

GREEN ECONOMY PANEL

**MEETING TO BE HELD AT 4.00 PM ON THURSDAY, 14 SEPTEMBER 2017
IN COMMITTEE ROOM A, WELLINGTON HOUSE,
40-50 WELLINGTON STREET, LEEDS**

A G E N D A

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**
- 3. EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**
- 4. MINUTES OF THE MEETING OF THE GREEN ECONOMY PANEL HELD ON 29 JUNE 2017**
Copy attached.
(Pages 1 - 4)
- 5. RESOURCE EFFICIENCY FUND UPDATE**
Led by Vincent McCabe
(Pages 5 - 6)
- 6. H21 UPDATE**
Led by Dan Sadler
(Pages 7 - 8)
- 7. ESHOLT CIRCULAR ECONOMY DEMONSTRATION PROGRAMME**
Led by Jon Briggs
(Pages 9 - 10)
- 8. GREEN ECONOMY PANEL MAJOR PROJECTS UPDATE**
Led by Noel Collings
(Pages 11 - 16)

9. INDUSTRIAL STRATEGY AND INCLUSIVE GROWTH

Led by David Walmsley
(Pages 17 - 20)

10. ESIF SUB-COMMITTEE REPRESENTATIVE

Led by Wallace Sampson
(Pages 21 - 42)

11. ANY OTHER BUSINESS

Signed:

A handwritten signature in black ink, consisting of the letters 'BSM' in a stylized, cursive font, followed by a long horizontal stroke that extends to the right.

WYCA Managing Director



**MINUTES OF THE MEETING OF THE
GREEN ECONOMY PANEL
HELD ON THURSDAY, 29 JUNE 2017 AT TRINITY ROOM,
CITY EXCHANGE, LEEDS**

Present:

Wallace Sampson	Harrogate Borough Council
Jim Cardwell	Northern Powergrid
Councillor Andrew Cooper	Kirklees Council
William Firth	Hargreaves Services PLC
David Gill	Northern Gas Network
Natasha Luther-Jones	DLA Piper LLC
Councillor Jenny Lynn	Calderdale Council
Dr Alice Owen	University of Leeds

In attendance:

Caroline Allen	WYCA
Vicky Dumbrell	WYCA
Dathan Tedesco	WYCA
Jacqui Warren	WYCA

1. Apologies for absence

Apologies for absence were received from John Bradley, Paul Hamer, Nevil Muncaster, Simon Pringle, Councillor Andrew Waller and John Williams.

Wallace Simpson chaired the meeting in Paul Hamer's absence.

Members congratulated Paul Hamer on his appointment as CEO of Sir Robert McAlpine Ltd, which he is due to take up on 31 July 2017.

2. Draft minutes of the meeting of the Green Economy Panel held on Tuesday 11 April 2017

Resolved: That the notes of the Green Economy Panel held on 11 April 2017 be approved.

3. Declarations of interest

Panel member Natasha Luther-Jones declared an interest in the Energy Accelerator (EA) project, in light of the fact that DLA Piper were part of a consortium interested in supplying services for the EA.

4. Governance

The Panel considered a report on governance arrangements which was presented by WYCA's Head of Legal and Governance Services.

The Panel were informed of the proposal to integrate the LEP Panels, including the Investment Panel, into WYCA's decision making structure with the principal advantages of streamlining decision making, increasing accountability and transparency and having direct private sector involvement in WYCA decision making.

The Panel discussed the implications of the changes and noted that a report on the proposals was approved by WYCA on 29 June, meaning that the Green Economy Panel would be appointed as an advisory committee of the West Yorkshire Combined Authority with effect from 1 September 2017.

Resolved: That the contents of the report be noted.

5. Green Economy Panel Action Plan update

The Panel considered an update report on progress towards the targets identified in the Green Economy Panel Action Plan, agreed at its meeting of 7 February 2017.

Due to some short term capacity issues within WYCA's Energy and Environmental Resilience (EER) Team it was proposed that its delivery priorities be adjusted in the short-term as outlined in the submitted report.

Pending the conclusion of a directorate restructure, it was likely that additional resources would be made available to support the work of the EER and the Panel. It was therefore proposed that a further review of resources be carried out on the Action Plan and a paper brought back to the Panel at that time.

Resolved:

- (i) That the proposed short term delivery priorities for the Green Economy Panel Action Plan, as outlined at 2.11 of the submitted report, be approved.
- (ii) That on completion of the directorate restructure, a paper be brought back to the Panel outlining the new resources available and any implications for the Action Plan.

6. Green Economy Panel projects update

The Panel considered a report providing an update on the progress of major projects currently being delivered under the Strategic Economic Plan's priority 3 including:

- Energy Accelerator
- Better Homes Programme
- Resource Efficiency Fund

- District Heat Programme
- Green and Blue Infrastructure Strategy and Delivery Plan
- Zero Carbon Energy Strategy and Delivery Plan

Resolved:

- (i) That the contents of the report be noted.
- (ii) That it be noted that all project, programme and steering boards established to support Panel projects would need to be reviewed in light of recent changes to the governance arrangements for LEP Panels.

7. Green and Blue Infrastructure Delivery Plan

The Panel considered a report providing an update on the progress of the refreshed Green and Blue Infrastructure (GBI) Strategy and Delivery Plan for the Leeds City Region, including potential resources to support delivery by the end of 2017.

Resolved: That the progress to develop the GBI Strategy and Delivery Plan be noted.

8. Industrial Strategy consultation response

The Panel was provided with a copy of the Leeds City Region response to Government's Industrial Strategy green paper.

Resolved: That the joint WYCA / LEP response to Government's consultation on the industrial strategy green paper be noted.

9. Better Homes update

The Panel considered a report providing an update on the progress of the Better Homes Yorkshire programme, including the exception to the baseline KPI targets for Year 3 (2017/18); and the Tackling Fuel Poverty programme.

Members received an overview of actions taken since the Grenfell Tower disaster to review the cladding fitted to high rise buildings as part of projects delivered by the programme, and in the Leeds City Region more broadly.

Resolved:

- (i) That the progress of Better Homes Yorkshire following the completion of Year 2 of the Programme be noted.
- (ii) That the progress of the Tackling Fuel Poverty Programme, including the recommendation of WYCA Investment Committee to approve LGF investment of £1m in Phase 4 projects in Kirklees and Calderdale, be noted.
- (iii) That the exception to contract KPIs in Year 3, to be implemented in-line with Schedule 11 of the Framework Agreement between WYCA and Keepmoat, be

noted.

