

**Appendix 1**

**Leeds City Region Enterprise Zones  
Programme Board**

**TERMS OF REFERENCE**

<b>Issue</b>	<b>Date</b>	<b>Author</b>	<b>Comments</b>
1.0	13/09/2018	JB	Initial draft for comments
1.1	25/09/2018	KT	SRO comments incorporated

**1.0 THE ROLE OF THE PROGRAMME BOARD**

1.1 The role of the Programme Board is:

- i) To provide focus and direction for the delivery of the Leeds City Region Enterprise Zones Programme to agree objectives and priorities, and oversee development and delivery of constituent projects from concept stage through funding of infrastructure and/or required works to inward investment and occupation of sites.
- ii) To constructively challenge the delivery of the programme to ensure that all processes and procedures are rigorous, transparent, comply with appropriate regulations, deliver forecasted benefits and achieve optimum value for money.
- iii) To ensure the programme is focussed on delivery of economic growth, making a strong contribution to achieving the objectives of the Leeds City Region Strategic Economic Plan (SEP) and emerging Local Inclusive Industrial Strategy.
- iv) To report to the West Yorkshire Combined Authority and Local Enterprise Partnership Board.
- v) To champion the programme internally within the Combined Authority and with partner Council's and externally with the business community.

**2.0 TERMS OF REFERENCE**

2.1 The Programme Board shall:

- i) Provide strategic direction and management to the programme, setting tolerances for the constituent projects within programme tolerances.
- ii) Ensure that the necessary monitoring of progress, cost and quality criteria is undertaken in an effective manner
- iii) Ensure that adequate resources are allocated to the programme and engage accordingly with the Project Board
- iv) Agree the programme costs and timescales including the timeframes for submissions for approval to West Yorkshire Combined Authority's Portfolio Management Office
- v) Ensure that all commercial, technical and operational arrangements are in place to successfully implement the programme and that the relevant stakeholders respond to and support the project teams in the delivery of the constituent projects
- vi) Monitor financial reports within the programme budget profile
- vii) Monitor delivery of outcomes within the programme forecast profile.
- viii) Approve the policy and strategy for promoting and publicising the programme and constituent projects
- ix) Oversee a co-ordinated marketing and communications strategy for the programme.
- x) To work with partner councils and internal Combined Authority departments to provide updates on projected business rate income and outcomes of investment activity.
- xi) Ensure adherence to the Memorandum of Understanding between the Secretary of State for Housing, Communities and Local Government, West Yorkshire Combined Authority for the LEP and relevant local authorities.

### 3.0 MEMBERSHIP

3.1 Regular membership of the Programme Board shall comprise:

Name	Organisation	Role
Kate Thompson	Combined Authority	senior responsible officer (chair)
Jessica McNeill	Combined Authority	programme manager
Robin Culshaw	Combined Authority	legal
Jonathan Sheard	Combined Authority	finance
Andy Malthouse	Combined Authority	procurement

Michael Long	Combined Authority	policy & strategy
Ken Brockbank	Combined Authority	inward investment
Helen Knox	Combined Authority	communications & marketing
		Stakeholder Engagement
Ryan Kaye	BEIS	Central Government liaison

3.2 Membership of the Board will be reviewed as the programme progresses and additional Members can be co-opted as appropriate to reflect changes in the Board's requirements.

3.3 Members of the Project Board will be co-opted to attend the Programme Board as required.

#### **4.0 DECISIONS AND RECOMMENDATIONS**

4.1 Decisions and recommendations of the Board shall only be with the agreement of the programme quorum and within delegated authority.

4.2 Occasion may arise when urgent decisions are required from the Board, which do not coincide with a scheduled Programme Board meeting. In order to avoid delay to the programme, the Chair (SRO), using reasonable endeavours to consult other Board members, shall be authorised to take decisions on behalf of the Board. The Chair shall subsequently report these decisions to Board members as soon as reasonably practicable, and at the next scheduled meeting.

4.3 The Board will ensure that all decisions are subject to the necessary corporate approvals required under the Combined Authority's Constitution, Scheme of Delegation, Contract Standing Orders and Financial Regulations.

#### **5.0 PROGRAMME BOARD MEETINGS**

5.1 The Programme Board shall generally meet every six weeks, but this may vary to suit operational needs.

5.2 The Programme Manager shall convene Programme Board meetings with the approval of the Senior Responsible Officer.

5.3 Programme Board meeting papers will be issued at least three working days prior to a meeting.

5.4 Draft actions and key decisions of Programme Board meetings shall be prepared by the Programme Manager and distributed to all members including the SRO within two weeks of the meeting.

## **6.0 ADMINISTRATIVE SUPPORT**

6.1 Administrative support to the Programme Board will be provided West Yorkshire Combined Authority.

PROPOSED