

Growth Deal Monitoring & Evaluation Sub Group

Terms of Reference (June 2018)

Composition

1. Unless otherwise agreed by the Growth Deal Management Board (GDMB), the Growth Deal Monitoring & Evaluation Sub Group (M&E SG) shall comprise minimum of 6 members.
2. The Chair and membership of the M&E SG shall be approved by the GDMB.
3. The Chair of the M&E SG shall be an Officer of the Accountable Body or the Lancashire Enterprise Partnership (LEP).
4. The M&E SG membership will include theme leads from; Skills, Economic Development, Transport, Finance and Legal.
5. The Members of the M&E SG, as the date of adoption of these Terms of Reference, are as follows:

Kathryn Molloy *Head of LEP Co-ordination and Development (Chair)*

Anne-Marie Parkinson *Growth Deal Programme Manager, Lancashire
County Council (Deputy Chair)*

Robert Latham *Project Development & Funding Manager,
Blackpool Council*

Michele Lawty-Jones *Director, Lancashire Skills and Employment Hub*

Dave Colbert *Transport and Planning Specialist Advisor,
Lancashire County Council*

Joanne Ainsworth *LEP and Special Projects Finance Manager*

Julia Johnson *Principal Lawyer, Lancashire County Council*

6. The M&E SG may invite any persons it sees fit to attend meetings as observers.

Chair and Deputy Chair

7. The M&E SG shall appoint one of its number to act as Chair ("the Chair").
8. The Chair shall not have a casting vote.
9. The M&E SG may appoint one of its number to act as Deputy Chair ("Deputy Chair").

Quorum

10. The quorum for M&E SG will be:

Sub-Group Meetings – The quorum for attendance at M&E SG meetings will be 3 members, with a minimum of 1 external (non LCC) member in attendance.

Decisions – The quorum for decisions will be 3. However where a decision relates to a particular theme i.e. skills, a response, where possible, is required from the member whom represents that theme.

Meeting Frequency

11. The remit of the M&E SG will largely be undertaken via written procedure, with meetings arranged between individual members, and the M&E SG as a whole according to the operational need.

Secretary

12. The Deputy Chair shall serve as the Secretary ("The Secretary") to the full meeting of the M&E SG.
13. The Secretary shall record 'Action and Decisions' of all meetings of the M&E SG and will maintain a list of conflicts of Interest in accordance with the LEP's Assurance Framework. M&E SG meeting agendas will include a standard item requiring declarations to be made in relation to specific items of business.

Decisions in Writing

14. A resolution in writing (email) signed by the majority of the members of the M&E SG meeting for the time being shall be as valid and effectual as if it had been passed at a meeting of the M&E SG.

Remit

15. The M&E SG primary responsibility is to ensure the implementation of the Growth Deal Monitoring & Evaluation Framework, and to provide progress updates to the GDMB in the respect of programme and project activity, whilst supporting the GDMB in the implementation of the Growth Deal programme.
16. The M&E SG shall:
 - (i) Implement the delivery of the Monitoring & Evaluation Framework;
 - (ii) Monitor the progress of the Growth Deal Monitoring & Evaluation consultant commission in accordance with the delivery of the Growth Deal Monitoring & Evaluation Framework and the consultant contract;
 - (iii) Update the Monitoring and Evaluation Framework according to operational

- need, and annually as a minimum;
- (iv) Provide quarterly monitoring reports to the GDMB in respect of the activities being carried out in pursuance of the Monitoring & Evaluation Framework;
 - (v) Facilitate the development and presentation of project business cases seeking funding recommendations;
 - (vi) Support the GDMB in ensuring that any conditions attached to Local Growth Fund funding agreements are discharged appropriately;
 - (vii) Approve project material changes where compliant with the parameters of the Growth Deal Change Notice Procedure;
 - (viii) Advise the GDMB of any issues arising if project sponsors are unable to comply with the Growth Funding principles agreed by the LEP Board;
 - (ix) Advise the GDMB of any proposed material changes to project funding in the event of non-delivery, and/or the withdrawal of grant offer.

Governance Relationship with the GDMB

- 17. The GDMB is responsible for agreeing the Terms of Reference of the M&E SG and has the power to vary the same.
- 18. The M&E SG shall review its Terms of Reference within the first operational year following the appointment of the Monitoring & Evaluation consultants and report their findings to the GDMB.
- 19. The record of actions / decisions of the M&E SG shall be submitted to the GDMB at its request.
- 20. The Deputy Chair (Growth Deal Programme Manager) shall provide update reports to the GDMB at its request.

Relationship with Lancashire County Council

- 21. Lancashire County Council, as accountable body to the LEP, shall provide programme management, economic development, financial, legal and administrative support to the M&E SG.
- 22. The M&E SG will be supported by consultants appointed to advise on the implementation of the Growth Deal Monitoring and Evaluation Framework.
- 22. Lancashire County Council shall maintain an official record of the M&E SG proceedings and a library of all formal M&E SG documents.

20 June 2018