

## Delivering the Lucas Review

|    | SE LEP Delivery Review – Board Agreements<br>December, 2014  | Action   |
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| 1. | <p>The SE LEP Board is recommended to:</p> <ul style="list-style-type: none"> <li>• Agree to SE LEP’s terms of reference being updated to give the SE LEP Board – working with local partners - the primary role in:               <ul style="list-style-type: none"> <li>○ Providing strategic leadership in agreeing SE LEP’s overarching strategic vision and priorities (i.e. Strategic Economic Plan).</li> <li>○ Championing the SE LEP area as a whole where appropriate for growth and jobs.</li> <li>○ Supporting pan-LEP activity on SEFUND, Rural and Coastal regeneration, U9 Universities activity, CORE, priority sectors as appropriate (eg Creative) and the Growth Deal.</li> </ul> </li> <li>• Revised Terms of Reference incorporating these changes are attached as Appendix 2.</li> </ul> | <ul style="list-style-type: none"> <li>• Terms of reference revised as directed and published on SE LEP website</li> <li>• Work commissioned (free consultancy) from Local Partnerships to document/develop with federal areas a common assessment process for approval, allowing consistent local prioritisation</li> </ul> |
| 2. | The SE LEP Board is recommended to:  |  |

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|    | <ul style="list-style-type: none"> <li>• Establish an Accountability Framework, as detailed in subsequent recommendations.</li> </ul>   | <ul style="list-style-type: none"> <li>• Assurance Framework drafted for approval, incorporating: <ul style="list-style-type: none"> <li>○ December Board recommendations in response to Lucas Review</li> <li>○ SE LEP Terms of Reference</li> <li>○ Existing SE LEP Local Transport Board Assurance Framework; and</li> <li>○ Addressing national requirements in guidance</li> <li>○</li> </ul> </li> </ul> |
| 3. | <p>i) SE LEP Accountability Board and Local Accountability Arrangements</p> <p>The SE LEP Board is recommended to:</p> <ul style="list-style-type: none"> <li>• Request the county and unitary authorities to establish a SE LEP Accountability Board as an executive joint committee of the six authorities with the membership and terms of reference set out in Appendix 3.</li> <li>• Request each county/unitary council to approve this proposal prior to 31<sup>st</sup> March 2015 (by when, for maximum impact on funding and flexibility, the full Accountability Framework model should be in place).</li> </ul> <p>ii) Devolution of Funding</p> <p>The SE LEP Board is recommended to:</p> | <ul style="list-style-type: none"> <li>• Template Accountability Board paper with membership and terms of reference issued after December Board for each County/unitary authority to approve</li> <li>• Local federal arrangements to support local programme management also being formalised in some cases</li> </ul>  |

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|  | <ul style="list-style-type: none"><li>• Agree the process of allocation of funding through the federal model, maximizing the devolution of funding, management and accountability to local accountability arrangements.</li><li>• Request Essex County Council as Accountable Body to issue a single grant agreement to each county and unitary authority to:<ul style="list-style-type: none"><li>○ Provide a single grant to the relevant local authority for all schemes within its area.</li><li>○ Commit the local authority to all monitoring and reporting requirements that are required of the Accountable Body within its grant agreement with Government.</li><li>○ Commit the Accountable Body to making payment to the local authority on the same basis that it receives it from Government (e.g. if payment is made by Government quarterly in advance, it is paid from the Accountable Body to the local authority in the same way with transfer within a maximum number of days from receipt from Government).</li><li>○ Transfer all clawback provisions and other penalties in the grant agreement from Government to the local authority.</li><li>○ Commit the local authority to responsibility for any project overspend, and enable the local authority to retain the proceeds of</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Service Level Agreement (reflecting national grant arrangements) devolving funding and local management within agreed tolerances being agreed with individual county/unitary authority S151 officers</li></ul> |
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|    | <p>project underspend within the grant agreement for use on other schemes or to offset overspend, provided that this is consistent with the primary grant agreement from Government.</p> <ul style="list-style-type: none"> <li>○ Enable through the grant agreements provision for local authorities to transfer funds between each other on an <i>ad hoc</i> basis where more than one county/unitary are within the same local partnership.</li> </ul> |  |
| 4. | <p>The SE LEP Board is recommended to:</p> <ul style="list-style-type: none"> <li>● Agree the direct relationship between the SE LEP Accountability Board and the Local Accountability Boards.</li> <li>● Agree the structure outlined in Appendix 4.</li> </ul>  | <ul style="list-style-type: none"> <li>● Structure agreed at December Board and incorporated into Assurance Framework</li> </ul>   |
| 5. | <p>The SE LEP Board is recommended to:</p> <ul style="list-style-type: none"> <li>● Agree the Accountability Board be chaired by a Vice Chair from the LEP Strategic Board.</li> </ul>  | <ul style="list-style-type: none"> <li>● Accountability Board to be chaired by SE LEP Vice Chair, appointed annually</li> <li>● SE LEP Vice Chair Geoff Miles to be first Accountability Board Chairman</li> </ul> |

