

# Operating Agreement

This Agreement is made on the \_\_\_\_\_ day of April 2014 between:

- (1) The Halton, Knowsley, Liverpool, St. Helens, Sefton and Wirral Combined Authority (“the Authority”)
  - (2) Halton Borough Council
  - (3) Knowsley Metropolitan Borough Council
  - (4) Liverpool City Council
  - (5) Sefton Metropolitan Borough Council
  - (6) St. Helens Borough Council
  - (7) Wirral Metropolitan Borough Council
- (collectively referred to as “the Constituent Councils”)

## Recitals

- (i) On 1 April 2014 the Authority was established as a Combined Authority for the area of the Constituent Councils and MITA was abolished.
- (ii) The functions of the Authority are those functions conferred on it by the Halton, Knowsley, Liverpool, St. Helens, Sefton and Wirral Combined Authority Order 2014 (“the Order”) or by any other enactment, including all the functions of the MITA which transferred to the Authority on the abolition of the MITA.
- (iii) The functions of the Authority include those economic development and regeneration functions set out in Schedule 2 of the Order, which are to be exercised concurrently with the Constituent Councils.
- (iv) The Constituent Councils were established as local authorities by statute with all the functions of metropolitan or unitary district councils and in particular they are, and continue to be, the local highway authority, local traffic and street authority for their area.
- (v) The Parties wish to co-operate with each other in the exercise of their functions and in particular their transport, economic development and regeneration functions.

It is now agreed as follows:

## 1. Definitions

In this Agreement:-

- 1.1 “the Authority” means the Halton, Knowsley, Liverpool, St. Helens, Sefton and Wirral Combined Authority;

- 1.2 “the Constituent Councils” mean the metropolitan district councils of Knowsley Liverpool Sefton St. Helens and Wirral and the unitary district council of Halton;
- 1.3 “the Order” means the Halton, Knowsley, Liverpool, St. Helens, Sefton and Wirral Combined Authority Order 2014;
- 1.4 “MITA” means the Merseyside Integrated Transport Authority;
- 1.5 “the Constitution” means the constitution of the Authority;
- 1.6 “the LDEDCA 2009” means the Local Democracy Economic Development and Construction Act 2009;
- 1.7 “the LGA 1972” means the Local Government Act 1972;
- 1.8 “the LGA 2000” means the Local Government Act 2000;
- 1.9 “the LGHA 1989” means the Local Government and Housing Act 1989;
- 1.10 “the Parties” mean the Authority and the Constituent Councils;
- 1.11 “the Merseytravel Committee” means the transport committee of the Authority comprising co-opted members of the Constituent Councils;
- 1.12 “Merseytravel” means the Merseyside Passenger Transport Executive, which is the executive body of the Authority pursuant to the Order for the purposes of Part 5 of the Local Transport Act 2008 and Part 6 of the LDEDCA 2009;
- 1.13 “Protocols” mean the protocols to be entered into by the Parties as outlined in this Agreement;
- 1.14 “the LEP” means the Liverpool City Region Local Enterprise Partnership.

## **2. Interpretation**

- 2.1 Clause, Schedule and paragraph headings shall not affect the interpretation of this Agreement.
- 2.2 The Schedules form part of this Agreement and shall have effect as if set out in full in the body of this Agreement. Any reference to this Agreement includes the Schedules.
- 2.3 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 2.4 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.

- 2.5 A reference to a statute or statutory provision shall include all subordinate legislation made from time to time.
- 2.6 A reference to “this Agreement” or to any other agreement or document referred to in this Agreement is a reference to this Agreement or such other document or agreement as varied from time to time.
- 2.7 References to Clauses and schedules are to the Clauses and Schedules of this Agreement and references to paragraphs are to paragraphs of the relevant Schedule.
- 2.8 No person other than a party to this Agreement shall have any rights to enforce any term of this Agreement.
- 2.9 This Agreement and any dispute or claim arising out of, or in connection with, it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.
- 2.10 If any court or competent authority finds that any provision of this Agreement (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this Agreement shall not be affected.

### **3. The Authority**

- 3.1 The Parties acknowledge that the legal and official title of the Authority is as set out in 1.1 above.
- 3.2 The Parties agree that for public purposes the Authority shall be known as the Liverpool City Region Combined Authority.
- 3.3 The Parties will take such steps as are necessary to ensure that the Authority is appropriately referred to in documentation and in any other sources of information.

### **4. Establishment of the Merseytravel Committee**

- 4.1 The Authority shall establish the Merseytravel Committee and for this purpose shall co-opt a number of elected members from the Constituent Councils, for the municipal year 2014/15, as follows:

Halton - two  
Knowsley - two  
Liverpool - six  
Sefton - four  
St. Helens - two  
Wirral - four

- 4.2 The Authority shall review the representation set out in Clause 4.1 before 30 April 2015 and the Constituent Councils shall nominate the number of elected members as required by the Authority for subsequent municipal years.
- 4.3 A Constituent Council shall be entitled to remove or replace any of its members of the Merseytravel Committee on written notification to the Authority's Head of Paid Service. The new appointment shall take effect and the previous appointment shall terminate at the end of one week from the date on which the notice is given (or such longer period not exceeding one month, as specified in the notice).
- 4.4 Those Constituent Councils which appoint three or more elected members to the Merseytravel Committee shall make those appointments in accordance with the principles of political balance set out in the LGHA 1989.
- 4.5 Members of the Authority may not be members of the Merseytravel Committee.
- 4.6 For the avoidance of doubt, the elected members co-opted onto the Merseytravel Committee are not members of the Authority.

## **5. Terms of Reference of the Merseytravel Committee**

- 5.1 The Authority shall determine the terms of reference of the Merseytravel Committee in discharging any transport functions and shall set these out in the Constitution.
- 5.2 The transport functions of the Authority comprise:
- 5.2.1 all the functions of MITA transferred to the Authority by the Order;
  - 5.2.2 any function relating to transport conferred or imposed upon a combined authority or the Authority specifically by any enactment;
  - 5.2.3 the transport functions of Halton as set out in Article 8 of the Order.
- 5.3 In respect of those functions not delegated to the Merseytravel Committee or Merseytravel, either body may make recommendations to the Authority.

## **6. The Merseytravel Committee – Other Provisions**

- 6.1 The Merseytravel Committee may establish Sub-Committees with such membership, terms of reference and delegations as it sees fit.
- 6.2 Appointments to Sub-Committees will be made in accordance with the principles of political balance set out in Section 15(5) of the LGHA 1989.
- 6.3 The Merseytravel Committee (and its Sub-Committees) will transact its business and discharge its functions in accordance with the Constitution.

