



European Union

European Structural
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**European Structural and Investment Funds
2014 - 2020**

Growth Programme for England

ESI Funds Growth Programme Board

Review of National Sub-committee Terms of Reference and Membership

Purpose:

The secretariat will review the National Sub-committee terms of reference and membership. Growth Programme Board members are invited to comment on the proposed objectives and scope for the review; governance arrangements, methodology and timescale.

Recommendation(s):

That Board members:

- consider the governance arrangements, objectives, scope, methodology and timescale proposed in this paper and put forward any further considerations that could be factored in to the review
- initiate the review

Summary:

At their March 2017 meeting, the Board approved amendments to its terms of reference and those of the LEP area ESI Funds Sub-committees. The Board agreed that a similar review of the terms of reference and membership of the National sub-committees should be undertaken. This paper sets out the proposed framework for a 'light-touch' review.

A review could commence in September. It could be led by the Board secretariat with support from a steering group and contributions from the individual sub-committees. Findings, including any recommendation(s) that emerge, could be presented to the Board at its December 2017 meeting.

Introduction

1. The Growth Programme Board (GPB) agreed at their December 2016 meeting to a 'light touch' review of their terms of reference and membership and the terms of reference for the LEP area ESI Funds Sub-committees (LSCs).
2. The review was led by the GPB secretariat, with support from a steering group and LSC secretariats based in Growth Delivery Teams. Frameworks were developed to test the composition of the Board and LSCs. Proposed changes were approved at the Board's meeting in March 2017. Revised terms of reference were published on GOV.UK in May.
3. The Board agreed at the March meeting that review of the terms of reference and membership of the National Sub-committees could be undertaken during the latter half of 2017 as all sub-committees would, by then, have been operational for at least twelve months.

Proposed Objectives

4. It is proposed the review of National Sub-committee terms of reference and membership will:
 - a. Analyse the National Sub-committee overarching terms of reference, published in December 2015, with a view to ensuring it provides an appropriate operational framework and that its protocols remain aligned and consistent with the GPB and LSCs.
 - b. Write to each National Sub-committee chair inviting them to reflect on:
 - i. their group's remit;
 - ii. whether it has met its objectives;
 - iii. whether its subject matter remains relevant to the Growth Programme;
 - iv. whether experience has shown there are gaps in subject matter or membership that need to be met
 - v. whether it continues to hold meetings and envisages doing so in the future;
 - vi. whether it collaborates with any other sub-committee and will it do so in future;
 - vii. whether it considers it has the most appropriate group of experts to continue providing advice to the Board and Managing Authorities;
 - viii. whether its membership includes relevant areas of expertise (e.g. policy, technical, economic, geographic coverage etc.);
 - ix. whether the Nolan principles are recognised in group meetings

Proposed governance arrangements

5. The review will be carried out by the Board secretariat. The secretariat will report progress to, and take direct advice from, a steering group. The steering group will be chaired by a Managing Authority representative, who will report findings back to the Growth Programme Board.

6. It is proposed that the steering group include representation from Board members, National Sub-committees and each of the relevant managing departments (DCLG, Defra, DWP and BEIS).

Proposed methodology

7. As with the review of GPB and LSC terms of reference, a 'light-touch' approach is proposed; whilst the terms of reference were agreed in December 2015, the nine National Sub-committees began meeting at different points during 2016. The Board secretariat will carry out the review through document and information gathering (including sampling and writing to the chairs of each National Sub-committee), followed by desktop analysis of collected material.
8. A review report will be produced and cleared by the steering group and presented to the Board at its meeting in December 2017. The report will include any conclusions and recommendation(s) that have been settled at that point, plus timescales for implementation.

Proposed scope

9. The review will examine the National Sub-committee terms of reference, dated December 2015 and published on GOV.UK. Each National Sub-committee will be invited, through its chair, to reflect on its role, remit and membership, as described in paragraph 4b.

Proposed timescale

10. If the Board agrees to initiate the review, it will commence in September. Review findings will be presented to the Board at its meeting on 14 December 2017.

Ben Meadows, DCLG
30 August 2016