

#TeamCaerphilly  
BETTER TOGETHER



Appendix 2

## SPF Programme Board

### Terms of Reference

#### THE ROLE OF THE BOARD

The role of the UKSPF Programme Board is to provide executive leadership to the delivery of the Local Investment Plan under the UK Government's Shared Prosperity Fund as part of the UK wide Levelling Up programme.

The UKSPF Programme Board will fulfil this role by:

- Providing oversight to the delivery of the Local Investment Plan as part of the regional Investment Plan for South-East Wales in accordance with the aims and objectives of the SPF programme, its Interventions, Outputs and Outcomes.
- Determine the governance structure to ensure the Local Investment Plan is delivered within the Assurance and Risk Framework set by UK Government. Recognising that the first line of defence is provided by the lead local authority (Rhondda Cynon Taf Council) and is the responsibility of their Chief Finance Officer who is therefore responsible for the delivery of HMG investment, with propriety, regularity, and value for money.
- Sustainably securing improvement, value for money and a return on investment to improve outcomes for citizens through the delivery of the Local Investment Plan.
- Championing the Local Investment Plan to secure engagement and ownership in supporting sustainable and resilient communities through the delivery of effective, efficient and economical SPF projects.
- Holding to account Lead officers with responsibility for delivering projects and elements of the Local Investment Plan.
- Ensuring, that projects identified within the Local Investment Plan link to the Council's Corporate Plan objectives and priorities.
- Monitor and evaluate the delivery, effectiveness and efficacy of Projects and their reported Output and Outcomes as identified in the Local Investment Plan.
- Considering and recommending changes to the Local Investment Plan expenditure profile and Intervention projects in line with the SPF framework and Service Level Agreement with Rhondda Cynon Taf Council as the lead body for the South-East Wales Regional Investment Plan, which is informed by the 10 Local Investment Plans.
- Determine the most appropriate governance route for approval and progression of projects within the Local Investment Plan dependent on their nature, scope, and impact

in line with the Council's constitution, Service Level Agreement, and the SPF requirements.

- Advise Lead Project Officers on the procurement and financial requirements to enable Projects within the Local Investment Plan to be delivered in line with the Council's constitution, financial regulations, and the requirements of the SPF requirements.
- Ensuring that each element of the Local Investment Plan have set appropriate measures to establish effectiveness.
- Ensuring the capability and capacity of the organisation to deliver the Local Investment Plan.
- Review the effectiveness of the Local Investment Plan and the Programme Board, updating and refreshing programmes, initiatives, actions and intended outputs and outcomes as necessary.

## **MEMBERSHIP**

The SPF Programme Board comprises:

- The Cabinet Member for Finance, Performance and Governance (Chairperson)
- The Cabinet Member for Prosperity, Regeneration and Climate Change
- The Cabinet Member for Education & Communities
- Corporate Director, Economy & Environment - Senior Responsible Officer (Vice Chairperson)
- Section 151 Officer
- Regeneration Services Manager
- Head of Infrastructure
- Head of Public Protection, Community & Leisure Services
- Head of Education, Planning and Strategy
- Head of Customer & Digital Services

Supported by:

- Cabinet Members
- Business Enterprise & Renewal Team Leader
- Communications Manager
- SPF Programme Manager
- SPF Monitoring & Finance Team
- Procurement Services Officers

Statutory / other Officers co-opted as required:

- Head of Legal Services and Monitoring Officer

The Board will require at least one Cabinet member and one Head of Service to be present at Board meetings to be considered quorate.

## DELEGATED POWERS

In September 2022 the Cabinet endorsed the Caerphilly Local Investment Plan for the 2022-25 SPF Programme which provided clarity at the local level on the Caerphilly specific interventions that the Council wanted to achieve through the UKSPF.

The Programme Board is responsible for ensuring the effectiveness of the Local Investment Plan. In order for the Board to fulfil this role it has to have the ability to update, and refresh the programme, initiatives, actions and intended outputs and outcomes as necessary and therefore efficiency of decision making is vitally important to the successful delivery of the Shared Prosperity Fund.

In recognition of the extremely tight time constraints associated with the delivery of the transitional SPF Programme for 2025/26, the Cabinet has delegated powers to the Programme Board to.

Undertake any necessary virements of funds between the core pillars as follows:

- Business Support.
- People and Skills.
- Community and Place.

For the purposes of these Terms of Reference, a virement is defined as a movement of monies between the core pillars and / or movement of monies between interventions within a specific core pillar.

The Board, may, in agreement with the Cabinet Member for Finance, Performance and Governance, utilise underspend under one intervention head to supplement overspend in another intervention and can include moving revenue funding to capital funding as an RCCO process.

All virements to be determined by the board in consultation with relevant cabinet members.

Where there is an urgent decision, email approvals are to be accepted.

Where a virement is required, it shall be approved in writing according to the following:

<b>Amount</b>	<b>Approved by</b>
under £1,000,000	The SPF Programme Board using Delegated Powers approved by Cabinet

Above £1,000,000	Cabinet
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All virements must be included in subsequent SPF monitoring reports for Scrutiny and Cabinet.

## ORGANISATION AND MEETINGS

The SPF Programme Board will meet regularly, and at least quarterly in line with the SPF Reporting requirements.

Reporting Periods	Report Due Date	Information Type
1 April to 30 June 2025	1 August 2025	Quarterly (summary report only)
1 July to 30 September 2025	1 November 2025	Sixth monthly
1 October to 31 December 2025	1 February 2026	Quarterly (summary report only)
1 January to 31 March 2026	1 May 2026	Sixth monthly

The SPF Programme Board will be chaired by the Cabinet Member for Finance, Performance and Governance who will also be the representative of Cabinet.

- SPF Programme co-ordination and administration will be facilitated by the SPF Monitoring & Finance Team

The SPF Programme Board will manage its work through relevant digital systems with appropriate permissions.

Papers, reports, and business cases will be considered by the SPF Programme Board. These will be circulated in advance of meetings, giving the SPF Programme Board sufficient time to prepare.

Lead Officers will be expected to attend when requested to give account of progress on their areas of responsibility.

## GOVERNANCE AND MEASUREMENT OF PROGRESS

The SPF Programme Board will review the delivery of the Local Investment Plan at each of its meetings.

Cabinet Policy Development Meeting will receive relevant reports.

An initial report on the Local Investment Plan, a 6 monthly progress report and an end of year delivery report will be presented to CMT, Housing & Regeneration Scrutiny Committee & or Cabinet.

Relevant Scrutiny Committees and Cabinet will receive reports related to specific aspects of the Local Investment Plan in accordance with the Council Constitution.

The primary measure of progress will be against the Outputs and Outcomes set out in the Local Investment Plan. However, the effectiveness of programmes, activities, actions and initiatives will also be assessed; specific measures will be dependent on the nature of each Project. The SPF Programme Board will ensure appropriate measures are recorded and reported to ensure progress and effectiveness. Measures will primarily be financial, outcome related and output measures with qualitative, customer satisfaction and other measures and considered.

### CCBC SPF GOVERNANCE

### ASSURANCE FRAMEWORK