10. Any other business

- Panel members were informed that ESIF Priority 4 bid stream was now open, in the event that members were aware of any eligible projects.
- Panel member David Gill gave an informal update on the progress of the emerging H21 project.
- Panel member Wallace Sampson informed members that he would be standing down as the GEP representative on the ESIF Sub-Committee which would therefore require new representation from the Panel. This would be picked up during the September meeting.
- The Panel were informed that, in line with the Industrial Strategy, the LEP Board had asked officers to consider whether the SEP might be refreshed. A report was expected at the next LEP Board meeting in September.

Director: Sue Cooke, Executive
Head of Economic Services
Author: Vincent McCabe



Report to: Green Economy Panel
Date: 14 September 2017
Subject: Resource Efficiency Fund Update

1 Purpose

- 1.1 To provide an update on the Resource Efficiency Fund and future opportunities.

2 Information

- 2.1 The Resource Efficiency Fund (REF) offers free expert advice and business support to small and medium sized enterprises (SMEs) to help them to implement energy and water efficiency and waste reduction measures. This is supported by a 50% capital grant of up to £10,000. The REF is funded through the Local Growth Fund and European Regional Development Fund (ERDF) 2014-2020 programme.
- 2.2 The REF has been operational since November 2016, with the formal public launch being February 2017. To date, over 200 businesses have been in contact with the REF and 20 have applied for grants. This item will provide a more substantive update on progress.
- 2.3 A further c£2m of ERDF for SME resource efficiency may be available in the Leeds City Region. Calls are expected later in 2017/18. Possible responses to the expected calls will be presented to the Panel.
- 2.4 Vincent McCabe, WYCA's Programme Manager for Resource Efficiency, will be at the meeting to give a presentation and take questions from members.

3 Recommendations

- 3.1 That the update on the Resource Efficiency Fund be noted and feedback given on potential future opportunities.

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Director: Rob Norreys, Director of Policy, Strategy and Communications
Author: Jacqui Warren



Report to: Green Economy Panel

Date: 14 September 2017

Subject: H21 Update

1 Purpose

- 1.1 To provide an update on the H21 programme, including pending funding bids and future opportunities.

2 Information

- 2.1 The H-21 Leeds City Gate programme aims to convert the natural gas heat network in Leeds to 100% hydrogen from 2025.
- 2.2 The H-21 Leeds City Gate Report¹ was produced by Northern Gas Networks on behalf of the UK's gas industry, funded through OFGEM innovation funding. The report was launch in London in July 2016 and Leeds in October 2016.
- 2.3 A programme of works and the H-21 Roadmap has also been created. These outline the next steps for the programme and preparatory actions needed.
- 2.4 This presentation will update the Panel on the current H21 work being carried out, including funding bids. Dan Sadler, H21 Programme Director at Northern Gas Networks, will give the presentation and take questions from members.

3 Recommendations

- 3.1 That the update on the H21 project be noted and feedback given on how the Panel want to continue to support this regionally significant programme.

¹ <http://www.northerngasnetworks.co.uk/wp-content/uploads/2017/04/H21-Report-Interactive-PDF-July-2016.compressed.pdf>

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Director: Rob Norreys, Director of Policy, Strategy and Communications
Author: Jacqui Warren



Report to: Green Economy Panel

Date: 14 September 2017

Subject: Esholt Circular Economy Demonstration Programme

1 Purpose

- 1.1 To outline the Esholt Circular Economy Demonstration Programme and explore possible roles and support offered by the Panel.

2 Information

- 2.1 As part of the redevelopment of this Yorkshire Water site a range of innovative technologies are proposed to design out waste and create a UK leading Circular Economy Demonstration site.
- 2.2 Jon Briggs, Manager of Innovation for Yorkshire Water, will be at the meeting to give a presentation and take questions from members.

3 Recommendations

- 3.1 That the update on the Esholt Circular Economy Demonstration Programme be noted and feedback given.

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Director: Rob Norreys, Director of Policy, Strategy and Communications
Author: Jacqui Warren



Report to: Green Economy Panel
Date: 14 September 2017
Subject: Green Economy Panel Projects Update

1 Purpose

- 1.1 To provide an update on progress against the Green Economy Panel's (GEP) major projects and programmes.

2 Overall Project Delivery

- 2.1 Overall delivery of the major GEP projects has continued. A summary of the overall delivery is summarised below:

Project	RAG Rating*
Energy Accelerator	Amber
Better Homes Yorkshire	Green
Resource Efficiency Fund	Green
District Heat Network (DHN)	Green
Green and Blue Infrastructure Strategy and Delivery Plan	Green
Zero Carbon Energy Strategy and Delivery Plan	Green

*This is a rating system using Red, Amber, and Green (RAG) to score how well overall a project's delivery is progressing. Red = major delays, amber = minor delays and Green = good delivery

- 2.2 A full update on each of these projects is provided below.

3 Energy Accelerator

- 3.1 This is a new innovative project development programme that will offer specialist expertise to local low carbon energy projects. WYCA submitted a revised application for 3.5 million euros to the European Investment Bank's (EIB) ELENA technical assistance programme (a fund that provides technical assistance for energy efficiency and renewable energy projects). The application has now been submitted for review by the EIB. WYCA has received some clarifications and responded accordingly. It is anticipated that WYCA may receive a decision from the EIB in September / October.
- 3.2 Subject to a successful application, and to enable the Energy Accelerator (EA) to launch quickly, indicative approval will be sought from WYCA on 5 October 2017 to accept the ELENA funding and proceed to set up and launch the EA. Recruitment of staff and suppliers will also re-commence. WYCA hope to be a position to launch the EA by January 2018.

- 3.3 In terms of the programmes overall delivery, it remains as an Amber rated programme due to ELENA funding still pending from the EIB.

