



The SELEP Secretariat produced an Assurance Framework Implementation Plan in early 2017 detailing all of the LEP-wide actions needed to ensure compliance with the SELEP Assurance Framework. From that we extracted the actions that relate specifically to federal boards and expanded them to make them specific to TES – the **TES Action Plan** is given below.

In Oct 2017 the government published its *Review of LEP Governance & Transparency* report (the Mary Ney Review); the SELEP Secretariat has been reviewing the actions required to implement the recommendations, introducing new policies/procedures and proposing further amendments and additions to the SELEP Assurance Framework. Most of the changes serve simply to strengthen the existing structures, which for SELEP are already fairly comprehensive and robust; the changes that affect TES have been added to the below TES Action Plan.

SELEP Implementation Plan requirement	Specific action for TES	Status / Progress
Each group requested to ensure that their Terms of Reference has been updated to reflect the requirements of the Assurance Framework.	ESCC colleagues to recommend specific updates and redraft the TES ToR, for approval by TES Board.	Completed: TES ToR updated and approved in Jun 2017.
<i>Additional TES action</i>	Following the Mary Ney review, additional policies have been introduced covering Code of Conduct, Declarations of Interest, Subsistence & Hospitality, Confidential Reporting of Complaints and Whistleblowing - ensure these new policies are referenced in the TES ToR and accessible from the TES pages of the ESCC website.	In progress: once the revised SELEP Assurance Framework has been approved by the Strategic Board in Mar 2018, ESCC colleagues to update the TES ToR again and include links to the new policies on the TES pages of the ESCC website.
<i>Additional TES action</i>	Ensure the ToRs of each of TES's subgroups are also written/ updated to reflect both the TES ToR and the SELEP Assurance Framework.	In progress: once the revised SELEP Assurance Framework has been approved by the Strategic Board in Mar 2018, ESCC colleagues to look at reviewing the ToR documents for the BES, CES, DES & SES subgroups to bring them in line with the TES ToR.
Appoint an additional Strategic Board member from the Social Enterprise group that is to be established.	TES to engage with SELEP on whether the additional Strategic Board member could/should be a TES rep.	Completed: <i>the new Social Enterprise Working Group has now been established and its first meeting took place in Jan 2018; Penny Shimmin has been confirmed as the SELEP Strategic Board Champion.</i>
Federated Boards to determine and evidence own recruitment process for membership.	Add specific procedures to the TES ToR covering 'competitive' recruitment processes; retain electronic records of recruitment as proof of compliance.	Completed: section 3 of the TES ToR gives detailed recruitment procedures; all email trails on TES membership are retained by Dave Evans.
<i>Additional TES action</i>	Review the current TES method of selecting SELEP Strategic Board members (choosing 6 TES reps on a meeting-by-meeting basis effectively making <u>all</u> TES members de-facto SELEP Strategic Board members) to ensure we now have <u>6 named reps</u> instead.	In progress: this is a new directive from the SELEP Secretariat as our longstanding arrangement no longer meets the governance/transparency requirements of the Assurance Framework (particularly when conducting electronic voting). <i>TES will need to agree which 6 TES members will be named as SELEP Strategic Board members, and further decide if (and how/when) this membership should be rotated amongst TES members.</i>
Federated Boards will publish their meeting details and minutes on either their own or SELEP's website.	ESCC colleagues to create a TES page on the ESCC website with details of meetings and minutes, and provide appropriate links to SELEP Secretariat for the SELEP website.	Completed: TES page created on the ESCC website containing a meeting schedule & copies of previous minutes; link provided to the SELEP Secretariat.
<i>Additional TES action</i>	Update the TES website page to include other relevant info, including additional meeting papers, membership details, TES ToR, declarations of interest etc.	In progress: TES page now updated to include all meeting papers; Dave Evans to further improve page with additional relevant info, and to continue uploading papers & minutes moving forward.
A link to Accountability Board papers to be available for all upper tier authorities.	ESCC colleagues to obtain a website link to Accountability Board papers and share it via the TES page of the ESCC website.	Completed: TES page now has a link to the meeting papers section of the SELEP website.
All key decisions are published on the Forward Plan and available on the SELEP and upper tier authority's websites.	ESCC colleagues to obtain a website link to the SELEP Forward Plan and share it via the TES page of the ESCC website.	Completed: TES page now has a link to the meeting papers section of the SELEP website.
<i>Additional TES action</i>	ESCC colleagues to look to also incorporate links to the above Accountability Board & Forward Plan papers in the Council Democratic Services section of the ESCC website (to ensure even greater transparency).	In progress: Ben Hook & Dave Evans to investigate this through their web-author contacts at ESCC.
All members of Strategic or Accountability Board are required to complete a Declaration of Interest form (DOI).	All TES Board members to complete the <i>new</i> SELEP Declaration of Interest form and return it to the SELEP Secretariat & ESCC colleagues.	In progress: originally completed in Nov 2016 as part of our own TES procedures, the SELEP DOI form has now been updated following the Mary Ney review; <i>most TES members have already completed and returned the form (copies held by Dave Evans and the SELEP Secretariat) but all TES members must complete and return the DOI form ASAP.</i>

