



LEP – Sub Committee

LEP - Growth Deal Management Board

Private and Confidential: NO

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Growth Deal Programme - Governance Documents

(Appendices 'A', 'B' and 'C' refer)

Report Author: Anne-Marie Parkinson, anne-marie.parkinson@lancashire.gov.uk

Executive Summary

This report contains refreshed Growth Deal programme governance documents, specially:

- Growth Deal Implementation Plan (GDIP);
- Growth Deal Monitoring & Evaluation Sub Group Terms of Reference; and
- Growth Deal Monitoring and Evaluation Framework.

Recommendation

The Growth Deal Management Board is asked to approve the refreshed documents attached as appendices, namely the:

- Growth Deal Implementation Plan;
- Growth Deal Monitoring & Evaluation Sub Group Terms of Reference; and
- Growth Deal Monitoring and Evaluation Framework.

Background and Advice

The governance documents as detailed below form part of the Growth Deal Programme governance structure.

These documents have been refreshed in accordance with their individual requirements as detailed below.

Growth Deal Implementation Plan (GDIP)

The GDIP sets out the arrangements for the Growth Deal's implementation outlining critical financial and project delivery milestones and risks, and the management mechanisms in support of government monitoring and reporting processes. It also sets



out the broad economic development context and Growth Deal priorities that project outcomes are working towards.

The GDIP is a live document that is intended to evolve over the life of the Growth Deal Programme, and is reviewed/updated on a quarterly basis to reflect projects' status.

A refreshed version of the GDIP is attached at Appendix 'A'. The document has been amended to reflect the current status of each project within the Growth Deal Programme.

Growth Deal Monitoring & Evaluation Sub Group (M&E SG) Terms of Reference

The primary responsibility of the M&E SG is to ensure the implementation of the Growth Deal Monitoring & Evaluation Framework, and to provide progress updates to the GDMB in respect of programme and project activity, whilst also supporting the GDMB in the implementation of the Growth Deal programme.

At the GDMB meeting held on the 8th March 2017, it was advised that a review of the M&E SG had taken place to establish if the ToRs in relation to the objectives and membership were still appropriate. Following the review, members of the group agreed that the original objectives of the group had largely been met and that its remit should be wider than M&E. It was concluded to disband the existing group, replacing it with a group who would not only support the monitoring of the projects, but also support the technical requirements to bring projects forward and complete contracting.

A refreshed version of the M&E SG ToRs is attached at Appendix 'B'. This document has been amended to reflect the operational requirements and revised membership of the M&E SG.

Growth Deal Monitoring and Evaluation Framework

The Monitoring and Evaluation Framework provides the transparent mechanisms required by Government and the Lancashire Enterprise Partnership in order to understand what has been spent and what has been delivered through the Growth Deal Programme, providing information for reporting back to Ministers and the public, and for influencing future policy. It is in this requirement for transparency that the LEP agreed the need for a M&E Framework. The LEP and its Performance Committee will use the monitoring process to manage performance to ensure that the planned delivery of the Growth Deal Programme is achieved.

The LEP and Government recognise that this M&E Framework needs to be a "living" document which is revised periodically and with flexibility built-in to ensure it remains fit-for-purpose throughout the Growth Deal period. The progress and success of the monitoring and evaluation framework is reviewed annually by the GDMB and periodically by the LEP Performance Committee.

In accordance with the annual review, an updated version of the M&E Framework is attached at Appendix 'C'. The document has been updated to reflect; GD3 award, M&E Sub GP revised ToRs, new claims and monitoring guidance and project delivery status.