

**European Union**European Structural  
and Investment Funds**European Structural and Investment Funds  
2014 - 2020****Growth Programme for England****ESI Funds Growth Programme Board****Initiate review of GPB membership and terms of reference****Purpose:**

The secretariat will review the Board's membership and terms of reference.

This paper sets out objectives and scope for the review; membership of a Steering Group; project methodology and timescale. A review report is anticipated in March 2017.

**Recommendation(s):**

That Board members agree to initiate the review.

**Summary:**

At the September 2016 Board meeting, members agreed that Board terms of reference and membership should be reviewed. Work will be carried out by the secretariat, reporting to a Steering Group.

The Board, Managing Authorities, local government, the LEP Network and LEP Area ESI Funds Sub-Committees will be represented on the Steering Group.

The Board terms of reference and membership review will commence now. A report, with recommendations, will be presented to the Board in March 2017.

Additionally, the secretariat will review the LEP Area ESI Funds sub-committee terms of reference and may propose modifications to ensure coherence, update references to business processes and ways of working and accommodate recommendations from the Partnership Working Review 2016.

## Introduction

1. The Board (as Programme Monitoring Committee) has regulatory functions set out in Articles 47, 48, 49 and 110 of the Common Provisions Regulation (EU No.1303/2013). The Board's terms of reference were agreed in December 2015 and are published on GOV.UK at <https://www.gov.uk/government/groups/growth-programme-board>. Members committed to review the Board's terms of reference and membership after one year and, again, in 2017.

## Objectives

2. The review will be carried out by the secretariat. It will:
  - examine the Board's sectoral composition and membership (as currently held on record by the secretariat) with a view to ensuring it remains relevant, representative, effective and meets UK Partnership Agreement requirements;
  - analyse the Board's published terms of reference, dated 17 December 2015, with a view to ensuring they provide an appropriate operational framework and that gaps, if any are identified, are addressed;
  - propose any necessary updates to reflect changes in machinery of government; ensure coherence between the Board's terms of reference and those of its sub-committees; and propose amendments to the published LEP area ESI Funds sub-committee terms of reference, dated 17 December 2015, to accommodate recommendations from the Partnership Working Review 2016.

## Governance arrangements and timescale

3. A Steering Group will receive progress reports and offer direct advice to the secretariat:
  - David Morrall (Chair) [confirmed]
  - Annie Ekwere (BEIS) [confirmed]
  - Lesley Calder (DCLG Growth Delivery Team) [confirmed]
  - Anne Donkin (DWP) [confirmed]
  - Tony Williamson (Defra) [confirmed]
  - Russell Reefer (Local Government Association) [confirmed]
  - Warren Ralls (LEP Network) [confirmed]
  - Richard Powell (GPB; New Anglia LEP Area ESI Funds sub-committee and Sustainable Growth & Development National sub-committee) [confirmed]
4. Work will proceed in stages. Review findings will be presented to the Board at its meeting on **Tuesday 28 March 2017**:

Stage	Task
Stage 1: From w/c 9 January 2017	<ul style="list-style-type: none"><li>• Initial meeting of the Steering Group and confirmation of project scope and timescale;</li><li>• Agree arrangements for reporting progress to the Steering Group and seeking advice; meeting schedule and format for meetings;</li><li>• Commence review work</li></ul>

Stage 2: During w/c 20 February 2017	<ul style="list-style-type: none"> <li>• Steering Group meeting (by teleconference);</li> <li>• Review secretariat findings and recommendations;</li> <li>• Develop any necessary draft amendments to sub-committee terms of reference</li> <li>• Agree format for reporting back to the Board</li> <li>• Begin drafting review report</li> </ul>
Stage 3: During w/c 6 March 2017	<ul style="list-style-type: none"> <li>• Steering Group meeting (by teleconference);</li> <li>• Review and clear draft report</li> </ul>
Stage 4: During w/c 13 March 2017	<ul style="list-style-type: none"> <li>• Issue draft review report to GPB members, in readiness for Board meeting on Tuesday 28 March 2017</li> </ul>

## Methodology

5. The secretariat will carry out the review through document and information gathering (including sampling and interviews with GPB members), followed by desktop analysis.

## Extent of scope

6. This review will encompass the Board's terms of reference and membership. It will not extend to day-to-day operation of the secretariat and management of Board business, which are administrative items and can be adapted and/or improved in response to member feedback, throughout the year. The review will need to ensure that Board terms of reference remain coherent with those of its national and local sub-committees and may need to propose amendments to sub-committee terms of reference, including accommodating recommendations made by the Partnership Working Review 2016 to make clear the role of the local Chair and creating the opportunity to receive advice from thematic working groups.
7. It is not proposed to review membership of LEP Area ESI Funds sub-committees at this point. Membership of LEP Area ESI Funds sub-committees is for a three year term. Their terms of reference state the Managing Authorities will review LEP area ESI Funds sub-committee membership in 2017 to ensure composition remains relevant to investments still to come forward through the Programmes.
8. This review will not, on this occasion, extend to National Sub-Committees (NSC). Although the Board committed to review their terms of reference and membership annually, no NSC has yet been operational for more than ten months.

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28 November 2016