



LEP PERFORMANCE AND INVESTMENT COMMITTEE

TERMS OF REFERENCE

PURPOSE

To act as the operational arm of the LEP Board on the delivery of the growth agenda, ensuring that the Strategic Economic Plan and EU Structural and Investment Fund Strategy are effectively delivered; national, European and local growth related funds are invested to maximum effect; delivery capability in line with strategic priorities; and emerging risks are mitigated or referred to the LEP Board for resolution.

ROLES AND RESPONSIBILITIES

The Performance and Investment Committee will:

Investment

1. Scrutinise and ensure effective implementation of the LEP's investment strategy, ensuring that funded projects retain strong strategic alignment through delivery.
2. Receive, consider and approve detailed appraisal information for pipeline projects prioritised for funding. Provide feedback to project sponsors for any projects that fail to pass the investment gateway stage.
3. Maximise the uptake of further investment sources to achieve the aims of the growth agenda.
4. Oversee the work programme of the Programme Management team, to ensure that all investments are delivered in line with regulations and propriety requirements.

Performance Management

5. Provide strategic management oversight and assurance of all LEP funded programmes and projects to ensure that these comply with all regulatory, statutory and financial requirements; and deliver to outcome and financial targets in line with the Programme Management Framework and evaluation strategies.
6. Develop and maintain appropriate robust monitoring and reporting mechanisms to ensure that individual programmes of activities and projects deliver on all expected outcomes; and that



clear contract management and monitoring arrangements are in place for each project.

7. Ensure that under-performing projects are identified and effective mitigation measures are identified and actioned, where possible, to restore performance. Where projects can no longer deliver against agreed targets, the committee can recommend to the LEP Board that these projects are withdrawn from the relevant programme and steps to recover investment are instigated.

Delivery

8. Ensure that all delivery teams have clear leadership arrangements, a tasking framework and expected outcomes, and are fully equipped to support the LEP's governance arrangements.

9. Ensure that resourcing requirements are clearly identified for each delivery priority and that this is subject to regular and ongoing monitoring and review to ensure that this remains in line with evolving business priorities.

10. Provide appropriate challenge and support to the delivery team to ensure that they are focused on the issues most critical to delivery.

Risk

11. Ensure the development of the LEP's risk strategy and review and update this at each meeting, providing feedback to the LEP Board as necessary.

12. Ensure that programme level risks are being properly managed and that mitigation strategies are in place to address these or that these are escalated to the LEP Board.

Evaluation

13. Ensure that programmes and projects are periodically evaluated to give assurance that objectives and targets are still relevant and achievable.

14. To receive monitoring and evaluation reports on completed projects and programmes to highlight key successes and failures and to share best practice.

Audit

15. Effective records of minutes, decisions and actions are recorded and maintained for the purposes of a clear audit trail.

Conflicts of Interest

Where a member of a committee has a personal or professional interest in an agenda item they are asked to declare that interest at the start of the meeting. The person can remain in the meeting



while the item is discussed but they are only allowed to answer direct questions about that item and should refrain from promoting the item in any way. In this way it is hoped that the committee can benefit from that members knowledge without being unduly influenced by the interest.

MEMBERSHIP

The Members of the committee are:

- Ged Barlow, Chairman
- Chris Hindley, Deputy Chairman
- Accountable Body S.151 Officer
- John Downes
- Howard Hopwood
- Steve Park, representing Warrington Borough Council
- Chloe Taylor, representing Cheshire West and Cheshire Council
- Mark Livesey, Deputy Chief Executive of the LEP

For the meeting to be quorate, there needs to be a minimum of three members present, of which at least one should be a LEP board member.

The Group will invite LEP and LA lead officers to support its work programme, as and when necessary.

ACCOUNTABILITY

The Board will be accountable to the LEP Board. It will also provide reassurance reports to the Combined Leadership Board to enable it to discharge its democratic and financial viability functions.

MEETINGS

Meetings will take place on a monthly basis and the minutes of the meeting will be published on the LEP website.

REVIEW

Last reviewed: June 2017