

East of England, ERDF LMC Terms of Reference, membership and working arrangements

1.Role of the East of England ERDF Local Management Committee (LMC)

1.1 The LMC is established in accordance with Article 63 of Council Regulation (EC) No. 1083/2006 It will discharge the tasks and responsibilities laid down in Article 65 including:

- Consideration and approval of project selection criteria
- Reviewing progress towards the achievement of programme targets and Priority Axes objectives through receiving and considering performance implementation data
- Receiving and considering consistent, up-to-date management information for the programme, as required by the Managing Authority
- Consideration and approval of Annual and Final Reports
- Consideration and approval of programme evaluations and resulting Operational Programme amendments
- Strategic linkages with other Structural Funds, domestic programmes and wider UK economic policy

1.2 The LMC is responsible for the strategic leadership of the 2007-13 East of England competitiveness programme.

1.3 The LMC will:

- a) Draw up and agree its own rules of procedure, which will be publicised and made available on the programme website. This will include procedures to avoid conflicts of interest;
- b) Develop, monitor and oversee the strategy for the East of England Operational Programme, reviewing the quality and effectiveness of its implementation;
- c) Periodically review progress made toward achieving the specific objectives of the programme;
- d) Ensure that financial and non-financial targets are met and redirect the work of the programme as and when required over its lifetime. Examine the results of implementation, particularly the achievement of the

targets set for the programme priority axes and the evaluations referred to in Article 48 (3) of the Regulation 1083/2006;

- e) Ensure that local priorities are actively considered and reflected in decision-making processes;
- f) Consider and approve any proposals to amend the contents of the approved OP. Such changes will be in accordance with Article 33 of Regulation 1083/2006 for example to take account of significant socio-economic changes, major changes in priorities to address implementing difficulties and /or in the light of evaluation;
- g) Propose to the Managing Authority any revision or examination of the operational programme likely to make possible the attainment of the Fund's objectives referred to in Article 3 of Regulation 1083 / 2006 or to improve its management, including its financial management;
- h) Receive regular updates regarding risk management of the Operational Programme implementation including risk register, advising the ERDF Secretariat on appropriate risk management and mitigation strategies and action;
- i) Consider and approve criteria for selecting ERDF projects/operations in relation to the Operational Programme and approve any revision of those criteria according to programme need;
- j) Consider and approve the annual and final implementation reports referred to in Article 67 of Regulation 1083/2006;
- k) Be informed of the Annual Implementation Report (AIR), or of the part of the report referring to the Operational Programme, and of any relevant comments the Commission may make after examining that report or relating to that part of the report;
- l) Establish such sub-committees, working groups or task and finish groups as appropriate to enable the LMC to fulfil its responsibilities and to support the efficient implementation of the Operational Programme;
- m) Consider and agree a Communication Plan for the Programme in conjunction with providing ongoing advice and support to promote and inform Programme opportunities and outcomes..
- n) Consider and agree a strategy for Technical Assistance;
- o) Consider and Agree an Evaluation Plan for the Programme, to cover evaluation activities to be carried out during the programme period;
- p) Monitor impact of Programme activity in terms of the cross-cutting themes of equality and diversity and environmental sustainability;

- q) Endorse major projects before submission to the European Commission (defined as comprising a series of works, activities or services intended to accomplish an indivisible task of a precise economic or technical nature, having clearly identified goals and whose total costs exceed 50 million Euros);
- r) Consider and develop strategic linkages with other Structural Funds, domestic programmes and wider UK economic policy.

1.4 The LMC will consider and influence the contribution which other European programmes in the programme area are making to the overall strategy for the Structural Funds. Complementary actions between the ERDF Competitiveness programme and other European programmes will be considered and agreed, as appropriate.

