



## The West Yorkshire UK Shared Prosperity Fund (UKSPF) Local Partnership Group – Governance Arrangements

### Introduction

The governance arrangements for the West Yorkshire UK Shared Prosperity Fund (UKSPF) Local Partnership Group (referenced in this document as the Local Partnership Group) are described in the following sections:

1. Overview and governance context
2. Terms of Reference
3. Role
4. Membership
5. Chairing Arrangements
6. Meeting Arrangements
7. Agendas and Reports and Confidential/Exempt Information
8. Quorum
9. Voting Arrangements
10. Code of Conduct and Conflicts of Interest
11. Recommendations

### 1. Overview and governance context

- 1.1 UKSPF is a domestic fund replacing EU structural funding such as ERDF and ESF.
- 1.2 Working to a UK-wide framework published by the UK government, local partners will influence the Fund through development and delivery of an investment plan for each lead authority – in this case West Yorkshire.
- 1.3 The Fund will operate UK-wide and use the financial assistance powers in the UK Internal Market Act 2020 to deliver funding to places across the UK.
- 1.4 Throughout the UK, access to local insight and expertise is essential for each place to identify and address need and opportunity and respond with the right solutions for each place. Comprehensive and balanced local partnerships will be a core component of how the Fund is administered locally.
- 1.5 National UKSPF guidance sets out that lead authorities such as West Yorkshire Combined Authority should work with local partners via a Local Partnership Group, this will be alongside a West Yorkshire MP Engagement Group.
- 1.6 Within West Yorkshire, current Combined Authority committee members are being re-purposed to initially fulfil the role of a UKPSF Local Partnership Group, and the role of the Group and membership may change over time.
- 1.7 The Local Partnership Group is accountable to the Combined Authority<sup>1</sup> with reporting lines primarily to the Finance, Resources and Corporate Committee (FRCC).
- 1.8 The West Yorkshire UKSPF Governance model is set out below. This is fully compliant with national guidance.

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<sup>1</sup> The Combined Authority noted the setting up and role of the LPG at its meeting on 23 June 2022  
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## 2. Terms of Reference

- 2.1. The Local Partnership Group is authorised to advise the Combined Authority and FRCC<sup>2</sup> in relation to:
- developing and endorsing the Investment Plans – SPF and Multiply.
  - once plans are approved providing advice on strategic fit and deliverability of schemes avoiding conflicts of interest throughout the lifetime of the Fund.
  - recommending projects for approval to the FRCC and to the Combined Authority and to advise on the need to defer projects for further development and clarification and/or reject projects as required.
  - supporting officers on determining 'routes to market' to help best deliver West Yorkshire Investment Strategy priorities and the wider Strategic Economic Framework.
  - supporting a robust project appraisal/Fund management and review of performance scheme.
  - undertaking a robust review of Fund performance, ensuring targets and strategic objectives of West Yorkshire are met through efficient delivery and to escalate concerns to the Combined Authority as required.

## 3. Role

- 3.1 The Local Partnership Group is not a committee of the Combined Authority, nor is it a sub-committee of FRCC or any other committee. The role of the group is **advisory only**, and not decision-making.
- 3.2 The Local Partnership Group is not intended to replace or conflict with the Combined Authority's **Overview and Scrutiny Committee**; any matter reviewed by the Local Partnership remains within the remit of the relevant Overview and Scrutiny Committee and the Scrutiny Standing Orders.

## 4. Membership

- 4.1 The membership of the Group aims to cover the breadth of the membership of those listed by Government as best practice and additionally seeks to ensure all aspects of the three pillars of the UKSPF are also represented. To meet these requirements, the membership of the Local Partnership Group is drawn from a range of members from existing committees of the Combined Authority, together with a number of additional members to ensure as far as reasonably practicable that the appropriate breadth of representation is achieved.
- 4.2 The current membership of the Local Partnership Group can be found at **Annex 3**. The role of the Group and membership may change over time.
- 4.2 Substitutes or alternates are required to be identified at the formation of the LPG and will be agreed as part of the Governance process. On an exception basis, and for good reason, substitutes may attend with the agreement of the Chair. However, permanent representatives are expected to attend on a regular basis for continuity. See **Annex 1** (Nomination of Substitutes). Substitutes must fill in and return a Declaration of Interest Form (attached as **Annex 2**)
- 4.3 Members of the Local Partnership Group will be expected to work in the best interests of West Yorkshire and also to speak on behalf of their sector or theme. The Local Partnership Group member will also act as a conduit between the Local Partnership Group and their committee, council or sector, to promote the SPF programme.

