

**TEES VALLEY UNLIMITED**

**LOCAL GROWTH FUND**  
**PROGRAMME MANAGEMENT**  
**FRAMEWORK**

**SEPTEMBER 2014**

***DRAFT COPY***

SECTION	CONTENTS	PAGE
1	Overview	3
2	Transparency and Openness	4
3	LGF Assurance Framework	5
	Stage 1: Planning and Development	6
	Stage 2: Project Call	7
	Stage 3: Local Prioritisation and Selection	9
	Stage 4: Government Approval	11
	Stage 5: Due Diligence and Project Approval	13
	Stage 6: Project Funding Agreement	14
	Stage 7: Delivery, Monitoring and Evaluation	15
	Stage 8: Project Closure	16
4	Dealing with Programme and Project Management and Changes	17
5	LGF Governance	18
	LGF Programme Management Framework Approval	18
	Role of the Leadership Board	19
	Role of the Investment Panel	20
	Role of the Accountable Body	21
	Role of the LGF Appraisal Panel	21
	Collaboration with Government	21
	Local Audit	21
	Managing Conflicts of Interest	22
	Gifts / Hospitality	22
	Equality and Diversity	22
	Complaints and Whistle Blowing	22
6	LGF Strategic Communications Plan	23
APPENDIX - SEE SEPARATE DOCUMENT		

## 1 OVERVIEW

- In response to Heseltine's report 'No Stone Unturned' government will devolve funding to LEPs through Growth Deals to unlock jobs and growth creation. It is anticipated this initiative will devolve a minimum of £12bn over a six year period (April 2015- March 2021) by redirecting central government funding down to the LEP level.
- This funding, called Local Growth Funding (LGF) is split into competitive and non-competitive elements. This Programme Management Framework covers both elements.
- **Competitive LGF** will be available to LEPs annually through a 'bidding' process. The best proposals to put forward are determined by the LEP Partnership and government decides which projects are to be supported on an annual basis.
- **Non-competitive LGF** relates to funding previously allocated to LEPs through DfT Local Majors Funding. For the Tees Valley £10.6m has been secured over a four year period (April 2015 – March 2019). Proposals to allocate this funding have been previously managed through the Tees Valley Local Major Transport Schemes Assurance Framework – this Framework will now be superseded by the Local Growth Fund Programme Management Framework.
- **Tees Valley Unlimited (TVU) is responsible for administering Local Growth Funding**, in accordance with government requirements and those of Stockton Borough Council acting as the Accountable Body for TVU.
- **LGF Programme Management** is overseen by existing TVU governance arrangements, as detailed within this Framework.

## 2 TRANSPARENCY AND OPENNESS

- It is important that all decisions taken regarding LGF funding are open and transparent.
- Transparency will be maintained through existing TVU arrangements as set out in the Joint Agreement and by adhering to the Local Government Transparency Code.
- A diary of all Leadership Board and Investment Panel meetings will be agreed during the year as soon as possible after the Annual Meetings of the Local Authorities.
- Wherever practicable, a minimum 5 day notice period will be given to members of the Investment Panel and Leadership Board prior to an arranged meeting. Minutes will be made available to members within 7 days of the meeting and will be subsequently available on the TVU Website.

### FREEDOM OF INFORMATION ACT 2000

- As a public body, TVU will be responsible for holding the official record of LGF proceedings and all LGF documents.
- The Freedom of Information Act requires TVU to make available to the public any information held. Any information held by TVU will be supplied upon request under the Freedom of Information Act 2000, unless it is subject to one of the 23 exceptions under the Act. Full details of TVU's Freedom of Information requests procedures can be found on the TVU website.
- It will be the Project Applicant's responsibility to declare any information provided to us that is confidential in nature. If a third party requests access to this information we will liaise with the Project Applicant to inform them of the request. However, we will be obliged to disclose information if it has been declared 'confidential' by the Applicant **and** it is proven to be exempt from disclosure in accordance the legislation. Accordingly, we offer no assurances that Project Applicants' information will be maintained in confidence and we advise them to obtain independent legal advice before submitting any proprietary or sensitive information to us.

### 3 LGF ASSURANCE FRAMEWORK

The purpose of the Tees Valley LGF Assurance Framework is to detail the operating principles and the governance arrangements for decision-making at each stage of the process. It offers stakeholders - including government, TVU partners and local communities – the assurance that there is a robust framework in place to manage LGF projects in an appropriate way, from project planning and development through to selection, delivery and closure, ensuring at all times maximum impact and value for money for the local area. The Tees Valley LGF Assurance Framework is compliant with the government’s LGF Assurance Framework (see appendix xx – available in autumn); it covers the following:

Project Stage	Steps	TVU Group Role	
<b>STAGE 1: Planning and Development</b>	TVU Groups to develop up potential projects across a 10 year programming period. Projects which are considered of ‘strategic importance’ are identified through a Project Initiation & Planning form (PIP form) and are prioritised for project development.	TVU and themed chair/TIG to make recommendations to TVU Management Group who will coordinate and consider priorities. This will feed up to the Investment Panel and then Leadership Board	
	Transport & Infrastructure		Transport and Infrastructure Group
	Skills Capital		Employment and Skills Group Chair
	Innovation		Innovation Leadership Group Chair
	Business Growth	Economic Development Group Chair	
<b>STAGE 2: Project Call</b>	Call for projects issued. An LGF Application Form is completed by the Project Applicant.	Projects are appraised by the LGF Appraisal Panel using LGF Assessment Framework.	
<b>STAGE 3: Local Prioritisation &amp; Selection</b>	Projects to be put forward for the LGF bid to government are agreed.	Leadership Board ‘select’ projects for inclusion into the LGF bid to government based on Investment Panel recommendations.	
<b>STAGE 4: Government Approval</b>	LGF bid submitted to government with supporting documentation provided.	Bid and supporting evidence is submitted to government on behalf of the Leadership Board. Government approve projects to proceed.	
<b>STAGE 5: Due Diligence &amp; Project Approval</b>	Independent Assessment of government approved projects following Green Book principles. Recommendations are made on projects’ ability to proceed.	Final approval of projects made by the Investment Panel based on Due Diligence recommendations.	
<b>STAGE 6: Project Funding Agreement</b>	Funding Agreements in place. Project is able to proceed to delivery.	Funding Agreements approved by Stockton Borough Council (as TVU accountable body) and Project Lead.	
<b>STAGE 7: Delivery, Monitoring and Evaluation</b>	Monitoring includes claims and verification checks and progress update reports. Evaluations will be performed at appropriate intervals and at the end of the project.	Investment Panel oversee project delivery, monitoring and evaluation and report to government as necessary. A Communications Plan ensures key progress and delivery updates are given to stakeholders.	
<b>STAGE 8: Project Closure</b>	This includes project closure on both financial and practical matters.	Investment Panel oversee both financial and practical closure arrangements.	

LGF PROGRAMME MANAGEMENT

LGF COMMUNICATIONS PLAN

## STAGE 1: PROJECT PLANNING AND DEVELOPMENT

### Strategic Project Identification & Development

- TVU Groups, many of which are chaired by a private sector member of the Leadership Board, are responsible for overseeing the identification and development of strategically important projects over a 10 year + programming period. These projects must offer maximum sub-regional impact, particularly in relation to unlocking jobs and growth.
- Where appropriate, projects which are deemed to be of strategic importance may have funding allocated to help develop and work up proposals further, enabling them to potentially access future LGF funding. Here are the steps to be taken for strategic project development approval:
  - **TVU Group Chairs will work with TVU** and will make recommendations on projects which are considered to be strategically important based on completed 'PIP' forms; they will identify which ones they consider to be priority for early development.
  - **TVU Management Group** will coordinate and consider the proposed priority projects put forward by TVU Group Chairs and will make recommendations made to the Investment Panel on behalf of the TVU Groups;
  - The **Investment Panel** will consider the recommendations and the evidence presented by the TVU Management Group on behalf of the TVU Groups. The will make final recommendations to the Leadership Board. This will include details on which projects may require funding to work up proposals further<sup>1</sup>.
  - The **Leadership Board** will agree the 10 year list of strategically important projects and will consider the recommendations made by the Investment Panel to prioritise projects for development funding as required.
  - The **Investment Panel** will oversee strategic project development.
- Projects that are sufficiently developed/scoped will be put forward for LGF funding as required (refer to next step).

### Supporting Documentation:

Appendix xx: PIP Form (to be developed)

Appendix xx: PIP Guidance (to be developed)

### SHARING OF INFORMATION AT STAGE 1:

*Wherever possible, papers and minutes of the meetings above will be shared openly with partners and the wider community through the TVU website.*