2. Membership

2.1 The membership of the East of England LMC will be drawn up in accordance with the partnership principle established by Article 11 of EC Regulation 1083/2006 and advice from CLG as the Managing Authority. The LMC will be:

- **Efficient and effective** – constituted at a level and size that promotes efficient and effective working. Members may be mandated to represent a wider spread of interests.
- **Locally determined** - membership appropriately reflecting the required spatial, thematic and sector balance of the East of England Operational Programme.
- **Strategic** – Representatives will be senior-level decision-makers with a wide-ranging perspective, will be respected by and consult with the constituents they represent
- **Representative and compliant** - the LMC will comply with EC regulation regarding membership (Article 11 refers)

2.2 The LMC will be representative of:

- Competent regional, local, urban and other public authorities;
- Economic and social partners;
- Any other appropriate body representing civil society, environmental partners, non-governmental organisations, and bodies responsible for promoting equality of opportunity between women and men.
- Partners which can provide an oversight of other cross European programmes.

- 2.3 LMC sector based members will represent the sector for which they act as delegates rather than their individual organisations. Members will be required to ensure that appropriate consultation takes place within the sector they represent in advance of and following LMC meetings to ensure that all appropriate partners have the opportunity to contribute to and are informed of the work of the LMC and progress of the programme.
- 2.4 The LMC will retain the ability to review its membership over the life of the programme taking into account changes to programme area infrastructure and any revisions to the strategic focus of the OP, as well as LMC members' attendance and commitment.
- 2.5 In line with key principles identified by Partners the LMC membership numbers will be determined on the basis of achieving:
- Streamlined decision making / delivery
 - Greater efficiency / reduced bureaucracy
 - Strategically focussed LMC.
- 2.6 The Membership of the LMC as shown in the Table below will be published on the DCLG www.communities.gsi.gov.uk/ERDF programme website

LMC Membership

Sector	Role	Name	Organisation	No.
Managing Authority	Chair (Member)	Neil O Connor	DCLG	1
Local Representation	Deputy Chair (Member)	George Kieffer	Local representation	1
EU Commission	Advisory	Merja Toikka	DG Regio (Desk Officer)	1
Principle executive officer East of England PDT	Member	David Morrall	DCLG	1
Local Enterprise Partnerships	Member	Andy Wood- New Anglia Liz Wade-	One representative per Local Enterprise Partnership ¹	5

¹ LEP representatives : where a LEP boundary extends beyond the East of England Programme Area, LEP representatives should be nominated to represent that part of the LEP that resides within the East of England ERDF Programme Area.

		SEMLEP Neville Rayner - GCCP David Lloyd- Herts TBC - SE LEP		
Private Sector	Member	Tim Hutchings	Regional nomination	1
Local Government Representatives	Members	Kathy Pollard Bryony Rudkin Graham Butland Andrew Johnson	Local Government representation	4
TUC	Member	Laurie Helesdon	Regional TUC	1
HE	Member	Zoe Manning	Nominated representative	1
FE	Member	Robert Blake	Senior nomination drawn from FE sector	1
Voluntary sector	Member	Mark Mitchell	VCS representative	1
Environment /sustainability Champion	Member	Julia Upton	Environment Agency	1
Equality & Diversity Champion	Member	Paula Grayson	Appropriate organisation	1
BIS	Member	Ian Gregory	BIS local representative given focus of OP on innovation, enterprise and business growth. Facilitating alignment with RGF ,TSB and other measures as appropriate.	1
Low carbon /renewable energy sector	Member	James Beal	Providing low carbon expertise	1
ESF	Member	Angela Rowney/Anna Clube	Ensuring appropriate linkages with other Structural Funds	1
Arts Council	Member	Andrea Stark	Ensuring appropriate links with creative industry	1
ERDF Local Director – Managing Authority	Member	Arni Narain	Ensuring local DCLG representation	1
East of England Brussels office	Observer	Sarah Murray	Strategic input from Brussels	1
Cross Area	Observer	Guy Mills	Provision of regional	1

representative			overview	
MEPs	Observer	Robert Sturdy Richard Howitt Andrew Duff Geoffrey Van Olden Andrew Duff Vicky ford David Campbell Bannerman		7
RDPE	Observer	David Sillett	Alignment with other RDPE EU funding programme	1
Total participants (Excl ERDF Secretariat)			35	
Total Members			24	

