



## ANNEX 4

### LETTER OF DELEGATION TO GOVERNMENT OFFICES



Regional Director

**European Social Fund Division  
Joint International Unit**

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Date: 21 April 2008

Dear,

**Delegated authority for the 2007-13 ESF England and Gibraltar programme**

**Continuing responsibility for the 2000-6 ESF programmes**

Win Harris' letter of 18 February set out the role for Government Offices as the regional arm of the managing authority for the 2007-13 ESF programme. I attach for information a copy of the annex to that letter.

I am now writing to formally provide you with the delegated authority to sign on behalf of the Secretary of State for Work and Pensions:-

- CFO beneficiary agreements
- DWP CFO memorandum of understanding
- Technical Assistance agreements

This includes signing variations to the above documents.

You are also authorised to check the eligibility of expenditure and confirm suitability for payment. You should note that as a change from the arrangements for the 2000-6 programmes, the central managing authority in ESF Division will be responsible for the authorisation for payments. Detailed guidance on the role and responsibilities of the regional managing authority will be provided in the managing authority manual; this will be supplemented by training events for the key staff involved.

You have the authority from the Accounting Officer of the Department for Work and Pensions to issue sub delegations to your own staff to meet your needs. Any sub delegation must be in writing and retained as part of the audit trail.

**2000-6 programmes**

My predecessor Gordon Pursglove wrote to you on 12 April 2007 giving an annual delegation of authority for the 2000-6 programmes. This letter authorises the continuation of that delegation, until the Government Office actions related to closure of the programmes has been completed.

I have copied this letter to xxxx, and to Ian Chapman and Mark Dunkley here.

Could you please accept the delegation of authority by acknowledging receipt of this letter,

Yours Sincerely,

(by email)

Ken Lambert

Action Head of ESF Division

## **England European Social Fund (ESF) convergence, competitiveness and employment programme 2007-2013**

Responsibilities of regional managing authority staff in Government Offices (excluding London) will be:-

*Programme development and implementation (nearly complete for the first half of the programme)*

- Working with the Regional Skills Partnership to develop the regional ESF framework to help ensure that it conforms with the Operational Programme, EU regulations and that there is synergy with other regional strategies and funding streams, including ERDF.
- Appraising applications for CFO status (jointly with the central managing authority - ESFD Division in DWP) and designating successful applicants as CFOs.
- Working with Co-Financing Organisations (CFOs) to establish CFO allocations that reflect their respective contributions to the delivery of priorities in the regional ESF framework.
- Working with the central managing authority (ESFD Division in DWP) to confirm that CFO plans address regional ESF frameworks, regional ESF allocations, output and results targets and the cross-cutting themes of gender equality, equality of opportunity and sustainable development.
- In convergence and phasing-in regions, issuing limited calls for proposals for directly funded ESF activity if co-financing is not an option for some activities.
- In convergence and phasing-in regions, working with the central managing authority to appraise proposals for directly funded ESF activity against the agreed criteria.
- Appraising applications for Technical Assistance (TA) against the regional TA strategy and national appraisal criteria.

*Programme management and delivery*

- Carrying out negotiations with CFOs to conclude formal funding agreements, and ensuring that any subsequent variations to funding agreements are made accurately and timeously.
- Conclude formal funding agreements with non CFO beneficiaries (project providers in convergence and phasing in areas, and TA beneficiaries), and ensuring that any subsequent variations to funding agreements are made accurately and timeously
- Acting as the managing authority first line of contact for CFOs and other regional partners.
- Undertaking quarterly strategic monitoring of CFOs to confirm delivery in accordance with the CFO plan and reporting emerging issues to the centre (NOTE: two monitoring visits a year will be carried out jointly by central and regional staff).

- Identifying regional and local publicity opportunities and case studies, and ensuring that CFOs meet publicity requirements.
- Disseminating good practice on the cross cutting themes to help CFOs fulfil their responsibilities.
- In convergence and phasing-in regions, maintaining a strategic relationship with organisations other than CFOs that manage ESFD funded operations.
- Ensuring that the aims and objectives agreed for TA projects are being fulfilled.
- Certifying the reasonableness of payment claims through desk checks based on monitoring feedback and management information (NOTE: Separation of the certifying and authorising functions for payments is a requirement of UK government accounting rules, so that regional staff will certify, and central staff authorise payments; this should not be confused with the role of the certifying authority, which will be located in ESF Division.
- Acting as the secretariat for the regional ESF committee and any sub-committees, producing regular and timely information on regional performance.
- Subject to agreement by the regional ESF committee, representing the region at the England programme monitoring committee. If someone other than a GO representative is nominated by the regional ESF committee, ensuring that the nominee is briefed for the meeting of the England programme monitoring committee.
- Reporting to ESFD quarterly on regional issues, regional performance and providing early warnings of emerging issues e.g. N+2, major redundancies.
- Providing regional contributions to the annual implementation reports, after approval by the regional ESF committee.
- Working with regional partners to ensure effective co-ordination with other regional funding including ERDF.