- 6.4 The Merseytravel Committee and any of its Sub-Committees may, in respect of a function delegated to it by the Authority under Clause 5, arrange for its discharge by an officer of one of the Constituent Councils or by Merseytravel.
- 6.5 The costs and liabilities incurred by the Merseytravel Committee shall be defrayed by the Authority.

## **7. Protocols**

- 7.1 The Parties have drawn up and agreed the Protocols set out in the Schedule to this Agreement in relation to the discharge of the following functions of the Authority:

### **Economic Development**

**Transport Strategy** (to include the transitional arrangements in relation to the transport functions of Halton)

### **Employment and Skills**

### **Housing Strategy**

### **European Programme**

### **Accountable Body**

- 7.2 The Protocols have also been agreed with the LEP as setting out appropriate working arrangements by which those functions will be progressed for the benefit of the Liverpool City Region and the Parties have authorised their respective Chief Executive or Head of Paid Service to execute the Protocols as agreements.
- 7.3 The Parties will keep the Protocols under regular review and may revise them from time to time, such revisions to be agreed by the Chief Executives of the Constituent Councils, the Head of Paid Service of the Authority.
- 7.4 Additional Protocols which are deemed appropriate to improve and enhance the transport, economic development and regeneration functions may also be agreed between the Parties by their respective Chief Executive or Head of Paid Service who is authorised to execute such additional Protocols, unless agreement is otherwise reserved to the Authority.
- 7.5 Protocols drawn up, agreed or revised under this clause shall not override anything provided for or required under this Agreement.

## **8. Scrutiny Arrangements**

- 8.1 The Authority will establish scrutiny arrangements to enable the Constituent Councils to exercise an overview and scrutiny role in relation to the decisions and activities of –

- (a) the Authority
- (b) the Merseytravel Committee
- (c) Merseytravel

8.2 The scrutiny arrangements are set out in the Constitution and the Constituent Councils will nominate the requisite number of elected members to give effect to those arrangements.

## **9. Review of Arrangements**

9.1 The parties will undertake, pursuant to Section 111 of the LDEDCA 2009, a joint review of the matters set out in Clause 9.2 to be commenced, whichever is the earlier of –

- (a) the fifth anniversary of the date of this Agreement; or
- (b) immediately after notice is given by a Constituent Council requesting a joint review, provided that such notice is not given before the third anniversary of the date of this Agreement.

9.2 The matters are –

- (a) a matter in respect of which an order may be made under any of sections 104 to 107 of the LDEDCA 2009
- (b) a matter concerning the Authority which the authority has power to determine
- (c) any other matter contained in this Agreement

9.3 The provisions of this Clause are without prejudice to statutory rights of one or more of the Parties to undertake their own review at any time.

## **10. Amendments to this Agreement**

10.1 This Agreement may be amended following a resolution approved by all the parties.

## **11. Dispute Resolution**

11.1 Any dispute between the Parties arising out of this Agreement which cannot be settled shall be referred to the Head of Paid Service of the parties to the dispute, who will negotiate to resolve the matter in good faith.

## **12. Notices**

12.1 Any notice, demand or other communication required to be served on the Authority under this Agreement shall be sufficiently served if delivered personally to, or sent by pre-paid first class recorded delivery post, or e-mail transmission to the Authority's Head of Paid Service. If so sent, any such notice, demand or other communication shall, subject to proof to the contrary, be deemed to have been received by the Head of Paid Service at the time of

personal delivery or on the second working day after the date of posting or transmission, as the case may be.

- 12.2 Any notice, demand or other communication required to be served on one or more of the Constituent Councils under this Agreement shall be sufficiently served if delivered personally to, or sent by pre-paid first class recorded delivery post, or e-mail to the Monitoring Officer(s) of the Constituent Council(s) concerned. If so sent, any such notice, demand or other communication shall, subject to proof to the contrary, be deemed to have been received by the Constituent Council(s) concerned at the time of personal delivery or on the second working day after the date of posting or transmission, as the case may be.

**The Schedule**

**The Protocols**

**Economic Development**

**Transport Strategy**

**Employment and Skills**

**Housing Strategy**

**European Programme**

**Accountable Body**



## **ECONOMIC DEVELOPMENT PROTOCOL**

**This Economic Development Protocol has been made on  
between:**

**2014**

- (1) The Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority ('the CA');
- (2) The Borough Council of Halton Unitary Authority; The Metropolitan Borough of Knowsley; The City of Liverpool; The Metropolitan Borough of Sefton; The Metropolitan Borough of St Helens; The Metropolitan Borough of Wirral ('the Constituent Councils'); and
- (3) The Liverpool City Region Local Enterprise Partnership ('the LEP').

The purpose of this Protocol is to define the Economic Development functions and set out the respective roles of the CA, the LEP and the Constituent Councils in discharging those functions

### **1.0 BACKGROUND**

The Local Democracy, Economic Development and Construction Act 2009 provides for the establishment of Combined Authorities with a remit around economic development, regeneration and transport: it does not provide a definition of economic development as this can vary in different areas depending on local circumstances. Liverpool City Region has taken economic development and regeneration to cover strategic activity related to business support, inward investment, trade and export, strategic housing, and employment and skills, in addition to the transport roles and functions being considered.

The purpose of this Protocol is to set out the respective roles of the CA, the LEP and the Constituent Councils in discharging the Strategic Economic Development functional areas defined below. It is recognised however that economic development and growth has a wider relationship with other areas of activity of the CA. The strategic work of the CA in defining the overall economic vision will inform the work and decision making of all areas of the CA.

Such functions of the Constituent Councils as are exercisable for the purpose of economic development and regeneration are exercisable in reliance on the general power of competence under section 1 of the Localism Act 2011(b).

### **2.0 CURRENT ROLES OF LIVERPOOL CITY REGION LOCAL ENTERPRISE PARTNERSHIP AND THE CONSTITUENT COUNCILS**

The Liverpool City Region Local Enterprise Partnership (LEP) was formally established in March 2012 as a partnership between businesses and Councils in the City Region. A membership company exists with over 450 company members. LEPs have been given a series of responsibilities by Government that are economically strategic.

A series of defined working protocols will be developed between the Constituent Councils and the LEP, in specific areas which will demonstrate how the City Region will discharge economic functions and roles in a complementary, non competitive way to ensure a collective approach to economic growth and job creation.