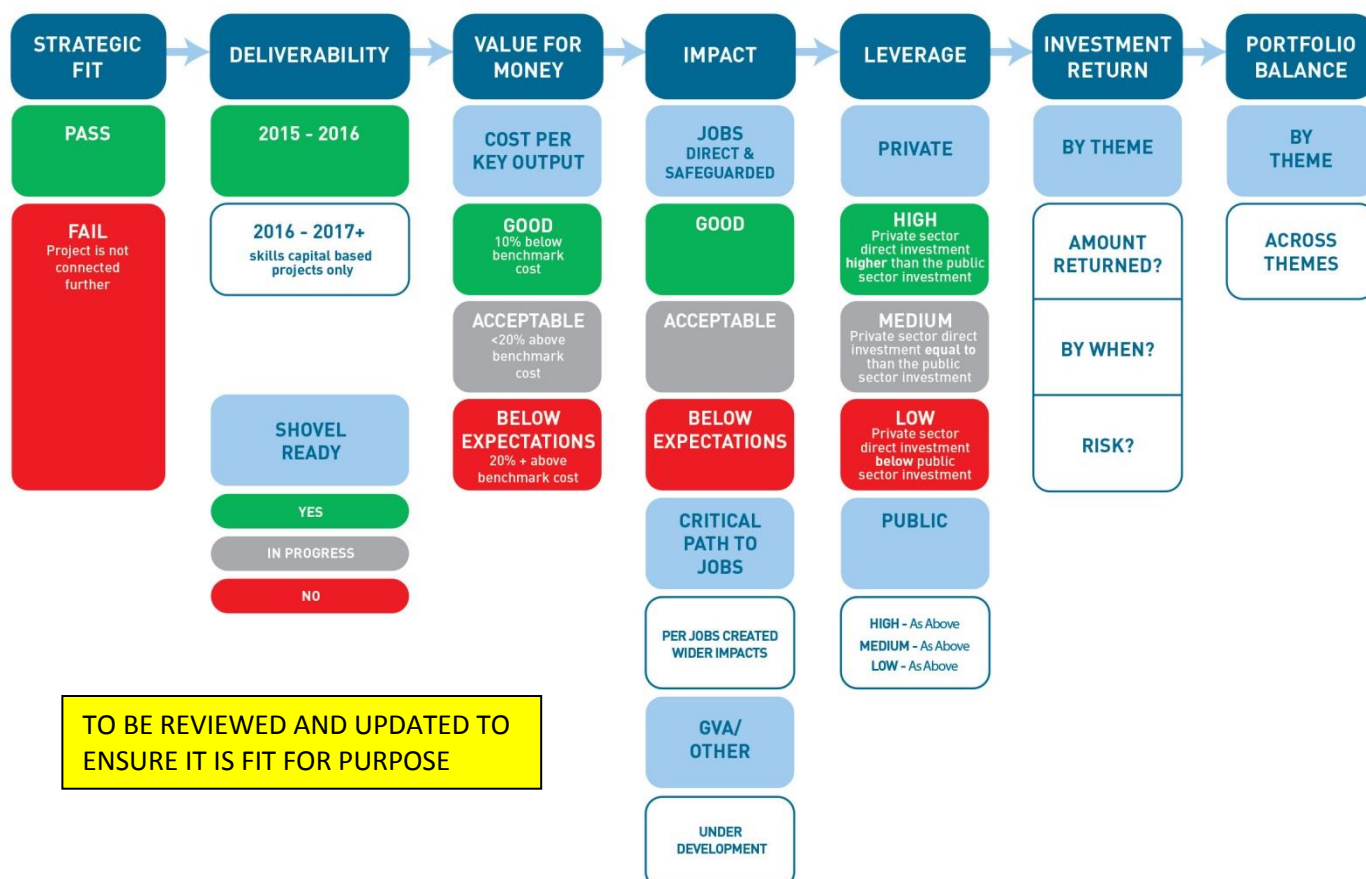
*However, any information that is deemed to be sensitive in nature must be declared at each meeting and will then be classed as **restricted**. This will mean that any information relating to the project will not be shared outside of the groups detailed above without the consent of the Project Applicant or as required by law. In these instances all members of the groups shall treat the information provided as confidential.*

---

<sup>1</sup> This allocation will be given where the Investment Panel has been given a clear mandate to do so under existing funding arrangements and will be open and transparent in its approach; e.g, where it is proposed Growing Places Funding will be used to fund project development, the Investment Panel will award the funding in full accordance of any grant conditions laid out by the fund; for the Tees Valley Investment Fund, awards will be given in full accordance of agreed local arrangements.

## STAGE 2: PROJECT CALL

- Project Calls will be issued annually by TVU in line with government timescales (consideration to be given on the call content and communication/coverage).
- Details of the project will be drafted through an 'LGF Application Form' (appendix xx – under review to ensure it is 'fit for purpose').
- Enough detail – independently verified where necessary – must be provided to ensure the relevant decision can be made to confirm strategic fit, impact, value for money and deliverability, and ultimately to determine whether the project is deemed to be strategically important.
- Planning for the project should be commensurate with its size, complexity, scope and risk. It is the responsibility of the Project Applicant to complete the Form within the timescales given and to cover any costs associated with the EOI stage.
- All projects will be expected to consider and have full regard for the **LGF Assessment Framework** (see below). They must demonstrate a clear strategic fit and be shown to be of strategic importance to the Tees Valley. They must be able to demonstrate their ability to offer value for money and must show how they will maximise their impact across the Tees Valley (particularly in relation to jobs and growth). They must also offer assurances regarding their deliverability and show consideration for their ability to payback the LGF funding, where appropriate. A more detailed breakdown of LGF Assessment Framework requirements can be found in appendix xx (under review to ensure it is 'fit for purpose').



