



# **European Social and European Regional Development Fund Programme period 2014 – 2020**

## **Community Led Local Development**

### **CHART (Connecting Hastings and Rother Together) Programme**

#### **CHART Local Action Group Board (LAG)**

#### **Membership FAQ**

## Notes on Version 3

Changes in this version of the FAQ are as follows:

- This is the first published version of the FAQ. There are no changes.

Please check the “Notes on Version” when an updated version of this FAQ is published or contact the CHART Programme Team ([CHART@hastings.gov.uk](mailto:CHART@hastings.gov.uk)) if you have a question that is not answered here.

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## Summary

This document has been produced to explain the role of the CHART Local Action Group Board (LAG) and the roles and responsibilities of becoming a LAG Board member. This document should be read by all current and new CHART members and anyone interested in joining the LAG.

### 1. SECTION 1- What is CHART?

#### 1.1. What is 'Connecting Hasting and Rother Together' (CHART)?

Connecting Hasting and Rother Together (CHART) is a local grants programme which aims to support the social and economic development of the most deprived areas within Hastings and Bexhill.

CHART has access to European Structural Investment Funds (ESIF) that can be used to support projects that will link the area's most deprived communities to opportunities. It will support individuals through investment of European Social Funds (ESF) and enterprises through investment of the European Regional Development Funds (ERDF).

CHART is a 'Community-Led Local Development' (CLLD) programme, which means that it is led by a Local Action Group (LAG) ensuring a 'bottom-up', community based approach to investment within the area.

Hastings Borough Council is responsible for the administration and management of the CHART programme.

The CHART programme will open project calls from spring/ summer 2018, with projects delivering support to the CHART community from late 2018 through to April 2022.

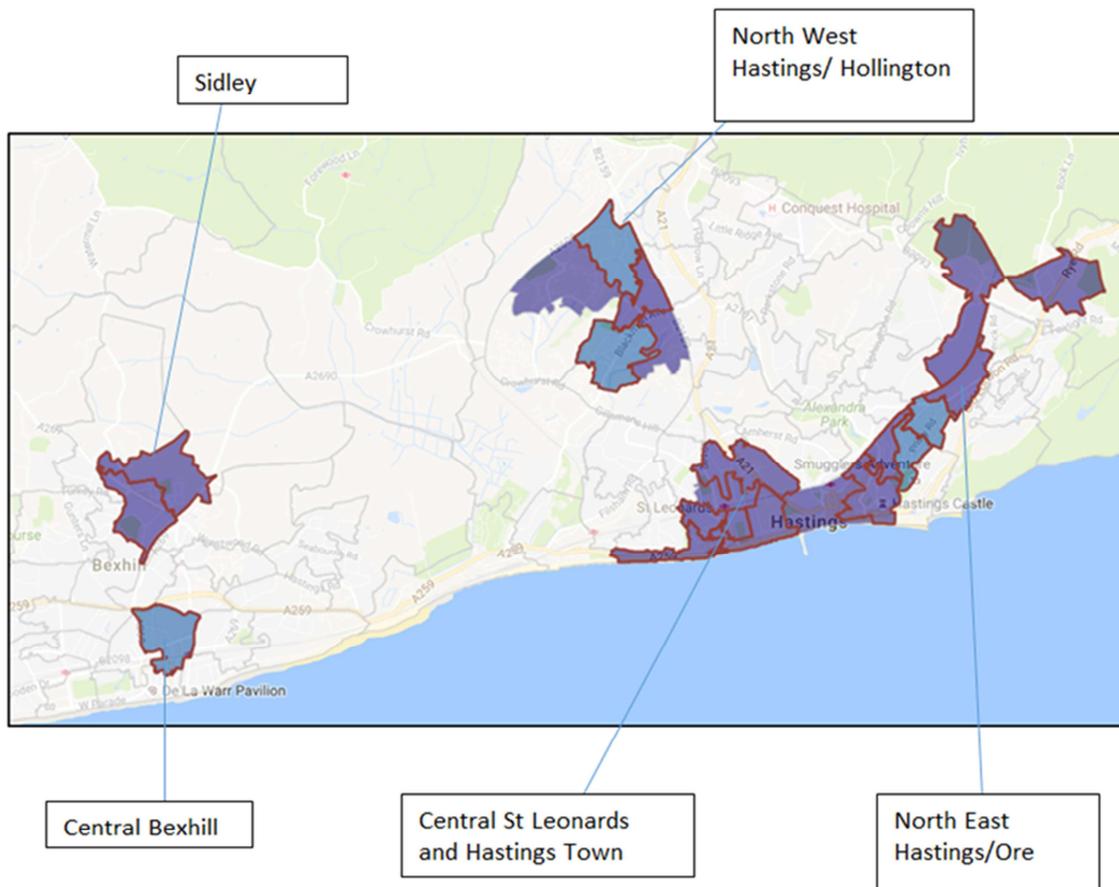
#### 1.2. Which areas of Hastings and Bexhill will be supported?