### 3.0 FUNCTIONS AND ROLES OF THE CA, LEP AND CONSTITUENT COUNCILS

The CA will be responsible for providing democratic and financial accountability and together with the LEP, strategic leadership for economic development within the Liverpool City Region. The LEP has been given a series of responsibilities by Government that are economically strategic and acts as the primary mechanism through which the private sector can influence and support economic development in the Liverpool City Region. The CA will support the implementation of those strategies and plans which it has commissioned, within allocated resources. Responsibilities of the CA will include (but not limited to):

- In partnership with the LEP, setting the strategic economic vision, outcomes and aligning strategic priorities for the Liverpool City Region including those relevant areas of Transport, Housing and Spatial Priorities and Employment and Skills;
- Agreeing the Single Local Growth Plan developed by the LEP and investment strategy to deliver the strategic economic vision and outcomes and subsequent or related City Region wide strategies or frameworks;
- Developing and agreeing a pipeline of strategic projects/initiatives with the LEP to attract financial and other support and be ready for new funding calls;
- In partnership with the LEP, agreeing the establishment, scope and scale of any Single Investment Fund or Single Investment Fund approach which the City Region is committed to achieving and which requires the alignment of different funding streams. An element of this will be the EU Programme funds for 2014-2020. A Protocol has been developed in relation to the EU 2014-2020 programme which defines the European programme functions and sets out the respective roles of the CA, the LEP Board and Constituent Councils.
- Development of the single appraisal framework/process with regard to the Single Investment Fund in consultation with the LEP.
- Making decisions in partnership with the LEP with regard to the Single Investment Fund and other such funds which might be aligned with that fund which may emerge.

The functions to be undertaken by the LEP together with the CA are as follows:

- Develop City Region wide economic strategies in partnership with the Constituent Councils and other partners in relation to the economic development function, including, but not limited to, the Local Growth Plan, 2014-2020 EU Programme and Business Support Strategies;
- Develop a single evidence base to support and inform strategic decision making and the development of the City Region's Local Growth Plan in partnership with the Constituent Councils;
- Supporting the development of the City Region's Visitor and Conference offer, working with key partners as appropriate;
- To work with the CA to co-ordinate inward investment activity across the Liverpool City Region subject to a Protocol between each of the Constituent Councils in relation to the sharing of information, handling of enquiries in particular in relation to how those relevant to their local area should be taken forward;
- To develop, with the private sector and the Constituent Councils, the international economic strategy for the Liverpool City Region to cover inward investment, trade and export, to particularly capture the benefits of the International Festival of Business;
- Lead the co-ordination of strategy and activity for place based marketing across the Liverpool City Region through working collectively with the Constituent Councils;
- Working collectively with the Constituent Councils to develop a Business Support strategy;
- Working collectively with the Constituent Councils and other partners to develop a prioritised pipeline of strategic projects for agreement by the CA;
- Development of City Region wide funding bids as appropriate such as Regional Growth Fund and any other relevant funding streams.

There are specific functions which Constituent Councils will continue to deliver and retain authority and decision making powers including but not limited to:

- Development of strategic pipeline of projects for their local areas;
- Delivery of strategic and locally important sites;
- Support for inward investment activity and international strategy in line with the protocols referred to above; and
- Development and delivery of Enterprise Zones as appropriate, working with the LEP to liaise appropriately with Government.

More broadly, the role of individual Constituent Councils should include the following:

- Working with the LEP, lead local partnerships and dialogues with business based in their area;
- Support the work of the CA and LEP by:

- Feeding back their local knowledge and needs to inform the Liverpool City Region strategic overview and monitoring of economic conditions of the area;
- Providing membership and expertise to the CA, the LEP and Sector Committees.

#### 4.0 DISCHARGING THE STRATEGIC ECONOMIC DEVELOPMENT FUNCTION

The proposal to establish a CA sets out the added value of the CA in terms of effectiveness and efficiencies. The joint and inclusive approach taken to include the Chair of the LEP on the CA and the continued membership of the Mayor and Local Authority leaders on the LEP Board, provide a unified decision making platform which binds public and private sector together in the decision making processes.

In order to be effective the CA must lead to greater effectiveness in the delivery of economic development which will be shown by increased economic growth, investment and job creation. This will be achieved through a collaborative approach to delivery which defines the benefits at the City Region level regardless of specific locality issues.

The Local Authority/LEP partnership approach to economic development will remain and will be strengthened through the new governance arrangements and commitments to develop City Region priorities for investment and align funding resources, appraisal and decision making.

Clarity of roles and the delivery approach in those areas where the City Region will act together will be achieved through a series of protocols in the areas of inward investment, business support and the international strategy. Place based marketing has already provided a model to demonstrate how the City Region can work together in such a joint approach.

The CA is committed to the establishment of a Single Investment Programme made up of different funding streams. These funding streams will be aligned and a joint approach to appraisal taken to achieve the best use of resources across the City Region. Constituent Councils and the LEP will work collaboratively to develop an agreed strategic pipeline of projects against a defined investment and appraisal framework.

## TRANSPORT STRATEGY PROTOCOL

**This Transport Strategy Protocol has been made on  
between:**

**2014**

- (1) The Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority ('the CA');
- (2) The Borough Council of Halton Unitary Authority; The Metropolitan Borough of Knowsley; The City of Liverpool; The Metropolitan Borough of Sefton; The Metropolitan Borough of St Helens; The Metropolitan Borough of Wirral ('the Constituent Councils'); and
- (3) The Liverpool City Region Local Enterprise Partnership ('the LEP').

### 1.0 BACKGROUND

Transport and connectivity are also essential components of the Liverpool City Region's objectives around economic growth, skills, housing, regeneration and the transition to a low carbon economy. Good connectivity between areas of new housing, schools, colleges, employment facilities and community facilities is a long standing priority for the City Region, recognising the entrenched problems of worklessness and deprivation in significant parts of the City Region.

Transport barriers contribute to worklessness and social exclusion, and conversely, improved transport and access boosts economic prosperity, economic activity levels, health and social inclusion. Similarly, congestion acts as a disincentive to inward investment and acts as a drain on business, hence the importance in encouraging a shift to walking, cycling and greater public transport use. An effective and efficient road and rail freight network is also of critical importance to the City Region, linked to its objectives relating to the SuperPort transformational activity, in particular.

The statutory Local Transport Plan (LTP) for Merseyside, and the aligned LTP for Halton, seek to ensure that transport supports economic growth across the Liverpool City Region. These plans reflect the economic 'enabling' nature of transport.

Transport is a core component of the Growth Deal process, which also identifies a list of major transport schemes, agreed originally by the Local Transport Body in July 2013.

