

CARMARTHENSHIRE REGENERATION PARTNERSHIP - Carmarthenshire Local Action Group (LAG) -

Terms of Reference

Introduction

The Carmarthenshire LAG was established by the Carmarthenshire Regeneration Partnership to identify and address the needs of rural Carmarthenshire.

Purpose

The role of the group is to drive rural regeneration in Carmarthenshire by:

- Oversee the management and delivery of the LEADER programme
- drawing up a non-discriminatory and transparent selection procedure and objective criteria for the selection of operations, which avoid conflicts of interest, ensure that at least 50 % of the votes in selection decisions are cast by partners which are not public authorities, and allow selection by written procedure;
- preparing and publishing calls for proposals or an ongoing project submission procedure, including defining selection criteria;
- receiving and assessing applications for support
- selecting operations and fixing the amount of support and, where relevant, presenting the proposals to the body responsible for final verification of eligibility before approval;
- monitoring the implementation of the community-led local development strategy and the operations supported and carrying out specific evaluation activities linked to that strategy
- building the capacity of local actors to develop and implement operations including fostering their project management capabilities and assisting them to bring forward ideas to test innovative ways of working
- Establishing and monitoring key targets and outcomes
- Monitoring spend against key financial targets
- Monitoring and approving reports on progress in implementing the Local Development Strategy and associated projects and identifying gaps in provision
- Undertaking an annual review of the strategy and carrying out specific evaluation activities in relation to the activities supported
- ensuring coherence with the community-led local development strategy when selecting operations, by prioritising those operations according to their contribution to meeting that strategy's objectives and targets;
- Participating in inter-territorial and transnational cooperation projects in order to keep abreast of innovative practices
- Identifying and addressing any other strategic issues relating to rural Carmarthenshire and identifying potential funding sources
- Ensuring that the strategy and associated activity takes account of the cross cutting themes e.g. Welsh language; equal opportunities; sustainable development and tackling poverty

Membership

- The LAG shall appoint its own chair and vice chair.
- Elections for the Chair and vice chair will be held annually. Where there is more than one candidate, appointments shall be made through voting.
- Membership will be made up from a cross section of organisations representing the interests of rural Carmarthenshire. Membership will evolve to meet the changing needs of the area.

- The LAG will be composed of representatives from the public, third sector, private and local social economic interests. Membership should not be less than 18 members
- Where a member is unable to attend, alternates may attend on their behalf
- The chair may invite non-members to attend meetings, where specialist input is required.
- The LAG may establish working groups to establish specific areas of work on its behalf

Organisation

- The Group shall proceed by consensus. Where this cannot be reached the Chair will have the casting vote.
- The Group shall meet quarterly or as and when required.
- The quorate for meetings will be a minimum of 8 members
- No single interest group or public authority shall have more than 49% of the voting rights at the decision making level of the LAG
- Where members have a conflict of interest, they will not be involved in any decisions that directly affect the project under consideration. Members should declare an interest at the earliest opportunity and withdraw from any subsequent discussion. Members will be asked to leave the room.
- Carmarthenshire County Council's External Funding Team will be the administrative body and will be accountable to the Local Action Group.
- Whilst being employed by the Local Authority, the Administrative Body will give no preference to local government activity.
- Papers for the meetings will be circulated at least 5 working days before each meeting.
- Minutes of meetings will be circulated at least 10 days following the meeting.
- Simultaneous translation for non – welsh speaking members will be provided at every Grŵp Cefn Gwlad meeting.

Regularity and Propriety

- To draw up and follow rules on regularity and propriety, including rules for avoiding conflicts of interest in relation to the selection of projects for financial assistance and all other LAG activities.
- To ensure its general policies reflect these rules and basic principles of propriety.
- To receive an annual report on the application of the rules and good practice relating to the public procurement of works, goods and services by the LAG.
- At least 51% of the votes in project selection decisions must come from non-public sector partners.
- Advisors in attendance will not be entitled to vote.
- LAG members with any personal or financial interest in a matter being discussed, must declare that interest and will not be entitled to vote on that item.

Administrative Body

- Carmarthenshire County Council's External Funding Team will undertake the role of administrative body to oversee the delivery of the local development strategy including progress on individual projects. This role will also involve verification that grant is applied and used properly within regulatory requirements and in compliance with grant terms of reference.

Carmarthenshire Local Action Group Membership

Sector Cyhoeddus/ Public Sector
Carmarthenshire County Council
Brecon Beacons National Park Authority
Coleg Sir Gâr
University of Wales Trinity St David
Local Health Board
Public Services Board
National Resources Wales
Sector Cymunedol / Gwirfoddol / Community/ Voluntary Sector
Antur Teifi
Menter Bro Dinefwr
Menter Gorllewin Sir Gâr
CAVS
Menter Cwm Gwendraeth
Cambrian Mountains
Wales Coop
National Trust
Age Cymru Sir Gâr
Sector Preifat / Private sector
Farmers Union Wales
Carmarthenshire Energy
National Farmers Union
Menter a Busnes
Carmarthenshire Tourist Association
Young Farmers
Cynghorwyr / Advisors
Communities First
LEADER Administrative Team- <i>External Funding Team, Carmarthenshire County Council</i>