**Supporting Documentation:**

Appendix xx: LGF Application Form (under review to ensure it is 'fit for purpose')

Appendix xx: LGF Application Form Guidance Note (under review to ensure it is 'fit for purpose')

Appendix xx: LGF Assessment Framework (under review to ensure it is 'fit for purpose')

**SHARING OF INFORMATION AT STAGE 2:**

*The LGF Expression of Interest Form will have guidance to aid completion and the LGF Assessment Framework will be shared openly with potential Project Applicants through the LGF Programme Framework and directly through the Project Call.*



## STAGE 3: LOCAL PRIORITISATION AND SELECTION

- All projects which have submitted an LGF Application Form will undergo an appraisal by the TVU Appraisal Panel using the LGF Assessment Framework detailed in stage 2. This group will consist of TVU representatives from a wide range of backgrounds who will consider and advise on the policy/strategic context and provide appropriate technical advice where required. The Terms of Reference for this Group can be found in the appendix (to be written).
- The **TVU Appraisal Panel** will complete an LGF Appraisal Form for each project and will make recommendations to the Investment Panel on the following:
  - Projects which do not fit strategically with the TVU Strategic Economic Plan and which should therefore be rejected;
  - Based on the evidence presented, identify projects which are able to deliver / proceed over the proposed funding period;
  - Based on the evidence presented, identify the best performing projects by category (i.e: transport, skills capital, innovation, etc);
  - Please note: if there is an occasion where members of the **TVU Appraisal Panel** do not agree on the appraisal outcome, it will be the responsibility of the Appraisal Panel Chair to reach a final decision on the recommendations to be made to the Investment Panel.
- The **Investment Panel** will review the evidence presented to them by the LGF Appraisal Panel. Their role will be to undertake the following:
  - Reject projects which do not fit strategically with the TVU Strategic Economic Plan;
  - Agree which projects are able to deliver / proceed over the proposed funding period;
  - Identify the best performing projects by category and recommend to the Leadership Board a priority list of projects for inclusion into the LGF annual bid to government.
- The **Leadership Board** will have the authority to select projects for inclusion into the annual LGF bid to government and will have final agreement on the order of prioritisation.

### Supporting Documentation:

Appendix xx: LGF Assessment Framework (under review to ensure it is 'fit for purpose')

Appendix xx: LGF Appraisal Form (form under review to ensure it is 'fit for purpose')

### SHARING OF INFORMATION AT STAGE 3:

*Due to the nature of the LGF bidding process and the sensitivity of the information provided, all LGF Application Forms and the LGF Appraisal Forms are classed as **restricted**. This will mean that any information relating to the project will not be shared outside of the groups detailed above without the consent of the Project Applicants. In these instances all members of the groups shall treat the information provided as confidential.*

*Add in statement here from Stockton legal team regarding the applicant's obligation to declare what is confidential and therefore not available publicly upon request.*

*Investment Panel and Leadership Board minutes relating to LGF will also be classed as **restricted**. However, once the Growth Deals have been announced, the restricted sections of the minutes will be recategorised as 'open' and will be made available to the wider partnership and to the public through the TVU website.*

TEES VALLEY LOCAL GROWTH FUND  
PROGRAMME MANAGEMENT FRAMEWORK



*Appropriate information will also be shared with government teams who are responsible for LGF to aid their decision-making and to strengthen the Tees Valley LGF bid. All information will be passed over marked 'restricted' and therefore will be treated as confidential in nature by government.*

*There may be instances when information provided by the Project Applicant will be used to write LGF local and national press releases. TVU and government will use the information provided sensitively but reserve the right to use the information provided as and when required. This will be done with full consideration of the nature and sensitivity of the information provided. All Project Applicants will be required to sign up to this approach as part of their LGF Expression of Interest Form submission.*

## STAGE 4: GOVERNMENT APPROVAL

### Project Selection

- Based on the outcomes of stage 3, an LGF bid will be submitted to government with supporting documentation as required.
- Government make announcements on selected projects through the Growth Deal and all Project Applicants will be informed of the outcome by TVU.
- Where requested, feedback on unsuccessful projects will be requested from government by TVU on behalf of the Project Applicant.
- TVU will liaise with the Project Applicants of selected projects to discuss next steps and timetables for delivery.

### Growth Deal Approval

- The Growth Deal sets out how the Government and TVU will deliver the Tees Valley Strategic Economic Plan. The Growth Deal is supported by a suite of other documents which detail the joint commitments between TVU and government, including:
  - A **Funding Agreement** between government and TVU (through SBC as Accountable Body) will allow all funding associated with the Growth Deal (such as Local Growth Funding) to be devolved to TVU as the LEP for the Tees Valley. This agreement will need to be signed by Stockton Borough Council acting in their capacity of Accountable body for the LEP.
  - A **Tees Valley LEP Implementation Plan** which sets out how TVU and the government will make the Growth Deal operational through clearly defined activities, responsibilities and milestones, with the aim that the Growth Deal is fully ready for delivery by April 2015.
  - An **Assurance Framework** that provide guidance to LEPs to ensure value for money across a range of interventions;
  - A **Monitoring and Evaluation Plan** that sets out how the Growth Deal will be measured, reported and evaluated;
  - A **Strategic Communications Plan** that sets out how TVU and Government will work together on communications activity.
- Wherever possible government intends to build on the process and documents that LEPs already have in place. This document, the **Tees Valley LGF Programme Management Framework**, sets out the local approach to all of the above and will evolve to incorporate specific government requirements.
- It is the **responsibility of the Investment Panel** to oversee the development and implementation of the Tees Valley LGF Programme Management Framework, as designated by the Leadership Board on the 23<sup>rd</sup> July 2014 and by the five Tees Valley Local Authorities (dates to be added in if and when approval given).