The CHART 'area' is based on the 20% most deprived Lower Super Output Areas (LSOAs)<sup>1</sup> in Hastings and Bexhill, based on data from the 2010 IMD report.<sup>2</sup> These LSOAs are shown in the map at the top of page four:

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<sup>1</sup> Unlike wards, which can vary dramatically in terms of population size, LSOAs have relatively consistent levels of population (mean 1,500) and are used in the reporting of small area statistics. LSOA's remain constant, even when ward boundaries change.

<sup>2</sup> Index of Multiple Deprivation, a measure which uses different features of an area such as unemployment and health conditions to identify how disadvantaged places are one from another.



### 1.3. What will the CHART programme do?

CHART will fund projects which support people within the CHART area (mainly unemployed and economically inactive) as well as local businesses (small and medium size) and voluntary and community groups. The fund will focus on supporting the following target groups:

- People from ethnic minorities
- People with disabilities (including people with mental health issues)
- People who have never worked
- People who are between 50 and 64
- Entrepreneurs, small businesses (including social enterprises)

In order to support these people and businesses, CHART will offer funding within four (4) specific 'Work Packages':

1. **Work package 1 COMMUNITY ASSETS (ERDF):** Investment in physical assets for employability and community benefit. £822,500 (+ match)
2. **Work package 2 ENTERPRISE and BUSINESS SUPPORT (ERDF):** Stimulating local entrepreneurship and business growth. £352,500 (+ match)

3. **Work package 3 COMMUNITY DEVELOPMENT AND OUTREACH (ESF):**  
Work with local communities and organisations to build confidence and capacity to tackle local problems and improve the coordination of responses. £325,000 (+match)
4. **Work package 4 EMPLOYABILITY SUPPORT (ESF):** Direct support to the most vulnerable unemployed / inactive CHART residents to move closer and into the labour market. £1.3m (+ match)

For further details on the Work Packages please see [Annex 1](#).

#### **1.4 How will CHART benefit my local community?**

The CHART programme will bring a fresh approach to tackling entrenched problems which conventional programming has not managed to solve. It is particularly focused on helping disadvantaged people to find and keep employment locally, to be helped to set up as self-employed or start a business, and to stimulate the local economy to create jobs suitable for local people.

Communities in Hastings and Bexhill will benefit from the availability of new services and support. The programme is by definition flexible and designed to respond to local people's ideas and needs. It is likely that there will be new ways in which unemployed people will be supported into work, through for example receiving training, offered work placements or shadowing, being helped to deal with health or housing issues which get in the way of finding work, being supported in a new job and become settled. There will also be help for people who have an idea for starting a local business or becoming self-employed. Although these sorts of services do exist already to some extent, CHART will be open to new, locally identified ideas, giving the community the chance to design its own response to long term problems.

## **2. SECTION 2- CHART LAG Board**

### **2.1. What is the CHART LAG Board?**

The CHART LAG Board was formed in 2016, bringing together a wide range of stakeholders to develop a strategy which would form the basis of the CHART programme. Founding members have been vital in the development of the programme to ensure the needs of CHART community were at the forefront of programme development.

The LAG is made up of members from the public, private and voluntary sector, as well as CHART residents, with no more than 49% representation of any single sector/ interest group.

### **2.2. What is the role of CHART LAG Board?**

As we enter a new phase from programme development to the delivery of the grants programme, the LAG will become the main decision making body for CHART.