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<sup>2</sup> Although the LPG will primarily advise the Combined Authority and FRCC, from time to time it may also be asked to feedback to other committees of the Combined Authority.

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- 4.5 A Local Partnership Group member shall cease to be a member of the Group in the following circumstances:
- if the Local Partnership Group member gives written notice to the Chair of their notice of resignation.
  - if he/she is ceases to be a member of the relevant local authority or Combined Authority committee; or
  - if he/she removed from membership by a resolution of the Local Partnership Group that it is in the best interests of the Group that the membership is terminated.
- 4.6 Where members leave the Local Partnership Group, the Combined Authority will seek a replacement from existing Committee members of the Combined Authority subject to the agreement of the Chair.

## 5. Chairing the Local Partnership Group

- 5.1 The Chair is appointed by the full Local Partnership Group, seeking nominations from within to take on the role.
- 5.2 The Deputy Chair is appointed by the full Local Partnership Group, seeking nominations from within to take on the role.

## 6. Meeting arrangements

- 6.1 The Local Partnership Group will initially meet at a frequency in person or remotely eg. via teams to be determined by the Chair of the Group. It is expected that monthly meetings will be required for the first 6 months, and thereafter likely to be quarterly. Any urgent items may be considered by written procedure with the agreement of the Chair.
- 6.2 The **date and time** for each meeting of the Local Partnership Group will where possible be scheduled in advance and except in exceptional circumstances, members of the Group should receive at least **10 working days' notice** of any meeting.
- 6.3 The Local Partnership Group will be supported by the Combined Authority's UKSPF Officer Team, within Strategy as well as by officer advice via the Adult Education Budget Core Performance Group (in respect of Multiply).
- 6.4 The Lead Officer for the Local Partnership Group is **Heather Waddington, Head of Funding Strategy**. The Lead Officer or their nominee will attend to advise each meeting of the LPG.
- 6.5 The secretariat function will be provided by the Combined Authority's Strategy Team.
- 6.6 Before each meeting, a member should confirm their attendance or apologies to the relevant officer in the Strategy team.
- 6.7 The meetings are held in private, but the recommendations of the Local Partnership Group will normally<sup>3</sup> be made public to ensure transparency on investment decisions.
- 6.8 Minutes of LPG meetings will be subject to the Freedom of Information Act 2000.

## 7. Agendas and reports and Confidential/Exempt information

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<sup>3</sup> Subject to the general provisions re exempt information  
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- 7.1 The **agenda** for business to be considered by the Local Partnership Group shall be agreed by the Chair and should be provided to members at least 3 working days before the meeting, together with reports.
- 7.2 **Reports and agenda** for any meeting of the Local Partnership Group are not published on the Combined Authority's website. However, as a matter of good practice, any information which would be confidential or exempt in a committee report should be identified as such on the report to the Group, and set out in a separate appendix, marked accordingly.
- 7.3 As a member of the Local Partnership Group, you may from time to time receive information which is confidential and/or exempt from public disclosure. **It is imperative that you do not disclose this information to anyone.** You can be removed from your role as a co-opted member of the Combined Authority if you do so.

## 8. Quorum

- 8.1 The **quorum** for the Local Partnership Group is one third of the total membership of the Group, to include at least one local authority member and one private sector representative.
- 8.2 If a meeting is not quorate, the meeting will adjourn to a time and date fixed by the Chair, but members may be invited to make individual representations on any report to the UKSPF Officer Team in the interim.

## 9. Voting

- 9.1 Where any decision is required by the Local Partnership Group, (such as the terms of any recommendation), any question will be decided by a majority of members of the Group present and voting on the question at the meeting.
- 9.2 No member of the Local Partnership Group will have a casting vote.
- 9.3 The views of any member present should be recorded if a vote is not unanimous where the member requests that their view be noted in the minutes.