3. Sub- Committees or Sub-groups to the LMC

3.1 The LMC may at any time set up such sub-committees and / or standing or ad hoc working groups or other groups as it thinks appropriate. The LMC may delegate any of its tasks to a sub-committee and /or group. The Membership of such sub-committees and or groups shall be agreed by the LMC, reflecting the partnership principle set out in Article 11. The terms of reference and rules of regional sub-committees and groups shall be approved by the LMC. The LMC Deputy Chair will act as Chair of the East of England Competitive Delivery Group (CDG). The Head of DCLG East of England Programme Delivery Team will act as Deputy Chair of the CDG.

4. Working Arrangements

4.1 The LMC will operate in accordance with the following protocols:

- DCLG will Chair the LMC at Director level
- The Deputy LMC Chair will chair and agree locally specific agenda items.
- The ERDF Secretariat will support the effective working of the LMC, engaging the Chair and Deputy Chair in the preparation of agendas and papers;

- The LMC Agenda will normally be circulated seven working days in advance of meetings. In exceptional circumstances additional items may be added to the agenda after the initial agenda distribution;
- LMC Papers will normally be circulated to members via email, at least 7 working days in advance of a meeting. In exceptional circumstances, where deferment to the next LMC meeting could have a detrimental impact on delivery of the programme, (one or more) papers may be distributed less than 2 working days before the meeting;
- Decision-making will be by consensus. In the event of no consensus being reached, the Chair will be responsible for brokering an appropriate resolution;
- 50% of members (or their agreed delegates) will need to be present for a meeting to be considered quorate. This must include representatives of the Managing Authority.
- Where it is necessary / appropriate to conduct business via written procedures, members will be given 7 working days within which to respond (unless exceptional circumstances require a shorter deadline). A non-response will be taken as approval of the proposal.
- Declaration of interest will be a standing item at the beginning of LMC meetings. Members will be required to declare any interest at the appropriate point in the LMC meeting.
- The LMC will operate according to the Nolan rules of conduct for those holding public office/engaged in public business.
- The LMC will review how it is operating in April 2012.

4.2 Frequency of Meetings

The LMC will meet at least twice a year but normally no more than four times a year. Notice of meetings will normally be given at least 15 working days in advance.

5. Equality and diversity

The LMC will :

Develop strategic objectives with an action plan to set out methods for equalities mainstreaming across all of the region's ERDF Competitiveness Programme.

Identify and promote good practice

Monitor the equalities aspects of project selection criteria

Prepare quarterly reports

Monitor the implementation of equalities mainstreaming objectives and action plan

6. Secretariat: Key Roles and Responsibilities

6.1 The Secretariat will provide administrative support for the governance arrangements established to oversee programme implementation. Its responsibilities will include:

- Support for LMC and sub-LMC governance arrangements e.g. coordination of agendas and papers, drafting of minutes.
- Liaison with LMC and LMC-sub group members at local, national and EU level
- Providing technical advice on eligibility and compliance issues, to LMC and sub groups as required.
- Coordination of Annual Implementation Reports for presentation /consideration by LMC and submission to EU.

ENDS

**East of England
European Regional Development Fund Programme 2007 - 2013
Local Management Committee – Equality and Diversity Objectives**

The East of England Local Management Committee has adopted the following strategic Equality and Diversity Objectives from January 2012

- Leadership and Strategy: demonstrable commitment
- Policies, procedures, processes: equalities inputs and outputs mainstreamed
- Partnerships and Resources: actions to take account of diverse needs of stakeholders/beneficiaries
- Projects and programme results: systematic information collected

These objectives will be reviewed annually.