## LETTER OF DELEGATION TO THE LONDON DEVELOPMENT AGENCY



Manny Lewis  
Chief Executive  
London Development Agency

### European Social Fund Division Joint International Unit

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Email ken.lambert@jiu.gsi.gov.uk  
ken.lambert@dwp.gsi.gov.uk

Date: 23 April 2008

Dear Manny,

### **Delegated authority for the 2007-13 ESF England and Gibraltar programme**

As you may know, I have been working for some time with colleagues in the LDA European Programme Management Unit and in the GLA to determine the role and responsibilities that the Department of Work and Pensions, as managing authority for the 2007-2013 ESF England programme, will delegate to the LDA as an Intermediate Body. I attach as an annex the role and responsibilities that we have agreed, and I am pleased to say that I have had written confirmation from DG Employment of the European Commission that they are content for the LDA to act as an Intermediate Body. The Commission has asked me to stress that the existing separation of functions between the European Programme Management Unit and the LDA Co-financing Organisation must remain for the duration of the programme.

I am now writing to formally provide you with the delegated authority to sign on behalf of the Secretary of State for Work and Pensions:-

- CFO beneficiary agreements
- DWP CFO memorandum of understanding
- Technical Assistance agreements

This includes signing variations to the above documents.

You are also authorised to check the eligibility of expenditure and confirm suitability for payment. Note that the central managing authority here in ESF Division will be responsible for the authorisation for payments. Detailed guidance on the role and responsibilities of the Intermediate Body will be provided in the managing authority manual; this will be supplemented by training events for the key staff involved.

You have the authority from the Accounting Officer of the Department for

Work and Pensions to issue sub delegations to your own staff to meet your needs. Any sub delegation must be in writing and retained as part of the audit trail.

I have copied this letter to Alex Conway, to Henry Abraham at the GLA, and to Ian Chapman and Mark Dunkley here.

Could you please accept the delegation of authority by acknowledging receipt of this letter. I look forward to working together so that ESF funds can help the most disadvantaged people in London.

Yours Sincerely,

(by email)

Ken Lambert

Action Head of ESF Division

# **MANAGEMENT AND DELIVERY ARRANGEMENTS FOR ESF IN LONDON 2007-2013**

## **Introduction**

1. This paper sets out the managing authority responsibilities and activities that will be carried out by the London Development Agency as an Intermediate Body.

## **Programme strategy and coordination**

2. The following provisions apply:-
  - Provide strategic direction to the programme and ensure alignment with the Mayor and with LSEB strategies and policies.
  - Ensure objectives of the London Regional Framework are implemented and embedded in all Co-financing Organisation (CFO) prospectuses and are delivered.
  - Ensure coordination of all CFO prospectuses.
  - Review project proposals of all CFOs to ensure the Mayor approves the strategic fit with regional priorities and coordination of programmes and projects. This will minimise duplication of projects and ensure gaps are addressed.
  - Ensure alignment at development and monitoring stages with Mayor's cross cutting themes (equalities, health, sustainability) and with other relevant regional policies.

## **Programme development and implementation**

3. The following activities have been mainly completed for the first contracting round of 2007-2010, but will need to be repeated (except for designation of CFOs) for the second half of the programme:-
  - Working with the London Skills and Employment Board to develop the regional ESF framework to help ensure that it conforms with the Operational Programme, EU regulations and that there is synergy with other regional strategies and funding streams, including ERDF.
  - Appraising applications for CFO status (jointly with the managing authority - ESFD Division in DWP) and designating successful applicants as CFOs.
  - Working with Co-Financing Organisations (CFOs) to establish CFO allocations that reflect their respective contributions to the delivery of priorities in the regional ESF framework.
  - Working with the central managing authority (ESFD Division in DWP) to confirm that CFO plans address regional ESF frameworks, regional ESF allocations, output and results targets and the cross-cutting themes of gender equality, equality of opportunity, sustainable development and health.

- Appraising applications for Technical Assistance (TA) against the regional TA strategy and national appraisal criteria.
- Carrying out negotiations with CFOs to conclude formal funding agreements.
- Conclude formal funding agreements with TA beneficiaries.
- Ensure co-financers comply with European Commission regulations.