### Supporting Documentation:

- Appendix xx: Tees Valley LGF Funding Agreement (expected to be signed in October 2014)
- Appendix xx: Tees Valley LEP Implementation Plan (expected to be agreed by October 2014)
- Appendix xx: HMG LGF Assurance Framework (formal guidance expected in autumn 2014)
- Appendix xx: Tees Valley LGF Monitoring and Evaluation Plan (expected to be agreed by February 2015)
- Appendix xx: Tees Valley LGF Strategic Communications Plan (date tbc)

**SHARING OF INFORMATION AT STAGE 4:**

*The final versions of the Growth Deal and all associated documents will be put onto the TVU website at the earliest opportunity, as will the Tees Valley LGF Programme Management Framework.*

*For future Growth Deals, TVU will issue a press release regarding any announcement and will liaise with successful Project Applicants and other key stakeholders regarding their own press releases to ensure a coordinated and cohesive approach on key messages.*

## STAGE 5: DUE DILIGENCE & PROJECT APPROVAL

- TVU on behalf of the partnership will undertake independent assessments of government approved projects following Green Book principles and in accordance with the Assurance Framework Guidance note from government (expected Autumn 2014);
- A Due Diligence organisation will be appointed using Stockton Borough Council's procurement procedures;
- The appointed Due Diligence organisation will review the project evidence provided to date and will inform the Project Applicant of any additional requirements to be met in order to complete Due Diligence;
- Where there is any costs to be incurred by the Project Applicant to complete TVU Due Diligence, these will be identified and communicated at this stage;
- The Project Applicant will be given an agreed timeframe to provide the evidence needed to complete Due Diligence. The level of Due Diligence to be undertaken will be commensurate with the project size, scale, complexity and associated risks;
- The appointed Due Diligence organisation will make recommendations to the Investment Panel regarding the projects' ability to proceed to delivery;
- Final approval of projects will be made by the **Investment Panel** based on Due Diligence recommendations.
- **All approved projects will have their LGF funding allocation confirmed at this point** and will proceed to the next stage: Funding Agreement.

### SUSTAINABLE DEVELOPMENT

Sustainable development is a collection of methods to create economic growth which protects the environment, relieves poverty, and does not destroy natural capital in the short term at the expense of long term development. All projects must consider Sustainable Development issues during the development and delivery phases. This will be checked at the Due Diligence Stage through the Due Diligence Form projects are asked to complete.

#### Supporting Documentation:

- Appendix xx: HMG Assurance Framework (expected autumn 2014)
- Appendix xx: Tees Valley LGF Due Diligence Framework (under development)
- Appendix xx: LGF Due Diligence Form (under development)

#### SHARING OF INFORMATION AT STAGE 5:

*Due to the sensitive nature and level of information provided at this stage, the detailed Due Diligence information shall remain **restricted** at all times. This will mean that any information relating to the project will not be shared outside of the groups detailed above without the consent of the Project Applicant. In these instances all members of the groups shall treat the information provided as **confidential**.*

*However, minutes of the Investment Panel meeting will be 'open' and will be made available to the wider partnership and to the public through the TVU website.*

## STAGE 6: PROJECT FUNDING AGREEMENT

- Project level Funding Agreements must be approved by Stockton Borough Council (as TVU accountable body) and the Project Applicant.
- All Funding Agreements must be signed by an appropriate representative of both Stockton Borough Council and the Project Applicant and must have the appropriate level of autonomy and delegation to commit and bind their organisation to the Funding Agreement.
- Once the Funding Agreement is signed the Project Applicant can proceed to the next stage, in full accordance with the Funding Agreement.

### Supporting Documents:

Appendix xx: Draft Project Funding Agreement (under development)

## STAGE 7: DELIVERY, MONITORING AND EVALUATION

### SECTION UNDER DEVELOPMENT

#### Project Delivery

- Investment Panel oversee project delivery, monitoring and evaluation and reports to government as necessary.
- Once the Funding Agreement has been signed the project moves from development to delivery.
- The delivery phase is comprises a range of activities to ensure the project is delivered effectively. Whilst the development phase deals with the project in terms of how it is expected to be delivered, delivery deals with the live project being delivered. This means that unanticipated issues could arise once delivery has commenced; therefore the project often has to evolve and develop during the delivery phase.
- There are a number of processes that support project delivery. Some of these will be undertaken for every project, where others will be invokled where necessary.

