

## LOCAL GROWTH FUND – ENTREPRENEUR ASSESSMENT PANEL

### TERMS OF REFERENCE

#### 1. Purpose

The LGF – Entrepreneur Assessment Panel (EAP) is a formally formed sub-committee of the Business Board with delegated authority to make recommendations for funding to the Combined Authority board, which makes the final decision as the Managing Authority of the Business Board (which has no legal status or standing)

The EAP has responsibility to provide a business focused appraised assessment and a recommendation for funding (or not) to the Combined Authority Board via a presentation made by the applicants. Applicants will be invited to make presentations to the EAP, only in the event that their written application has been recommended for funding by an independent evaluator as part of the formal appraisal process.

The Panel aims to ensure the projects have clearly defined rationale, strategic fit, and clearly defined, measurable outputs. A report based on the Panel evaluation will be included in the final recommendation reports presented to the Combined Authority Board, by the Chair of the Business Board for ratification.

#### 2. Roles & Responsibilities

Members of the EAP will be nominated and elected by the Business Board. Their responsibilities are to;

- Attend bid presentation meetings – these will be presentations from projects totalling over £500k
- Produce feedback based on a pre-agreed evaluation matrix – the matrix will be provided for each project and members will be required to complete the scoring inserting comments against each score.

Contribute to a formal report produced by the Business Board for the Combined Authority Board for ratification– this report will be submitted as per the timetable outlined in Appendix 1

#### 3. Meeting Arrangements

- Agenda and relevant papers will be produced and circulated 5 working days before the EAP meet.
- A report will be produced based on the scoring matrix, this report will remain in draft form until agreed by the EAP chair.
- The final report will be included in the Business Board papers for note and circulated to Business Board members on a bi-monthly basis.



#### **4. Frequency of Meetings**

The EAP will meet as a minimum bi-monthly, the frequency may increase depending on the number of bids submitted in the current funding cycle.

#### **5. Membership**

The members of the EAP are:

- Mayor (Chair)
- Up to 3 other members of the Business Board
- Up to 3 further representatives of the business community
- CPCA officer advisor (none scoring rights)

#### **6. Declaration of Interest**

Declaration of Interest will be made in accordance with the CPCA's Conflict of Interest Policy.

#### **7. Confidentiality**

All the information provided by the applicants will be treated in confidence and protected accordingly.

#### **8. Code of Conduct and Register of Interests**

Every EAP member must sign and comply with the Business Board member code of conduct.

#### **9. Decisions of the EAP**

Applications will have been independently appraised prior to being invited to present to the EAP.

Only applications over £500k will be required to present to the EAP.

Each member of the EAP will be required to evaluate and score the bid.

#### **10. Appeals**

The decision made by the EAP is final. There is no appeals process. If a complaint is raised it is dealt with through the CPCA complaints procedure.

