

## London Economic Action Partnership Constitution

### 1 Purpose

- 1.1 The London Local Enterprise Partnership is known as the London Economic Action Partnership (LEAP). Its purpose is to advise the Mayor of London on action to support and promote London's economic development.
- 1.2 LEAP's full Terms of Reference are included at Part 2 of Annex A.

### 2 Board and Membership

- 2.1 The LEAP Board will comprise no more than 20 Members, to include:
  - a) Mayor of London (Chair);
  - b) Deputy Mayor for Business;
  - c) Deputy Mayor for Planning, Regeneration & Skills;
  - d) Mayor of Newham<sup>1</sup>;
  - e) Three representatives of London Boroughs;
  - f) One trades union representative; and
  - g) 12 Business Members<sup>2</sup>, at least one of whom must be from an SME background.
- 2.2 The Mayor will appoint one or more Deputy Chairs, one of whom must be a business sector representative, who must be appointed on merit through an open and transparent process. In the Mayor's absence, the Deputy Chair/s will chair meetings.
- 2.3 The Mayor may vary the categories and total Membership of the Board at any time subject to prior consultation with the Deputy Chair/s and following consideration of any guidance and/or legislation set out by HM Government.
- 2.4 Business Members will be recruited through a HR-led competitive, transparent and non-discriminatory process which assesses each candidate on merit. Vacancies shall be focussed on any skill, experience and/or diversity gaps as agreed by the Board and advertised across a range of media. Appointments shall be in accordance with the [GLA's Protocol on Mayoral Appointments](#).
- 2.5 Members nominated by London Councils and the Trades Union Congress will be subject to confirmation and appointment by the Mayor.

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<sup>1</sup> Subject to a legal agreement with the London Borough of Newham (LBN) in relation to the collection and use of the Royal Docks Enterprise Zone income which is wholly located within LBN.

<sup>2</sup> Business Members are appointed from the private sector as defined by the National Accounts Sector Classification; not a body within [Public Sector Classifications](#).

- 2.6 Except where Members are appointed by virtue of another role they hold, Members are to act in an individual capacity and not as representatives of any organisation or body in which the Member holds any position, including one of employment.

### **3 Length of tenure**

- 3.1 The Mayor shall set the length of tenure for all Members in their letter of appointment. The Mayor may re-appoint a person to be a Member at the end of their tenure (under which circumstance the conditions set out in paragraph 2.3 will already have been considered met).
- 3.2 Where London Councils notify the Mayor in writing that one of its nominees is no longer to act as a Member for London Councils, the respective membership ends with immediate effect.
- 3.3 A Member may resign at any time by giving notice to the Mayor in writing, having immediate effect.
- 3.4 The Mayor, following consultation with the Deputy Chair/s, may terminate a Member's appointment to the Board before the expiry of his/her period of appointment.
- 3.5 Without prejudice to 3.4 above, an appointment may be terminated by the Mayor in consultation with the Deputy Chair/s if the appointee persistently fails to attend meetings without reasonable justification.

### **4 Quorum**

- 4.1 Meetings of the Board will be quorate when half of its Members are present. A Member who is obliged to withdraw under the Code of Conduct shall not be counted towards the quorum.
- 4.2 For the purpose of determining whether a quorum is present, a Member may be counted in the quorum if they are able to participate in the proceedings of the meeting by remote means, such as telephone or video link (or equivalent), and remain available throughout the discussion and decision for each item for which they are counted as part of the quorum.

### **5 Voting**

- 5.1 It is envisaged that LEAP decisions shall be made by consensus.
- 5.2 LEAP shall consider any guidance issued by HM Government in respect of decision-making.
- 5.3 In the event of a consensus not being reached a decision can, at the request of the Chair or any single Member present, be put to a vote of those Members present at the meeting and entitled to vote (including those participating by remote means as at 4.2). Each Member shall have one vote subject to any obligation they have not to participate under the Code of Conduct.

- 5.4 Voting shall be by a show of hands (or verbally where a Member is attending by remote means) and all decisions (other than those of procedure taken by the person chairing the meeting) shall be by a simple majority of votes cast.
- In the case of an equality of votes, the person chairing the meeting may exercise a second or casting vote.