## 10. Code of Conduct and Conflicts of Interest

- 10.1 Any member of the Local Partnership Group to whom the **Members' Code of Conduct** of the Combined Authority applies (by virtue of their membership on a Combined Authority committee or otherwise) will be subject to the Code of Conduct when they are attending this Local Partnership Group. Although the Code's provisions relating to declarations of interests do not directly apply to meetings of a working group, the Head of Legal and Governance Services advises that **members of the Local Partnership Group should treat meetings of the Group as if they are a formal committee meeting for the purposes of disclosing interests and not participating where a member has an interest in any matter.** This approach helps members avoid breaching the principles of conduct set out in the Code relating to selflessness, and honesty and integrity.
- 10.2 Any **member of the Local Partnership Group who is not subject to the Members' Code of Conduct is still required to act in line with the Nolan Principles** of public life which are selflessness, integrity, objectivity, accountability, openness, honesty and leadership and is expected to meet the standards of the Members Code as a matter of good governance. This includes declaring any interest arising in any matter to be considered or being considered at a meeting of the Local Partnership Group:
- in which they personally stand to make a direct financial gain or loss, or





- where the matter relates specifically to a potential grant to or contract with their employer.

The Chair of the meeting may ask any individual not to participate in any item where a conflict of interest arises.

- 10.3 Any member of the Local Partnership Group who has not completed a Declaration of interests form for the Combined Authority as part of their membership of a Combined Authority committee will be required to do so within 28 days of becoming a member of the Group.
- 10.4 Any declaration or non-participation by any member of the Local Partnership Group should be recorded in the for the meeting of the Group.

## 11. **Recommendations**

- 11.1 The recommendations of the Local Partnership Group will be reflected in the minutes or notes of the meeting. The Combined Authority's Strategy team will ensure that recommendations are considered by the Combined Authority or FRCC as appropriate as soon as reasonably practicable, or in the case of any urgent matter, notified to the Chair of the Combined Authority or FRCC as soon as reasonably practicable.
- 11.2 The Chair of the Local Partnership Group may be invited to present the recommendations to the Combined Authority or FRCC<sup>4</sup>.

**Updated: 24 July 2023**

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<sup>4</sup> Where the Chair is not a member of FRCC, they will be invited to attend the Committee for this purpose only and will not be entitled to vote on this item or any other, nor entitled to participate in any other item on the agenda.

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## ANNEX 1 NAMED SUBSTITUTION

SUBSTITUTE MEMBER RECOMMENDATION	
Main UKSPF West Yorkshire Local Partnership Member Name	
Organisation	
Signature	
Substitute member name	
Job Title	
Organisation	
Contact Details:  Email  Telephone	

### SUBSTITUTE MEMBER

SIGNED: .....

NAME: .....

DATE: .....

Please submit completed form to [heather.waddington@westyorks-ca.gov.uk](mailto:heather.waddington@westyorks-ca.gov.uk)

Received and agreed by the Chair of the Local Partnership Group.

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SIGNED: .....

Date: .....

## ANNEX 2 DECLARATION OF INTEREST FORM

**NOTIFICATION OF (1) DISCLOSABLE PECUNIARY INTERESTS AND (2) OTHER PERSONAL INTERESTS WHICH ARE NOT DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS OF THE WEST YORKSHIRE UK SHARED PROSPERITY FUND (UKSPF) LOCAL PARTNERSHIP GROUP.**

I, **xxxxxxx**

Being a member of the West Yorkshire UK Local Partnership Group (LPG) do hereby give notice that I have set out below in Part I of the form my disclosable pecuniary interests as defined in the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and in Part II of this form, my other personal interests which are not disclosable pecuniary interests.

Within 28 days of appointment to the LPG, a Group member must register his/her disclosable pecuniary interests by providing written notification to the Combined Authority.

I understand that this notification will be placed within a register and kept for audit purposes.

I further understand that by signing this notification I am also agreeing to abide by the Combined Authority's Code of Conduct.

Signed .....

Dated .....

**PLEASE COMPLETE THE FORMS IN PART I AND PART II BELOW FOR BOTH YOURSELF AND YOUR SPOUSE OR CIVIL PARTNER OR ANY PERSON WITH WHOM YOU ARE LIVING AS HUSBAND AND WIFE OR ANY PERSON WITH WHOM YOU ARE LIVING AS IF YOU WERE CIVIL PARTNERS.**

**Please use additional sheets if necessary. Any additional sheets should be marked with the number of the question to which they apply. If you have no interests relevant to a particular section please write "None" in that section.**

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## PART I – DISCLOSABLE PECUNIARY INTERESTS

### West Yorkshire Combined Authority

### Notification of Disclosable Pecuniary Interests and Other Interests

In accordance with Chapter 7 of Part 1 of the Localism Act 2011

<b>Name of Member<sup>5</sup>:</b>	
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<b>Relevant Authority<sup>6</sup>:</b>	West Yorkshire Combined Authority
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#### Disclosable Pecuniary Interests

I give notification that I have the following disclosable pecuniary interests (including those of my spouse or partner<sup>7</sup>):

- 1. Employment, office, trade, profession or vocation** - any employment, office, trade, profession or vocation carried on for profit or gain.