Evidence of consultation in mainstreaming equality and diversity into the ERDF programme

1 Equalities Group (EG) is a virtual group reporting to LMC, composed of representatives of hard to reach people, voluntary sector representatives and E&D experts, with questions on good practice, equalities issues, reports and action plans circulated for comment as required. The Chairman attends Competitiveness Delivery Group (CDG) to ensure equality and diversity matters are fully discussed at each level of assessment.

Terms of Reference for the Equalities Group, are:

- Develop strategic objectives with an action plan to set out methods for equalities mainstreaming across all of the region's ERDF programmes.
- Identify and promote good practice
- Monitor the equalities aspects of project selection criteria
- Prepare quarterly reports
- Monitor the implementation of equalities mainstreaming objectives and action plan

Actions to date (January 2012)

- Revised strategic objectives agreed. Action Plan for 2007-December 2010 has been implemented. Action plan is being reviewed and revised for 2012-2013.
- Good practice has been identified and promoted in individual projects through the work of the Facilitators.
- Project Selection Criteria were written with E&D outcomes specifically required. Concept and Business cases are screened by CDG for appropriate E&D targets for beneficiaries
- LMC has received a quarterly update at every meeting
- When projects are completed, they will be monitored

2 Local Management Committee members composed of local government representatives, voluntary groups, key funding stakeholders, MEPs: have agreed to implement the following in all ERDF programmes

- “have due regard to the need to: eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people from different groups and
- foster good relations between people from different groups.”.

This applies to the protected characteristics of: age, disability, gender reassignment, race, religion and belief (including philosophy), gender, sexual orientation, pregnancy and maternity. Marriage and civil partnership requires elimination of unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.

Consideration has been given at CDG meetings on the effect of LMC policies and practices on equality for service users (see CDG minutes). All policies and practices in managing the ERDF programme have been examined for their effect upon equality for different groups (see Project Selection Criteria). The examination has influenced improvements such as the early assessment of projects from the beginning of the 2007-13 programme against the Excellence Framework. Case studies on projects include the outreach work and positive action around E&D for beneficiaries (see case studies such as the Disability Essex Centre). Policies and practices have furthered the three aims of the General Duty in: setting standards for the project leaders, requiring compliance with good E&D practice, demonstrating how different groups have worked effectively together towards the common goal of the project (see Case studies).

Information on the extent to which policies, procedures and actions have been improved was obtained from beneficiaries, project leaders, members of LMC and members of EG. Information was particularly gained on gender, race and disability requirements. This is now being extended to people with other protected characteristics.

Paula Grayson MA (Oxon.), Chartered Companion CIPD
Chairman of EG

EUROPEAN PROGRAMMES STRATEGY GROUP
MEMBERSHIP LIST
(May 2011)

Organisation	Representation	Name	Deputy
European Commission – Director General Regional	Advisory	Ieva Zalite	
Department for Communities & Local Government	1	Arni Narain	
Department for Business, Enterprise & Regulatory Reform	1	Chris Kirby	Andy Stewart
Government Office for the East of England	2	Paul Pugh Mike Barnes	
East of England Development Agency	2	Marco Cereste (Board Member) David Morrall	
East of England Local Government Association	4	Bryony Rudkin (Lab.) Graham Butland (Cons.) Andrew Johnson (Con) Kathy Pollard (Lib. Dem.)	Jackie Cheetham (sub) William Smith (sub)
Learning & Skills Council	1	Nichola Cowell	
National Offender Management Service	1	Sharon Carey	
Environment Agency	1	Julia Upton	
East of England Business Group	1	Tim Hutchings	
Cultural Consortium	1	Andrew Wheeler	
Trades Union Congress	1	Laurie Heselden	
East of England Skills and Competitiveness Partnership	1	Tina Ellis	
Higher Education Sector	1	Zoe Manning	
Jobcentre Plus	1	Jim Church	Stuart Durrell
Voluntary & Community Sector	1	Mark Mitchell	Andrew Cogan
Local Strategic Partnership network	1		
Sub-Regional Economic Partnerships	1	Guy Mills	
Sector Skills Councils	1	Bob Blake	
Low Carbon/Renewable	1	James Beal	