SELEP Implementation Plan requirement	Specific action for TES	Status / Progress
<i>Additional TES action</i>	Also filter this procedure down to TES's subgroups.	In progress: Dave Evans to liaise with the leads of the BES, CES, DES & SES subgroups in due course to ensure similar procedures are in place.
Declaration of Interest forms to be published on website.	Essentially an additional voluntary action for TES as the DOIs are already published on the SELEP website, ESCC colleagues to update the TES page on the ESCC website with a summary Register of Interests table plus links to the actual DOI forms on the SELEP website.	In progress: once all the new DOI forms have been returned, Dave Evans to update the TES page on the ESCC website with a Register of Interests table and links to the DOI forms on the SELEP website.
<i>Additional TES action</i>	Also filter this procedure down to TES's subgroups.	In progress: Dave Evans to liaise with the leads of the BES, CES, DES & SES subgroups in due course to ensure similar procedures are in place.
Declaration of interest to be noted from outset of each meeting.	Declarations to be made/recorded at the start of every TES meeting/workshop.	Completed: procedure now established for all TES meetings/workshops.
<i>Additional TES action</i>	Also filter this procedure down to TES's subgroups.	In progress: Dave Evans to liaise with the leads of the BES, CES, DES & SES subgroups in due course to ensure similar procedures are in place.
All declarations of interest reviewed annually.	TES Board members to update their declarations whenever necessary, and review/resubmit them annually via ESCC colleagues.	In progress: an ongoing action to be checked/updated every Feb; Dave to liaise with TES members on updated declarations in Feb 2019.
<i>Additional TES action</i>	Also filter this procedure down to TES's subgroups.	In progress: Dave Evans to liaise with the leads of the BES, CES, DES & SES subgroups in due course to ensure similar procedures are in place.
A process for implementing the prioritisation methodology will be agreed by the Strategic Board.	TES and partners to input into, and finally endorse, the process for implementing the SELEP project prioritisation methodology.	Completed: a standardised format for local scheme prioritisation has been established, mirroring that used by TES in the previous LGF Round 3 submission; the project prioritisation methodology was agreed for the new recycled GPF round in Jul/Aug 2017. (SELEP will need to apply the new method more widely when appropriate, say with the next LGF round.)
Each Federal Board shall ensure that they apply the prioritisation process as approved by Strategic Board.	TES to ensure that the SELEP procedures for project prioritisation (as set out in section 5 of the SELEP Assurance Framework) are properly adhered to with all new project submissions and any future funding programmes.	In progress: an ongoing action; the SELEP project prioritisation methodology was applied locally for the new recycled GPF round in Sep 2017; GPF project submissions were endorsed by TES Board members, and the final prioritised list of GPF projects was approved by the SELEP Strategic Board (electronically and then confirmed at the Strategic Board meeting on 15 Dec 2017). TES will need to apply the new method more widely when appropriate (say with the next LGF round).
All Strategic Outline Business Cases will use the Business Case Template.	TES to ensure that all of the SELEP procedures for business case submission (as set out in section 5 of the SELEP Assurance Framework) are properly adhered to with all new project submissions and any future funding programmes.	In progress: an ongoing action; Ben Hook managed GPF strategic outline business case submissions to SELEP by 29 Sep 2017; prioritised GPF projects include Eastbourne Fishermen and Charleston Centenary projects ; Ben to continue managing current projects and future submissions via the SELEP Accountability Board and ensure all current SELEP guidelines are adhered to; TES Board members to continue current approvals process for project changes within agreed tolerance levels.