The LAG's role will be to consider and decide upon funding for projects, following the recommendations and advice from the CHART Executive Delivery Group (EDG), and CHART programme staff.

The CHART EDG will be made up of LAG members who will form the 'investment panel' for the programme, appraising and reviewing funding applications.

The LAG will also be responsible for ensuring that the CHART Strategy is adopted and reviewed and that the programme is meeting its objectives.

### **2.3. What is expected from LAG members?**

All members will be expected to act in what they believe is the best interests of the CHART programme, and not in their own interests or those of any person or company. All members will work in accordance with the seven principles of public life – the Nolan Principles (<http://www.public-standards.gov.uk>). Members must be willing to listen, and treat other members with respect.

All members will maintain confidentiality of the CHART LAG, and will be required to complete a 'conflict of interest' form and sign a 'code of conduct'. Inappropriate behaviour may result in exclusion from the LAG.

### **2.4. What are the time commitments for LAG Members?**

The LAG will meet every 3 months. The meetings are expected to last for 2 hours. There may be also be communication by email/phone in-between meetings especially when project decisions are needed, which may be agreed by the LAG in meetings or via electronically (emails/ voting poll).

Members must be prepared for meetings (e.g. read paperwork in advance) and contribute to meetings.

Please note that if you become part of the CHART Executive Delivery Group (EDG) then you will also be required to attend EDG investment panel meetings. Meetings will take place monthly during full application appraisal periods. You will also need to commit time to reviewing applications and supporting documents. For more information on the role of EDG members see [Annex 2](#).

### **2.5. Who can apply to join the LAG Board?**

Anybody who lives, works, and/or volunteers in Hastings and Bexhill can apply. We encourage applicants from the CHART area itself – especially those that live/work/volunteer within the CHART area.

We are particularly looking for applicants from the groups that are currently underrepresented within the LAG Board:

- CHART residents with direct experience of employment issues
- CHART businesses, including social enterprises

Also if you relate in any way to one of these groups: ethnic minorities, people with disabilities, people who have experienced long term unemployment, people who are between 50 and 64 - please consider applying.

## **2.6. What experience, knowledge and skills do I need to have?**

We welcome members from a wide variety of backgrounds, and value the varied skills, knowledge and experience that you will be able to bring to the LAG.

We anticipate all members will have the **essential** attributes listed below. We also anticipate that each member will contribute towards one or more of the **desirable** attributes listed below. Where LAG members may collectively lack any of these **desirable** attributes, training will be arranged and then LAG will have the power to co-opt additional support.

### **Essential**

- Have knowledge of the issues in the CHART area and of its communities
- Committed to working as a team and in partnership for the benefit of the whole CHART area
- Ability to commit time to both meetings, consideration of papers and training
- Understand the capacity building needs of the community
- Conscious of equal opportunities and gender equality

### **Desirable**

- Confidence to present knowledge/views in meetings
- Have knowledge of how to stimulate ideas and interest in CLLD
- Experience of strategic level working
- Local / sectoral knowledge
- Leadership skills
- Good communication skills
- Access to people and networks
- Able to make evidence based decisions
- Familiar with management, resources, budgets
- Financial awareness in relation to viability and sustainability
- Awareness of underrepresented groups
- Experience of regeneration, community development or service provision for disadvantaged groups

- Governance experience bringing experience of strategic planning, financial risk and performance management
- Commercial experience bringing both governance and private sector expertise

### **2.7. Will expenses be covered?**

Being a LAG member is an un-paid, voluntary role. However, there is a minimal budget allowance for travel and childcare and dependent care expenses which will be discussed with applicants upon recruitment to the LAG as part of the training.

### **2.8. How will LAG Members be supported within their role?**

The LAG Board is supported by CHART Programme Team (Hastings Borough Council), who will act as the secretariat for the LAG. They will prepare papers and organise meetings.

The CHART Programme Team will also assess and evaluate the support/skills needs for each member, and will put together a support plan to ensure each member feels confident within their role. This could include organising training, one-to-one support and development opportunities where appropriate. This will be an on-going process and very much part of the capacity building process at the heart of the CLLD ethos.