#### **Every project will need to undergo the following in the delivery phase:**

- **Project Starts:**
  - Project Engagement Visit – will offer support to Project Applicants to ensure they are familiar with claims requirements
  - Ongoing project engagement arrangements may be arranged, where required
- **Claims:**
  - **Pre 2015 claim:** procedures/stages/evidence required for this claim to be developed (i.e: pre-delivery costs form – issues raised – sign off – approval. Evidence- procurement procedures followed, PO's, invoices paid and certified – payment made, evidence of defrayment, etc)
  - **Delivery phase April 2015+:** Evidence required for claims, monitoring of milestones and progress updates. Management of late claims, claim certification and authorisation; Nil claims
  - **The above must be in line with any governmal grant conditions at all times**

#### Project Audits

#### Project Closure

- Financial completion checks
- Practical completion checks - 15% kept back until proof of practical completion
- Ongoing monitoring requirements – to be defined
- Comms requirements – to be defined

#### Evaluation

- A Programme Monitoring and Evaluation Plan is under development

The following will be invokled only when necessary **(under development):**

- **Changes and variations** – procedures - dealing with Minor issues (<10% variance spend / outputs/ project delivery slippage) /major issues (>10% variance spend / outputs/ project delivery slippage, etc);
- **Irregularities** – procedures, i.e: not capital spend
- **Clawback/recovery** – procedures – when? How? Approval?
- **Appeals** – management of/procedures at each stage

## **Programme Risk Management Procedures**

Currently under development

### **Supporting Documents:**

To be defined and developed

## **STAGE 8: PROJECT CLOSURE**

### **SECTION UNDER DEVELOPMENT**

- This includes project closure on both financial and practical matters.
- Investment Panel oversee both financial and practical closure arrangements.
- End of project visit
- Closure report



## 4 DEALING WITH PROGRAMME AND PROJECT MANAGEMENT AND CHANGES

**General Programme Management will be the responsibility of the following groups:**

- **Leadership Board** will formally 'select' projects to put forward for future LGF funding (based on Investment Panel recommendations – stages 1-3 of the LGF Assurance Framework)
- **Investment Panel** will oversee the management of these projects (stages 5-8 of the LGF Assurance Framework)
- **The Accountable Body** – Stockton Borough Council will assume legal responsibility for LGF decisions under the existing Joint Agreement. The arrangement has been used successfully to deliver major schemes in the past, such as elements of the Tees Valley Metro Scheme, Single Programme and ERDF funded projects.

**Any Project changes will be managed in the following way:**

- **Investment Panel will be responsible for overseeing and approving any project changes;** minor changes (those that have a <10% variance spend / outputs/ project delivery slippage) will be approved and dealt with by TVU staff, in full partnership and accordance with the Accountable Body requirements.
- **Investment Panel will be able to re-profile and re-allocate spend to other 'selected' projects** where there is a requirement to do so (for example, if there is a project underspend or if a project drops off). This may be to the following:
  - Existing projects (for extra outputs);
  - Agreed 'strategic projects' (agreed at stage 1 by Leadership Board);
  - Projects previously 'selected' by the Leadership Board for LGF funding through an 'open call' (stage 2 of the LGF Assurance Framework) but which were not successful with Government (stage 4 of the LGF Assurance Framework).
- **Leadership Board would need to approve any 'new' projects** which have not been previously considered and/or put forward for LGF funding to Government (i.e: those that do not fall into the three categories above)
- **All projects would need to be (re-)assessed** to demonstrate they fit strategically, are deliverable and offer value for money, in line with the PMF and Accountable Body requirements.

## 5 GOVERNANCE

### SECTION UNDER DEVELOPMENT

Set up by the five Local Authorities, TVU is a voluntary public / private partnership set up to develop and deliver strategic economic growth across the Tees Valley. It is the Local Enterprise Partnership for the Tees Valley and has a private sector-led Leadership Board, an Investment Panel and a range of thematic groups that support, advise and inform the Panel and Board on key strategic matters.

The LGF Programme Management Framework will operate under the existing Partnership Agreement in place for the Tees Valley (see appendix xx).