4 Better Homes Yorkshire

- 4.1 This is a regional programme delivering energy efficiency improvements across the City Region's homes.
- 4.2 The Better Homes programme launched in March 2015. At the end of the second year of the Programme, 2,480 homes have received energy efficiency or renewable energy measures (747 in Year 2), with a contract value of £11.2m. Almost 75% of the value has been delivered by LCR supply chain, with a further 20% by contractors just outside (i.e. Doncaster). In total 35 different sub-contractors have been awarded work through the programme and 204 jobs have been sustained.
- 4.3 All LGF funding (£6m) has now been secured for the LCR Tackling Fuel Poverty project, fulfilling a key political ambition of a scheme in every district. The Barnsley scheme has completed over the summer, resulting in 41 fuel poor households improved; work is well underway to improve properties in the Holbeck area of Leeds, this is part of a wider Group Repair scheme; additional ECO funding has been secured for the Bradford scheme, which will allow a further 18 properties to receive measures, bringing the total to 138 properties improved when the scheme completes in September. Wakefield, York, Selby, Harrogate and Craven have now mobilised, and are progressing.
- 4.4 The final phase (Phase 4, £1m) projects were awarded funding by WYCA in June 2017. Kirklees is a mixed tenure scheme, in partnership with Kirklees Neighbourhood Housing and Kirklees Building Services; 290 hard to treat properties will benefit and is part of a wider KNH investment programme to upgrade the thermal efficiency of 750 'hard to treat' council owned properties in the Deighton/Brackenhall area of Huddersfield. The project in Calderdale will improve 115 hard to treat properties in some of the most deprived areas of the district; privately owned and rented properties will be targeted. The project is part of the Council's £1.4m Affordable Warmth programme which is also providing heating, insulation and energy advice and support for lower income households.

Warm Homes Fund

- 4.5 National Grid announced a £150m Warm Homes Fund on 18th July, to be managed through National Grid's CIC 'Affordable Warmth Solutions'.
- 4.6 Local Authorities, Housing Associations and other organisations are eligible to apply for funding for the installation of affordable heating solutions in fuel poor households, who do not use mains gas as their primary heating fuel. National Grid envisage that this fund will be used to supplement local strategic plans and funds blended with local support.

4.7 The fund is split into three broad categories:

- Category 1. Urban homes and communities; for example new gas heating systems, it could also include heat network solutions.
- Category 2. Rural homes and communities primarily focused on ‘non-gas’ solutions ie. heat pumps, oil and LPG.
- Category 3. Specific energy efficient/health related solutions – this may involve national or regional programmes which bring together relevant organisations and charities to promote energy efficiency and health related programmes in relation to fuel poverty.

4.8 The Fund will be run over a 3-year period with annual rounds of bids. Relating to the 1st year of funding available, Expressions of Interest were asked for by 31st July 2017.

4.9 Led by WYCA, the Leeds City Region (LCR) Local Authority partners have developed a bid that aims to deliver over 700 new heating systems to fuel poor homes, who do not use mains gas central heating systems as their primary heating fuel. An Expression of Interest was submitted to the Warm Home Fund (WHF) on 31st July 2017 and a full bid was submitted on 8th September.

5 Resource Efficiency Fund (REF)

5.1 This is a The Resource Efficiency Fund (REF) offers free expert advice and business support to small and medium sized enterprises (SMEs) to help them to implement energy and water efficiency and waste reduction measures. This is supported by a 50% capital grant of up to £10,000. The REF is funded through the Local Growth Fund and European Regional Development Fund (ERDF) 2014-2020 programme.

5.2 A full update on the REF will be covered in Item 5 of this meeting.

6 District Heat Network (DHN) Programme

6.1 The DHN Programme continues to support 12 active schemes in the LCR. These innovative scheme aim to produce heat (and or use waste heat) to create localised heat networks that heat homes and businesses. They can also help reduce carbon emissions and create fair priced energy locally.

6.2 A number of schemes are coming to the end of the feasibility stage of project development and their respective local authorities will be required to make a decision on whether to progress to the production of an Outline Business Case (OBC) in the near future. Heat Networks Delivery Unit (HNDU) funding is currently available from central government to assist local authorities in the development of their OBC. The Energy Accelerator could, once approval from the EIB is granted, also assist local

authorities in undertaking the work required to take district heat network projects through to financial close.

- 6.3 The overall delivery of the programme is ranked as green.

7 Green and Blue Infrastructure (GBI) Strategy and Delivery Plan

- 7.1 This work aims to deliver a new regional strategy and delivery plan that aims to create high quality natural/green infrastructure and environments across the City Region including new woodlands, street trees, and open spaces.
- 7.2 Les Newby Associates have been appointed to work with WYCA to complete the GBI Delivery Plan. Between August to the end of September 2017 a student will temporally support the GBI Delivery Plan work. This is through an agreement with the University of Leeds and their iClasp programme.
- 7.3 Stakeholder engagement will form a major part of developing the Delivery Plan. A number of events and meetings will be taking place between September – December 2017.
- 7.4 The overall delivery of the programme is green with a draft delivery plan anticipated to be completed by January 2018. A draft will be presented to GEP for comment in January 2018.

8 Zero Carbon Energy Strategy and Delivery Plan

- 8.1 This work aims to create a strategy and delivery plan to help the region create a resilient zero carbon energy economy. The Energy Strategy and Delivery Plan Steering Group met in July for the first time. The scope of the work was agreed.
- 8.2 WYCA / Leeds City Region Local Economic Partnership (LEP) continue to work with York, North Yorkshire and East Riding (YNYER) LEP developing shared methodologies for the work. Some of the work packages required will be jointly procured by WYCA for both the LCR and YNYER LEP.
- 8.3 The Energy Technology Appraisal work stream has commenced. A small procurement exercise was undertaken for this work. This work aims to identify the likely energy technologies which could enable the City Region to meets its energy ambition by 2036 and form the basis of the Energy Delivery Plan. Figure 1 illustrates the composition of this work.

Composition:

- Literature review, utilising relevant studies and reports, setting out the appropriate energy technologies that will enable WYCA and its partners to meet the SEP energy ambition. Technology choices should be categorised under the following headings:-
 - Energy generation and supply;
 - Demand-side management / energy efficiency;
 - Smart grids and transmission networks; and
 - Transport
- Analysis of the identified energy technologies with regard to their potential contribution to meeting the SEP energy ambition, maximising economic growth and reducing emissions. Each technology identified should be assessed and ranked according to its performance in the following categories:-
 - Current maturity;
 - Roll-out potential, including opportunities, barriers and constraints;
 - Value for money and affordability; and
 - Implementation benefits.