A peer mentoring/ buddy system will also be established for those who may need further support. New members who join the LAG at a later date will be assigned a 'buddy' to support them through the first few meetings of the Board.

### **2.9. I'd like to become a member of the LAG but I also represent an organisation which plans to bid for CHART funding, is this ok?**

We welcome members from a wide range of backgrounds, and understand the importance of LAG members who deliver services to our target group. However, if you wish to become a LAG member you must act in the best interests of the CHART programme, and not in your own interest or that of any person or company.

All members will maintain confidentiality of the CHART LAG, and will be required to complete a 'conflict of interest' form and sign a 'code of conduct'. Conflicts of interests will be closely managed throughout the programme.

Please note that as an organisation, you do not need to be part of the LAG to apply for CHART funding and we will be organising project workshops to ensure that you are supported in the development of project ideas.

### **3. SECTION 3- Becoming a CHART LAG Board Member**

#### **3.1. What should I do if I want to join the LAG?**

Please complete the LAG Membership application form. You can access this at <https://www.hastings.gov.uk/chart/LAG/> or request it by emailing [CHART@hastings.gov.uk](mailto:CHART@hastings.gov.uk)

The CHART Programme Team will then contact you within 10 working days to confirm your membership.

#### **3.2. What should I do if I want to join the CHART Executive Delivery Group (EDG)?**

To join the EDG you need to become a LAG member. Once you're a LAG member you can apply to join the EDG.

Further information on the roles and responsibilities of the EDG can be found in [Annex 2](#).

Please feel free to contact the CHART Programme Team for further details.

#### **3.3. How will the LAG members be chosen?**

Applications will be assessed by the CHART Programme Team. We will take into account, your experience, knowledge and skills, as well as whether you meet the essential criteria. Part of the assessment process will be to ensure that collectively LAG Members complement each other and are representative of the CHART area and its communities.

#### **3.4. I'm already a CHART LAG member from the development phase; do I still need to apply?**

Yes, you will need to formally apply to join the LAG, as the initial LAG was the 'shadow LAG', which served the purpose of creating and developing the CHART strategy. We are now entering a new phase of the programme and need to review the membership of all 'shadow' LAG members, to ensure that collectively all LAG members complement each other and are representative of the CHART area and its communities.

#### **3.5. Will I need to be part of the LAG for duration of the programme (five (5) years)?**

LAG membership will be reviewed annually, and ideally we'd like members to commit to one (1) years membership.

### **3.6. I can't commit to CHART LAG membership but would still like to be kept involved in some way, is this possible?**

We understand that being part of the LAG can be a big commitment but we still value the experience and knowledge that you may be able to offer. You can stay connected with CHART in the following ways:

- Receive E-Newsletters with project calls, updates and success stories
- Join facilitated workshops before project calls- providing input into the development of project ideas
- Join our 'specialist assessors' database- Specialist assessors may be called upon to assess project calls.

Please contact the CHART Programme Team to discuss the ways in which you would like to stay involved with CHART.

#### **Further Information**

For further information on becoming a LAG member please contact the CHART Programme Team:

Catherine Denning-Johnson  
CHART Project Manager  
Tel: 01424 451986  
[chart@hastings.gov.uk](mailto:chart@hastings.gov.uk)

## ANNEX 1- CHART Work Packages- Further Information

**Work package 1 COMMUNITY ASSETS (ERDF):** *Investment in physical assets for employability and community benefit*

Proposed CHART activity must:

- Be in line with Investment European Regional Development Fund – **Priority Axis 8: Promoting social inclusion and combating poverty and any discrimination.**
  - Investment Priority 9d1: Undertaking investment in the context of Community Led Local Development strategies
- Support the delivery of the objectives of the CHART Local Development Strategy;
- Support participants/ beneficiaries/ businesses within the CHART area;
- Represent an appropriate, effective and efficient means of delivering the relevant specific outputs and results of the of the CHART Local Development Strategy;
- Align to relevant local and National priorities;
- Add value to and not duplicate, existing provision and must not conflict with national policy.
- Represent value for money
- Address Cross Cutting Themes (Equality& Sustainable Development)
- Comply with ESIF regulations on Procurement, State Aid, publicity, eligibility rules

### Work Package 1- COMMUNITY ASSETS

The aim of work package 1 is to invest in physical assets such as premises, work units, training centres, community facilities and capital equipment in support of local communities and businesses.

