



Programme Sub Group

Updated Terms of Reference – May 2019

Purpose:

The programme sub-group is charged with overseeing the full delivery of the OxLEP Operating Plan (or future Delivery Plan), its constituent programmes and the pipeline of projects for which OxLEP has contractual responsibility.

Responsibilities of the programme sub-group:

1. Using the Strategic Economic Plan (SEP) as our framework, make recommendations to the Board regarding submissions for external funding for programmes and projects to drive the economy of Oxfordshire. These recommendations will be based on the following criteria:

- Fit with the priorities set out in Oxfordshire SEP and other OxLEP strategies
- Deliverability of the proposal to the specified budget and timescale (based on outcomes of assessment and due diligence processes)
- Economic outcomes that will result from the delivery of the proposal

This will include

- Review potential bids for future rounds of the LGF and other relevant programmes of funding submitted by other OxLEP committees and subgroups to provide recommendations around this to the Board for approval, including on the relative priority of proposals
- Review due diligence and other assessments of LGF and other relevant programmes of funding submitted by other OxLEP committees and subgroups, to provide recommendations to the Board for projects to proceed to contracting phase
- Make recommendations to the Board around the distribution of funds from LGF and other relevant programmes of funding submitted by other OxLEP committees and subgroups, taking account of significant risks and issues, as well as opportunities for more effective use of public funds
- Promote the development of a pipeline of reserve projects, along with aspirational projects to attract funding in future years

2. Monitor the implementation of the LGF and other relevant programmes of funding. This will include:

Delegated Authorities

- Monitor the OxLEP Operating Plan / Delivery Plan programmes and report exceptions to the Board.
- Monitor the Central Government LGF reporting spreadsheet, approve submission of the spreadsheet and report exceptions to the Board.

- Assess project change requests and reviews of up to £1million or less of the grant funding for the project in question (cumulative amount to include all changes to the projects funding). Thereafter make recommendations to the Programme Team and the Project Sponsor as appropriate and report action taken to the Board.

Major change requests, reviews and recommendations (greater than £1million of the grant funding – cumulative amount to include all changes to the projects funding)

- Assess major project change requests and reviews and make recommendations to the Board, other OxLEP committees and sub groups, the OxLEP Programme Team and the Project Sponsor as appropriate, where action is required due to major delays, risks, issues or unmet outputs or outcomes
- Assess scheme cost increases, and make recommendations to the Board around any increases
- Ensure the LGF and other relevant programmes of funding are effectively aligned with other sources of funding, including EU funds, and are used to derive effective value for public funds and make recommendations to the Board where action is required

3. Monitor the evaluation of the LGF and other relevant programmes of funding. This will include:
 - Oversee the evaluation of the LGF and other relevant programmes of funding for each complete programme. Once completed report yearly to the Board.
 - Oversee individual project evaluations. Once completed report yearly to the Board.
 - Deliver, through its work plans and actions, OxLEP's commitment to sustainable development, social equality and diversity.

Membership

The sub-group shall elect from its membership a Chair, which will be subject to ratification by the Nominations and Personnel Committee.

A quorum shall be three members for any meeting and must include the Chair.

Members of the group are acting in their capacity as individuals, and therefore deputies are not permitted to attend in the absence of a sub-group member.

All sub-group members will be expected to comply at all times with the 7 Nolan Principles of public life.

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behavior. They should actively promote and robustly support the principles and be willing to challenge poor behavior wherever it occurs.

Membership will be reviewed every two years to ensure it remains appropriate.

In order to perform his or her role effectively, each programme sub-group member should have an understanding of the responsibilities of the programme sub-group and the company's Business and Operating Plans.

Members will share data, resources and information wherever possible and make available information (in various forms) on programmes that will help deliver the ambitions of the Strategic Economic Plan. Members will;

- Communicate with other LEP sub groups and stakeholder groups to ensure there is alignment between programmes and work-streams wherever possible to a) avoid duplication of effort, and b) to enhance and increase the impacts of any particular programme;
- Work with our teams to produce relevant content supporting and promoting the region's science, research and innovation as appropriate.

Frequency and reporting of meetings

Meetings shall be held at least quarterly in advance of the main Board meetings. The minutes of meetings shall be available to the Board on a quarterly basis and will be published on our website.

The sub-group will report on progress against its work plan to the Board at least annually. This report will be facilitated by the Chair, or where the Chair is not an OxLEP Board member by the relevant Board member in conjunction with the Chair.

Sub-group Chairs and Deputy Chairs will meet as a group at least annually to provide feedback to the Board on the operations and effectiveness of sub-groups.

All members of the group will need to complete a declaration of interest which will be published on the website.

Board and Sub-Group relationships