Figure 1: Composition of the Energy Technology Appraisal work stream

8.4 The overall delivery of the programme is green with a draft delivery plan anticipated for March 2018.

9 Recommendations

9.1 The Panel is asked to note and comment on the progress made.

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Director: Rob Norreys, Director of Policy, Strategy & Communications
Author: Jonathan Skinner



Report to: Green Economy Panel

Date: 14 September 2017

Subject: Industrial Strategy and Inclusive Growth

1 Purpose

- 1.1 To inform Panel Members of the opportunity provided by Government's modern industrial strategy, and seek views on the challenges to improving competitiveness given prevailing economic conditions, and ensure this drives inclusive growth outcomes.
- 1.2 The three particular outputs from this work are:
- 1.2.1 Extend the city region's policy range to all drivers of competitiveness. This will be driven by a single, bold city region strategy owned by both the LEP and Combined Authority, with inclusive growth at its core.
 - 1.2.2 Refocus established programmes and projects to drive inclusive growth outcomes, so far as is possible given the conditions attached to government funding; and,
 - 1.2.3 A bid to government ahead of the Autumn Budget, given the impending expiry of several key Growth Deal funding streams.

2 Industrial Strategy and Inclusive Growth

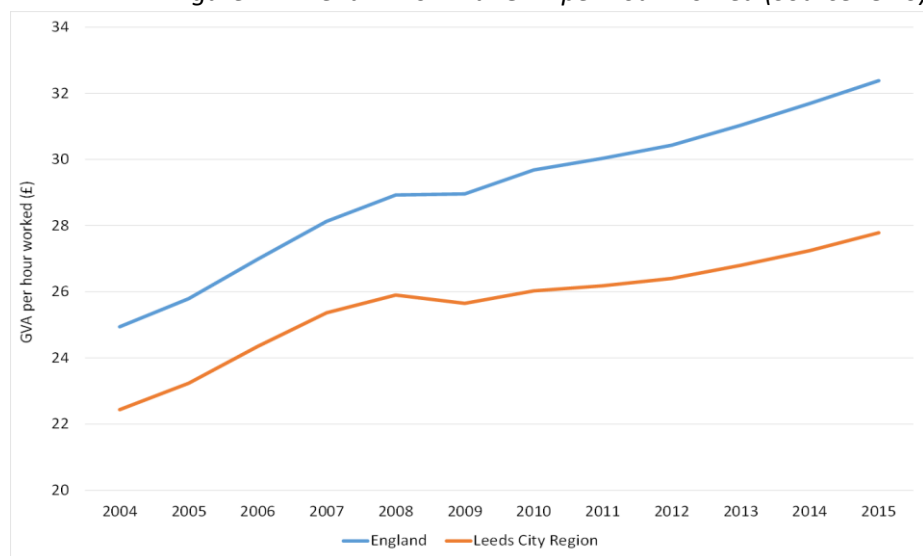
Boosting earning power and living standards means improving productivity

- 2.1 Prevailing economic conditions have changed markedly in the relatively short time since the LEP and its strategic remit were established:
- unemployment in the UK has hit a 42-yr low (and virtually halved in the LCR);
 - the trajectory of real wage growth has flipped from positive to negative;
 - UK business confidence remains positive, but is weakening;
 - the UK is 18mths from new international trading opportunities, a new but uncertain relationship with its largest trading partner, and constraining the supply of relatively skilled and cheap labour; and,
 - there has been a significant rise in in-work poverty.
- 2.2 In this context, government initiated a *modern industrial strategy* to boost UK productivity and earning power, and used the recent Queen's Speech to confirm

government's intention to "spread prosperity and opportunity across the country through a new modern industrial strategy". This fits well with the city region's vision of a globally-recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

- 2.3 The LEP Board will consider what this means for the strategic economic plan, but in the interests of clarity, there will be a single, bold top-level city region strategy owned by both the LEP and Combined Authority, with inclusive growth at its core. The LEP Board awayday on 19 September will shape the direction of this local industrial strategy which will be, as far as possible, co-produced with partners across business, universities, local authorities, national government and other local stakeholders.
- 2.4 Having inclusive growth at the core means **improving living standards by boosting earning power and a more inclusive labour market**. Both of these improvements require a more productive economy, particularly as the UK moves to a new global footing. In 2004 the city region's labour productivity level was 90% of the national average; by 2015 the gap had grown to 14% (i.e. 86% of national levels). **Closing this gap is worth more than £10bn to the city region's economy**, and requires action across businesses, universities, government and other stakeholders.

Figure 1 – Trend in nominal GVA per hour worked (Source: ONS)



- 2.5 There will be a short presentation to provide Panel Members with further information about what a more radical focus on productivity might mean in practice, along with some more practical short-term options like:
- Refocusing the current range of city region projects and programmes to more clearly drive inclusive growth outcomes.
 - Pursuing the devolution of powers and funding that ensures local decision-makers can tailor policy interventions according to the needs of the economy; and,
 - Securing the continuation of programmes that support the business base.

This may mean, for example, that the LEP's enterprise adviser offer for schools will focus on children in the most deprived communities – so 6,000 of our most deprived young people will benefit from enhanced contact with employers to help shape their career choices, or efforts to improve community entrepreneurship are targeting in disadvantaged communities.

3 Recommendations

- 3.1 That the update on the city region's developing approach to industrial strategy and inclusive growth and the plan to further engage on the productivity challenge be noted.
- 3.2 That the work being undertaken to refocus established programmes and projects to drive inclusive growth outcomes be noted.
- 3.3 That the plan to propose the continuation of several key Growth Deal programmes to government ahead of the Autumn Budget, in light of their impending expiry, be endorsed.

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Director: Rob Norreys, Director of Policy, Strategy and Communications
Author: Jacqui Warren



Report to: Green Economy Panel

Date: 14 September 2017

Subject: ESIF Sub-Committee Representative

1 Purpose

- 1.1 To outline the need to nominate a new GEP representative to sit on the Leeds City Region's European Structural and Investment Fund (ESIF) Sub-Committee.

2 Background

- 2.1 LEP area ESIF Sub-Committees provide advice to the Managing Authorities (government departments managing the national ESIF funds) throughout the lifetime of their area's ESIF cycle of programme implementation.
- 2.2 The Leeds City Region ESIF Strategy 2014-2020 outlines how ESIF will be spent in the City Region.
- 2.3 The LCR ESIF Sub-Committee (herein referred to as Sub-Committee) looks at and advises on the local, on-the-ground implementation of the City Region's ESIF programme, via project calls, applications and ongoing implementation.
- 2.4 **Appendix 1** outlines the current membership of the LCR's ESIF Sub-committee.
- 2.5 The Green Economy Panel's current representative is Wallace Sampson. However, due to other work demands, Wallace is no longer able to continue to support the Sub-Committee.
- 2.6 The following sections of this report outline the main functions of the Sub-Committee and the roles representatives play. **Appendix 2** outlines the full Terms of Reference for a Sub-Committee.
- 2.7 **Appendix 2**, Section B highlights the functions of a Sub-Committee. This includes:
- Provide advice to the Managing Authorities or designated Intermediate Body on local development needs and opportunities to inform any changes to Operational Programmes and ESIF Strategies.
 - Work with sectors and organisations they represent so that they engage with and understand the opportunities provided by the ESIF to support Operational Programme objectives and local economic growth.

