

# Terms of Reference

## **Buckinghamshire LEP Capital Programme Sub Group**

**Title:** These are the terms of reference for the Buckinghamshire Local Enterprise Partnership (BLEP) Capital Programme Sub Group.

**Date:** November 2021

**Status:** Draft

### **Purpose / role of the group:**

- The purpose of the group is to oversee the capital programme for the Buckinghamshire Local Enterprise Partnership (BLEP), including the Local Growth Fund and other capital funded programmes as may be required.
- The main responsibilities of the group are to oversee delivery, monitoring and reporting of capital funded schemes and programme of work, ensuring compliance with the LEP National Assurance Framework, relevant financial regulations and compliance with the accountable body Section 151 obligations and to ensure that all projects are progressing and delivered in line with agreed outputs and milestones.
- To oversee the performance monitoring and evaluation of capital schemes and work programmes, to ensure alignment with strategic aims and objectives of Buckinghamshire LEP, ensuring timely and efficient delivery of schemes, value for money and appropriate use of capital funding and management of risk.
- The group is responsible for overseeing open calls for schemes and future work programmes, commissioning independent scheme business case appraisals and ensuring openness of decisions relating to capital grant and other capital funding allocations to support funding recommendations to the BLEP Board.
- To ensure Buckinghamshire LEP maintains robust governance and financial management of capital investment programmes and allocated funding, holding project sponsors to account for delivery of schemes and performance outputs in accordance with approved scheme businesses cases, and compliance with contracts and grant funding agreements.
- Building and maintaining successful working relationships with scheme sponsors, government partners and other stakeholders to support the delivery of comprehensive and timely reports to Government.

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**Membership:**

- The group was established by BLEP Board and membership agreed by nomination at the Board meeting on Friday 7<sup>th</sup> February 2020. The membership of the group is open to nominated Directors of the Bucks Local Enterprise Partnership.
- The nominated BLEP Board Members are:
  - Adrian Brown, Sub Group Chair and Vice Chair of BLEP Board
  - Hiren Gandhi
  - Cllr Steven Broadbent
  - Clare Pelham
  - Martina Porter
  - Richard Harrington, Bucks LEP CEO
- Period of Membership of the group is up to two years and may be subject to review by the BLEP Board.
- The group shall meet to transact business with a minimum quorum of three Members.
- The Group will nominate an appropriate substitute Board Member, where matters being considered present result in personal declaration of interest or conflict with company business and other commercial interests.

**Accountability:**

- The Capital Programme Sub Group is a non-executive advisory group accountable to the Buckinghamshire LEP Board. Individual group members are responsible for reporting back on activities of the group and advising BLEP Board on capital programme activity.
- To ensure independent scrutiny and evaluation of capital funded schemes and work programmes, transparency of decision making, fairness and openness of competitive bids and funding allocations.
- To ensure robust compliance with the LEP National Assurance Framework and financial reporting, management and governance relating to capital funding, including legal, contractual, procurement and other obligations of the Section 151 Officer of the Buckinghamshire Council as accountable body.

**Review:**

- The group shall review the relevance and value of its work and the terms of reference at least once every twelve months.

**Working methods / ways of working:**

- Board Members shall conduct business in an open and transparent manner and in accordance with the 'Nolan Principles', published 31<sup>st</sup> May 1995 by the Committee on Standards in Public Life.

- Board Members are encouraged to work collaboratively with LEP management team, employees, partners and stakeholders, promoting and engendering effective partnerships and ethos of continuous improvement and development.
- The Group shall maintain oversight of operational management and delivery of schemes and Capital programmes of work, sharing their knowledge, expertise and experience, promoting innovation and diversity.
- Board Members may occasionally be invited to attend project meetings with sponsors and partners and to consider technical information, reports, including recommendations to the LEP Board.

### **Meetings**

- Meetings will be held at least quarterly and may be convened as and when required to consider capital programme related matters at the direction of the BLEP Board.
- Meetings will be arranged by BLEP Officers and chaired by the BLEP Vice Chair. When the Vice Chair isn't available another member of the Sub Group will be nominated by the LEP Executive
- Papers will normally be circulated 7 days in advance of any meeting unless exceptional circumstances dictate otherwise.
- Meetings will be held at designated venues, offices and other spaces in Buckinghamshire or held remotely via online facilities and services.
- Scheme sponsors and delivery partners may occasionally be invited to submit reports, attend meetings and present information to the Capital Programme panel.
- The BLEP Officers will provide the secretariat.
- The Buckinghamshire LEP secretariat will minute the meetings and distribute to Sub Group members within 10 working days of each meeting.

### **Sharing of information and resources (including confidential materials)**

- Information and resources will be shared electronically
- Confidential materials and commercially sensitive information will be treated as such and the rights of individuals, organisations and companies shall always be respected. All aspects of the business will comply with the General Data Protection Regulations.
- Information about the group will be published and made available on the BLEP website.

### **Definition of terms**

- BLEP – Buckinghamshire Local Enterprise Partnership