

APPENDIX 4

Terms of Reference PEACEPLUS Performance and Finance Steering Group

1. Overall Purposes & Objectives

The Performance and Finance Steering Group (PFSG) operates as one of the Thematic Steering Groups (TSG) established to aid the delivery of the PEACEPLUS Local Action Plan at an operational level.

The PFSG will be established will oversee expenditure, compliance and risk of the PEACEPLUS Action Plan, and will review, consider and advise on financial and operational compliance matters and mainstreaming and sustainability issues. The PTSG will be serviced by the PEACEPLUS Secretariat to assist in the development, co-ordination, and ongoing review of all Thematic Steering Groups.

The PFSG will be responsible for ensuring that the PEACEPLUS Action Plan is managed and delivered in line with Council and PEACEPLUS Programme Requirements and will review the implementation and delivery, financial management, and performance of the Action Plan. This includes monitoring and reporting on progress and the specific Letter of Offer Conditions.

Meeting quarterly, the PFSG will also consider issues and risks that affect implementation and will make recommendations to the Programme Board where required.

Quarterly reports on Finance, compliance and risks and their associated recommendations will be referred to the PEACEPLUS Programme Board and Shared City Partnership (SCP) for consideration and approval in line with programme regulations.

2. Authority

The Performance and Finance Steering Group will operate as a sub-group of the PEACEPLUS Programme Board, which reports into the Shared City Partnership (SCP).

3. Responsibilities

The PFSG is responsible for:

- Ensuring compliance with the terms and conditions as outlined in the Letter of Offer, the Standard Conditions of Grant and the Programme Rules.
- Reviewing performance and KPIs at Programme level
- Ensuring that performance and budget variations are managed in line with the control mechanisms and recommending corrective action where necessary (e.g. any programme wide budget modifications, monitoring of exchange rate variances etc.).
- Monitoring and reporting of exchange rate variances, highlighting risks to Council, and escalating where necessary to the Senior Management and the Director of Finance.
- Reporting and making recommendations to the Programme Board and Shared City Partnership.

4. Structure

(i) **Membership.**

- The PFSG will comprise of relevant officers as detailed below
- Officers from other relevant Thematic Subgroups may be co-opted as required.
- Each Steering Group will be led by a Chair who will be responsible for reporting to PEACEPLUS Programme Board.

Proposed Membership of this Steering Group:

- CNS Business Manager (Chair)
- CNS Performance and Policy Officer
- PEACEPLUS Finance & Systems Lead Officer
- PEACEPLUS Finance & Claims Officer
- Property and Projects Finance rep
- AGRS Officer, as necessary
- Co-opt as necessary Shared City Partnership members and Advisors from external organisations not represented on Shared City Partnership to provide advice and guidance

(ii) **Meetings**

- Meetings of the PFSG will be convened by the relevant Chair / Lead Officer on a quarterly basis to allow progress reporting, updates, and recommendations to be presented to the Programme Board and to review expenditure prior to submission to the SEUPB
- Steering Groups may invite other relevant officers / contractors as it deems necessary to advise or present on issues / topics relevant to the course of its work.
- A quorum for meetings shall be four members.
- In the event a quorum is not reached, decisions will be considered by the Chair of the PFSG and circulated to members for agreement via written procedure.

The Chair of each thematic group is responsible for

- Coordinate Steering Group meetings in collaboration with the Lead Officer
- Oversight of the expenditure, compliance and risks of the action plan, assign actions as appropriate.
- Ensure appropriate control progress and reporting mechanism are adhered to.
- Reporting to the PEACEPLUS Programme Board on progress