- Promote active participation amongst local economic, environmental and social partners to help bring forward activities which meet local needs in line with the Operational Programmes and local ESIF Strategies
- Provide practical advice and information to the Managing Authorities to assist in the preparation of local planning that contributes towards Operational Programmes priorities and targets.
- Similarly, provide local intelligence to the Managing Authorities in the development of project calls that reflect Operational Programmes and local development needs
- Contribute advice, local knowledge and understanding to the Managing Authorities to aid good delivery against spend, milestones, cross-cutting themes, outputs and results set out in the Operational Programmes and local ESIF strategies.

2.8 **Appendix 2**, Section D outlines a Sub-Committee's operating protocol. This includes:

- Meetings will be normally held on a quarterly basis – please note in Leeds City Region they have to date been a little more frequent than this.
- Members should be able to attend regularly and be able to devote necessary time to any preparatory work which in the main means the reading of the papers prior to a Committee meeting.

3 Recommendations

3.1 The Panel are asked to nominate a new GEP representative to serve on the Sub-Committee.



LCR ESIF Sub-Committee

Name	Position	Representing
Roger Marsh	Chair of the LEP Board	LEP Board
Ian Billyard	Principal (Leeds College of Building)	Employment and Skills (ESP)
Sophie Jewett	Member Business & Innovation Growth Panel	Business & Innovation Growth Panel
Wallace Sampson	Member of the Green Economy Panel	Green Economy Panel
Cllr Stephen Baines	Leader Calderdale	Local Authorities Leaders Board
Bill Adams	TUC Regional Secretary (Yorkshire and the Humber)	Trade Union
Richard Norton	Supporting Links to Commissioning Manager Voluntary Action Leeds	Voluntary & Community sector LCR
Janet Thornton	YFFRN Executive Committee member and Chair of Rural Action Yorkshire	Yorkshire Food, Farming and Rural Network (YFFRN)
Neil Kendall	West Yorkshire Federation of Small Businesses	Business – The Federation of Small Businesses
Ian Williams	Leeds Chamber (Business Engagement) & LEP Secondment 2 days	Business - West and North Yorkshire Chamber of Commerce and Mid Yorkshire Chamber of Commerce
Colin Mellors	Professor of Regional Development, University of Huddersfield	Universities

Pam Warhurst CBE	Chair of the South Pennines LNP - Pennine Prospects Ltd.	<p>Local Nature Partnerships ;</p> <ul style="list-style-type: none"> • Yorkshire West LNP • North Yorkshire & York LNP, • South Pennines LNP, • Northern Upland Chain LNP <p>LEADER Local Action Groups (LAGS)</p> <ul style="list-style-type: none"> • South Pennines • East Peak • Yorkshire Dales
Josie Armitage	UK Commission for Employment and Skills	Equalities interests
David Walmsley	WYCA – Head of economic Policy	LCR Secretariat/LEP

Permanent Members		
Name	Position	Representing
Heather Waddington	ESIF Strategy Lead	LCR Secretariat/LEP
Lesley Calder	Head of Growth Delivery Newcastle, Sheffield, Leeds	Department for Communities and Local Government (DCLG) – Local Team - ERDF (MA)
Andy Tordoff	Area Lead Yorkshire & North East National Tourism Lead and Operations Chair	RPA (Defra MA)
Lorraine Coates	Assistant Director, BEIS Yorkshire, Humber and the North East	Department for Business, Innovation and Skills
Jo Wright	Operations Manager Department for Work & Pensions	Department for Work and Pensions (DWP) (MA)
Peggy Haywood	ERDF Implementation Manager	Department for Communities and Local Government (DCLG)
Richard Thorpe	Project Development Manager	Department for Communities and Local Government (DCLG)
Michelle Unwin	ERDF Secretariat Support, Growth Delivery Team: North East, Yorkshire and the Humber	Department for Communities and Local Government (DCLG)

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European Union

European Structural
and Investment Funds

European Structural and Investment Funds Growth Programme for England (2014-2020)

Terms of Reference for the Growth Programme Board's Local Enterprise Partnership (LEP) Area European Structural and Investment (ESI) Funds Sub-committees

March 2017

**Terms of Reference for the Growth Programme Board's
Local Enterprise Partnership (LEP) Area
European Structural and Investment (ESI) Funds sub-committees**
(European Structural and Investment Funds 2014 -2020)

The LEP Area ESI Funds sub-committee

1. The Terms of Reference for LEP area ESI Funds sub-committees are described in the following sections:

- A. Overview and governance context
- B. Functions
- C. Operating practice
- D. Operating protocols
- E. Membership

Annexes:

- A. Sustainable Urban Development
- B. Community Led Local Development
- C. Code of Conduct
- D. Declaration of Interest

A. Overview and governance context

2. The LEP area ESI Funds sub-committees will provide advice to the Managing Authorities throughout the cycle of programme implementation. This is described at project level on GOV.UK and the documents that describe the lifecycle of a project.
3. Local partner advice has played an important role in identifying local development needs set out in LEP area ESI Funds Strategies, which are reflected in Operational Programmes. Partners are close to the practical implementation and understand local needs and so will continue to play an important role in advising the Managing Authorities on local growth conditions throughout the 2014-2020 programme implementation period.
4. The 2014-2020 European Regional Development Fund (ERDF), European Social Fund (ESF) and part of the European Agricultural Fund for Rural Development (EAFRD) Operational Programmes have been aligned in England in an ESI Funds Growth Programme. The governance structure of the ESI Funds Growth Programme has been established to exploit a multi-fund approach and ensure that the strong territorial basis of EU Cohesion policy is implemented in a way that best capitalises on national arrangements and local strengths. This governance model will therefore ensure that partners are effectively involved at national and local level.