To leverage additional investments to strengthen assets underpinning the local economy and labour market. The following activities have been identified within the CHART LDS for Work Package 1:

- Investing in improvements to business premises in the CHART local area and Hastings / Bexhill economic space which offer the potential to create employment openings and provide routes towards employment (including apprenticeships, traineeships, volunteering etc), particularly those related to sectors with the best growth and employment creation prospects
- Provision of suitable business premises including new units tailored to sector needs, support for refurbishment and equipment fitting out, including high specification affordable and flexible business incubation space with high speed

connectivity and with linked business support

- Supporting investment in physical assets that will promote the development of enterprises strongly linked to the needs, opportunities and ideas of local communities, including social enterprises, cooperatives, and community owned business, also including joint ventures and ownership
- Maximising the use of fixed local assets, such as children's centres, sports facilities, or complementing and helping the development of community based health / wellbeing centres through the local Clinical Commissioning Group (CCG) Health Inequalities programme with the goal of both increasing provision through them of employability support and creating employment, training and volunteering opportunities
- Making available capital grants to enterprises to acquire equipment or capital goods with the potential to improve their performance and ability to create employment or training openings for CHART residents.

### **Work Package 2- ENTERPRISE AND BUSINESS SUPPORT (ERDF)** *Stimulating local entrepreneurship and business growth, particularly in target sectors*

Proposed CHART activity must:

- Be in line with Investment European Regional Development Fund – **Priority Axis 8: Promoting social inclusion and combating poverty and any discrimination**
  - Investment Priority 9d1: Undertaking investment in the context of Community Led Local Development strategies
- Support the delivery of the objectives of the CHART Local Development Strategy;
- Support participants/ beneficiaries/ businesses within the CHART area;
- Represent an appropriate, effective and efficient means of delivering the relevant specific outputs and results of the of the CHART Local Development Strategy;
- Align to relevant local and National priorities;
- Add value to and not duplicate, existing provision and must not conflict with national policy.
- Represent value for money
- Address Cross Cutting Themes (Equality & Sustainable Development)
- Comply with ESIF regulations on Procurement, State Aid, publicity, eligibility rules

### **Work Package 2- ENTERPRISE AND BUSINESS SUPPORT**

The aim of work package 2 ENTERPRISE AND BUSINESS SUPPORT is to deliver activities which contribute to the integration, effectiveness and sustainability of the support system for employment and business support in the CHART area and to support the creation and maintenance of local enterprises which potentially offer jobs and opportunities to local people;

The following activities have been identified within the CHART Local Development Strategy for Work Package 2:

- Capacity building to improve services through vertical integration (along the pathway to employment, and stages of business development) and horizontal integration (working to reduce overlaps, improve coordination, share facilities, joint communication), including:
  - Identifying and meeting training needs for improved effectiveness amongst business support agencies;
  - Improving flows and consistency of information between organisations and with people, aiming to reduce duplication, avoid waste and increase speed, for example at transition points;
  - Bring together marketing, publicity, information about services, opportunities so that individuals and communities are better and more effectively informed.
- Supporting identified key growth sectors in the local economy, as identified above, and including social enterprises, community businesses and cooperatives, in particular where jobs suitable for local people can be created, including:
  - Specialist growth support for micro and very small businesses (opportunities for growth, mutual support, collaboration for employment creation, access to supply chains etc);
  - Support with key business processes, particularly those critical for employment creation and maintenance (business expansion planning and financing, HR services, health and safety compliance, identifying and meeting skills needs, workforce up-skilling particularly where this creates additional entry level openings and improves business sustainability);
  - Provision of highly targeted, time limited wage subsidies for sustainable jobs in target sectors/locations to be taken up by CHART residents, particularly those benefitting from employment support;
  - Capital grants or loans particularly for start-ups and growth from micro to SME businesses.
- Supporting development of intermediate employment pathway opportunities for CHART residents, including volunteering, placements, internships, work experience
- Expanding the availability of support for self-employment and entrepreneurship for CHART residents including early stage Information Advice and Guidance (IAG) mentoring and coaching including peer support. This may include support for portfolio and fragmented careers and job profiles, with a particular focus on the creative sector.
- Enhancing existing business support services in the area to increase provision to businesses operating in the CHART area, to those with employment creation potential, and to local start-ups / entrepreneurs, to include:
  - Targeting fragile local businesses, to help develop resilience and sustainability and help maintain their local presence, with support tailored specifically to local sectors – for example small/owner occupied retail outlets, workshops;