### LGF Programme Management Framework Approval

- The PMF provides a robust, transparent and thorough approach to all aspects of LGF programme management.
- Developed by Tees Valley Unlimited, the process has been informed by TVU stakeholders and will be managed by **TVU Investment Panel**, as delegated by the **TVU Leadership Board** on 23<sup>rd</sup> July 2014.
- The LGF Programme Management Framework will operate under the existing Partnership Agreement in place for the Tees Valley (see appendix xx). Under this agreement, TVU is seeking approval from each of the five **Tees Valley Local Authorities** to delegate any future amendments of the Framework to the TVU Investment Panel **(to be updated after LA cabinet / Committee meetings)**.
- Government approval for the Tees Valley LGF Programme Management Framework will be demonstrated through the annual Tees Valley LEP Implementation Plan **(see appendix xx – available end of October)** and through meeting the requirements set out in Government's Assurance Framework **(still in draft form)**.
- The responsibility to make any future developments and amendments to the LGF Programme Management Framework or the grant conditions contained therein lies with the Investment Panel. Where necessary the Panel must seek assurances from the Leadership Board and/or from government; these circumstances are defined under section 4: Dealing with Programme and Project Changes.

**DIAGRAM TO BE ADDED HERE TO SHOW THE FLOW OF DECISION-MAKING AT EACH STAGE**

## Role of the Leadership Board

- The Leadership Board is responsible for the development and delivery of the Tees Valley Strategic Economic Plan, ensuring that local strategic aims are considered alongside national aims and suitable funding mechanisms are sought and implemented to deliver the necessary investment in Tees Valley.
- The Board is responsible for the delivery of the Growth Deal, City Deal and activities to achieve the plan for the area. It is responsible for the strategic oversight of all local investments, be that from the Local Growth Fund, European Structural & Investment Funds, Tees Valley Investment Fund or any other future funding streams.
- The TVU Leadership Board is the designated 'Local Transport Board' as agreed in the Local Major Transport Assurance Framework; this will evolve to include responsibility for the Local Growth Fund and the delivery of the overall Growth Deal. The full role and remit of the Leadership Board can be found in **appendix xx**.
- On matters relating to Local Growth Funding, the Board has overall responsibility for 'selecting' projects to put forward to government in a bid to receive funding (further details are given in section 4).
- All projects are selected by consensus by members who have delegated voting rights. Decisions will be reached by working with the advisors to agree the best possible proposals to put forward for funding. If a member with voting rights is conflicted (i.e: the project has been put forward by their own organisation), then the conflicts of interest procedure must be followed (see below).
- The Board consists of the following members:

Members		Organisation	Local Growth Fund Vote
Sandy	Anderson	Tees Valley Unlimited	CHAIR
<b>Bill</b>	<b>Dixon</b>	<b>Darlington Borough Council</b>	<b>YES</b>
<b>Christopher</b>	<b>Akers-Belcher</b>	<b>Hartlepool Borough Council</b>	<b>YES</b>
<b>Ray</b>	<b>Mallon</b>	<b>Middlesbrough Council</b>	<b>YES</b>
<b>George</b>	<b>Dunning</b>	<b>Redcar &amp; Cleveland Borough Council</b>	<b>YES</b>
<b>Bob</b>	<b>Cook</b>	<b>Stockton Borough Council</b>	<b>YES</b>
Nigel	Perry	CPI	PRIVATE SECTOR ADVISOR
Alastair	MacColl	BE Group	PRIVATE SECTOR ADVISOR
Alison	Thain	Thirteen	PRIVATE SECTOR ADVISOR
Paul	Booth	SABIC UK Petrochemicals	PRIVATE SECTOR ADVISOR
Graham	Henderson	Teesside University	ADVISOR
David	Robinson	PD Ports	PRIVATE SECTOR ADVISOR
Tim	Grant	Darlington College	PRIVATE SECTOR ADVISOR
Naz	Parkar	Homes & Communities Agency	ADVISOR
David	Soley	Camerons Brewery	PRIVATE SECTOR ADVISOR
Martin	Raby	Cleveland College of Art & Design	ADVISOR
Ian	Kinnery	Team Massive Results	PRIVATE SECTOR ADVISOR
Anne	Yare	CTC Marine Darlington	PRIVATE SECTOR ADVISOR

## Role of the Investment Panel

- The Investment Panel was set up to manage any funds under the direction of TVU. These include overseeing the delivery of Business Compass (the Growth Hub for the Tees Valley funded through RGF), the Jobs and Skills Investment Scheme (RGF funded), Contract Catalyst (RGF funded), Growing Places Funding and Enterprise Zone income.
- The Panel is split into two parts:
  - The Tees Valley ESIF Committee, which will be operating in shadow form from October 2014, is responsible for the management and direction of European Structural Funding;
  - The wider Investment Panel meeting focuses on wider LEP Investments, such as the management of Enterprise Zone income and Growing Places Funding.
- The Panel has delegated authority to manage the Local Growth Fund on behalf of the Leadership Board. It is responsible for managing the LGF Programme Management Framework and for overseeing project development, delivery and closure and performance management;
- The Panel is also responsible for making recommendations to the Leadership Board for ‘selecting’ projects to put forward to government in a bid to receive funding (further details are given in section 4). If a member conflicted (i.e: the project has been put forward by their own organisation), then the conflicts of interest procedure must be followed (see below).
- The Panel consists of the following members (the full role and remit can be found in **appendix xx**):