### 2.0 CURRENT ROLES OF LIVERPOOL CITY REGION TRANSPORT BODIES

The current approach to transport governance is complex, both operationally and contractually, with powers vested across Halton BC, the Merseyside Integrated Transport Authority, the Merseyside Passenger Transport Executive, the City Region Local Transport Body and the Merseyside Local Authorities. The City Region Cabinet also has a non-statutory advisory role in relation to transport.

This splitting of powers and functions presents a challenging landscape for co-ordinated, long term delivery.

The principal legal powers and responsibilities vested with the existing bodies are identified within the following background papers:-



CA Legislation v3\_13  
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### 3.0 ROLES OF CA, THE CONSTITUENT COUNCILS AND THE LEP

The complexities outlined in (2.0) above necessitate a staged approach in the transition from the current arrangements to a position whereby the CA will exercise its full range of duties and responsibilities. This will entail a process extending beyond the CA's commencement date of 1 April 2014.

The Schedule attached to this Protocol identifies how planning and delivery arrangements will work within Halton BC and Merseyside during the transitional period.

The creation of the CA involves the transfer of local transport authority powers from Halton BC and the Integrated Transport Authority (ITA) to the CA. The CA will be the strategic body that sets the strategic transport agenda, allocates funding, and makes the links to other policy areas. The ITA will be abolished and all of the ITA's existing powers, responsibilities and assets will also transfer to the CA.

The Merseyside Passenger Transport Executive will remain as the CA's executive body, and will be known as "Merseytravel", with a City Region wide remit. It will maintain its existing Passenger Transport Executive powers and other powers needed to deliver the CA's transport agenda. Its staffing function will largely be funded through the CA's levy as per current arrangements.

The CA will have a statutory responsibility for developing a Local Transport Plan, under section 108 of the Transport Act 2000. In the immediate term, the Local Transport Plans for Merseyside and Halton will continue to provide a strategic monitoring and performance framework for the 2014/15 financial year, this being the final implementation year of the current plans.

The CA will assume all of the ITA's current powers, responsibilities and assets and also the Local Transport Authority powers of Halton BC. It will be responsible for transport policy and strategy and agreeing the City Region's transport agenda.

Specific Halton BC powers will also transfer to the CA, such as those in respect of the procurement of supported bus services, though in practice, these will remain the responsibility of Halton BC during the CA's transitional period: the specific responsibilities in the transitional period are set out in the schedule to this operational Protocol.

Enabling powers are contained within the Orders that could allow the CA to be responsible for a defined strategic highway network on routes which are economically and environmentally important for the City Region. This will be a transitional process, with no expectation that this function would take effect from April 2014. This power would enable the CA to act as a Highway, Traffic and Street Authority as and when the CA Members agree. It would cover a strategic network that would be defined and agreed by the CA. At this point in time this would purely be an enabling provision and there is no compulsion on any of the individual Highway Authorities to transfer any routes into a Strategic Network.

The CA will become the levying body for transport revenue spend, in place of the ITA. A differential levy will be introduced from the outset recognising the different costs associated with transport provision between the Merseyside ITA Councils and Halton BC, and the need for a levy to be phased in. From April 2015, the CA will have responsibilities for managing formulaic transport funding allocations from the Department for Transport in the form of the Integrated Transport Block and Highways Maintenance allocation.

The City Region's Local Transport Body function will pass to the CA. The current LTB is responsible for taking decisions on major transport schemes. A revised Assurance Framework will be required to aid the transfer of this function. The LTB will be formally disestablished and its functions transferred to the CA.

A Transport Committee will be established, taking the form of a Committee of the CA. It will report to the CA and will comprise 18 Merseyside members, as now, plus 2 additional members from Halton BC, creating a Committee of 20 members in total. It will be known as the "Merseytravel Committee". This arrangement will be reviewed during 2014/15.

Merseytravel, as an officer-level delivery body, will also have a scheme of delegation from the CA to oversee specific activities and functions.

The local authority partnership approach to transport across the City Region will remain, and will be strengthened through the new governance arrangements, by virtue of greater scope to pool resources around agreed priorities and objectives, irrespective of their geographic location. The Transport Advisory Group (TAG) will support the transport agenda at an

officer level, and will help to provide technical advice and recommendations to the CA or to its transport committee.

Transport officials will help to make links with other thematic groups, such as the Housing and Spatial Planning Board and the Employment and Skills Board, to secure integration between the various policy strands.

The creation of the CA will simplify transport planning, decision-making and delivery structures. It will also integrate transport decision-making with decision-making around economic growth, housing and employment and skills. It also provides an effective mechanism by which to integrate and maximise funding sources.



## SCHEDULE

### The transition of transport functions across the Liverpool City Region

Transport function / responsibility	Approach to delivery during transitional period		
	From 1 <sup>st</sup> April 2014	From 1 <sup>st</sup> April 2015	From 1 <sup>st</sup> April 2018
Develop statutory Local Transport Plan (LTP)	<p>Existing Halton LTP to remain in force to guide development and investment priorities within the borough.</p> <p>The Merseyside LTP and its supporting associated policy documents (e.g. park and ride and school travel) would continue to govern decisions across Merseyside. Extant supporting policies in Halton would prevail.</p> <p>Implementation plans for both LTPs run until end of 2014/15 financial year.</p>	<p>Existing Merseyside and Halton LTPs incorporated into a single plan, with a new LCR-wide 3 / 6 year implementation plan, to take effect from April 2015.</p> <p>CA responsible for agreeing plans and funding priorities, aided by the Transport Committee (Merseytravel Committee).</p>	<p>As per 2015 conventions.</p> <p>Any subsequent review of the LTP would be at an LCR-wide level.</p>
Transport policy decisions	<p>Transport planning and other local transport authority functions (e.g. freight, strategic funding decisions, co-ordination of bids) would pass to CA and the Merseytravel Committee.</p> <p>Halton BC to have two representatives on the Merseytravel committee.</p> <p>Merseytravel staff to provide support across LCR, in addition to Merseyside.</p> <p>Policy decisions affecting the Mersey Gateway and Silver Jubilee Bridge would remain the responsibility of Halton BC.</p>	<p>As per April 2014 conventions.</p> <p>Transport Committee to be reviewed, as per agreement to date by Leaders.</p>	<p>As per April 2014 conventions.</p>