- Active steps to offer support very locally in the CHART areas including direct contacts to local enterprises particularly those rarely engaging with support such as some Black and Minority Ethnic (BME) owned businesses.
- Providing specific support for new and existing social enterprises, community owned enterprises or cooperatives
- Supporting through training, advice and guidance the development of enterprises strongly linked to the needs, opportunities and ideas of local communities, in particular social enterprises, cooperatives, and community owned business, also including joint ventures and ownership.

**Work Package 3 COMMUNITY DEVELOPMENT AND OUTREACH (ESF):** *Work with local communities and organisations to build confidence and capacity to tackle local problems and improve the coordination of responses*

Proposed activity must:

- Be in line with Investment **Priority 1.5 of Priority Axis 1** of the European Social Fund Operational Programme;
- Support the delivery of the objectives of the CHART Local Development Strategy;
- Support participants within the CHART area;
- Represent an appropriate, effective and efficient means of delivering the relevant specific outputs and results of the of the CHART Local Development Strategy;
- Align to relevant local and national priorities;
- Add value to and not duplicate, existing provision and must not conflict with national policy.
- Represent value for money
- Address Cross Cutting Themes (Equality & Sustainable Development)
- Comply with ESIF regulations on Procurement, State Aid, publicity, eligibility rules

**Work Package 3 Community Development and Outreach**

The following activities have been identified within the Local Development strategy for Work Package 3 to harness and strengthen the assets of local communities in the CHART area to support local people towards work:

- Working with established and new community based organisations and support organisations to define in detail responses to persistent social and economic disadvantage in the CHART area, and to build the necessary capacity and networks to deliver appropriate responses
- Supporting existing local and community organisations in the CHART areas to be more resilient and effective, and to develop or enhance work

- they do to support residents towards employment or create local jobs
- Developing and delivering a programme of community based events and activities specifically designed to deliver multiple CLLD relevant benefits, for example local arts and culture driven initiatives (support for key sector) providing paid opportunities for residents (income), volunteer involvement (employability, confidence building, community participation), use and development of premises (community facilities, local income retention).

**Work Package 4 EMPLOYABILITY SUPPORT (ESF):** *Direct support to the most vulnerable unemployed / inactive CHART residents to move closer and into the labour market*

Proposed activity must:

- Be in line with Investment **Priority 1.5 of Priority Axis 1** of the European Social Fund Operational Programme;
- Support the delivery of the objectives of the CHART Local Development Strategy;
- Support participants within the CHART area;
- Represent an appropriate, effective and efficient means of delivering the relevant specific outputs and results of the of the CHART Local Development Strategy;
- Align to relevant local and national priorities;
- Add value to and not duplicate, existing provision and must not conflict with national policy.
- Represent value for money
- Address Cross Cutting Themes (Equality& Sustainable Development)
- Comply with ESIF regulations on Procurement, State Aid, publicity, eligibility rules

Work Package 4: EMPLOYABILITY SUPPORT

The following activities have been identified within the Local Development strategy for Work Package 4:

- Providing and coordinating packages of support to individuals which address multiple issues simultaneously, and provide continuity of support over extended periods to move people into work and help maintain them there, including:
- Addressing and overcoming personal barriers (health, disability, debt, domestic circumstances, affordability of support such as training)
- Addressing practical barriers (location, transport, caring responsibilities, language, education and training)
- Offering continuing support, for example personal mentoring, job coaching, linking with employers, developing continuity of information such as personal records
- Supporting the availability of lifelong learning and education opportunities