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| 6. | <p>The SE LEP Board is recommended to:</p> <ul style="list-style-type: none"> <li>• Agree the S151 Officer (or her representative) from the Accountable Body attend the SE LEP Accountability Board as an adviser</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Assurance and Accountability Framework confirms S151 officer from Accountable Body (or their representative) attends the Accountability Board in advisory capacity</li> <li>• S151 officers from all county/unitaries (or their representatives) all invited/able to attend</li> </ul> |
| 7. | <p>The SE LEP Board is recommended to:</p> <ul style="list-style-type: none"> <li>• Confirm the proposed role of the Accountability Board.</li> </ul>  | <ul style="list-style-type: none"> <li>• Role of SE LEP Accountability Board as agreed at December Board incorporated into Assurance Framework</li> </ul>   |
| 8. | <p>The SE LEP Board is recommended to:</p> <ul style="list-style-type: none"> <li>• Agree publication of a "SE LEP Guide to Governance Delivery and Performance Management" drawing together in one place the new arrangements.</li> </ul>                     | <ul style="list-style-type: none"> <li>• On approval of Assurance Framework, "SE LEP Guide to Governance, Delivery and Performance Management" to be commissioned as matter of urgency for publication by 31st May, 2015</li> </ul>   |
| 9. | <p>The SE LEP Board is recommended to:</p> <ul style="list-style-type: none"> <li>• Confirm SOG's formal role within the Accountability Framework model and continued support to the Director.</li> <li>• Agree that the SE LEP Accountable Body be</li> </ul> | <ul style="list-style-type: none"> <li>• Senior Officer Group incorporated into Assurance Framework with clear meeting schedule for 2015/16</li> <li>• Accountable Body representative invited to all SOG meetings</li> </ul>   |

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|     | represented at SOG meetings.   |   |
| 10. | <p>The SE LEP Board is asked to agree:</p> <ul style="list-style-type: none"> <li>• Immediate recruitment of a Senior Programme &amp; Project Management Officer to: <ul style="list-style-type: none"> <li>○ Work to the Accountability Board in co-ordinating programme management information across the LEP.</li> <li>○ Present SE LEP wide monitoring to the SE LEP Accountability Board.</li> <li>○ Manage the Independent Technical Evaluator resource to ensure consistency and support of business plan development as required by local areas.</li> <li>○ Draw upon specialist advice for the SE LEP Accountability Board as required.</li> <li>○ Co-ordinate regular meetings of relevant capital programme managers across the LEP as required.</li> <li>○ Implement with local areas the decisions of the SE LEP Accountability Board.</li> <li>○ Work closely with the SE LEP Board Accountable Body to ensure full compliance and reporting to meet Government requirements.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Recruitment of SE LEP Capital Programme Manager to commence</li> </ul> |
| 11a | The SE LEP Board is recommended to:  |   |

- Agree terms of reference for a Skills Working Group which would:
  - Develop technical specifications and timetables with the Skills Funding Agency to administer the competitive bidding rounds for SE LEP Skills Capital competition.
  - Manage the relationship with the SFA, particularly relating to Skills Capital and EU programmes, advising the Board as appropriate on SE LEP (not local) arrangements and providing a direct link to local areas.
  - Provide specialist governance of existing ESF funding and other funding streams under LEP influence (eg EU Skills Support for Workforce).
  - Provide specialist advice to the SE LEP Board and ESIF Committee on EU SIF opt-in arrangements.
  - Provide expert advice to the Board on new projects as appropriate.
  - Provide a direct link with officers supporting local Employment and Skills Board.
  - Reflect the priorities, views and recommendations of local Employment & Skills Board, ensuring federated priorities are central to pan-LEP initiatives/funding

- Agreed terms of reference for SE LEP Skills Advisory Group incorporated into Accountability Framework
- Skills Advisory Group established under chairmanship of Graham Razey as SE LEP Board Member for FE and Skills

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|     | <p>opportunities.</p> <ul style="list-style-type: none"> <li>○ Provide expert skills advice to the LEP Board in ensuring that skills remains a high priority within the LEP.</li> </ul>  |  |
| 11b | <p>The SE LEP Board is asked to:</p> <ul style="list-style-type: none"> <li>• Agree to the appointment of a SE LEP Skills position whose remit would be to support the Board and ESIF Committee in managing the Skills Capital Process and ESIF Skills programmes. (This could be for an initial 6 month period to provide support for the intensive activity expected early in 2015 to release ESIF funding).</li> <li>• Agree to consider further at a later date the need or otherwise the permanent appointment recommended in the Delivery Review at the SE LEP Board meeting in February 2015</li> </ul> | <ul style="list-style-type: none"> <li>• SE LEP Skills lead position established. Mike Rayner appointed on 12 month secondment, 4 days a week</li> </ul>   |
| 12  | <p>The SE LEP Board is asked to:</p> <ul style="list-style-type: none"> <li>• Approve in the establishment of a framework panel of consultants to “call off” for specific tasks, broadening this to include potential support for the SE LEP Accountability Board which would be overseen by the Senior Programme and Project Management Officer (Recommendation 10).</li> </ul>   | <ul style="list-style-type: none"> <li>• On agreement of Assurance and Accountability Framework and 2015/16 SE LEP budget, framework panel of consultants to "call off" for technical and specialist support to be developed and in place by 30th June 2015</li> </ul> |



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|  | <p>Underpinning the actions above, the SE LEP Board is asked to agree:</p> <ul style="list-style-type: none"><li>• The SE LEP Secretariat structure in Appendix 5</li></ul> | <ul style="list-style-type: none"><li>• Recruiting to structure, as indicated above</li></ul> |