## **6 Organisational Arrangements**

- 6.1 The Board will meet quarterly or as the Chair and Deputy Chair/s agree between them.
- 6.2 The Chair, Deputy Chair/s or any three Members following consultation with the Chair or Deputy Chair/s may request the LEAP Secretary to convene an emergency or special meeting of the Board which shall be held as soon as reasonably practicable after the request is made.
- 6.3 Reasonable notice (ordinarily at least five clear working days) must be given to Members of any other Board meeting.
- 6.4 The agenda, all reports and other items for consideration by the Board must be published and circulated five clear working days prior to the meeting (excluding an emergency or special meeting of the Board). Only in exceptional circumstances, and with the agreement of the Chair (or in the absence of the Chair by one of the Deputy Chairs in consultation with the other), will the agenda and reports be tabled at the meeting or circulated within the five clear working day period. Papers will normally be circulated in electronic form.
- 6.5 LEAP's Secretary shall record the names of all Members and additional attendees present at a meeting in the minutes. The minutes of the meeting shall be prepared by LEAP's Secretary and shall be submitted for approval as to their accuracy to the next meeting. Draft minutes will be published and circulated to Members within ten clear working days of the meeting.
- 6.6 A member of staff from the GLA's Secretariat directorate will be nominated to act as Secretary to the Board to ensure that the function sits independently from the delivery function.

## **7 Urgency procedure**

- 7.1 If LEAP has urgent business which needs to be considered before the next scheduled meeting, the Chair, or in the absence of the Chair, one of the Deputy Chairs in consultation with the other may convene an urgent meeting of the Board where circumstances allow.
- 7.2 In order to ensure that LEAP is able to progress its business in an efficient manner, urgent matters may be determined by agreement of the Chair or in the absence of the Chair by one of the Deputy Chairs in consultation with the other, through the following procedure.
- 7.3 Members will receive an email notification which identifies:

- a) Details of the matter requiring decision or views and the reason for urgency (including an explanation as to why an emergency meeting is not proposed to be held to conduct the business);
  - b) The date responses are required by;
  - c) The name of the person or persons making or putting forward the proposal/decision; and
  - d) A time and date by which Member responses are required before the Chair or Deputy Chair/s take the decision.
- 7.4 Two working days after the close of responses, the following will be circulated to all Members:
- a) The outcome of the process/decision taken by the Chair/ Deputy Chair/s (including responses received in agreement and responses received in disagreement); and the date when any decision comes into effect; and
  - b) Any mitigating action taken to address Members' stated views or concerns.
- 7.5 Where the Chair or the Deputy Chair/s have taken a decision under this procedure, a report concerning the action taken will be placed on the agenda for the next scheduled LEAP Board meeting (as a matter for notification only), with a rationale for the decision having been taken under these procedures rather than at an upcoming meeting.
- 7.6 Alternatively, decisions which are reserved to the Board under the Schedule of Funding Responsibilities (Annex B) may be considered by the appropriate subordinate body if a decision is required prior to the next scheduled meeting of the Board. In such cases, LEAP Board Members shall be invited to attend a subordinate body meeting for that decision and will be provided with a copy of the relevant report in advance of the meeting. The next scheduled meeting of the LEAP Board will also receive a report concerning the action taken (as a matter for notification only).

## **8 Subordinate bodies**

- 8.1 With the approval of the Chair and the Deputy Chair/s, the LEAP Board may establish or dissolve subordinate bodies which assist in meeting its objectives.
- 8.2 Subordinate bodies may be of an advisory nature or with powers delegated to them in respect of an element of LEAP's remit (taking due consideration of any guidance or legislation issued by HM Government in respect of local enterprise partnerships).
- 8.3 Any such subordinate body set up by the Board shall include one or more Board Members, as nominated by the Board. With the consent of the Chair, any such body may also co-opt onto it any independent person with the relevant expertise - judged against pre-determined criteria - on the issues within the remit of these groups.
- 8.4 The Chair / Co-Chair/s of a subordinate body will be agreed by, and may be drawn from, the Membership of the Board or an independent person co-opted to the subordinate body.

