

Eastbourne Borough Council Levelling Up Fund Local Partnership Group

Terms of Reference

December 2023

Purpose

The overall aim of the EBC LUF Local Partnership Group (known as the Partnership Group) is to:

Provide strategic oversight and governance to the delivery of the EBC LUF Programme

Roles and Responsibilities

The role of the Partnership Group is to:

- Co-ordinate resources and influence stakeholders
- Consult and engage with local residents, businesses and organisations throughout the delivery of the Programme
- Champion Eastbourne at every opportunity
- Provide strategic oversight of the three projects being delivered within the LUF Programme
- Ensure the Programme is being true to the vision and objectives set out in Business Case
- To monitor the progress, milestones, budget, risks and issues throughout the delivery of the EBC LUF Programme
- To celebrate the achievements of the Programme
- To provide regular updates and reporting to DLUHC's Levelling Up Team.

The role of Eastbourne Borough Council:

- Be the lead Council and accountable body for the Levelling Up Fund
- Be the main point of contact with DLUHC
- Coordinate the submission of quarterly monitoring and progress reports from all delivery partners
- Lead on the preparation and submission of performance reports requested by DLUHC.

Legal Status

The Partnership Group is an unincorporated group and therefore has no legal status. Any current legal requirements or obligations will be discharged by the membership organisations.

Decision Making

All decisions will be by consensus unless a member requests a vote. All decision making will be captured within the minutes.

Membership

The Partnership Group will consist of representatives from each of the following organisations:

- Eastbourne Borough Council
- Local Member of Parliament
- East Sussex County Council
- Eastbourne Chamber of Commerce
- The Eastbourne BID
- Towner Eastbourne
- Eastbourne Hospitality Association
- East Sussex College Group
- South Downs National Park Authority
- Victoria Place Traders
- Additional representatives as agreed by the Partnership Group.

Notes:

- Members may send substitutes in their place – this should be notified to the Secretariat in advance where possible
- Non-attendance by a member at three consecutive meetings will lead to a review of their membership (except where this is unavoidable)
- Proposals for new Partnership Group members will be considered against the key criteria of being a representative body for Eastbourne residents or businesses
- Any business or individual who wants to get involved with the Partnership Group will need to do so via the Secretariat.

Meetings and Administration

The Partnership Group will meet as and when required, to provide updates on project progress and next steps, as well as to monitor the delivery of the EBC LUF Programme. The Partnership Group will be supported by a Secretariat from Eastbourne Borough Council who will:

- Oversee delivery of the work programme on a day to day basis
- Co-ordinate and facilitate meetings
- Co-ordinate production and monitoring of the EBC LUF Programme and associated actions
- Provide other support as required.

A quorum of 8 must be present at any meeting for decisions to be taken.

Decisions can be made via email with all Partnership Group members, outside of the Partnership Group meetings.

Relationship with other bodies

The Partnership Group works closely with other partnership groupings and will provide update reports, as required to:

- Member organisations
- Other Groups as agreed

Declarations of Interests

All boards relating to DLUHC funding require all attendees and members to declare any conflict of interest and this will be recorded within the minutes and within the Declaration of Interest Register (DoIR).

Conflict of Interests

Any conflicts of interest will be in accordance with:



Code of Conduct
Policy V2.0 Feb21.pdf

Variation to Terms of Reference

The Partnership Group may update these Terms of Reference as and when required.