### **Programme management and delivery**

4. The activities outlines below will continue for the life of the programme:-
- Acting as the first line of contact for queries from CFOs and other regional partners.
  - Undertaking quarterly strategic monitoring of CFOs to confirm delivery in accordance with the CFO plan and reporting emerging issues to the centre (NOTE: two monitoring visits a year will be carried out jointly with ESFD staff).
  - Ensuring that any variations to CFO and TA funding agreements are made accurately and timeously.
  - Identifying regional and local publicity opportunities and case studies, and ensuring that CFOs meet publicity requirements.
  - Disseminating good practice on the cross cutting themes of equal opportunities and gender equality, sustainable development and health, to help CFOs fulfil their responsibilities.
  - Ensuring that the aims and objectives agreed for TA projects are being fulfilled.
  - Certifying the reasonableness of payment claims through desk checks based on monitoring feedback and management information (NOTE: Separation of the certifying and authorising functions for payments is a requirement of UK government accounting rules, so that LDA staff will certify, and central staff authorise payments; this should not be confused with the role of the certifying authority, which will be located in ESF Division).
  - Addressing and flagging up any problems arising from non-compliance with European Commission regulations.
  - Acting as the secretariat for the regional ESF committee and any sub-committees, producing regular and timely information on regional performance.
  - Representing the region at the England programme monitoring committee.
  - Reporting to ESFD quarterly on regional issues, regional performance and providing early warnings of emerging issues e.g. N+2, major redundancies.
  - Providing regional contributions to the annual implementation reports, after approval by the regional ESF committee.

- Working with regional partners to ensure effective co-ordination with other regional funding including ERDF.
- Ensure regional promotion of the London ESF programme.
- Arrangements and support for any Ministerial or European Commission visits.

## LETTER OF DELEGATION TO GIBRALTAR



Mr Richard Garcia MBE  
Chief Secretary  
Government of Gibraltar

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Date: 8 May 2008

Dear Richard,

### **Delegated authority for the 2007-13 ESF England and Gibraltar programme**

We have exchanged correspondence about the role of the Government of Gibraltar as an Intermediate Body for the 2007-2013 ESF England and Gibraltar programme. I attach as an annex the agreed description of the role and responsibilities.

I am now writing to formally record that the Government of Gibraltar has the delegated authority to sign:-

- Non CFO agreements
- Technical Assistance agreements

This includes signing variations to the above documents.

The Government of Gibraltar is also authorised to check the eligibility of expenditure and confirm suitability for payment. The managing authority in ESF Division will be responsible for the authorisation for payments. Detailed guidance on the role and responsibilities of an Intermediate Body will be provided in the managing authority manual; this can if you wish be supplemented by training events for the key staff involved.

The Government of Gibraltar has the authority to issue sub delegations to its own staff to meet its needs. Any sub delegation must be in writing and retained as part of the audit trail.

I have copied this letter to Ian Chapman and Mark Dunkley here.

Could you please notify me that the delegation of authority has been accepted by acknowledging receipt of this letter,

Yours Sincerely,

(by email)

Ken Lambert

Action Head of ESF Division

## **MANAGEMENT AND DELIVERY ARRANGEMENTS FOR ESF IN GIBRALTAR 2007-2013**

### **Introduction**

5. Gibraltar is not a region of the UK. It is a European territory for whose external relations a Member State (UK) is responsible. This paper therefore sets out the managing authority responsibilities and activities that will be carried out by the Government of Gibraltar as an Intermediate Body.

### **Programme development and implementation**

6. Some of the following activities have been mainly completed for the first contracting round covering 2007-2010, but will need to be repeated for the second half of the programme:-
  - Working with the Gibraltar Joint Local Advisory Group to develop the regional ESF framework to help ensure that it conforms with the Operational Programme, EU regulations and that there is synergy with other strategies and funding streams in Gibraltar, including ERDF.
  - Making calls for ESF applications and appraising them against the assessment criteria agreed by the England and Gibraltar ESF monitoring committee.
  - Working to standards agreed with the central managing authority to ensure that Gibraltar ESF applications address the Gibraltar ESF framework, ESF allocations, output and results targets and the cross-cutting themes of gender equality, equality of opportunity and sustainable development.
  - Appraising applications for Technical Assistance (TA) against the TA strategy and appraisal criteria.
  - Concluding formal funding agreements with ESF beneficiaries.

### **Programme management and delivery**

7. The activities outlined below will continue for the life of the programme:-
  - Acting as the first line of contact for queries in Gibraltar from ESF beneficiaries and partner organisations.
  - Undertaking quarterly monitoring of Gibraltar ESF beneficiaries to confirm delivery in accordance with the beneficiary agreements.
  - Ensuring that any variations to beneficiary agreements are made accurately and timeously.
  - Identifying publicity opportunities and ensuring that beneficiaries meet ESF publicity requirements.
  - Disseminating good practice on the cross cutting themes of equal opportunities and gender equality, sustainable development and health, to help beneficiaries fulfil their responsibilities.

- Ensuring that the aims and objectives agreed for TA projects are being fulfilled.
- Certifying the reasonableness of payment claims through desk checks based on monitoring feedback and management information taking account of the requirement for separation of the certifying and authorising functions in respect of payments.
- Acting as the secretariat for the Gibraltar ESF committee, producing regular and timely information on regional performance.
- Representing Gibraltar at the England and Gibraltar programme monitoring committee.
- Reporting quarterly on issues, performance and providing early warnings of emerging issues.
- Providing contributions to the annual implementation reports, after approval by the Gibraltar ESF committee.
- Working with partners to ensure effective co-ordination with other regional funding including ERDF.