5. A combined Programme Monitoring Committee (PMC), known as the Growth Programme Board (GPB) has therefore been set up, to maximise the synergies of the separate Funds in the ESI Funds Growth Programme. The GPB will be the PMC for the England ERDF and ESF Operational Programmes and will provide advice to the England PMC for the European Agricultural Fund for Rural Development.
6. The GPB will be supported by a sub-committee in each Local Enterprise Partnership (LEP) area for the ERDF and ESF Operational Programmes, which will report to the GPB through the Managing Authorities. The GPB will also be supported by a number of national policy and operational sub-committees. Local sub-committees, where relevant, may be asked to submit reports to the national sub-committees by the GPB. These reports will be prepared by the Managing Authorities.
7. The LEP area ESI Funds sub-committees will not be sub-committees of the EAFRD PMC but will assist the EAFRD Managing Authority and the GPB by providing advice as set out in these Terms of Reference where those activities are relevant to EAFRD spend which is part of the ESI Funds Growth Programme. Where there are differences of detail in the arrangements or procedures for the EAFRD Growth Programme, these will be spelled out separately by the Department for Environment, Food & Rural Affairs (Defra) to LEP area ESI Funds sub-committees with a rural interest.
8. These local sub-committees will be known as LEP area ESI Funds sub-committees. The territory of each LEP area ESI Funds sub-committee will be denoted by a geographic prefix, for example the 'Humber LEP area ESI Funds sub-committee'. In Cornwall and the Isles of Scilly, the LEP area ESI Funds sub-committee will be known as the 'Cornwall and Isles of Scilly ITI Board'.
9. The LEP area ESI Funds sub-committees will support the GPB's role in considering overall Operational Programme performance by specifically looking at and advising on the local, on-the-ground implementation of it, via project calls, applications and ongoing implementation.
10. Where local implementation issues require escalation, this will be organised through the Managing Authorities who will submit the advice of affected LEP area ESI Funds sub-committees to the GPB/ relevant GPB sub-committee via the GPB Secretariat.
11. Local promotion of ESI Funds and their impact will be a priority for the LEP area ESI Funds sub-committee, as will local leadership of this amongst partners.
12. Each LEP area ESI Funds sub-committee will be therefore chaired by a local partner who, along with other members drawn from business, public, environmental, voluntary and civil society sectors, will be advocates for the opportunities and impact of the ESI Funds. Membership will be inclusive and in line with EU regulations and the wide scope of ESI Funds priorities. The Chair will be responsible for ensuring

that rules of discussion are followed; and that settled advice to the Managing Authorities arises from the sub-committee in meeting or by following an established Written Procedure. The Chair should be consulted on the draft agenda for a sub-committee meeting; and has the right to be consulted on draft meeting minutes before they are circulated by the secretariat within 10 working days after the meeting.

13. The Department for Communities and Local Government (DCLG), as the local lead Managing Authority, will be the Deputy Chair of the local LEP area ESI Funds Committee, except in London where the Greater London Authority (GLA) is designated as an Intermediate Body for the ERDF and ESF programmes.
14. Where specific Managing Authority functions are designated to an Intermediate Body, that body will seek advice from the relevant LEP area ESI Funds sub-committee in the same way as the Managing Authority would. The LEP area ESI Funds sub-committee will therefore provide advice to the Intermediate Body and/or the Managing Authorities as appropriate and as set out in the agreement with the Intermediate Body.

B. Functions of LEP area ESI Funds sub-committees

15. The LEP area ESI Funds sub-committees will have the following functions:
16. Provide advice to the Managing Authorities or designated Intermediate Body on local development needs and opportunities to inform any changes to Operational Programmes and ESI Funds Strategies. A LEP area ESI Funds sub-committee may, in full meeting, reach agreement that it should commission its own advice from appropriate technical, thematic or policy groups to enable it to better understand project call specifications, funding assessments and appraisals. The LEP area ESI Funds sub-committee may only use such advice to inform its own advice to the Managing Authorities or Intermediate Body.
17. Work with sectors and organisations they represent so that they engage with and understand the opportunities provided by the ESI Funds to support Operational Programme objectives and local economic growth.
18. Promote active participation amongst local economic, environmental and social partners to help bring forward activities which meet local needs in line with the Operational Programmes and local ESI Funds Strategies.
19. Provide practical advice and information to the Managing Authorities to assist in the preparation of local planning that contributes towards Operational Programmes priorities and targets.
20. Similarly, provide local intelligence to the Managing Authorities in the development of project calls decided by the Managing Authorities that reflect Operational Programmes and local development needs as well as public and private sector match funding opportunities.

21. Provide advice on local economic growth conditions and opportunities within the context of Operational Programmes and the local ESI Funds Strategy, as well as complementarity with interventions funded through other public and private sector funding, to aid the Managing Authorities' assessment of applications at outline and full application stage, as set out in Section C.
22. Contribute advice, local knowledge and understanding to the Managing Authorities to aid good delivery against spend, milestones, cross-cutting themes, outputs and results set out in the Operational Programmes and local ESI Funds strategies.
23. Having regard to the Managing Authority's statutory duties under the Equalities Act 2010, provide information advice and local knowledge regarding the likely and actual impact of ESI Funds strategies and plans on persons with the protected characteristics and advice on mitigating measures where adverse impacts are identified.

C. Operating practice of the LEP area ESI Funds sub-committee

24. As set out on GOV.UK in documents that describe the lifecycle of a project, there are two routes into the programme, via an open project call or, for the European Social Fund only, through a co-financing organisation, so-called Opt-ins.
25. The LEP area ESI Funds sub-committee will have a role in each of these routes as detailed below:

Operating practice – open project calls:

26. For the open call route, Managing Authorities will draw up project call specifications and will be aided with intelligence on local development needs provided by local LEP area ESI Funds sub-committees. This will help to inform which Priority Axes and Investment Priorities calls focus on, the level of financial resources, any geographic focus and the timing of such calls.
27. Minuted oral advice provided by the LEP area ESI Funds sub-committees on specific local development needs will also be considered by the Managing Authorities and reflected as appropriate as part of the project call information that will be published on GOV.UK. The Managing Authorities will be responsible for developing and finalising the Project Calls and publishing them on GOV.UK.
28. Minuted oral advice provided by LEP area ESI Funds sub-committees on project calls will be within the context of relevant Operational Programmes, ESI Funds Strategies and other relevant factors, such as applicable policy initiatives and match funding opportunities that are/become available over the programme period.

Operating practice – ESF Opt-in organisations:

29. LEP area ESI Funds sub-committees will provide minuted oral advice to the ESF Opt-in organisations on local employment, skills and social inclusion needs and opportunities to be considered in the development of the Opt-in organisations' full applications to the Managing Authority for ESF.
30. The purpose of such advice will be to assist Opt-in organisations in developing proposals for provisions that are locally appropriate, within the context of the ESF Operational Programme and ESI Funds Strategy.