Energy Sector			
Equalities Group	1	Paula Grayson	
Co-Financing Organisations	1 per organisation	Anne Clube – Luton CFO Sarah Hughes – Beds CFO	Angela Rowney Liz Wade

East of England Competitiveness Programme ERDF Delivery Group

Terms of Reference

1. The East of England Competitiveness Programme ERDF Delivery Group is established as an executive sub-committee of the regional Programme Monitoring Committee, the European Programmes Strategy Group (EPSG).
2. This document sets out the core tasks of the Competitiveness Programme ERDF Delivery Group
3. The ERDF Competitiveness Delivery Group will performance manage the East of England ERDF Competitiveness Programme under the direction of the EPSG. Its key responsibilities are:
4. Evaluate sub-regional LSP ERDF Plans and make recommendations to the EPSG
5. Manage the production of a Programme Prospectus and appropriate project development mechanisms, including commissioning and bidding processes
6. Consider and advise on outline project proposals consistent with programme policy priorities and objectives and project selection criteria
7. Consider project applications in the light of Secretariat recommendations and advise the Managing Authority (EEDA) on which to approve
8. Manage the delivery of programme objectives including the achievement of output and annual spend (N+2) targets
9. Manage the ongoing development and delivery of programme strategies including the Technical Assistance Strategy, Monitoring Strategy and Communications Strategy
10. Advise the EPSG and Performance Improvement Group on programme implementation progress
11. Consider as relevant other issues that effect programme delivery

**Competitiveness Programme ERDF Delivery Group
Rules of Procedure and Membership**

- 1 EEDA will provide the Chair for the Competitiveness delivery group (This will be the Europe and International Director or his nominated deputy)
2. EEDA's Europe and International Division will provide the Group's Secretariat and will oversee the preparation of performance and policy papers, agendas and minutes of meetings
- 3 Papers will be circulated a minimum of 5 working days before meetings
- 4 The Group will meet as often as necessary. Forward meeting dates will be set by the Group's secretariat and circulated to members
- 5 A quorum of 9 members will be required for meetings of the Group
- 6 Decisions will be made by majority consensus of members (or, in their absence, their nominated deputies)
- 7 The Group's Secretariat will aim to circulate the notes of meetings within 10 working days of the meeting
- 8 The Group will operate according to Nolan Rules

Membership

Organisation/Sector	Number of seats
EEDA	2 (Chair +1)
County and Unitary LSPs/SREP*	10
Regional Cities East	1
GO-East	1
EERA	1
East of England Business Group	1
Business Link	1
COVER	1
EPSP Environmental sustainability Group	1
LSC	1
Jobcentre Plus	1
HE	1
Territorial Co-operation Delivery Group	1
EPSP Equalities Group	1

Renewables East	1
TUC	1
Inspire East	1
EESCP	1
CSEng	1
Envirowise	1

* County and Unitary LSP/SREP seats: LSPs and SREPs will agree the representative for each county and Unitary authority.