Transport function / responsibility	Approach to delivery during transitional period		
	From 1 <sup>st</sup> April 2014	From 1 <sup>st</sup> April 2015	From 1 <sup>st</sup> April 2018
Set and receive the transport levy	<p>No change.</p> <p>No Combined Authority levy will be paid by Halton BC for 2014/15.</p> <p>Passenger transport services in Halton BC paid from existing Halton BC revenue budgets, as set by Halton BC before end of 2013/14 financial year.</p> <p>Informal balancing payments from Halton BC to CA or CA to Halton if necessary</p>	<p>No change.</p> <p>No CA levy will be paid by Halton for 2015/16.</p> <p>Process of scoping transitional levy to be at an advanced stage, identifying service enhancements sought and the associated costs.</p> <p>Informal balancing payments from Halton BC to CA or CA to Halton BC if necessary</p>	<p>Differential levy is paid to CA, in accordance with agreed scope, to allow enhanced and consistent transport services to be provided across the LCR.</p>
Receive and allocate Integrated Transport Block (ITB) and Highways Maintenance (HM) funding from DfT	<p>Funding for 2014/15 will be paid to Halton BC at the following agreed levels:-</p> <ul style="list-style-type: none"> <li>• ITB - £1,020k</li> <li>• HM - £1,816k</li> </ul> <p>Halton BC will manage this funding as part of its capital programme. A contribution will be made by Halton BC to support the cost of shared transport monitoring and modelling activities across the LCR.</p> <p>Merseyside to receive separate funding allocation, redistributed in accordance with a formula agreed by the ITA in January</p>	<p>Expectation that CA will receive and manage a single LCR-wide ITB and HM funding allocation from 2015/16 onwards, and be responsible for prioritisation and allocation of funding.</p>	<p>As per 2015 conventions, unless formulaic funding arrangements are changed by DfT.</p>

Transport function / responsibility	Approach to delivery during transitional period		
	From 1 <sup>st</sup> April 2014	From 1 <sup>st</sup> April 2015	From 1 <sup>st</sup> April 2018
	<p>2013.</p> <p>In early spring 2014 DfT will confirm allocations for the three year period from 2015/16 to 2017/18, with indicative allocations for 2018/19 to 2020/21.</p>		
Manage concessionary travel arrangements (i.e. concessions for older and disabled people)	<p>No change.</p> <p>Halton BC to remain part of Cheshire concessionary travel scheme, and operate in accordance with current scheme.</p>	<p>No change, though consideration to be given to termination of Halton BC's membership of Cheshire concessionary travel scheme.</p> <p>Consideration given to introduction of "top up" arrangement for Halton BC concessionary pass holders, to allow travel on LCR-wide rail services in addition to (minimum statutory) bus services. Top-up to be funded through Halton BC revenue support.</p>	<p>A new concessionary travel scheme to be in place, to provide consistent concessionary travel offer, on terms agreed by the CA and funded through the levy.</p>
Manage and fund supported bus services	<p>No change.</p> <p>Supported bus services in Halton procured and funded by officers at Halton BC, facilitated by appropriate scheme of delegation. This will be funded from HBC revenues.</p> <p>Merseytravel would procure Merseyside supported bus services, funded from levy.</p>	<p>No change from April 2014 approach.</p> <p>Bus service reviews across Merseyside and Halton BC to be carried out jointly.</p>	<p>All bus services commissioned and procured centrally by CA on behalf of the CA and funded by the levy.</p> <p>CA Supported Bus Service Policy adopted</p> <p>Review of community transport provision and services</p>

Transport function / responsibility	Approach to delivery during transitional period		
	From 1 <sup>st</sup> April 2014	From 1 <sup>st</sup> April 2015	From 1 <sup>st</sup> April 2018
	<p>Halton residents would continue to benefit from Halton Community Transport (HCT) dial-a-ride services, with Merseylink remaining a Merseyside-only service.</p> <p>New supported bus policy for Merseyside would become the responsibility of the CA (e.g. non-statutory home to school travel, demand responsive transport, bus subsidy criteria). Common Supported Bus Service policy for the CA to be developed.</p> <p>CA to commission a revised bus tendering policy framework for the LCR. This will include a review of the Merseylink DRT service, which is currently Merseyside-only.</p>		
Provide passenger transport infrastructure (e.g. bus shelters, bus shelter information, real time information, rail stations)	<p>No change.</p> <p>Halton BC would remain responsible for existing bus shelter maintenance contracts, bus shelter installation, bus stations and information provision across the borough.</p>	<p>Roll-out of Merseytravel standard, branded bus shelters across Halton BC, starting with key cross-boundary bus routes (e.g. 82, 61 and 14 services).</p> <p>To be funded from CA's ITB allocation.</p>	<p>Replacement of all Halton BC bus shelters to Merseytravel-branded standard, with associated timetable displays, supported by a single LCR-wide maintenance contract</p> <p>Real time bus information equipment / displays / compatibility would be introduced into Halton, as part of roll-out of emerging Merseyside RTI systems.</p> <p>Widnes and Runcorn East rail stations upgraded to 'Merseyrail' design and accessibility standards, with consistent branding and comparable staffing</p>

Transport function / responsibility	Approach to delivery during transitional period		
	From 1 <sup>st</sup> April 2014	From 1 <sup>st</sup> April 2015	From 1 <sup>st</sup> April 2018
			<p>arrangements.</p> <p>Consideration given to management and staffing of Widnes and Runcorn bus stations to a Merseytravel standard, with consistent branding.</p> <p>Capital works funded from CA's ITB allocation, with revenue support from the levy.</p>
Provide customer information (e.g. Traveline information service and bus and rail timetables)	<p>No change.</p> <p>Halton to remain part of Cheshire Traveline scheme and call centre arrangement, with weekend and evening calls taken by Merseytravel, as per existing conventions.</p> <p>Halton BC to maintain and publish Runcorn and Widnes bus maps.</p> <p>Merseytravel timetables to remain Merseyside-only.</p>	<p>Roll-out the production of bus and rail timetables in a 'Merseytravel' format across Halton. Halton travel information made available on Merseytravel's website.</p> <p>Secure agreement for migration of Halton Traveline calls from Cheshire to Merseytravel call centre.</p>	<p>Traveline functions for Halton to migrate from Cheshire to Merseyside, funded from the levy.</p> <p>All LCR-wide travel information available on Merseytravel website in a consistent format.</p>
Administer multi modal / multi-operator pre-paid tickets	<p>No change.</p> <p>Halton BC has no pre-paid ticketing scheme, other than commercial ticketing schemes managed by individual bus companies.</p> <p>Merseytravel pre-paid ticketing to remain Merseyside only, and not valid within Halton.</p>	<p>Ensure that Merseyside ticketing review covers the full geography of the LCR and plans for the rollout of Merseyside pre-paid ticketing to Halton.</p>	<p>Consistent LCR-wide pre-paid multi-modal ticketing scheme in place, linked to Walrus or equivalent platform.</p>