Outline and full applications

31. Applications will be received by the Managing Authorities from potential beneficiaries, at outline and full application stages.
32. The Managing Authorities will assess such applications against the Project Selection Criteria that have been agreed by the respective PMC.
33. The Managing Authorities will provide an assessment report for each application. This report will provide a synopsis of the project (which will be repeated verbatim from the application) and outputs, results and financial data. Once this report has been completed by the Managing Authority, it will be circulated to the relevant LEP areas ESI Funds sub-committee(s).
34. The LEP area ESI Funds sub-committee will provide minuted oral advice to aid the assessment of the Managing Authorities. The advice provided by partners will be in relation to the extent to which the proposed activity meets local strategic needs, provides good value for money and is in line with domestic strategic priorities.

Ongoing implementation

35. EU Regulations state that the Programming Monitoring Committee shall review implementation of the programme to which it relates and progress towards meeting its objectives, and shall examine all issues that affect Operational Programme performance. The LEP area ESI Funds sub-committees will do this at local level and will provide minuted advice, local knowledge and understanding to support the Managing Authorities throughout the implementation of the 2014-2020 ESI Funds Operational Programmes.
36. Operational Programmes deliver their programme strategies through a series of Priority Axes, Investments Priorities and associated results and outputs, and financial targets. These in turn reflect local development needs set out in ESI Funds Strategies, on which basis financial resources have been targeted, through notional allocations in each LEP area.
37. Each LEP area therefore has an important role to play in contributing to the implementation of Operational Programmes. The advice of partners on LEP area ESI Funds sub-committees will be important to assist the Managing Authorities in considering progress against spend, milestones, cross-cutting themes, outputs and

results set out in Operational Programmes and local ESI Funds Strategies.

38. The Managing Authorities will provide each LEP area ESI Funds sub-committee with quarterly implementation reports that set out progress in its area against Operational Programmes and ESI Funds Strategy specific objectives and targets. These reports will be provided in a common format and will also be used to inform reports to the GPB, on national and local implementation.
39. Specific reports may be provided by the Managing Authorities on particular initiatives or projects as relevant to LEP areas, such as for Community Led Local Development or Financial Instruments. The LEP area ESI Funds sub-committee will provide advice to the Managing Authorities in such cases, including on measures to be considered to support strong performance and effective implementation.
40. LEP area ESI Funds sub-committees will also provide advice to the Managing Authorities on programme evaluation, including Managing Authority preparations for the conduct of a mid-term review, in line with the national Evaluation Strategy.
41. To support the objective set out in the Partnership Agreement and Operational Programmes for the ESI Funds to be developed and delivered in complementarity with other each other and with other European programmes, partners will provide advice to the Managing Authorities on approaches which exploit these synergies.
42. Collaboration is key to driving economic growth regardless of administrative boundaries, so the LEP area ESI Funds sub-committee will also be a forum for members to identify opportunities for delivering activity in collaboration with other areas in England as appropriate and advise the Managing Authority on an ongoing basis.
43. In all of its activities the role of LEP area ESI Funds sub-committees will not substitute for or take on the tasks and functions of the Managing Authorities, or the GPB (PMC).

D. LEP area ESI Funds sub-committee operating protocols

44. Meetings will be normally held on a quarterly basis.
45. Full use will be made of smart technology to support meetings and attendance.
46. Meeting dates for each calendar year will be provided in advance.
47. Papers will be electronically circulated by the Managing Authorities, normally five working days in advance of a meeting.
48. Any questions/ comments on the agenda, papers or programme implementation should be addressed through the Managing Authority Secretariat.

49. The Managing Authorities may, where necessary, circulate papers or proposals to members via the Secretariat for advice by written procedures after consultation with the Chair, with 10 working days allowed for comments, unless exceptional circumstances dictate otherwise. The Secretariat will maintain a record of advice provided under written procedures.
50. It is for the Managing Authorities to present and author papers for meetings. The Managing Authorities may look for expert advice in doing so from inside or outside the Committee. Advice provided by partners on Managing Authority assessments and appraisals of funding applications in relation to fit with local strategic needs will be oral, unless advice is sought by the Managing Authorities under written procedures. Written reports on funding applications by Committee members will not be considered by the Managing Authorities.
51. After consulting the Chair on draft meeting minutes, these will normally be circulated by the Secretariat within 10 working days of meetings. Final minutes of meetings held once ERDF and ESF Operational Programmes have been adopted will be published on GOV.UK
52. Members should be able to attend regularly and be able to devote necessary time to any preparatory work. Members should not send a substitute unless this has been agreed in advance by the Managing Authority in consultation with the Chair; it is suggested that all members should nominate a deputy for this purpose. Members missing more than 50% of meetings in a twelve month period or three meetings in a row may be asked to step down by the Managing Authorities in its role as Secretariat, after consultation with the Chair.
53. The organisation that the member represents shall be responsible for reimbursing any reasonable expenses incurred in attending meetings of the LEP area ESI Funds sub-committee by that member.

Managing conflicts of interest

54. The Managing Authorities will be responsible for ensuring that partner roles and responsibilities are clearly set out at all levels and that conflicts of interest are avoided.
55. To ensure that this is compliantly managed and that appropriate standards are maintained, LEP area ESI Funds sub-committee members will be required to sign an undertaking to abide by 'Seven Principles of Public Life', known as the 'Nolan Principles'¹ (see Annex C).
56. The secretariat will be responsible for maintaining a record of sub-committee members' declarations of interest (see Annex D); this will be updated over the term of the members' appointment.

¹ <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
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57. Members must declare an interest in any agenda items at the start of each meeting and must not participate in discussions about either the development of project call specifications that are limited in scope/relate to a project in which they have an interest; or outline and full project applications that have been submitted by them or organisations for which they work/ by whom they are employed/ that they represent.
58. Similar conditions relating to confidentiality, data protection and compliance with freedom of information requirements will apply to the proceedings of the Committee as to the members of the PMC.