- Supporting the creation of training and apprenticeship openings particularly in key growth sectors and where businesses need support to manage placements
- Managing transition points for example between volunteering and training, or training into work
- Skill development in enterprise and business
- Supporting community based education and lifelong learning provision
- Prioritising the building of the specific skills and experience most needed in the local economy, particularly entry level jobs, including
  - Customer services, in particular in contact centres
  - Social care
  - Construction
  - Creative, media, cultural and digital industries
- Working with the area's well established experience and infrastructure for volunteering for example to provide more supportive capacity, and create new volunteer positions on the pathways to employment, including volunteering as a way to engage isolated people
- Focusing on identified groups which at present are the least supported (including hard to reach, and where existing provision is inadequate or absent) – these vary by location but include:
  - People who are particularly isolated or unreached by existing provision
  - People with long term illness, disabilities, or mental health issues
  - People in need but not eligible for mainstream provision

## **ANNEX 2 – CHART Executive Delivery Group (EDG)**

### **Summary**

The CHART Executive Delivery Group (EDG) is made up of CHART LAG board members who will act as the 'Investment Panel' to review, appraise and recommend applications to the CHART LAG Board. The EDG will also have a strategic role throughout the life time of the programme.

The principal responsibilities of the CHART EDG will be:

- To be the investment panel of the LAG during the Grant application process;
- Make recommendations on decisions of Grant full applications to the CHART LAG Board;
- Oversee and monitor the physical and financial performance of the programme, reviewing monthly reports on the operation of the programme and the financial position;
- Supporting strategic project development and coordination;
- Report to the CHART LAG Board on all the above.

The CHART Executive Delivery Group (EDG) will comprise of 7 CHART LAG Board members:

- Two from the public sector
- Two from the civic sector
- Two from the private sector
- LAG Board Chair

The CHART Scheme Delivery Manager and representatives from Hastings Borough Council are ex officio members of the CHART EDG.

The CHART Programme Team may recruit more than 7 EDG members, in order to avoid conflicts of interests at certain investment panel meetings. This may mean that there are 'core' EDG members and a 'bank' of EDG members from the LAG Board who are prepared to join the investment panel should a conflict of interest arise.

Moreover, 'bank' EDG members may be co-opted if other EDG members are unavailable and / or if a 'bank' EDG member's particular knowledge/ experience would be of value to particular project assessment.

### **How often will the EDG meet?**

The EDG will meet monthly during the development phase, and every 6 weeks when the programmes are being monitored.

### **What experience, knowledge and skills are needed to join the EDG?**

We welcome members from a wide variety of backgrounds, and value the varied skills, knowledge and experience that you may bring to the EDG.

EDG members will need to meet the **essential** attributes listed below. We also anticipate that each member will contribute towards **one or more** of the **desirable** attributes listed below.

Full training and support will be given on the CHART assessment process so that all EDG members feel confident within their role.

#### **Essential**

- Have knowledge of the issues in the CHART area and of its communities
- Committed to working as a team and in partnership for the benefit of the whole CHART area
- Ability to commit time to both meetings, consideration of papers and training
- Understand the capacity building needs of the community
- Conscious of equal opportunities and gender equality
- Able to make evidence based decisions
- Able to share views and opinions within a group
- Familiar with management, resources, budgets
- Experience of one or more of the following- regeneration, community development, disadvantaged groups, enterprise and entrepreneurship support/ development.

#### **Desirable**

- Experience of strategic level working
- Confidence to present knowledge/views in meetings
- Have knowledge of how to stimulate ideas and interest in CHART
- Local / sectoral knowledge
- Leadership skills
- Good communication skills
- Marketing and promotion
- Access to people and networks
- Financial awareness in relation to viability and sustainability

- Governance experience bringing experience of strategic planning, financial risk and performance management
- Commercial experience bringing both governance and private sector expertise

### **What should I do if I want to join the CHART Executive Delivery Group (EDG)?**

Once you have been approved as LAG member, you can apply to join the EDG. Ask the CHART Programme Team for an application form.

### **How will the EDG members be chosen?**

Applications will be assessed by the CHART Programme Team. We will take into account, your experience, knowledge and skills, as well as whether you meet the essential criteria. Part of the assessment process will be to ensure that collectively EDG Members complement each other and are representative of the CHART sectors and the CHART community.