

Purpose of the LEP Management Team

- The LEP Management Team is responsible for supporting delivery of the programme of work of the Marches LEP Board in areas such as: strategy development, co-ordinating the management of the Strategic Economic Plan and the day to day administration of the Partnership including internal and external communications.

Roles and responsibilities

- Undertake day to day management of LEP business, working within the agreed Scheme of Delegation, and oversee the operational management arrangements put in place by the Marches LEP Board.
- Develop proposals for the LEP operating structure and any required reviews to put forward to the Marches LEP Board for agreement.
- Control all matters regarding the day to day administration of the LEP service, including taking and implementing decisions concerned with maintaining operational effectiveness or matters which fall within a policy decision taken by the LEP Board.
- Develop strategy proposals for consideration by the Marches LEP Board, including responsibility to ensure the wider engagement of businesses and stakeholders in the development process.
- Put in place arrangements to implement the overarching economic strategy and work programme (including The Marches Strategic Economic Plan, Local Industrial Strategy, Skills Plan, ESIF Strategy, Growth Deal Programmes and other required strategies produced by the LEP), any required Delivery, Monitoring and Evaluation Plans and Annual Reports and to update the LEP Board on the work of task-specific Project Groups, outlining progress and raising key issues.
- Day to day oversight of the delivery programme management arrangements put in place by the Marches LEP Board (includes provision of secretariat for the Performance, Risk & Monitoring Committee (LEP Team)). Working to the approved Scheme of Delegation, to undertake programme management of the Growth Deal, ESIF, Marches Investment Fund, Growth Hub and other relevant programmes and reporting regularly to the Marches LEP Board, including:
 - Ensuring projects are suitably managed within the accountability and assurance framework agreed by the Marches LEP Board and S151 Officer,
 - Agreeing targets against which programmes will be managed,
 - Holding delivery agents to account,
 - Monitoring the ability to deliver the objectives,
 - Identifying and actioning solutions to problems related to delivery of the programme.
- To oversee work to progress pipeline development projects.

- Determining strategic communications for all LEP programmes.
- To develop and submit formal responses on behalf of the Partnership to Government, EU or other relevant partners on policy documents, within deadline, working within the agreed Scheme of Delegation.
- Identifying opportunities and planning to work in partnership with neighbouring LEPs where priorities are shared and could be best implemented jointly.
- To oversee delivery of the Annual LEP delivery plan, reporting to the Marches LEP Board, Performance Risk and Monitoring Committee, Ministry of Housing, Communities & Local Government, Department for Business, Energy & Industrial Strategy and other bodies as required on exceptions and key performance indicators agreed by the LEP Board and funders.

Membership of the Management Team

	Name	Title	Organisation
LEP Management Team	Mandy Thorn MBE	LEP Chair	Marches Care Ltd
	Paul Hinkins	LEP Deputy Chair	Business Watch Guarding Ltd
	Gill Hamer	LEP Director	Marches LEP
	James Walton	Finance (S151) Officer	Shropshire Council
LEP Team		LEP Secretariat	Marches LEP
EU Technical Assistant	Gary Spence	EU Technical Assistant	Marches LEP
PR & Communications	Amy Bould	PR & Communications Lead	Be Bold Media Ltd
Hereford Enterprise Zone	Mark Pearce	Managing Director	Hereford Enterprise Zone
Council Directors/Heads of Service	Roger Allonby	Head of Economic Development	Herefordshire Council
	Gemma Davies	Head of Economic Growth	Shropshire Council
	Katherine Kynaston	Assistant Director Business Development & Employment	Telford & Wrekin Council

Management Team Meetings

- In the event of absence, a named deputy may attend.
- Members and their nominated deputies will comply with the LEP Code of Conduct included in this document.
- Meetings will take place every month if there is sufficient business.
- A draft agenda will be circulated three days in advance and papers within two working days of the meeting.
- Papers are circulated electronically by email and actions shared with the Marches LEP Board.

These Terms of Reference were last updated on 24 March 2020.