The Secretariat

59. The Secretariat function will be provided by the DCLG Growth Delivery Team (GDT) in each LEP area on behalf of the Managing Authorities. All matters regarding the setting up of meetings, the drawing up of agendas and papers, membership and attendance should be referred to the Secretariat.
60. DCLG as the local lead Managing Authority will provide the Deputy Chair of LEP area ESI Funds sub-committees and will act as chair in the absence of the nominated partner Chair. The Secretariat will:
 61. Act as the Secretary for LEP area ESI Funds sub-committees;
 62. Schedule and manage meeting dates, venues, minute taking, record advice and collate and circulate papers, working closely with the Committee and the Chair;
 63. Take the minutes of meetings and circulate them within 10 working days of meetings or exceptionally within a longer timescale and publish agreed minutes on GOV.UK;
 64. Provide Management Information reports on behalf of the different Managing Authorities in a standard format that will be used to contribute to GPB reports;
 65. Support the Chair, Committee and DCLG Managing Authority (in its role as Chair or Deputy Chair) in communicating progress and feeding in to national processes as appropriate;
 66. Support communication between the GPB and the LEP area ESI Funds sub-committees via the GPB Secretariat.

E. Membership

67. The composition of the LEP area ESI Funds sub-committee will reflect the priorities of the Operational Programmes that apply in each LEP area and the supporting local ESIF strategy and reflect as far as possible the breadth of partners specified in Article 5 of the Common Provisions Regulations and the EU Code of Conduct on Partnership.

68. The Managing Authorities will be responsible for ensuring the membership is compliant with regard to these requirements. In putting together the LEP area ESI Funds sub-committee, Managing Authorities will have due regard to the Public Sector Equality Duty, taking account of the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people with and without a protected characteristic.

69. Partners to be represented are set out below.

- Chair (partner)
- Deputy Chair² (Managing Authority)
- Local Enterprise Partnership
- Local Authority
- Business partners (including small businesses and social enterprise as appropriate to the local area)
- Voluntary & Community Sector
- Environment (with relevant expertise in e.g. sustainable development)
- Trade Union and employer representation (as appropriate)
- Equality and diversity representation
- Higher Education
- Education, skills & employment
- Sustainable Urban Development (SUD) city region groupings where appropriate to the local area
- Rural (where appropriate)
- Community Led Local Development (CLLD) Local Action Group(s) where appropriate to the local area
- Managing Authorities for each of the ESI Funds and BEIS local
- Others as needed by the LEP area ESI Funds sub-committee

70. Each partner above should ideally be represented with a separate individual to minimise potential conflicts of interest. Members may represent more than one grouping in agreement with the Managing Authority.

71. Membership should be proportionate and not give undue weight to any one sector.

72. The partner Chair and Managing Authority Deputy Chair will be additional seats on the LEP area ESI Funds sub-committee.

73. Members need to be clear about who they are representing and how. All partners selected should be representative of their sector and/or relevant stakeholders and able to demonstrate accountability to their constituencies.

74. Membership will be for a three year term, with the option for a member to be reappointed if the members' nominating body supports it and it can be demonstrated the selection process was adhered to. The Managing Authorities will

² The Greater London Authority will carry out this role in London
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review LEP area ESI Funds sub-committee membership in 2017 to ensure its composition remains relevant to investments still to come forward through the Programmes. Where members leave before that time, representatives will be sought again by the Managing Authorities from the sector/organisation they are representing. Membership will also be refreshed as needed to reflect any changes in relevant EU and national regulations and policy.

75. By agreement with the Managing Authority there will be scope to invite expert guidance to specific meetings to assist consideration of a specialist proposal.

76. DCLG as the lead Managing Authority and the Deputy Chair will be responsible for ensuring that the other Managing Authorities are consulted and have agreed papers as appropriate where these affect the administration of the different ESI Funds.

Subsequent amendments to these Terms of Reference will be discussed and agreed in advance by the England ESI Funds Growth Programme Board

Annex A

Sustainable Urban Development

1. London and appropriate bodies within England's Core Cities/Core City Regions will be designated as urban authorities under the Sustainable Urban Development initiative (SUD).
2. Specific governance arrangements will apply for Sustainable Urban Development (SUD) outside London.
3. Each designated Urban Authority will be responsible for establishing a SUD Advisory committee. This committee will perform functions that are analogous to those of the LEP area ESI Funds sub-committees in respect of the advice they provide to the Managing Authorities for the mainstream ESI Funds. The SUD Advisory committees will provide advice on local economic growth conditions and opportunities within the context of Operational Programmes and the SUD Strategy to aid the designated Urban Authority's assessment within the terms of the Intermediate Body arrangements agreed by the Managing Authority.
4. Membership of this Advisory Committee will reflect the Priority Axes and range of interests covered by the SUD Strategy.

Annex B

Community Led Local Development

1. The Managing Authority will seek proposals for Local Development Strategies that implement Community Led Local Development (CLLD) in conformity with the strategy and selection criteria set out in ERDF and ESF Operational Programmes.
2. The lead partner/agreed body for each Local Action Group will have the following responsibilities which will conform to CPR Article 34:
 - Set up a Local Action Group that represents the community interests of a proposed Local Development Strategy with a minimum 50% non-public body partners and select a lead partner/agreed body;
 - Prepare and submit a Local Development Strategy to the Managing Authority;
 - Draw up selection procedures and criteria;
 - Prepare and publish calls for proposals;
 - Assess applications which the Local Action Group will consider and select according to those operations that best contribute to the Local Development Strategy and are compliant with EU regulations.
 - Preparatory support will be made available, including through technical assistance if appropriate.

Annex C

Code of Conduct

All GPB local sub-Committee members are required to:

- **consider** the terms of this Code of Conduct;
- **take appropriate action** to avoid any conflict of interests; and
- **sign and return** this Code of Conduct and a register of interests.

Conduct

Committee members agree to act in accordance with the 'Seven Principles of Public Life', known as the Nolan Principles:

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 behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Breach of this Code

Each member's participation in the business of the local sub-committee is subject to compliance with the terms of this Code of Conduct and any breach may result in a requirement to step down from the Committee, as determined by the Managing Authority in discussion with the Chair and following a reasonable inquiry into the matter.

Agreement

I confirm that I have read the Code of Conduct and will abide by its principles and provisions

Signed.....

Date.....

Name

Representing.....
(Name of organisation and sector)

Annex D**DECLARATION OF INTEREST**

GPB local sub-committee members will use the following form to register any organisational and/or personal interests of his or her own or immediate family³, which might be seen as creating a possible conflict of interest with their position on the sub-committee with regard to the functions set out in its Terms of Reference. The purpose of this form is to ensure transparency and to identify and manage any potential conflicting interests at an appropriate stage of the process.

Name of Sub-Committee Member	
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Name of Body	Nature of involvement or interest (e.g. employee, proprietor, director, board member, member, trustee, chairperson)

Signed:	
Date:	

³ For the purposes of this form immediate family means spouse, or civil or other domestic partner, or child living at home