inclusion in the Investment Plan fall under the remit of these committees)

The Chair of the Task Group will be the Chair of the Economic Development Committee.

There is no requirement under the Constitution for the membership of a Task Group to be solely drawn from one particular committee (especially where matters are cross cutting).

The following officer representation will apply at all meetings:

- Group Head for Regeneration and Growth
- Economic Development Manager
- Senior Economic Development Officer

The Task Group will reserve the right to draw in representatives from other Borough service areas as required to assist it in its work – for example officers who will advise on what areas/projects could be considered for inclusion within the Investment Plan.

3. Meetings

Frequency as required but anticipate three in order to consider the list of possible projects and initiatives in advance of Corporate Policy and Resources Committee on 11 July which will consider a draft Investment Plan (with options) for submission. Thereafter, the Task Group will meet every four months to monitor progress and ensure delivery of projects within the relevant year.

4. Objectives

The Task Group objectives are:

- To agree the Council's priority areas for investment
- To consider whether or not any joint bids with other Councils or partner organisations will be submitted
- To consider proposals put forward by service areas across the Council for projects/initiatives to include in the Investment Plan
- To advise on the best routes for stakeholder engagement bearing in mind the very constrained timescales for delivering the Investment Plan
- To advise the Corporate Policy and Resources Committee on preferred options for inclusion in the Investment Plan.
- To ensure the timely delivery of projects and initiatives included within the Investment Plan.

The Task Group will be responsible for:

- Recommending to Corporate Policy and Resources Committee the Task Groups preferred options for inclusion in the Investment Plan.
- Monitoring the delivery of individual projects and initiatives once the Investment Plan has been signed off by government. This will involve ensuring initiatives meet the desired

outcomes, and budgets are spent on projects in a timely manner to ensure unspent monies do not need to be returned to government.

- Reporting to the Economic Development Committee after completion of each project.

5. Output

Delivery of a draft Investment Plan for consideration by Corporate Policy and Resource Committee on 11 July 2022

Monitoring reports on delivery

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