- 8.5 The Chair and Deputy Chairs of the LEAP Board have the right to attend any subordinate body meeting. Other LEAP Members, who are not Members of the subordinate body, may attend a subordinate body meeting at the invitation or consent of the Chair/Co-Chair/s of the subordinate body.
- 8.6 The remit and Terms of Reference for any such subordinate body shall be approved by the Board.
- 8.7 Unless otherwise directed by the Board and set out within the terms of reference of the body concerned, the quorum for a subordinate body shall be any three members of the subordinate body.
- 8.8 All such co-opted persons appointed as Members of such subordinate body are expected to comply with the body's terms of reference and the LEAP Code of Conduct in the same way as if they were Board Members.
- 8.9 Annex A outlines the current subordinate body structure and procedures applying to them.

## **9 Openness and transparency**

- 9.1 The Mayor is committed to openness in his administration and is committed to making the work of LEAP (and any subordinate body or officer-level programme board) transparent in line with Mayoral policy and stakeholder expectations.
- 9.2 Agendas and reports for LEAP (and any subordinate body or officer-level programme board) will be published on the LEAP website at least five clear working days before the meeting to which they relate. The minutes of the meeting shall be prepared by LEAP's Secretary and published and circulated in draft within 10 clear working days of the meeting. Minutes shall be submitted for approval to the next meeting and published as final within 10 clear working days.
- 9.3 In line with the GLA's openness and transparency policy, all information should be accessible unless one or more of the exemptions set out in the Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR) applies or publication would be prohibitively costly.
- 9.4 Reports will be released with the agenda except in those cases where the Secretary reasonably considers that information contained in the reports may be exempt from disclosure under an applicable exemption under the Freedom of Information Act 2000.
- 9.5 The main exemptions that are likely to make information reserved from publication relate to the following (although others may be available under the FOIA):
  - a) commercial sensitivity;
  - b) information provided in confidence;
  - c) personal data;
  - d) legal professional privilege;
  - e) information intended for publication at a future date;
  - f) prejudice to the free and frank provision of advice and exchange of views.

- 9.6 Reports reserved from publication can still be requested under the FOIA, at which stage the GLA, as LEAP's Accountable Body, will consider these requests on a case by case basis (taking into consideration such factors as timing, any applicable exemptions and the public interest test).
- 9.7 The meetings themselves will not be public to reflect the accountability arrangements Parliament has put in place for the GLA; that is that the Mayor is answerable to the Assembly through Mayor's Question Time only after he has taken decisions.

## **10 Code of Conduct & Declaration of interests**

- 10.1 Before being appointed, all LEAP Members<sup>3</sup> (and Members of any subordinate bodies) are required to sign terms of appointment, which include a requirement to observe the seven principles of public life ('the Nolan Principles') and the potential disclosure and registration of personal interests.
- 10.2 LEAP Members commit and sign up to the LEAP Code of Conduct through their terms of appointment. Officers are made aware of the Code of Conduct and are committed to its principles.
- 10.3 The Mayor reserves the right to amend the Code of Conduct in consultation with the Chair and the Deputy Chair/s. Members will be given notice of any such amendment and the opportunity to comment at a LEAP Board meeting.

## **10 Meetings and other issues**

- 11.1 Meetings shall be held on a quarterly basis or at such other intervals as the Board or subordinate body may agree.
- 11.2 However, if the Chair or Deputy or Co-Chair/s of the Board or Body agree that a meeting is not necessary, the meeting may be cancelled. The Chair of the Board or of a subordinate body may also call additional meetings or informal meetings / workshops as required.

## **12 Amendments to this Constitution**

- 12.1 The Mayor may amend this Constitution at any time following consultation with the LEAP Board or, if urgent, in consultation with the Deputy Chair/s. Any changes will be reported at the next meeting of the Board.

## **13 Annexes**

- Appendix A – LEAP structure, terms of reference and procedures
- Appendix B – LEAP Schedule of Funding Responsibilities

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<sup>3</sup> With the exception of Members who hold public office, as they are automatically bound by these principles.

