**The LEADER 5 Local Action Group (LAG)**

**Membership**

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| **Name**  | **Organisation**  | **LEADER priority theme(s) covered** | **Role on the LAG** | **Public, Private or Third Sector** |
| David Aldrich-Smith |  | Tourism | LAG member | Private |
| Pat Barker | North Devon Council | All | LAG member | Public |
| Andrew Bell | North Devon Biosphere Reserve | All | Non-voting advisor | Public |
| Brian Butler | NFU | Farm Productivity | LAG member | Private |
| Richard Dyer |  | Farm Productivity | LAG member | Private |
| Richard Edgell | Devon County Council | All | LAG member | Public |
| Viv Gale |  | Culture & Heritage | Chair | Private |
| Philip Hackett | Torridge District Council | All | LAG member | Public |
| Roger Heasman |  | Business Development | Vice Chair | Private |
| Marc Newland |  | Tourism | LAG member | Private |
| Richard Peek | Exmoor National Park Authority | All | LAG member | Public |
| Steve Pitcher | North Devon Coast AONB | All | LAG member | Public |
| Gaye Tabor |  | Culture & Heritage | LAG member | Private |
| John Worden |  | Tourism | LAG member | Private |
| Peter Howard | North Devon Biosphere Reserve | All | LAG member | Public |
| Jenny Carey-Wood | North Devon Coast AONB | All | Non-voting advisor | Public |
| Vanessa Harrison | North Devon Council | All | Non-voting advisor | Public |
| Philip Kiberd | Exmoor National Park Authority | All | Non-voting advisor | Public |
| Mike Ford | Torridge District Council | All | Non-voting advisor | Public |
| Jenny Sparling | Petroc | All | Non-voting advisor | Public |

The LAG comprises members of the public, private, community and voluntary sectors, ensuring that it represents a broad range of interests across the area. An open application process was held to appoint new members and these were assessed by an officer group against the requirements of the Local Development Strategy and Rural Payment Agency guidance. LAG membership reflects both the area’s geographical extent and its sectoral composition.

Members must live in or work in the area of benefit, namely the districts of Torridge and North Devon. Organisations working across the area but located outside it may join the LAG as “advisors” but without voting rights. No sector can have more than 49% of the votes in any forum making project funding decisions. The number of voting members should not exceed 21, to remain a workable group.

Expertise in the following areas should ideally be represented:

* Farming x 2
* Business x 4
* Tourism x 3
* Culture/heritage x 2
* Rural services x 3
* Forestry x1

The LAG will include voting representatives from core public partners and the Accountable Body:

* North Devon Council
* Torridge District Council
* Devon County Council
* Exmoor National Park Authority
* North Devon AONB
* UNESCO World Biosphere Reserve of North Devon
* North Devon+ (the Accountable Body)

The organisations above, as well as Petroc, also have non-voting advisers on the LAG to provide professional advice and expertise to voting members. Members must identify whether they represent themselves, as individuals, or are representing an organisation. If representing an organisation, they may nominate one named substitute who may vote on their behalf.

LAG members shall be appointed for two years. Thereafter, all members will be eligible to re-apply to the LAG, alongside an open recruitment process. Members engaged in activity related to their position on the LAG must comport themselves appropriately and respectfully in relation to other LAG members, programme staff, applicants and members of the public. Inappropriate behaviour may result in exclusion from the LAG at the discretion of the Chairperson. All members will be required to sign the Code of Conduct at the beginning of their term.

**Working arrangements**

The administrative and financial arrangements for the LAG will be undertaken by the programme staff team from North Devon+. The programme staff will circulate the agenda and papers seven days before each meeting, and will record decisions and issue minutes for approval at the next LAG meeting.

The programme staff team will attend LAG meetings to provide information. Information for meetings should be sufficiently detailed to allow informed decisions to be made. Information should include:

* Details of projects to be approved/rejected/further clarification sought
* A financial statement on overall spend on all projects and core cost spend
* A statement on achievement of outputs, outcomes, targets, milestones
* Notification of significant gaps in achievement of objectives, spend or outputs
* Notification of significant problems on funded projects
* Late business may be introduced by tabling papers with the approval of the staff team in conjunction with the Chair or Vice Chair of the LAG.

LAG members who are directly involved or have a direct interest in any application submitted will declare an interest and take no part in the consideration of the application unless invited by the Chairperson to respond to questions pertaining to the application. If LAG members represent an organisation which has an involvement in an application, but that organisation will not receive any financial benefit, representatives should declare an interest but can participate fully in the consideration (See also the Code of Conduct).

The LAG may appoint sub groups to undertake specific tasks as required (e.g. small grant scheme panels or commissioning sub groups). These groups will report at least quarterly to the LAG.

## Meetings

LAG meetings will be held every four to twelve weeks, unless cancelled by the staff team by giving seven days’ notice and according to the volume of applications to be considered. A calendar of meetings will be agreed each year for the next twelve months (this will also be available on the website). Meetings will be rotated round the whole area and members will be encouraged to visit actual or proposed projects supported by LEADER 5.

Decisions will be by a majority of those present. The Chairperson or Vice Chair has a casting vote. The quorum for meetings will be one third of voting members (at least 7). If a meeting is not quorate, there may be a follow up with absent LAG members to cast a vote by written procedures for which full written records would be retained on file.

## Decisions and reporting

Views and decisions of the LAG will be recorded by the staff team and signed by the Chair at the beginning of the following meeting. The LAG’s recommendation as to whether an application should be approved or declined will be delivered through a show of hands to identify the majority view.

Decision notice and offers of grant will be made by the Accountable Body, North Devon+, who will, where appropriate, have the ability to refer a matter, or elements thereof, back to the LAG for further consideration. In exceptional circumstances, the Accountable Body may make a decision between meetings after consulting the staff team, one of the core public members and at least two non-public members, including the Chairperson or Vice Chair. Such decisions will be reported to the next meeting. The LAG may also make decisions between meetings by written procedure, which may occur if a meeting is not quorate, it is for a small project change or a quick decision is required. This will be undertaken by email and a record of all responses will be kept on the relevant project or programme file.