

NORTH EAST ENGLAND COMPETITIVENESS PROGRAMME 2007-13 TERMS OF REFERENCE, MEMBERSHIP AND ROLE PROGRAMME EXECUTIVE GROUP

1. Introduction

In accordance with Article 11 of the EC Regulation 1083/2006, the Programme Executive Group is established to support the Local Management Committee (LMC) in day to day management of the Programme and the ERDF Delivery Plan.

2. Membership of PEG

The Programme Executive Group will consist of 11 members and draw senior representation from:

Deputy Chair of the LMC (Chair)	(1)
Local Enterprise Partnerships	(2)
Local Authorities	(4)
Higher Education Sector	(1)
VCS	(1)
Private Sector	(2)

Programme Executive Group Members may represent only one of these constituent groups.

Programme Executive Group Members should ensure they have appropriate mechanisms in place to garner views from and cascade information to their constituent groups.

Programme Executive Group Members may be representatives or delegates of their constituency, but must be empowered to make decisions on their behalf.

Substitutes for designated members will be acceptable with the prior agreement of the Chair or Head of the North East ERDF Secretariat.

3. Terms of Reference and Role

- To undertake tasks as delegated by LMC.
- To manage programme funds effectively and supervise any technical matters relating to the management of the programme including:
 - ~ the agreement of commissioning specifications
 - ~ the selection of projects for inclusion in the Programme;
 - ~ the endorsement of the approval of ERDF funding.
- To regularly receive reports on the performance of the programme, achievement of targets, results and impacts, and, where decisions fall within LMC remit, to make recommendations for action.

- To manage risk and resolve issues affecting the delivery of the Programme referring to LMC as appropriate.
- To oversee the development, review and updating of the ERDF Delivery Framework.
- To establish ad hoc groups / expert panels as required for effective management of the programme on behalf of the LMC.
- To consider information for Annual Implementation Reports on behalf of LMC.
- To manage evaluation strategy and commission research on any aspect of the programme on behalf of the LMC.
- To review progress on Cross Cutting themes.
- To oversee the development and implementation of a Communications Strategy for the Programme on behalf of the LMC.
- To ensure the strategic alignment of the ERDF Competitiveness OP with local economic development strategies and programmes.

4. Chair

The Programme Executive Group will be Chaired by the Deputy Chair of the Local Management Committee.

Should the Chair be unable to attend a meeting any Programme Executive Group member may undertake the role of Chair with the prior agreement of the Programme Executive Group Chair and the Chair of the Local Management Committee, or the Head of the ERDF Secretariat in their absence.

Should the Chair be required to absent themselves from the meeting due to a conflict of interest (section 7 refers) any Programme Executive Group member may take the Chair with the agreement of those members present.

The Chair will ensure that Programme Executive Group members abide by the principal of impartiality and contribute to the Group's work in a non-partisan way.

5. Quorum

The Programme Executive Group will be deemed to be quorate if 4 members (including the Chair) are present.

Should the Programme Executive Group be inquorate but the exigencies of programme management require decisions, those in attendance may continue with the meeting and make provisional decisions. These provisional decisions will then circulated to all members for endorsement, members will have 48 hours (excluding week ends and public holidays) in which to respond.

6. Decision Making

The Programme Executive Group's decisions will be made by consensus. Should the Group be unable to reach a consensus, decisions will be escalated to the Local Management Committee.

Appeals against decisions of the Programme Executive Group will be initially referred back to Programme Executive Group and then escalated to the Local Management Group if necessary.

7. Conflicts of Interest

Programme Executive Group Members will complete an annual declaration of interests form which will be lodged with the North East ERDF Secretariat.

In contributing to the work of the Programme Executive Group, members must abide by the principle of impartiality and operate in an entirely non-partisan fashion.

In circumstances where the Programme Executive Group is discussing the selection or approval of projects:

- ~ Where members have a direct interest in the project e.g. the organisation by which they are employed is the applicant, they will declare an interest and absent themselves from the meeting.
- ~ Where members have an indirect interest e.g. the applicant is a constituent, this will be noted and the member may remain in the meeting and contribute to decision making.
- ~ Where an Agenda item involves multiple projects and would result in so many members absenting themselves that it would be no longer practical to continue with the meeting, the Chair may allow members to remain in the meeting and continue as normal, having noted the interests.

In order to ensure all constituencies are represented as fully as possible substitutes may be used for all or part of a Programme Executive Group meeting, with the prior agreement of the Chair or Head of the North East ERDF Secretariat.

8. Secretariat

The secretariat for the Programme Executive Group will be provided by the North East ERDF Secretariat team of DCLG.

Agendas and papers will be sent out electronically at least 5 working days before meetings.

Minutes will be drafted and issued 5 working days following meetings of PEG.

Minutes will be signed by the Chair.

Accountability

The Programme Executive Group will be accountable to the LMC.

9. Frequency of meetings

The Programme Executive Group will meet monthly or more frequently if necessary. In exceptional circumstances and with the agreement of the Chair the group may meet virtually.