**Marches LEP**

**Performance, Risk and Monitoring Committee (PRMC)**

**Terms of Reference (TORs)**

**Roles and Responsibilities:**

A sub-group of the Marches LEP Board which operates under the following delegations and responsibilities from the Board.

**Performance Monitoring:**

* Monitoring the delivery, outputs and spend of the projects and programmes managed by the Marches LEP and agreeing changes to projects where the projects have already been approved by the Board, including reprofiling of funding and outputs.
* Making recommendations on courses of action if projects are delayed, underperforming and/or not spending to profile. The committee has the delegated power to approve changes to projects up to the value of £1m on projects already approved by the LEP board. Changes above £1m will be considered by the committee with recommendations made to the board. The section 151 officer or deputy will be required to confirm that due processes have been followed. Cancelling/ withdrawing funding from projects will remain within the remit of the Board.
* Approving projects full business cases where the Board has already given outline approval.
* Approving funding for new projects up to the value of £1m.
* Monitor the operating budgets of the LEP including the income streams and maintaining strategic oversight of all the Marches LEP led expenditure to ensure that it is appropriately spent and represents value for money.

**Governance:**

The Marches LEP is a Company Limited by Guarantee (Company No. 11822614) and the LEP Board is its ultimate decision-making authority. The Performance, Risk and Monitoring Committee (PRMC)’s accountabilities for Governance include:

* Monitoring the Marches LEP legal and statutory compliance e.g. data protection, health and safety, FOI, complaints, declarations of interest, gifts and hospitality.
* Ensuring the Marches LEP Corporate and Programme Risk Registers are reviewed regularly, any agreed mitigation actions are up to date and appropriate to maintain risks at an acceptable level and high level risks are brought to the attention of the Board with recommendations for action.

* Receiving regular independent internal audit reports and assurance checks, undertaken or commissioned by the Accountable Body or Government, to verify that the Marches LEP is operating effectively and within the terms of its agreed Accountability and Assurance Framework. If concerns are identified in any audits, making recommendations to the Board on the actions required to remedy any shortcomings identified within any such audit and who is responsible for undertaking such actions.
* Dealing with Stage 2 complaints, as per The Marches LEP Enquiries, Comments, Compliments and Complaints Policy (Appendix 13, Accountability and Assurance Framework).
* Appointing new LEP roles in the absence of a remuneration and appointments committee.
* Authorising the LEP Executive to bid for new funds up to £1m. Board approval is required for bid above this amount.

The PRMC:

* Is chaired by a private sector Marches LEP Board Member and comprises of three Board members, ensuring representation of each of the three local authority areas.
* Presents exception reports at Board meetings, in order for them to fulfil their monitoring programme finance and output metrics, including other essential information on individual project performance and risk management.

Meets between Board meetings. For voting purposes, a PRMC meeting is deemed quorate if at least two Board members (excluding any that have declared a conflict of interest are present and the accountable body s151 officer or deputy is present.

The Membership and Chairmanship of the PRMC and its TORs are reviewed on an annual basis by the Board.

PRMC Members receive meeting papers from the Secretariat and other supporting officers four working days before a meeting and minutes of the meetings are circulated within ten working days after every meeting. All papers will be published on the LEP website, except where they are commercially sensitive.

PRMC are open to the public who may attend as observers. Any member of the public wishing to attend a meeting must confirm in writing three days before the meeting. They should also submit any questions they wish to raise: jo.grivell@marcheslep.org.uk

Where matters are due to be discussed at the meeting which are commercially sensitive, these will be deal with in Part b of a meeting and members of the public will be asked to leave the meeting.

**Membership:**

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| **Role** | **Name** | **Job Title and Organisation**  |
| **Chair** | Sonia Roberts | Deputy Chair of the LEP |
| **Vice Chair** | Sara Williams | Board Member  |
|  | Frank Myers  | Board Member  |
|  | Vacancy  | Board Member |
| **Supporting Officers** | James Walton | Section 151 Officer, Shropshire Council |
| Andrew Lovegrove | Section 151 Officer, Herefordshire Council  |
| Ken Clarke | Section 151 Officer, Telford & Wrekin Council |
| TBC | Deputy nominated by Section 151 Officer, Shropshire Council |
| Karen Morris | Deputy nominated by Section 151 Officer, Herefordshire Council |
| Dainy Runton | Deputy nominated by Section 151 Officer, Telford & Wrekin Council |
| Rachel Laver | Marches LEP Chief Executive  |
| Nicholas Alamanos | Head of Programmes |
| Kathryn Jones | Head of Partnerships and Strategy |
| Jo Grivell | Marches LEP Office Administrator |
|  | Lisa Ashby  | Marches LEP Project Officer |
|  | Oliver Hindle | Assistant Director, Cities & Local Growth Unit |

*Version 3*

*Updated March 22*