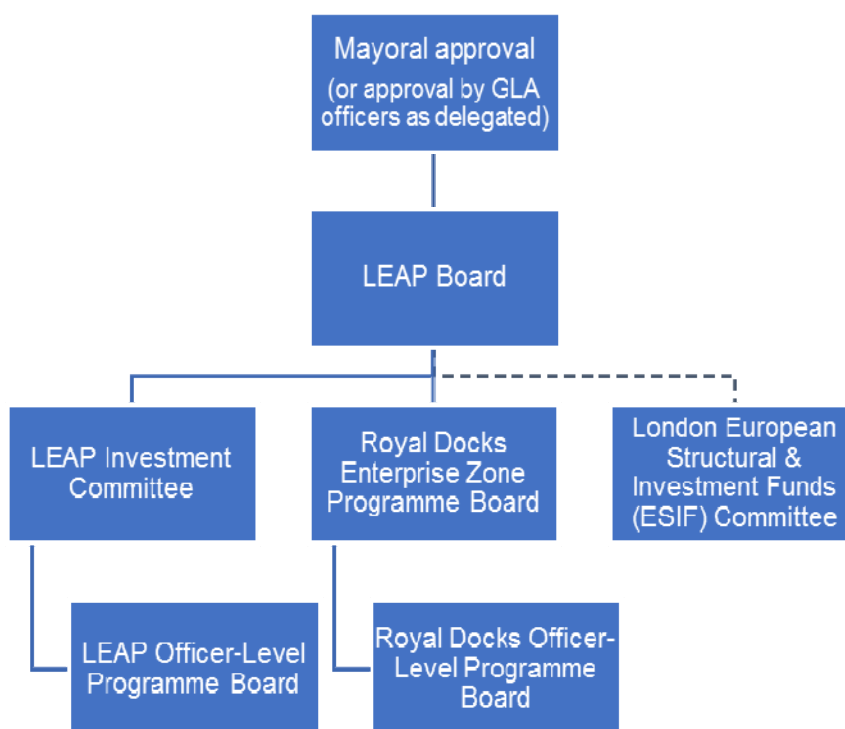
## Appendix A: LEAP structure, terms of reference and procedures

### Part 1: Introduction

#### General

1. The membership, role and terms of reference of the London Economic Action Partnership (LEAP) Board are set out in Part 2 of Annex A below and also in the body of the Constitution.
2. As established under the Constitution, the LEAP structure has a Board, two standing subordinate bodies and two officer-level programme boards<sup>4</sup>. The terms of reference for the subordinate bodies are set out in Parts 3 to 4 of this document.

#### Governance Structure



**Note:** The London European Structural & Investment Funds (ESIF) Committee is a sub-committee of HM Government's Growth Programme Board for the 2014-20 ESIF programme. The London LEP has responsibility for providing ongoing strategic oversight of the Funds.

#### Terms of Reference

3. The terms of reference for the LEAP Board and its subordinate bodies specified above are detailed in Parts 2, 3 and 4 of this document. All appointments shall be made in accordance with the terms of reference.

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<sup>4</sup> In line with the Mary Ney review guidance, officer-level programme boards are not LEAP subordinate bodies, but they are outlined here for transparency.

## **Part 2: London Local Enterprise Partnership Board**

### **Introduction**

1. London's Local Enterprise Partnership is known as the London Economic Action Partnership (LEAP). It is a non-incorporated consultative and advisory body established by the Mayor of London under sections 30 and 34 of the GLA Act 1999. It has no separate, independent or corporate legal status to its Accountable Body, the Greater London Authority (GLA).

### **Terms of Reference**

2. The Terms of Reference of the Board shall be as follows:
  - a) To support the development of a long-term vision for economic development in London, including support for delivering the Mayor's statutory Economic Development Strategy;
  - b) To identify and lead on specific priorities for economic development in London, as identified by LEAP including, but not limited to, the London Growth Hub, LEAP's business support initiative;
  - c) To advise the Mayor of London on funding allocations as made available to LEAP and oversee delivery on key work-streams including, but not limited to, the Local Growth Fund;
  - d) To set and deliver the Royal Docks Enterprise Zone economic priorities and allocate funding received through retained business rate growth;
  - e) To provide ongoing strategic oversight of the 2014-2020 European Structural & Investment Funds; and
  - f) To provide a powerful advocacy and lobbying voice as a business-led body supported by London's boroughs and the Mayorality.

### **Authority**

3. LEAP is not a legally distinct entity and is thereby established with the GLA as its Accountable Body through which it must operate. Recommendations put forward by the LEAP Board are always subject to compliance with the GLA Financial Regulations, Mayoral Decision-Making Scheme, GLA Contracts & Funding Code and other applicable GLA policies and procedures (as approved from time to time).
4. The Mayor cannot delegate his statutory functions to LEAP but can, under section 38 of the Greater London Authority Act 1999, delegate his statutory functions (Mayoral powers) to an officer of the GLA. Any decision under these terms of reference will therefore always be subject to formal approval in accordance with the Mayoral Decision-Making Scheme (as amended from time to time).
5. In conducting its business, LEAP must consider any resource implications and have regard to existing GLA processes and any guidance or legislation issued by HM Government.