The business case template to include confirmation of approval by the Federal Board.		
The Gate 2 Outline Business Case for the project will be published on the SELEP website at least one month in advance of the Accountability Board meeting.		
Projects completing a Gate 4 and 5 review, the full business case will be published at least one month in advance of the Accountability Board meeting.		
The business case template to be amended to include confirmation of assurances from the Section 151 officer of the promoting authority that Value for Money is true and accurate.		
<i>Additional TES action</i>	TES to ensure the SELEP Secretariat is invited to all meetings (Assurance Framework 2.5.1).	Completed: Dave Evans includes Adam Bryan & Rhiannon Mort in all TES meeting correspondence.
<i>Additional TES action</i>	TES Chair to provide the SELEP Secretariat with clear and updated nominations for membership of the SELEP Strategic Board (Assurance Framework 2.5.1).	In progress: TES is currently looking at how it nominates its 6 named SELEP Strategic Board members; TES is also due to review its own membership by Sep 2018 (as the TES ToR specifies 2-year tenures for its members).
<i>Additional TES action</i>	TES to ensure local priorities are aligned to the SELEP Strategic Economic Plan (SEP) and help shape/define the SEP before its final agreement by the Strategic Board (Assurance Framework 2.5.1).	In progress: TES held various meetings/workshops throughout 2017 to feed into the SEP refresh consultation; TES Board members to continue contributing as required during Q4 2017/18 ; TES Board members to ensure the East Sussex Growth Strategy Implementation Plan (dashboard) is aligned with the refreshed SELEP SEP once published.
<i>Additional TES action</i>	TES to consider how to champion the work of SELEP to local communities and ensure ongoing local engagement (Assurance Framework 2.5.1).	In progress: various 'image' meetings & workshops held throughout 2017; TES Board members to continue their ongoing work on Image/Communications and engagement through business and partnership networks.

SELEP Implementation Plan requirement	Specific action for TES	Status / Progress
<i>Additional TES action</i>	TES to enable collective engagement with all local authority leaders in East Sussex (Assurance Framework 2.5.1).	Completed: the TES Board has representation from all local authority leaders in East Sussex.
<i>Additional TES action</i>	TES to consider whether its meetings should be "open to the press & public" - essentially an additional voluntary action for TES as in the Assurance Framework it's <u>not</u> a formal requirement for federal boards in the same way that it is for the SELEP Strategic & Accountability Board meetings (Assurance Framework 3.2.1).	In progress: something for consideration only at this stage as it's not a formal requirement for federal boards in the Assurance Framework, but would extend our level of transparency. If agreed a statement will need to be added to the TES ToR and a policy created for accepting public questions in advance of meetings.
<i>Additional TES action</i>	TES to provide the SELEP Secretariat with a quarterly table of decisions made by the TES Board, for publication on the SELEP website (Assurance Framework 3.2.7).	In progress: Dave Evans & Ben Hook to come up with a procedure for recording TES decisions and sending them to the SELEP Secretariat (possibly after every regular TES meeting).