

Terms of Reference for Local Management Committee (LMC)
of West Midlands ERDF Programme 2007-2013

1.1 Role

1.1.1 The LMC is established in accordance with Article 63 of Council Regulation (EC) No. 1083/2006 It will discharge the tasks and responsibilities laid down in Article 65 including:

- Consideration and approval of project selection criteria
- Reviewing progress towards the achievement of programme targets and Priority Axes objectives through receiving and considering performance implementation data
- Receiving and considering consistent, up-to-date management information for the programme, as required by the Managing Authority
- Consideration and approval of Annual and Final Reports
- Consideration and approval of programme evaluations and resulting Operational Programme amendments
- Strategic linkages with other Structural Funds, domestic programmes and wider UK economic policy

1.1.2 The LMC is responsible for the strategic leadership of the West Midlands ERDF Programme 2007-2013.

1.1.3 The LMC will:

- a) Draw up and agree its own rules of procedure, which will be publicised and made available on the programme website. This will include procedures to avoid conflicts of interest;
- b) Develop, monitor and oversee the strategy for the West Midlands ERDF Operational Programme (OP), reviewing the quality and effectiveness of its implementation;
- c) Periodically review progress made toward achieving the specific objectives of the programme;
- d) Ensure that financial and non-financial targets are met and redirect the work of the programme as and when required over its lifetime. Examine the results of implementation, particularly the achievement of the targets set for the programme priority axes and the evaluations referred to in Article 48 (3) of the Regulation 1083/2006;
- e) Ensure that local priorities are actively considered and reflected in decision-making processes;
- f) Consider and approve any proposals to amend the contents of the approved OP. Such changes will be in accordance with Article 33 of Regulation 1083/2006 for example to take account of significant socio-economic changes, major changes in priorities to address implementing difficulties and /or in the light of evaluation
- g) Propose to the Managing Authority any revision or examination of the operational programme likely to make possible the attainment of the Fund's



objectives referred to in Article 3 of Regulation 1083 / 2006 or to improve its management, including its financial management;

- h) Receive regular updates regarding risk management of the OP implementation including updates on the risk register, advising the ERDF Secretariat on appropriate risk management and mitigation strategies and action;
- i) Consider and approve criteria for selecting ERDF projects/operations to be funded from the Operational Programme and approve any revision of those criteria according to programme need;
- j) Consider and approve the annual and final implementation reports referred to in Article 67 of Regulation 1083/2006;
- k) Be informed of the annual control report, or of the part of the report referring to the Operational Programme, and of any relevant comments the Commission may make after examining that report or relating to that part of the report;
- l) Establish such sub-committees, working groups or task and finish groups as appropriate to enable the LMC to fulfil its responsibilities and to support the efficient implementation of the OP;
- m) Consider and agree a Communication Plan for the Programme;
- n) Consider and agree a strategy for Technical Assistance;
- o) Consider and Agree an Evaluation Plan for the programme, to cover evaluation activities to be carried out during the programme period;
- p) Monitor impact of Programme activity in terms of cross-cutting themes of equality and environmental sustainability;
- q) Endorse major projects before submission to the European Commission (defined as comprising a series of works, activities or services intended to accomplish an indivisible task of a precise economic or technical nature, having clearly identified goals and whose total costs exceed 50 million Euros);
- r) Consider and develop strategic linkages with relevant local, national or European Programmes and initiatives that reinforce the impact of the ERDF Programme i.e. Regional Growth Fund, Homes and Communities Agency Stewardship Scheme, European Social Fund, Technology Strategy Board.

1.1.4 The LMC will consider and influence the contribution which other European programmes in the programme area are making to the overall strategy for the Structural Funds. Complementary actions between the ERDF Competitiveness programme and other European programmes will be considered and agreed as appropriate.

1.2 Membership



1.2.1 The membership of the West Midlands LMC will be drawn up in accordance with the partnership principle established by Article 11 of EC Regulation 1083/2006 and advice from CLG as the Managing Authority. The LMC will be:

- **Efficient and effective** –constituted at a level and size that promotes efficient and effective working. Members may be mandated to represent a wider spread of interests.
- **Locally determined-** membership appropriately reflecting the required spatial thematic and sectoral balance of the West Midlands Operational Programme.
- **Strategic** – Representatives will be senior-level decision-makers with a wide-ranging perspective, will be respected by and consult with the constituents they represent
- **Representative and compliant** - the LMC will comply with EC regulation regarding membership (Article 11 refers)

1.2.2 Due regard will be given to achieving a gender balance across the membership of the Committee.

1.2.3 The LMC will be representative of:

- Competent regional, local, urban and other public authorities;
- Economic and social partners;
- Any other appropriate body representing civil society, environmental partners, non-governmental organisations, and bodies responsible for promoting equality of opportunity between women and men.

1.2.4 The LMC will retain the ability to review its membership over the life of the programme taking into account changes to programme area infrastructure and any revisions to the strategic focus of the OP, as well as LMC members' attendance and commitment.