### **Membership and Terms of Appointment**

6. The LEAP Board comprises no more than 20 Members, to include:



- Mayor of London (Chair);
  - Deputy Mayor for Business;
  - Deputy Mayor for Planning, Regeneration & Skills;
  - Mayor of Newham<sup>5</sup>;
  - Three representatives of London Councils (as nominated by London Councils);
  - One trades union representative; and
  - 12 Business Members<sup>6</sup>, at least one of whom must be from an SME business background.
7. As agreed with HM Government, LEAP is chaired by the Mayor of London.
  8. Business Members will be recruited through a HR-led competitive, transparent and non-discriminatory process which assesses each candidate on merit. Vacancies shall be focussed on any skill, experience and/or diversity gaps as agreed by the Board and advertised across a range of media. Appointments shall be in accordance with the GLA's Protocol on Mayoral Appointments.
  9. Members will ordinarily be appointed for a term corresponding with the Mayor's current electoral term.

#### **Deputy Chairs**

10. The Mayor must appoint one or more Deputy Chairs, one of whom must be a Business Member. The appointment of the Business Deputy Chair shall be determined on merit through an open and transparent process.

#### **Co-option**

11. The Board has the option to co-opt up to five additional Members with specialist knowledge, each on a one-year basis. Co-opted Members must adhere to the standards that permanent Members are required to adopt.

#### **Attendance at Meetings**

12. Whilst Membership is restricted to Board Members, the capacity is retained to invite outside specialist input either on a standing basis or, where appropriate, on a specific project, topic or initiative.
13. The Senior Responsible Owner and Section 127 Officer will attend Board meetings. Other GLA officers will attend meetings as appropriate or upon the request of LEAP to facilitate discussion of any given matter. The GLA's Chief Officer will attend meetings as he/she deems necessary.
14. LEAP's Secretary, or a person nominated by the Secretary, will attend to provide secretarial and logistical support, take the minutes of the meeting and provide advice on governance and procedural matters.

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<sup>5</sup> Subject to a legal agreement with the London Borough of Newham (LBN) in relation to the collection and use of the Royal Docks Enterprise Zone income which is wholly located within LBN.

<sup>6</sup> Business members are recruited through an open, transparent and non-discriminatory competition which assesses each candidate on merit.

### **Senior Responsible Owner**

15. The Senior Responsible Owner will be the GLA's Executive Director of Development, Enterprise and Environment.

### **Reporting Procedures**

16. Recommendations to the Board shall be by way of a report to the relevant meeting and will normally be issued to Members a minimum of five clear working days before the meeting.
17. The Senior Responsible Owner and Section 127 Officer shall hold responsibility for reporting relevant information from the LEAP Board to the Accountable Body.

### **Frequency of Meetings**

18. Meetings shall be held quarterly or at such other intervals as the Board may agree. However, if the Chair of the Board, in consultation with the Deputy Chair/s, decides that a meeting is not necessary, that person may decide to cancel the meeting. The Chair, in consultation with the Deputy Chair/s, may also call additional Board meetings or informal meetings as required.

## **Part 3: LEAP Investment Committee**

### **Introduction**

1. London's Local Enterprise Partnership, known as the London Economic Action Partnership (LEAP), has established the LEAP Investment Committee as a subordinate body.
2. The Investment Committee is responsible for overseeing and managing the LEAP's programmes and projects as defined within LEAP's Schedule of Funding Responsibilities.

### **Terms of Reference**

3. The terms of reference of the Committee shall be as follows:
  - a) To support the development of programmes for approval by LEAP;
  - b) To consider investment proposals for all projects that fall within LEAP's Schedule of Funding Responsibilities;
  - c) To monitor performance and delivery of LEAP-funded programmes and projects, reporting to the Board as necessary;
  - d) To ensure that LEAP achieves value for money in all its activities; and
  - e) To refer any investment proposal it considers to be novel, contentious or repercussive to the LEAP Board.