Transport function / responsibility	Approach to delivery during transitional period		
	From 1 <sup>st</sup> April 2014	From 1 <sup>st</sup> April 2015	From 1 <sup>st</sup> April 2018
Strategic highways powers	<p>No change.</p> <p>Halton BC remains responsible for all highways across the borough, including the Mersey Gateway and Silver Jubilee Bridge and their defined approaches.</p>	<p>No change.</p> <p>Halton BC remains responsible for all highways across the borough, including the Mersey Gateway and Silver Jubilee Bridge and their defined approaches.</p>	<p>CA and constituent authorities to agree scope, implications and management of strategic highway network by this date.</p> <p>Halton BC remains responsible for Mersey Gateway and Silver Jubilee Bridge highway and their defined approaches</p>
Ownership of Halton Borough Transport (bus company)	<p>No change.</p> <p>Halton Borough Transport to remain an independent bus operator, partly owned by Halton BC, at arm's length from local authority control, as per 1985 Transport Act provisions.</p>		
All powers, duties, responsibilities and obligations relating to Mersey Gateway and Silver Jubilee Bridges, and their defined approaches	<p>No change.</p>		

## EMPLOYMENT AND SKILLS PROTOCOL

**This Employment and Skills Protocol has been made on  
between:**

**2014**

- (1) The Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority ('the CA');
- (2) The Borough Council of Halton Unitary Authority; The Metropolitan Borough of Knowsley; The City of Liverpool; The Metropolitan Borough of Sefton; The Metropolitan Borough of St Helens; The Metropolitan Borough of Wirral ('the Constituent Councils'); and
- (3) Liverpool City Region Local Enterprise Partnership ('the LEP').

### 1.0 BACKGROUND

The Order that establishes the CA provides that the functions of the Constituent Councils in relation to economic development and regeneration are exercisable in reliance on the general power of competence as set out in section one of the Localism Act 2011. It is under this general power that the Councils undertake Employment and Skills activity and under which the CA will discharge employment and skills functions.

In addition, the Constituent Councils have duties under sections 15ZA, 15ZB, 15ZC, 17A, 18A(1)(b), of the Education Act 1996(d) and the power under sections 514A and 560A of that Act which will be exercised concurrently with the CA, with the CA being able to take a wider labour market view of the issue that individual Councils are unable to do independently of each other.

The purpose of this Protocol is to set out the respective roles of the CA and the Constituent Councils in discharging functions around employment and skills. This Protocol also sets out the respective roles of the CA and the Constituent Councils in the production of the Liverpool City Region Employment and Skills Strategy and Skills for Growth Annual Reports.

### 2.0 CURRENT ROLES OF LIVERPOOL CITY REGION EMPLOYMENT AND SKILLS AND THE CONSTITUENT COUNCILS

Liverpool City Region has been working together formally on employment and skills matters since 2007, with the City Employment Strategy acting as a catalyst for this activity. This led to the establishment of the Employment and Skills Board in March 2010 and subsequent adoption of 'transform, compete, thrive', the City Region's 10 year Employment and Skills Strategy later in 2010. The Board has been responsible for managing £70m external investments, supporting over 10,000 people into work and many more tens of thousands into Apprenticeships and other training programmes. The Board has also led the advocacy for and development of new areas of

implementation, such as the Skills for Growth Bank and the Payment by Results for Adult Skills. The Board is supported by a range of officer groups, which are integrated within the wider CA governance arrangements. There is a clear sense around the strategic leadership of employment and skills provided by the Employment and Skills Board across the City Region as a whole, which complements the detailed Borough level work undertaken by Constituent Councils.

The Constituent Councils have been effectively discharging their duties in supporting young people past the compulsory school age into suitable employment and learning opportunities and there has been informal collaboration between them on this. The new tracking service provides the opportunity for Constituent Councils and the CA to take a wider labour market view of the support available for young people.

### 3.0 ROLES OF CA AND THE CONSTITUENT COUNCILS

The CA will be responsible for providing democratic accountability and strategic leadership to the employment and skills system within the Liverpool City Region. Responsibilities of the CA will focus on final agreement in relation to strategy, resources and risk and will include but not limited to:

- Setting the long-term Employment and Skills Strategy and priorities for the labour market.

There are specific functions that the CA will commission the Employment and Skills Board to deliver, and this will include:

- Developing the long-term Employment and Skills Strategy and priorities for the labour market;
- Securing and managing additional resources to meet the Board's priorities;
- More effective and efficient targeting of employment and skills resources to meet shared priorities, including the potential to align funding sources in a Community Budget approach;
- Strengthened accountability of mainstream provision;
- Tackling specific shared skills challenges and barriers to employment;
- Promoting lifelong learning;
- Identifying specific barriers to jobs and learning then working across delivery bodies to ensure that these are minimised;
- Developing new options for service delivery and advocating these with national decision makers;
- Scanning the horizon to understand the future needs of businesses and sectors and to communicate these effectively to residents, schools, colleges, learning providers and universities;
- Working with national partners (e.g. Skills Funding Agency, Education Funding Agency, Jobcentre Plus) to inform the strategic overview of provision and ensure that it meets the needs of businesses and learners;



- Co-ordinating the approach to Skills Capital to ensure that proposals are in line with City Region priorities;
- Seeking further devolution and local control over employment and skills programmes and investments where appropriate; and
- Working alongside Constituent Councils on the duty to record and report the education, training and employment status of their 16-18 year old residents.

The CA will be responsible for the future production, monitoring and updating of the City Region's Employment and Skills Strategy and Annual Skills for Growth Reports. This will be delegated to the Liverpool City Region Employment and Skills Board and co-ordinated through its supporting governance structure.

The role of individual Constituent Councils should include the following:

- Lead local partnerships and dialogues with businesses, colleges and providers based in their area;
- Support the work of the Employment and Skills Board by:
  - Feeding back their local knowledge and needs to inform the Liverpool City Region Employment and Skills Strategy, Skills for Growth Agreements and monitoring of performance; and
  - Providing membership and expertise to the Employment and Skills Board and Sub-Groups where appropriate.

The role of the LEP should include:

- Providing expertise and experience from the business community to inform the Liverpool City Region Employment and Skills Strategy and Skills for Growth Agreements; and
- Providing membership and expertise to the Employment and Skills Board and Sub-Groups where appropriate.

