



South East Local Enterprise Partnership (SELEP)

Programme Consideration Meeting Terms of Reference

1. PURPOSE

- 1.1 This document sets out the terms of reference for the South East Local Enterprise Partnership (SELEP) Programme Consideration Meeting.

2. ROLES AND RESPONSIBILITIES

- 2.1 The aim of the Programme Consideration Meeting is to ensure a co-ordinated approach to the management of the SELEP Local Growth Fund (LGF) and Growing Places Fund (GPF) capital investment programmes in accordance with the SELEP Assurance Framework and the agreements in place between the SELEP Accountable Body, Essex County Council, and the lead County Council/ Unitary Authorities.
- 2.2 The responsibilities of the group are to:
- Agree the spend forecast, outputs and outcomes against each specific LGF and GPF project to be reported to:
 - Accountability Board;
 - Strategic Board
 - Central Government; and
 - Made publically available via the SELEP website.
 - Consider the amount of LGF and GPF to be transferred to the respective County Council/ Unitary Authority for the next financial quarter, based on the conditions of the agreements and subject to approval by Accountability Board;
 - Consider the risk score for each specific LGF and GPF project and the mitigation to be put in place to manage project risk;
 - Consider any LGF and GPF programme risks;
 - Share lessons learnt from the delivery of LGF and GPF projects to date;
 - Support the monitoring and evaluation of the overall LGF and GPF programme;
 - Provide feedback to the Federated Boards about the management of the LGF and GPF capital programmes;
 - Report back to the organisation which you are representing on the discussion held during Programme Consideration Meetings. This should include providing briefings to Accountability Board members in advance of Accountability Board meetings, on key issues across the SELEP area;



- Agree the Accountability Board forward plan¹ to be published 28 days in advance of each Accountability Board meeting;
- Advise on the development of future LGF and GPF proposals; and
- Help promote the successes of LGF and GPF investment to date

2.3 Programme Consideration Meeting will act to advise decision making by SELEP Accountability Board, Strategic Board and Investment Panel.

2.4 Recommendations from Programme Consideration Meetings will be reported to the SELEP Accountability Board, Strategic Board or Investment Panel, as required, for decision making by the appropriate board members.

3. MEMBERSHIP

3.1 Members of the Programme Consideration Meeting include:

- Lead Responsible Officer from each of the six County Council and Unitary Authority areas;
- Up to two supporting officers from each of the 6 County Council and Unitary Authority areas;
- One Federated Board officer representative per Federated Area;
- SELEP Secretariat
- SELEP Accountable Body; and

3.2 The SELEP Independent Technical Evaluator is invited to attend each meeting but is not identified as a member of the group.

3.3 Meetings will be chaired by the SELEP Capital Programme Manager

3.4 Programme Consideration Meetings are closed officer meetings. Other participants, including guest speakers, can attend the meeting and participate in discussion at the discretion of the Chair, but will not be identified as members of the Programme Consideration Meeting.

3.5 Where the Lead Responsible Officer is unable to attend the meeting, an alternative officer should be identified.

4 MEETING FREQUENCY AND SERVICING OF MEETING

4.1 SELEP will act as secretariat to the Programme Consideration Meeting

¹ The Forward Plan provides details of all key decisions to be taken by the Accountability Board.



- 4.2 Programme Consideration Meetings will take place quarterly and a minimum of 15 working days prior to SELEP Accountability Board.
 - 4.3 Quarterly financial returns should be reported to SELEP Capital Programme Manager five working days prior to Programme Consideration Meeting or as specified by the Capital Programme Manager
 - 4.4 Meeting agenda's and papers will be circulated three working days before the meeting.
 - 4.5 The meeting will not be minuted but a summary of any recorded actions will be circulated 5 working days following the meeting.
- 5 REVIEW
- 5.1 The Terms of Reference of this group will be reviewed at the first Programme Consideration Meeting of each financial year.

Updated 8th May 2019