### **Authority**

4. The Committee is authorised by the Board to consider any activity within its terms of reference.
5. Recommendations put forward by the Committee are always subject to compliance with the GLA Financial Regulations, Mayoral Decision-Making Scheme, GLA Contracts & Funding Code and other applicable GLA policies and procedures (as approved from time to time).
6. The Mayor cannot delegate his statutory functions to LEAP but can, under section 38 of the Greater London Authority Act 1999, delegate his statutory functions (Mayoral powers) to an officer of the GLA. Any decision under these terms of reference will therefore always be subject to formal approval in accordance with the Mayoral Decision-Making Scheme (as amended from time to time).
7. In conducting its business, the Committee must consider any resource implications and have regard to existing GLA processes and any guidance or legislation issued by HM Government.

### **Membership**

8. Membership of the Investment Committee shall comprise:
  - The Deputy Mayor for Planning, Regeneration & Skills (Chair);
  - At least two LEAP Business Members; and
  - One representative of London Councils as nominated by London Councils.

9. In consultation with the Chair and Deputy Chair/s of the LEAP Board, the Chair of the Investment Committee has the power to co-opt people with relevant expertise or experience, including non-Members of the Board. On this basis, co-opted Members may be appointed as a full Member of the Committee or in an advisory capacity with no voting rights.
10. As with the LEAP Board, Membership must reflect any guidance and/or legislation set out by HM Government.

### **Attendance at Meetings**

11. The Senior Responsible Owner and Section 127 Officer (or their nominees) will attend Committee meetings. Other GLA officers will attend meetings as appropriate or upon the request of the Committee to facilitate discussion of any given matter. The GLA's Chief Officer will attend meetings as he/she deems necessary.
12. The Deputy Mayor for Business shall receive the agenda and minutes of each Committee meeting and have a standing invitation to attend any meeting.
13. LEAP's Secretary, or a person nominated by the Secretary, will attend to provide secretarial and logistical support, take the minutes of the meeting and provide advice on governance and procedural matters.

### **Senior Responsible Owner**

14. The Senior Responsible Owner will be the GLA's Executive Director of Development, Enterprise and Environment.

### **Reporting Procedures**

15. Recommendations to the Committee shall be by way of a report to the relevant meeting and will normally be issued to Members a minimum of five clear working days before the meeting.
16. The Chair of the Committee shall hold responsibility to report information from the Committee to the LEAP Board.

### **Frequency of Meetings**

17. Meetings shall be held quarterly or at such other intervals as the Committee may agree. The Chair of the Committee may decide to cancel meetings or call additional meetings as required.

## **Part 4: Royal Docks Enterprise Zone Programme Board**

### **Introduction**

1. London's Local Enterprise Partnership, known as the London Economic Action Partnership (LEAP), has established the Royal Docks Enterprise Zone Programme Board as a subordinate body.
2. The Programme Board acts as a senior level forum to drive forward regeneration and economic growth opportunities within the Royal Docks Enterprise Zone. It is responsible for monitoring the implementation and delivery of the Enterprise Zone Delivery Plan, which was endorsed by the LEAP Board. It is also responsible for making recommendations on the allocation of funding generated by the uplift in business rates receipts through HM Government's Enterprise Zone business rates retention scheme.

### **Terms of Reference**

3. The terms of reference of the Programme Board shall be as follows:
  - a) To ensure alignment of programme objectives and senior level support for the regeneration of the Royal Docks Enterprise Zone;
  - b) To consider investment proposals for all projects that fall within LEAP's Schedule of Funding Responsibilities;
  - c) To monitor the implementation, delivery and performance of the Royal Docks Enterprise Zone Delivery Plan as endorsed by the LEAP Board, reporting to the Board as necessary;
  - d) To ensure that LEAP achieves value for money in all its activities;
  - e) To monitor the effective implementation of the Royal Docks Enterprise Zone Delivery Plan by the Royal Docks delivery team;
  - f) To receive and approve progress and budget reports from the Royal Docks delivery team;
  - g) To resolve, mitigate or escalate high level risks and conflicts that cannot be addressed by the Royal Docks delivery team;
  - h) To work closely with the LEAP Board and any of its relevant subordinate bodies to ensure the delivery of LEAP's priorities;
  - i) To report delivery progress and business rate income to the LEAP Board on a quarterly basis;
  - j) To receive and approve briefing reports where required; and
  - k) To refer any investment proposal it considers to be novel, contentious or repercussive to the LEAP Board.