## HOUSING STRATEGY PROTOCOL

**This Housing Strategy Protocol has been made on  
between:**

**April 2014**

- (1) The Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority ('the CA');
- (2) The Borough Council of Halton Unitary Authority; The Metropolitan Borough of Knowsley; The City of Liverpool; The Metropolitan Borough of Sefton; The Metropolitan Borough of St Helens; The Metropolitan Borough of Wirral ('the Constituent Councils'); and
- (3) The Liverpool City Region Local Enterprise Partnership ('The LEP').

### 1.0 BACKGROUND

The Order that establishes the CA provides that the duty under Section 8(1) of the Housing Act 1985 (the duty of local housing authorities to consider housing conditions in their district and the needs of the district with respect to the provision of further housing accommodation) is to be exercised by the CA concurrently with the Constituent Councils.

Section 8 of the Housing Act 1985 ('HA 1985') provides that:

- (1) Every local housing authority shall consider housing conditions in their district and the needs of the district with respect to the provision of further housing accommodation.
- (2) For that purpose, the authority shall review any information that has been brought to their notice, including, information brought to their notice as a result of the consideration of the housing conditions in their district under Section 3 of the Housing Act 2004.

Section 3 of the Housing Act 2004 ('HA 2004') provides that:

- (1) A local housing authority must keep the housing conditions in their area under review with a view to identifying any action that may need to be taken by them under any of the provisions mentioned in subsection (2).
- (2) The provisions are –
  - (a) The following provisions of this Act
    - (i) This part
    - (ii) Part 2 (licensing of HMOs)
    - (iii) Part 3 (selective licensing of other houses), and
    - (iv) Chapters 1 and 2 of Part 4 (management orders);
  - (b) Part 9 of the Housing Act 1985 (demolition orders and slum clearance);

- (c) Part 7 of the Local Government and Housing Act 1989 (renewal areas);  
and
  - (d) Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (s.1 2002/1860)
- (3) For the purpose of carrying out their duty under subsection (1) a local housing authority and their offices must –
- (a) Comply with any directions that may be given by the appropriate national authority, and
  - (b) Keep such records, and supply the appropriate national authority with such information as that authority may specify.

The purpose of this Protocol is to set out the respective roles of the CA and the Constituent Councils in discharging the function in relation to the duty to consider housing conditions in their district with respect to the provision of further housing accommodation pursuant to Section 8(1) of the Housing Act 1985. This Protocol also sets out the respective roles of the CA and the Constituent Councils in the production of the Liverpool City Region Local Investment Plan and Strategy.

## 2.0 CURRENT ROLES OF LIVERPOOL CITY REGION HOUSING GROUP AND THE CONSTITUENT COUNCILS

Since 2007 the Constituent Councils have produced a single Local Housing Investment Plan, which pulls together the six district housing strategies and identifies the sub regional priorities. Through this collaborative working the City Region has made good progress in improving housing conditions and providing new and affordable housing.

On 18 October 2013, the City Region Cabinet approved the Local Investment Plan for housing and key sites, and this strategy was ratified by the LEP.

The duties set out in Section 3 of the Housing Act 2004, (information derived from which informs both the Housing Strategies produced pursuant to Section 8 of the Housing Act 1985 by the Constituent Council), are discharged by the individual Constituent Councils.

## 3.0 ROLES OF CA, THE CONSTITUENT COUNCILS AND THE LIVERPOOL CITY REGION CABINET

The CA will be responsible for the future production, monitoring and updating of the Local Investment Plan. This will be co-ordinated through the Liverpool City Region Housing and Spatial Planning Co-ordinating Group.

The Local Investment Plan will be informed by information provided by the Constituent Councils, including:

- Information brought to their notice as a result of the consideration of the housing conditions in their district under Section 3 of the Housing Act 2004; and
- Information regarding
  - Public and private land supply.
  - Affordable housing completions.
  - Housing stock conditions.
  - Length of social housing waiting list.
  - Levels of homelessness.

The Constituent Councils will have regard for the housing conditions in each district pursuant to Section 8 of the Housing Act 1985 ('HA 1985')

The Constituent Councils will continue to co-operate with the CA in providing any information held by the Individual Council, that is required by the LCR Housing and Spatial Planning Co-ordinating Group for the production, delivery, monitoring and updating of the LCR Local Investment Plan.

The Constituent Councils will retain responsibility for discharging duties of Section 3 of the Housing Act 2004.

## EUROPEAN PROGRAMME PROTOCOL

**This European Programme Protocol has been made on  
between:**

**2014**

- (1) The Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority ('the CA');
- (2) The Borough of Halton Unitary Authority; The Metropolitan Borough of Knowsley; The City of Liverpool; The Metropolitan Borough of Sefton; The Metropolitan Borough of St Helens; The Metropolitan Borough of Wirral ('the Constituent Councils'); and
- (3) The Liverpool City Region Local Enterprise Partnership ('the LEP').

The purpose of this Protocol is to define the European Programme functions and set out the respective roles of the CA, the LEP and the Constituent Councils in discharging those functions.

### 1.0 BACKGROUND

- 1.1 The Liverpool City Region European Programme 2014-2020 is a key component to growing our business and supporting more people into jobs over the next seven years.
- 1.2 Government has given the strategic responsibility for a large part of the new round of European Structural and Investment Funds (ESIF) 2014-2020 to the Local Enterprise Partnerships.
- 1.3 The CA will work in support with the LEP and Government to deliver the EU Programme 2014-2020 and will scrutinise performance and expenditure.

### 2.0 FUNCTIONS AND ROLES OF THE COMBINED AUTHORITY, LEP AND CONSTITUENT COUNCILS

- 2.1 The current governance structure of the Merseyside EU Programme 2007-2013 is managed locally by a sub-committee of the regional Local Management Committee (LMC). This Sub-Committee supports and advises the LMC in discharging some of its responsibilities specifically in the role of strategic development and review of the programme in the Merseyside Phasing in area.
- 2.2 Arrangements are currently in place to ensure that any European resources attributed to Halton complement the Merseyside Phasing in area/transition area.

### 3.0 CURRENT ROLES OF LIVERPOOL CITY REGION LOCAL ENTERPRISE PARTNERSHIP AND CONSTITUENT COUNCILS

- 3.1 The LEP is responsible for overseeing the delivery of the European Programme 2014-2020 in the City Region.
- 3.2 The CA will fulfil any responsibilities or tasks delegated by Government in their capacity as Managing Authority for EU Structural Funds to the CA. These duties have yet to be determined but may include the following responsibilities.
- 3.3 The commissioning criteria for projects for the European Programme will be determined in accordance with the EU Programme Rules and Regulations.
- 3.4 Working with Government as they develop national arrangements, the implementation of calls for bids processes, will be developed in line with the Liverpool City Region strategic investment priorities.
- 3.5 A robust project appraisal/programme management processes will be implemented, working with CLG as they develop national arrangements and will report regularly on programme performance to the CA.
- 3.6 The City Region European Board will, subject to national arrangements, recommend projects for approval and will defer projects for further development and seek clarification and/or reject projects transparently.
- 3.7 The CA and LEP will robustly review/scrutinise the EU Programme performance, ensuring ESIF targets and strategic objectives of the City Region are met through the efficient delivery of EU projects, including relevant 'Financial Instruments'.