<b>My interest(s)/interests of my spouse or partner:</b>
<p><i>Note: please remember to include your position as an elected member at your home authority.</i></p>

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<sup>5</sup> This includes voting co-opted members of a committee appointed by the Combined Authority, including private sector representatives.

<sup>6</sup> As defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI 2012/1464.

<sup>7</sup> This includes a civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you were civil partners.



2. **Sponsorship** - any payment or provision of any other financial benefit (other than from the Combined Authority) made or provided within the relevant period<sup>8</sup> in respect of any expenses incurred by me in carrying out my duties as a member of the Combined Authority<sup>9</sup>.

My interest(s)

3. **Contracts** - Any contract which is made between me/my spouse or partner, or a body in which I /my spouse or partner has a beneficial interest,<sup>10</sup> and the Combined Authority:
- (a) under which goods or services are to be provided or works are to be executed; and
  - (b) which has not been fully discharged.

Brief details of contract	Date contract entered into

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<sup>8</sup> "Relevant period" means the period of 12 months ending with the day on which you complete this notification.

<sup>9</sup> This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

<sup>10</sup> This means a firm in which you or your spouse or partner is a partner, or a body corporate of which you or your spouse or partner is a director, or in the securities of which you or your spouse or partner has a beneficial interest. The definition of "director" includes a member of a committee of management of an industrial and provident society, and "securities" means share, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

4. **Land** – Any beneficial interest in land<sup>11</sup> which is within the area of the Combined Authority (West Yorkshire).

<b>My interest(s) / interest(s) of my spouse or partner</b>
<p><i>Note: please remember to also include your home address whether owned or rented. This will be redacted prior to publication.</i></p>

5. **Licences** - Any licence (alone or jointly with others) to occupy land in the area of the Combined Authority (West Yorkshire) for a month or longer.

<b>My interest(s) / interests of my spouse or partner</b>

6. **Corporate tenancies** - Any tenancy where (to my knowledge):  
(a) the landlord is the Combined Authority ; and

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<sup>11</sup> "Land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for you or your spouse or partner (alone or jointly with another) to occupy the land or to receive income.

- (b) the tenant is a body in which I /my spouse or partner has a beneficial interest.

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- 7. Securities** - Any beneficial interest in securities<sup>12</sup> of a body where:
- (a) that body (to my knowledge) has a place of business or land in the area of the Combined Authority; and
  - (b) either -
    - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or
    - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of the class.

My interest(s) / Interest(s) of my spouse or partner

### Other Registerable Interests

- 8.** I give notification that I have the following Other Registerable Interests<sup>13</sup> that I am required to register under the Members' Code of Conduct.

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<sup>12</sup> "Securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

<sup>13</sup> That is, an interest in any business of the Combined Authority where it is likely to affect:

- any body of which you are in general control or management and to which you are nominated or appointed by the Combined Authority,
- any body,
  - exercising functions of a public nature,
  - directed to charitable purposes, or

My interest(s)

### Non-registerable Significant Personal Interests

9. I give notification that I have the following Non-registerable Significant Personal Interests, which I am not required to register but which I choose to disclose under the Members Code of Conduct.

My interest(s)

### Gifts and Hospitality

10. You are required to provide notification of any offers of gifts and hospitality (whether accepted or declined) which are made to you in your role as a Combined Authority Member.

The Combined Authority's Monitoring Officer maintains a central register of offers of gifts and hospitality. To declare an offer, you should contact [governanceservices@westyorks-ca.gov.uk](mailto:governanceservices@westyorks-ca.gov.uk) who will provide you with the relevant form and instructions on how to complete it and where to return it to.

**I acknowledge that failure to register my disclosable pecuniary interests is a criminal offence.**

**I accept that it is my responsibility to notify the Combined Authority of any changes to the interests (or offers of gifts and hospitality) I have disclosed in this form.**

Please tick the box to confirm that you accept and acknowledge the above ☐

- 
- one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in general control or management.

