Programme Advisory Group

Access Innovation Programme

Terms of Reference

And

Rules of Procedure

Introduction

1. This document sets out the terms of reference (role and tasks) and rules of procedure for the Programme Advisory Group (PAG) of the Access Innovation programme funded by European Regional Development Funds.
2. Terms of reference for Access Innovation programme are based on Funding Agreement, point 7.0 of Application Form

Role

3. The role of the PAG is to oversee the implementation, make recommendations on higher value project applications, and provide scrutiny of the Access Innovation project.

Tasks

4. The main tasks of the PAG are:

   - Monitor delivery against innovation support targets of the Access Innovation project as well as targets under the ERDF Funding Agreement
   - Oversee project from a financial perspective
   - Review and assess application for funding of over £25K.
   - Recommend significant changes to grant agreements for funding of over£25K
   - Review and assess complex applications regardless of the value
   - Undertake periodic reviews of applications made to ensure consistency, value for money and continued alignment with the programme's strategic objectives
   - Oversee risk management arrangements and provide guidance
   - Issue recommendations regarding implementation of the Access Innovation programme
   - Monitor actions taken as result of its recommendations
   - Monitor methodology and criteria used for selection of SMEs and application assessment.

5. The above list is not exhaustive and should not exclude consideration of other issues of relevance to the Access Innovation project which may arise.

Membership

6. This group will comprise of
   - Service Manager – Chair
   - Innovation Policy Lead – Deputy Chair
   - Private sector BIG Panel – Member
   - Local Authority representatives (3) – Members
   - Universities representatives (2) – Members
   - Growth Manager representative – Member
   - Innovate UK – Member
   - Enterprise Europe Network – Member
   - Head of Business Support – Member

- Project Manager – Member
- DCLG as a Managing Authority – Observer

7. The appointed members, if necessary their deputies, are present at the PAG meetings, as well as the appointed members. If the PAG decides, other guests may be invited to take part in the meetings.
8. Members unable to attend will inform the Chair in writing, 2 working days prior to the meeting and delegate a deputy.
9. Meetings may proceed without a quorum of members present (defined below) but in those circumstances in-principle decisions will be made for ratification at the next quorate meeting or considered by written procedure. For these purposes a quorum is considered to be not less than 60% of the total number of full members (or their deputies) and representing an adequate representation of the scope of members' interests. It is for the Chair to be satisfied as to the representative nature of the quorum and their decision on this issue shall be final.

Minutes of the PAG meetings

10. The Central Team provides permanent secretariat support to the PAG and is responsible for overseeing the preparation of documentation relating to reports, agendas and summery minutes of the meetings.
11. The Central Team will draw up agendas for meetings. Members may request inclusion of particular item via the Project Manager no less than 5 working days before the meeting.
12. The Central Team will maintain minutes of the meetings including the names of the present, any apologies and decisions on grant applications.
13. Minutes of the meeting will be produced by the Central Team and sent to the members within no less than 5 working days.
14. The Minutes shall be approved within no less than 5 working days.

Frequency of the Meetings

15. The PAG will meet every 2 months for the duration of the Access Innovation project.
16. The PAG may be required to meet more frequently when required.

Other Matters

17. Partners 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 a project in which they have an interest; or outline and full project applications that they have been directly involved in. When appropriate it will be at the Chairs discretion to ask members to leave the room whilst these discussions take place
18. Funding applications may be circulated to the members for agreement electronically by written procedure. Members will normally be given 5 days in which to respond. In such cases, no response by the deadline will be taken as approval of the proposal however a minimum of two/thirds of PAG members must respond for an approval to be made.
19. It is expected that the decisions will be made by consensus although where consensus isn't possible decisions can be made based on a majority of votes.