### 4.0 DISCHARGING THE EUROPEAN PROGRAMME FUNCTION

- 4.1 The Liverpool City Region European Programme (2014-2020) has been developed by the LEP in consultation with the Constituent Councils, Local Business and a wide range of Local Partners.
- 4.2 The Programme builds on the significant assets and potential and aims to reverse the long term underperformance of our key assets and will address social inequality. Local Partners have prioritised our Programme on five key areas of genuine strength and economic opportunity.
- 4.3 The LEP will take strategic responsibility for the EU Programme through its City Region European Board, working with CLG as they develop national arrangements.
- 4.4 The CA will act as the Intermediary Body in order to undertake tasks on behalf of the Managing Authority, should this be required.

- 4.5 The CA will have the responsibility for the Scrutiny of the performance of the European Programme both financially and outcomes, working with CLG as they develop national arrangements.

## ACCOUNTABLE BODY PROTOCOL

**This Accountable Body Protocol has been made on  
between:**

**2014**

- (1) The Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority ('the CA');
- (2) The Borough Council of Halton Unitary Authority; The Metropolitan Borough of Knowsley; The City of Liverpool; The Metropolitan Borough of Sefton; The Metropolitan Borough of St Helens; The Metropolitan Borough of Wirral ('the Constituent Councils'); and
- (3) Liverpool City Region Local Enterprise Partnership ('the LEP').

### 1.0 BACKGROUND

- 1.1 The Order that establishes the CA provides that the functions of the Constituent Councils in relation to economic development and regeneration are exercisable in reliance on the general power of competence as set out in section one of the Localism Act 2011. It is under this general power that the CA will discharge functions as an Accountable Body.
- 1.2 There is an expectation that the creation of the CA will enable the City Region to attract additional income to support economic growth and jobs. This funding will be granted to the City Region as a whole for use on a range of different activities and as such an organisation would need to act as Accountable Body for that funding. The CA would be both reactive to funding announcements and proactive, based upon implementing the City Region's agreed Growth Plan.
- 1.3 The CA will become the presumed default Accountable Body for new City Region level fund.

### 2.0 ROLE OF AN ACCOUNTABLE BODY

It is ultimately the responsibility of the Accountable Body to assure itself that decisions are made in a robust and coherent fashion, relevant outcomes are achieved and grant is spent in line with the relevant funding rules and regulations. These are covered in the following sections.

#### 2.1 Decision-making

Decision-making, involving the spending of CA will need to demonstrate this, as well as any Boards or Committees who will be acting on the CA's behalf.



## 2.2 Financial management

The CA as Accountable Body will require evidence of how decisions have been made and a clear audit trail from a decision, to the award of a contract (for example) and payment being made. In addition, full records will need to be kept by delivery organisations.

## 2.3 Performance management

The CA as Accountable Body will need to evidence that the funds distributed have been used for the purposes for which the fund were allocated, and that this is in line with the requirements of the funder. Regular reports will need to be submitted to the CA as Accountable Body, with an overall view taken by the CA of performance against the delivery of funds.

## 3.0 ROLES OF CA AND THE DELIVERY ORGANISATIONS

3.1 The CA will be responsible for providing democratic accountability and strategic leadership around economic development, housing, transport and employment and skills within the City Region. This is provided for in the general power of competence under section 13 of the Localism Act 2011, which amended the Local Democracy, Economic Development and Construction Act of 2009.

3.2 The CA will act as Accountable Body for a range of different funds which seek to promote improvements in economic development, housing, transport, employment and skills and other regeneration activity. This will primarily (but not necessarily exclusively) be to fund activities which will have a City Region impact. The CA may administer the funds with strategic decisions on commissioning being made elsewhere or it may administer the funds and commission activity itself.

3.3 The responsibilities of the CA on the administration of Accountable Body funds will include:

- To fulfil any responsibilities for EU Structural Funds on behalf of the CA as an intermediary body;
- Acting as Accountable Body for Single Local Growth Fund, RGF, EU Funds and other City Region resources which may flow to the CA/LEP for the purpose of economic development;
- Providing financial monitoring statements on a regular basis on behalf of the CA and LEP and to provide accounting arrangements to Audit standards;
- Ensuring that the implications of the agreements associated with the funds are fully understood;

- Put in place processes through Financial Procedure Rules to ensure appropriate financial and contractual administration of the funds including compliance with procurement regulations and audit;
- Entering into agreements with delivery organisations and holding them to account for their performance; and
- Regular reporting to the CA on the performance and outputs of funds.

3.4 There are specific responsibilities around making investment decisions (through commissioning or procurement) that the CA may retain or commission a Board or Committee to undertake. This will include:

- Confirming the strategic fit of the proposed activities with the City Region's Growth Plan and strategic investment priorities;
- Commissioning activity through a range of procurement methods;
- Implementing a robust project appraisal process to ensure activity delivers outcomes and value for money;
- Implementing a robust programme management approach;
- Making strategic decisions on the investment of the funds transparently;
- Receiving regular updates on the activity being delivered through the funds; and
- Ensuring that there is a thorough approach to evaluation of the activity being delivered through the funds.

3.5 The role of individual delivery organisations should include the following:

- Design activity in line with the requirements of the funds which supports the delivery of the City Region's Growth Plan;
- Deliver activity in line with contractual agreements with the CA;
- Ensure that financial and commercial requirements are met; and
- Maintain records of activity and expenditure in line with funding agreements.

Signed by **Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral Combined Authority** Authorised Signatory

Dated

**Signed by Constituent Councils Authorised Signatories**

Signed by the **Borough Council of Halton Unitary Authority:**

Signed by the **Metropolitan Borough of Knowsley**

Signed by The **City of Liverpool**

Signed by The **Metropolitan Borough of Sefton**

Signed by The **Metropolitan Borough of St Helens**

Signed by The **Metropolitan Borough of Wirral**

Dated

Signed by the **Liverpool City Region Local Enterprise Partnership**  
Authorised Signatory

Dated

Final Draft Version: 14 February 2014