**Signed:** .....

**Date:** .....

**Please return this form to:** [heather.waddington@westyorks-ca.gov.uk](mailto:heather.waddington@westyorks-ca.gov.uk)

### Annex 3 - UK Shared Prosperity Fund: Local Partnership Group Membership – November 24

Name	Committee	Organisation representing	Alternate	Email Address
Nigel Harrison (Chair)	Culture, Heritage and Sport Committee	Private Sector (Yorkshire Sport Foundation)		Nigel.Harrison@yorkshiresport.org
Councillor Sarah Courtney Calderdale (Deputy Chair)	Combined Authority (sub) Business, Economy and Innovation Committee Place, Regeneration and Housing Committee	Local Authority – Calderdale		Councillor.SCourtney@calderdale.gov.uk
Cllr Imran Khan (L) Bradford	Deputy Leader and Education, Employment and Skills Committee	Local Authority – Bradford		cllr.imrankhan@bradford.gov.uk
Cllr Scott Patient	Climate, Energy and Environment Committee	Nature/Environment		Councillor.SPatient@calderdale.gov.uk
Cllr Graham Turner (L) Kirklees	Cabinet Member for Regeneration Employment and Skills Committee	Local Authority – Kirklees		graham.turner@kirklees.gov.uk
Cllr Jonathan Pryor Leeds (L)	Business, Economy and Innovation Committee Culture, Heritage and Sport Committee	Local Authority – Leeds	Cllr Lisa Martin	jonathan.pryor@leeds.gov.uk lisa.martin@leeds.gov.uk
Cllr Michael Graham (L) Wakefield	Cabinet Member for Regeneration & Economic Growth	Local Authority – Wakefield		michaelgraham@wakefield.gov.uk
Karl Oxford	Business, Economy and Innovation Committee	Private Sector		karloxford@hotmail.com karl@acbv.group

Name	Committee	Organisation representing	Alternate	Email Address
		(African & Caribbean Business Ventures Ltd – Third Sector)		
Alan Lane	Culture, Heritage and Sport Committee	Private Sector		alan_lane@mac.com
Mandy Ridyard	West Yorkshire Business Board Business, Economy and Innovation Committee	Private Sector		Mandy.ridyard@produmax.co.uk
Catherine Mitchell	Culture, Heritage and Sport Committee	Arts Council		Catherine.Mitchell@artscouncil.org.uk
Shirley Congdon	West Yorkshire Business Board	Higher Education (Vice-Chancellor, Bradford University)	Tim Thornton	S.Congdon@bradford.ac.uk (T.J.Thornton@hud.ac.uk)
Martin Stow	Business, Economy and Innovation Committee	Universities (Director/Chairman of Nexus, MIT REAP Team Champion)	Marc Eatough	M.W.Stow@leeds.ac.uk (m.eatough@leeds.ac.uk)
Dr Neville Young	Business, Economy and Innovation Committee	Y&H Academic Health Partnership		Neville.Young@yhahsn.com
Colin Booth	Employment and Skills Committee	Further Education (CEO Luminate Education Group)	Ann-Marie Spry	colin.booth@luminate.ac.uk Jason.Clayton@luminate.ac.uk (Colin's PA) (Ann-Marie.Spry@leedscitycollege.ac.uk)
Alex Miles	Employment and Skills Committee	West Yorkshire Skills Partnership - WY Learning Providers		Alex.Miles@wylp.org.uk
Lynsey Ellis	Employment and Skills Committee	DWP Burnley Jobcentre Plus		Lynsey.Ellis@dwp.gov.uk

Name	Committee	Organisation representing	Alternate	Email Address
Soo Nevison	N/A	Voluntary sector, social enterprise and civil society		Soo@cabad.org.uk
Janet Thornton	N/A	Rural Representative	Barney Mynott – FSB	janthornton03@gmail.com
<b>VACANT</b>	<b>VACANT</b>	Police and Crime		
<b>VACANT</b>	<b>VACANT</b>	Trade Union		

West Yorkshire Combined Authority – Lead Authority Core UKSPF Officers			
Name	Job Role	Email Address	Telephone Number
Sarah Eaton	Director, Strategy Communications and Intelligence	<a href="mailto:sarah.eaton@westyorks-ca.gov.uk">sarah.eaton@westyorks-ca.gov.uk</a>	0113 251 7259
Heather Waddington	Head of Funding Strategy (UKSPF Responsible Lead Officer)	<a href="mailto:Heather.waddington@westyorks-ca.gov.uk">Heather.waddington@westyorks-ca.gov.uk</a>	0113 348 1178
Andrew Wilson	Strategic Programme Manager (UKSPF)	<a href="mailto:Andrew.wilson@westyorks-ca.gov.uk">Andrew.wilson@westyorks-ca.gov.uk</a>	0113 348 1824