



## **Kimberley Town Council**

### **Terms of Reference Levelling Up Fund (LUF) Working Group**

**Adopted by Full Council on 29<sup>th</sup> June 2023 TC/23/535**

#### **1. Role**

The Working Group is responsible for progressing activities related to Levelling Up on behalf of Kimberley Committee and for representing the Council in dealings with Broxtowe Borough Council and other stakeholders, and for keeping Kimberley Town Councillors and Officers up to date with progress. The members of the Working Group will be decided by resolution of the Full Council.

The Working Group will make recommendations or take relevant and approved actions on Levelling Up matters.

a) The role of the Levelling Up Working Group encompasses the following areas:

- i) Represent Kimberley Town Council in dealings with Broxtowe Borough Council, Potential Suppliers, and other Stakeholders.
- ii) Ensure effective communication with Stakeholders.
- iii) Ensure decisions and responses are progressed efficiently.
- iv) Report back to Council members regularly.
- v) Meet weekly to update the Working Group members on progress and make recommendations.
- vi) Raise questions and issues with Broxtowe Borough Council, derived from the work of the group, or raised by other Council members.
- vii) Appoint members to the Broxtowe Borough Council Governing Board.

b) The Working Group will consider and make recommendations to the Full Council on:

- i) Key decisions related to LUF deliverables.
- ii) Costs and budget.
- iii) Current Issues with project.
- iv) Timing and progress against plans.

## **2. Membership**

- a) The Working Group shall consist of no fewer than three councillors but no more than six.
- b) The Working group members shall be assigned at a Full Council meeting.

## **3. Reporting and Accountability**

- a) The Working Group is subject to the Standing Orders implemented by Full Council.
- b) As a Working Group the group will publish informal notes from meetings, and update members at each Full Council meeting.
- c) The Chair of the Working Group will highlight key recommendations and decisions required of Full Council.

## **4. Duration**

- a) The Working Group will exist until a formal governance model for Levelling Up delivery is implemented by Broxtowe Borough Council, at which time a proposal regarding future governance will be made to Full Council by the Working Group.