European Secretariat
February 2008

COMPETITIVENESS DELIVERY GROUP
MEMBERSHIP LIST
(May 2011)

MEMBERS

Organisation	Representation	Name
East of England Development Agency	2	David Morrall TBC
County and Unitary Local Strategic Partnerships	10	Phil Ingram/Richard Weaver (Essex LSP) Adrian Harris (Southend LSP) Vimmi Hayes (Suffolk LSP) Angela Rowney (Luton LSP) Helen Donellan (Cambs LSP) Maureen Wilcox (Thurrock LSP) Jason Middleton (Norfolk LSP) Gill Eden (Central Beds)/Paul Vann (Beds) James Heslam (Hertfordshire LSP) Janet Brown (Peterborough)
Regional Cities East	0	
East of England Regional Assembly	0	
Government Office-East	0	
East of England Business Group	1	Richard Bindless
Business Link	1	John Shaw
Community & Voluntary Forum: Eastern Region	1	Andrew Cogan
EPSG - Environmental Sustainability Group	1	Julia Upton
East of England Skills and Competitiveness Partnership	0	
Higher Education Sector	1	Zoe Manning
EPSG - Equalities Group	1	Paula Grayson
Renewables East	1	
WRAP	1	Julia Turner
Trades Union Congress	1	Laurie Heselden

Environmental Sustainability Group

Terms of Reference

1. The East of England Environmental Sustainability Group is established as an executive sub-committee of the European Programmes Strategy Group (EPSG).
2. This document sets out the core tasks of the Environmental Sustainability Group
3. The role of the Environmental Sustainability Group is to provide advice and expertise to the EPSG and promote best practice in the delivery of Environmental Sustainability across the region's European Structural Fund programmes. Its key responsibilities are to:
 - Identify and spread best practice in order to add value to projects during their development and appraisal
 - Contribute to the development and production of relevant project selection criteria
 - Prepare quarterly progress reports for EPSG meetings and recommend further research, evaluation, remedial and other action, as appropriate
 - Monitor the region's programmes to ensure the integration of sound environmental principles into project development and implementation
 - Contribute to the Environmental Sustainability section of the Annual Implementation Reports, as appropriate
 - Promote the development of understanding of good environmental practice amongst regional structural funds partnership groups, project developers and others by organising appropriate training and coaching activities
 - To take on such other duties, as appropriate.

Environmental Sustainability Group Rules of Procedure and Membership

1. Chair. The Group will be chaired by the Environment Agency
2. EEDA's Europe and International Division will provide the Group's Secretariat and will oversee the preparation of papers, agendas and minutes of meetings
3. Papers will be circulated a minimum of 5 working days before meetings
4. The Group will meet as often as necessary but normally between each meeting of the EPSG
5. Decisions will be made by consensus. In exceptional circumstances, proposals may be circulated to members for agreement by written procedure. Members will normally be given 7 days in which to respond. In such cases, a non-response by the deadline will be taken as approval of the proposal.
6. The Group will operate according to Nolan Rules

Membership (Provisional)

Organisation/Sector	Number of seats	
Environment Agency (Chair)	2 (Chair + 1 other)	Deleted: 1
EEDA	2	
EERA	2	
GO-East	2	
Natural England	1	Deleted: Competent Environmental Agencies
English Heritage	1	
Business Link	1	Deleted: ¶ ERDF Delivery Group 1¶
HE	1	LSC 1 .
Territorial Co-operation Delivery Group	1	Deleted: Jobcentre Plus 1¶
TUC	1	
Inspire East	1	
COVER	1	
National Trust	1	
RSPB	1	
Membership of the group is on a strictly voluntary and unpaid basis		Deleted: Other groups with expertise in the field of environment and climate change/carbon reduction issues 2¶ ¶

EUROPEAN PROGRAMMES STRATEGY GROUP

ENVIRONMENTAL SUSTAINABILITY GROUP

MEMBERSHIP LIST

(Jan 2011)

MEMBERS

Organisation	Representation	Name
Environment Agency	2 (Chair + 1 other)	Vanessa Winters Julia Upton
EEDA	2	Andy Luff
EERA	2	Karen Staples
GO-East	2	Andrew Hitter Vanessa Tilling
Natural England	1	
English Heritage	1	
Business Link	1	John Shaw
Territorial Co-operation Group	1	
TUC	1	
Inspire East	1	
COVER	1	
National Trust	1	Miranda Campbell
RSPB	1	