### **Authority**

4. The Programme Board is authorised by the Board to consider any activity within its terms of reference.
5. Recommendations put forward by the Programme Board are always subject to compliance with the GLA Financial Regulations, Mayoral Decision-Making Scheme, GLA Contracts &

Funding Code and other applicable GLA policies and procedures (as approved from time to time).

6. The Mayor cannot delegate his statutory functions to LEAP but can, under section 38 of the Greater London Authority Act 1999, delegate his statutory functions (Mayoral powers) to an officer of the GLA. Any decision under these terms of reference will therefore always be subject to formal approval in accordance with the Mayoral Decision-Making Scheme (as amended from time to time).
7. In conducting its business, the Programme Board must consider any resource implications and have regard to existing GLA and LBN processes and any guidance or legislation issued by HM Government.

### **Membership**

8. The Programme Board shall be Co-Chaired by a LEAP Business Member and the elected Mayor of Newham, who is also a Member of the LEAP Board. Other Members will be appointed by the Programme Board Co-Chairs in consultation with the Chair and/or Deputy Chairs of the LEAP Board, the London Borough of Newham and the GLA. On this basis, co-opted members may be appointed as a full Member of the Committee or in an advisory capacity with no voting rights.
9. The GLA and the London Borough of Newham will have an equal number of representatives on the Programme Board.

### **Attendance at Meetings**

10. The Senior Responsible Owner and Section 127 Officer (or their nominees) will attend Programme Board meetings. Other GLA officers will attend meetings as appropriate or upon the request of the Committee to facilitate discussion of any given matter. The GLA's Chief Officer will attend meetings as he/she deems necessary.
11. LEAP's Secretary, or a person nominated by the Secretary, will attend to provide secretarial and logistical support, take the minutes of the meeting and provide advice on governance and procedural matters.

### **Lead Officer**

12. The Lead Officer will be the Royal Docks Enterprise Zone Programme Director.
13. The LEAP Senior Responsible Owner will be the GLA's Executive Director of Development, Enterprise and Environment.

### **Reporting Procedures**

14. Recommendations to the Programme Board shall be by way of a report to the relevant meeting and will normally be issued to Members a minimum of five working days before the meeting.
15. The Co-Chairs of the Programme Board shall hold responsibility to report information from the Programme Board to the LEAP Board and the London Borough of Newham.

### **Frequency of Meetings**

16. Meetings shall be held bi-monthly or at such other intervals as the Programme Board may agree. The Chair (or Co-Chairs) of the Programme Board may decide to cancel meetings or call additional meetings as required.

## Appendix B: LEAP Schedule of Funding Responsibilities

### Part 1: General

1. This Schedule of Funding Responsibilities sets out the functions of London's Local Enterprise Partnership, known as the London Economic Action Partnership (LEAP), to be discharged by LEAP's Board and subordinate bodies.
2. The functions assigned to subordinate bodies under this schedule are subject to the GLA's Mayoral Decision-Making Scheme.

### Part 2: Funding Responsibilities

3. These funding responsibilities apply to all LEAP programmes and projects:

	<b>Officer-Level Programme Boards</b>	<b>LEAP Investment Committee / Royal Docks Enterprise Zone Programme Board</b>	<b>LEAP Board</b>
<b>Endorsement of project and programme expenditure</b>	Project expenditure up to £500,000	Project expenditure over £500,000 and up to £5m	All projects over £5m or any projects considered to be novel, contentious or repercussive  All programme-level proposals for expenditure
<b>Endorsement of increased expenditure on approved projects</b>	Increase in project expenditure of less than 5%, only where increased expenditure can be funded within the overall programme  and  a revised budget less than £500,000	Increase in project expenditure of 5% or more  and/or  a revised budget over £500,000 and up to £5m	All increases to original project expenditure considered to be novel, contentious or repercussive.
<b>Endorsement of changes in value for money of approved projects</b>	Value for money decrease through reduction in number of primary outputs/outcomes of less than 10%	Value for money decrease through reduction in number of primary outputs/outcomes of 10% of more.	-
<b>Virement between Programme budgets</b>	-	-	All virements between programmes