1.2.5 In line with key principles identified by Partners the LMC membership numbers will be determined on the basis of achieving:

- Streamlined decision making / delivery
- Greater efficiency / reduced bureaucracy
- Strategically focussed LMC.

1.2.6 The Membership of the LMC is shown in the table below. This will be published on the DCLG West Midlands ERDF programme website

Sector	Role	Organisation	No.
Managing Authority	Chair	DCLG	1
ERDF Local Director – Managing Authority	Member	Ensuring local DCLG representation.	1
Local Enterprise Partnerships	Member	One member nominated per each of the 6 Local Enterprise Partnerships in the West Midlands aiming to achieve a balance from business or political/local government backgrounds.	6
Private Sector	Member	2 nominations drawing from Business	2

		Voice West Midlands and the Enterprise Board	
Higher Education	Member	1 member nominated by Universities West Midlands.	1
Innovation Alliance	Member	2 members nominated by the Innovation Alliance drawing from Birmingham Science City, Innovation and Technology Council and Business Clusters in West Midlands.	2
Voluntary	Member	VCS representative nominated by West Midlands European Network.	1
Environment /sustainability	Member	Environment Agency	1
Equality & Diversity Champion	Member	Equalities and Human Rights Commission	1
EU Commission	Observer	DG Regio (Desk Officer)	1
BIS	Observer	BIS local representative given focus of OP on innovation, enterprise and business growth. Facilitating alignment with RGF and TSB activity	1
West Midlands Councils	Observer	1 member to be nominated by West Midlands Councils	1
Homes and Communities Agency (HCA)	Observer	1 member to be nominated by HCA to ensure strong linkages with regeneration	1
Total Members			15
Total Observers			5
Total Participants			20

1.3 Person Specification for Local Management Committee Member

- 1.3.1 LMC members will represent the sector for which they act as delegates rather than their individual organisations. Members will be required to ensure that appropriate consultation takes place within the sector they represent in advance of and following LMC meetings to ensure that all appropriate partners have the opportunity to contribute to and are informed of the work of the LMC and progress of the programme.
- 1.3.2 LMC members will be senior level decision makers with a wide ranging perspective.
- 1.3.3 They will have knowledge of the ethos, ambition and objectives of the ERDF Programme.
- 1.3.4 They will have demonstrable knowledge of one or more of the drivers of the Programme: innovation, enterprise and sustainable urban development or of the cross cutting themes.
- 1.3.5 They will have experience of publicly funded programmes or schemes (particularly European funding)

1.3.6 In addition members should be prepared to read and provide comment on reports at and between meetings.

Time Commitment: 1 day every quarter

Remuneration: There is no payment attached to this role

Meetings: Three to four times a year (2 hours duration)



Members of the Local Management Committee

Constituency	Representative	Named Alternate
Managing Authority (Chair)	Terrie Alafat <i>DCLG</i>	
Managing Authority (Member)	Mark Foley <i>DCLG</i>	
Black Country Local Enterprise Partnership (Member)	Cllr Roger Lawrence <i>Wolverhampton City Council</i>	
Coventry & Warwickshire Local Enterprise Partnership (Member)	Cllr John Mutton <i>Coventry City Council</i>	Cllr Alan Cockburn <i>Warwickshire County Council</i>
Greater Birmingham & Solihull Local Enterprise Partnership (Member)	Cllr Paul Tilsley <i>Birmingham City Council</i>	
The Marches Local Enterprise Partnership (Member)	Cllr Roger Phillips <i>Herefordshire Council</i>	Peter Smith <i>Telford & Wrekin Council</i>
Stoke and Staffordshire Local Enterprise Partnership (Member)	Cllr Philip Atkins <i>Staffordshire County Council</i>	Maitland Hyslop <i>Internet Central Limited and JSR Technology Limited</i>
Worcestershire Local Enterprise Partnership (Member)	Cllr Simon Geraghty <i>Worcester City Council</i>	
Private Sector (2 Members)	2 members tbc Business Voice West Midlands and the Enterprise Board	
Higher Education (Member)	Professor David Tidmarsh <i>Birmingham City University</i>	Richard Riley <i>Universities West Midlands</i>
Innovation Alliance (2 Members)	Norman Price <i>Birmingham Science City</i>	Pam Waddell <i>Birmingham Science City</i>
	Paul Hebblethwaite <i>Business Clusters West Midlands</i>	
Voluntary Sector (Member)	Geraldine Tsakirakis <i>West Midlands European Network</i>	
Environmental sustainability (Member)	Jon Baker <i>Environment Agency</i>	
Equality & Diversity Champion (Member)	Zahid Nawaz <i>Equality & Human Rights Commission</i>	
EU Commission (Observer)	Ruth Nugent <i>DG Regio</i>	
BIS (Observer)	Tony Bray <i>BIS Local</i>	Kevin Postones <i>BIS Local</i>
West Midlands Councils (Observer)	Rose Poulter	Mark Schneider
Homes and Communities Agency (Observer)	Anne-Marie Simpson	Paul Gascoine



Terms of Reference for Local Management Sub Committee (LMS) for the West Midlands ERDF Programme 2007-2013

2.1 Role

2.1.1 To help it fulfil its responsibilities, the Local Management Committee will have a subcommittee to which will be delegated tasks relating to the investment decisions of the Programme. The Sub Committee will meet more regularly than the Local Management Committee due to the nature of its work.