Member		Organisation
Hugh	Morgan-Williams (OBE)	Independent Representative
Alastair	MacColl	BE Group
Ada	Burns	Darlington Borough Council
Mike	Airey	Handelsbanken Darlington
Dave	Stubbs	Hartlepool Borough Council
Ralph	Pickles	Helmsway Ltd
Bill	Carr	Homes & Communities Agency
Mike	Robinson	Middlesbrough Council
Amanda	Skelton	Redcar & Cleveland Borough Council
Neil	Schneider	Stockton Borough Council (CHAIR)
Cliff	Hardcastle	Teesside University
Laura	Woods	Teesside University
Alison	Thain	Thirteen

## Role of the Accountable Body

### TO BE VERIFIED AND CHECKED BY THE ACCOUNTABLE BODY

- Stockton-on-Tees Borough Council (SBC) is the accountable body for the Local Growth Fund, on behalf of TVU, and assumes legal responsibility for LGF decisions.
- SBC have worked with TVU on all legal and financial aspects of the LGF Programme Management Framework, ensuring at all times that it adheres to their policies and procedures;
- SBC will be responsible for signing the Funding Agreement with Government, on behalf of TVU;
- SBC will be responsible for signing off the Funding Agreements with Project Applicants;
- SBC assume legal responsibility for authorising claims for payment over to Project Applicants and for project closure;
- Any ongoing responsibilities relating to LGF performance management will be the legal responsibility of SBC.

## Role of the LGF Appraisal Panel

### TO BE DEFINED

Must attend: Chair / Deputy Chair

Other attendees: TVU Strategic Investment Planning team and Infrastructure and Transport Team

Potential Attendees (project specific): Internal thematic experts

## Collaboration with Government

TVU will work closely with the government's Relationship Manager to ensure the LGF Programme Management Framework is in keeping with government expectations and requirements, as set out in the government Funding Agreement, the LEP Implementation Plan, LGF Monitoring and Evaluation Plan and the LGF Strategic Communications Plan.

## Local Audit

Our Approach will be to use SBC auditors to independently audit the Tees Valley local Growth Fund LGF annual basis as part of the external audit of SBC's accounts.

## Gifts / Hospitality

Existing TVU gifts and hospitality procedures apply where any gift or hospitality over the value of £25 will be declared and documented. These procedures can be found on the TVU Website.

## Equality and Diversity

An Equality Framework has been established that covers the work and outputs of all of the TVU boards, panels and groups, which is updated on an annual basis. This is available on the TVU Website.

## Conflicts of Interest Procedures

Existing TVU conflicts of interest procedures apply for LGF matters:

- A standing item, regarding conflicts of interest, is included on each agenda at the start of TVU meetings. All members should declare the existence and nature of any interests at this point;
- Details of the declaration are recorded in the minutes of the meeting. If members arrive part way through a meeting they should declare any interest at the start of the relevant item or as soon as it becomes apparent that they have an interest;
- TVU will maintain a publically available register of such declared interests, detailing the nature and extent of such an interest;
- Where a conflict of interest occurs, the member should withdraw from the meeting room whilst the relevant business is being considered / determined and, must not vote or otherwise improperly influence decisions on that business;
- In respect of collective decisions, such as partnership quarterly grant claims or the approval of annual delivery plans, partnership members should consider the issues in respect of the *other* elements of the schemes and not their own projects or interests. *In practice, this means that within the context of an overall scheme decision, members should vet each other's claim or submission.*
- All TVU Board and Investment Panel members are required to complete a TVU Member Notification of Personal Interest Form when joining the group, which is then repeated on an annual basis. This ensures that Members adhere to a Model Code of Conduct, issued under section 50 of the Local Government Act 2000. Elected TVU Board Members will also have signed an undertaking to adhere to a Model Code of Conduct, which has been adopted by their authority.

## Complaints and Whistleblowing

- TVU has a dedicated complaints procedure which is followed upon receipt of a complaint. The details of which are published on the TVU website.
- In summary a complaint must be sent to TVU's Office Manager in writing (fax and email also accepted).
- All complaints will be investigated and fully responded to within 10 working days of receipt.
- If the sender of the complaint is unhappy with the response or action taken, a further response will be within 20 working days.
- If the sender is still unhappy the matter can be put to the Local Government Ombudsman.

### Supporting Documentation:

- Appendix xx: TVU LA Joint Agreement
- Appendix xx: Leadership Board terms of Reference
- Appendix xx: TVU Investment Panel Terms of Reference
- Appendix xx: LGF Appraisal Panel Terms of Reference

## LGF STRATEGIC COMMUNICATIONS PLAN

### SECTION UNDER DEVELOPMENT

- Communications Plan ensures key progress and delivery updates are given to stakeholders.
- The communications approach will be defined for each stage, taking into account the requirements for the following:
  - Project Applicants
  - TVU Governance requirements
  - Wider partnership requirements
  - Communities' requirements

***LAST PAGE***