2.1.2 The Sub Committee will be required to undertake the following:

- Monitor performance of the priority axes and maintaining the investment frameworks;
- Managing performance of packages under Priority 3;
- Preparing, agreeing bidding rounds to enable initiation of new projects;
- Making recommendations to the LMC on virements between Priority Axes;
- Reviewing outline proposals submitted under bidding rounds to agree which ones will be selected to go to the full stage and making recommendations on how the projects could be improved as they develop to full stage to better meet the programme/local/ thematic requirements;
- Reviewing outline proposals which come through the packages at an agreed stage to make recommendations on how the projects could be improved as they develop to full stage to better meet the programme/ thematic requirements;
- supporting the collation and dissemination of programme management information as relevant to the Programme; i.e. Annual Implementation Report; and
- escalating issues to the LMC or ERDF Team for resolution as appropriate.

2.1.3 The LMC Sub Committee will have the power to set up panels to review bids to be made up of members of the LMC Sub Committee, the ERDF Team, and external thematic experts/ The make up of the panel will be dependent on the nature of the call.

2.1.4 The LMC Sub Committee will be chaired by the LMC Deputy Chair.

2.2 Membership

Sector	Role	Organisation
tbc	Chair	Deputy Chair of Local Management Committee
DCLG	Deputy Chair	ERDF Local Director – Managing Authority
Local Enterprise Partnerships	Member	One member nominated per each of the 6 Local Enterprise Partnerships in the West Midlands

Private Sector	Member	2 nominations identified through Business Voice WM and WM Enterprise Board
Higher Education	Member	1 member nominated by Universities West Midlands
Innovation Alliance	Member	2 members nominated by the Innovation Alliance drawing from Birmingham Science City, Innovation and Technology Council and Business Clusters in West Midlands
Voluntary	Member	VCS representative nominated by West Midlands European Network
Environment /sustainability	Member	Environment Agency
Equality & Diversity Champion	Member	Equalities and Human Rights Commission
BIS	Member	BIS local representative given focus of OP on innovation, enterprise and business growth. Facilitating alignment with RGF and TSB activity
West Midlands Councils	Member	1 member to be nominated by West Midlands Councils
Total Members 18		

2.3 Person Specification

- 2.3.1 LMS members will represent the sector for which they act as delegates rather than their individual organisations. Members will be required to ensure that appropriate consultation takes place within the sector they represent in advance of and following LMS meetings to ensure that all appropriate partners have the opportunity to contribute to and are informed of the work of the LMS and progress of the Programme.
- 2.3.2 They will have knowledge of the ethos, ambition and objectives of the ERDF Programme.
- 2.3.3 They will have demonstrable knowledge of one or more of the drivers of the Programme: innovation, enterprise and sustainable urban development or of the cross cutting themes.
- 2.3.4 They will have experience of publicly funded programmes or schemes (particularly European funding)
- 2.3.5 In addition members should be prepared to read and provide comment on reports at and between meetings, and where called upon read and provide a strategic view on outline proposals

Time Commitment: 0.5 days per month

Remuneration: There is no payment attached to this role

Member of the Local Management Subcommittee

Constituency	Representative	Named Alternate
Deputy Chair of the LMC (Chair)		
Managing Authority	Mark Foley <i>DCLG</i>	
Black Country Local Enterprise Partnership	Tony Dunn <i>Black Country Consortium</i>	Mark Connell <i>Sandwell Council</i>
Coventry & Warwickshire Local Enterprise Partnership	John Latham <i>Coventry University</i>	Dr Richard Hutchins <i>Warwick University</i>
Greater Birmingham & Solihull Local Enterprise Partnership		
The Marches Local Enterprise Partnership	Paula Rogers <i>Shropshire Council</i>	Vinia Abesamis <i>Herefordshire Council</i>
Stoke and Staffordshire Local Enterprise Partnership		
Worcestershire Local Enterprise Partnership	Sue Crow <i>Worcestershire County Council</i>	Steve Brain <i>Worcestershire County Council</i>
Private Sector		
Higher Education	Richard Riley <i>Universities West Midlands</i>	
Innovation Alliance	Dr Pam Waddell <i>Birmingham Science City</i>	David Terry <i>Staffordshire University</i>
	Rachel Eade <i>MAS-WM</i>	
Voluntary Sector	Geraldine Tsakirakis <i>West Midlands European Network</i>	
Environmental sustainability	Sam Todd <i>Environment Agency</i>	
Equality & Diversity Champion		
BIS	Kevin Postones <i>BIS Local</i>	Tony Bray <i>BIS Local</i>
West Midlands Councils		
Homes and Communities Agency		

