

# SELEP Induction information

**For Board members,** (January 2019)

Welcome to the South East Local Enterprise Partnership (SELEP), this pack provides information for new Board members.

Currently we are working on updating and revising the Local Assurance Framework (to reflect the new requirements following the LEP Review in July 2018, and the newly published National Assurance Framework\* in January 2019).

Following this, we will be updating this pack and the approach to induction for 2019/20, in consultation with Board members, to reflect the new requirements.

\*The National Assurance Framework (NAF) sets out Government guidance and details how a Local Enterprise Partnership is required to manage the funding it receives from Government.

<p><b>1.</b></p>	<p><b>Welcome to SELEP and introduction</b></p> <p>The size and location of the South East Local Enterprise Partnership (SELEP) means it is of national and international significance and instrumental to keeping goods and services moving in the UK.</p> <p>Some examples highlighting where the SELEP has made a real difference to the economy and businesses of the South East is included <a href="#">here</a></p> <p>For general information about SELEP please visit the SELEP website: <a href="#">here</a></p> <p>Or please contact the SELEP Secretariat on <a href="mailto:hello@southeastlep.com">hello@southeastlep.com</a></p>
<p><b>2.</b></p>	<p><b>LEP Board and sub-board structure</b></p> <p>The <b>SELEP Strategic Board</b> sets the strategic direction of the LEP providing clear strategic leadership and championing shared SELEP priorities.</p> <p>The LEP operates on the principle of subsidiarity, with decisions taken at the practical level closest to the communities and businesses affected by those decisions.</p> <p>Information on the <b>Strategic Board, Accountability Board and Federated Boards</b> are included <a href="#">here</a></p> <p>Information on the <b>working groups</b> (which include groups working on rural, coastal community and skills issues) are available <a href="#">here</a></p>
<p><b>3.</b></p>	<p><b>Accountable Body – Essex County Council</b></p> <p>The SELEP is currently an unincorporated informal partnership. To facilitate the operations of the SELEP, Essex County Council acts as the Accountable Body for the partnership. This means that the Council is accountable for the proper use and administration of funding and for ensuring that decisions are made in accordance with the assurance framework.</p>

<b>4.</b>	<p><b>Strategic planning</b></p> <p>The new <b>Strategic Economic Plan</b> for the SELEP will be published on the SELEP website in February 2019.</p> <p>This Plan is specially designed to support the manifestation of Local Industrial Strategies, provide a blue print for tangible action, maximise the deployment of the funding available to the LEP and provide the basis of negotiations with Government and other partners</p> <p>The Strategic Economic Plan is underpinned by a range of strategies, including the SELEP <b>Skills Strategy 2018-2023</b>. This sets out some of the key challenges for the SELEP area including below average skills levels, significant numbers on benefits and in workless households (nearly 180,000), workplace earnings below the national average, fluctuating apprenticeship numbers and a population set to grow to 5 million by 2039. The Strategy is available <a href="#">here</a></p>
<b>5.</b>	<p><b>Governance</b></p> <p>Good governance is the foundation upon which everything that SELEP does is built.</p> <p>The SELEP puts the Nolan Principles at the heart of all its operations.</p> <p>The SELEP Assurance Framework is the governance required by Government that details how SELEP will manage the funding it receives.</p> <p>SELEP's Local Assurance Framework, which reflects the requirements in the National Assurance Framework is available on the SELEP website <a href="#">here</a></p> <p>The Assurance Framework is complemented by a range of policies which further drive good governance and transparency into all areas of SELEP and its boards. These are reviewed annually.</p> <p>All the policies can be found on the SELEP website. Please review these, <a href="#">here</a></p>

The code of conduct and declaration of interest policies set out expectations for members of the Board and ensures there is a process by which these expectations are met.

- Please note Register of Interests (ROI) need to be completed, signed and dated and returned to the SELEP secretariat. A ROI form needs to be completed before attending a Board meeting, and then requires review every six months. The ROI guidance is available at the link [here](#)

## 6. **Funds and financial position**

Through three Local Growth Fund (LGF) awards, SELEP has secured a total of £570million. This funding has already had a profound impact in bringing forward new housing delivery and private sector investment across the South East.

For **how SELEP awards funding** please review the SELEP web page [here](#)

**SELEP's statement of accounts**, providing information on SELEP's spending for each financial year, are available on the SELEP website [here](#)

## 7. **Future meetings of the partnership**

Dates and information on the meetings are provided on the SELEP website [here](#)

This section also includes minutes and meeting papers for sub-Boards (Federated Boards).

Future meetings of the SELEP Strategic Board are scheduled as below. These are usually held at High House Production Park, Purfleet from 10am to midday.

- 22<sup>nd</sup> March 2019
- 28<sup>th</sup> June 2019
- 4<sup>th</sup> October 2019
- 6<sup>th</sup> December 2019
- 20<sup>th</sup> March 2020

	<p>All SELEP Board meetings are held in public, with Board papers published at least 5 clear working days in advance of a meeting. Draft minutes are published within 10 working days of meetings being held and approved minutes are published within 10 working days of being approved.</p>
<p><b>8.</b></p>	<p><b>Introduction to the secretariat team</b></p> <p>SELEP has a small team of officers, supporting the work of the partnership. The team is led by Adam Bryan.</p> <p>The team are here to work with and assist all members of the SELEP Board. Please find more information about the team <a href="#">here</a></p>
<p><b>9.</b></p>	<p><b>SELEP Website</b></p> <p>The secretariat undertook a review of the SELEP website in 2018. Building on the findings of the review, the website was re-launched in July 2018, with a refreshed web presence.</p> <p>The aim of this refreshed website was to enable the LEP to better communicate progress on the projects in its investment programme and provide open and transparent information about the LEP’s decision making and operating principles.</p> <p>New features of the website include:</p> <ul style="list-style-type: none"> <li>• Our delivery <a href="#">project map</a> - a list of projects pinned across a map of the South East, and a searchable project listings page, demonstrating the scale and breadth of delivery. Readers can filter results by geography, delivery theme, value banding, project type. The map features on the SELEP home page and is available via a ‘Projects Map’ label on all pages.</li> <li>• <a href="#">Find out what's on</a> - a searchable meetings function to signpost readers to various meetings, future and past, and demonstrate transparency around decision making and representation in an easy to use way online.</li> </ul> <p>Please visit - <a href="http://southeastlep.com">southeastlep.com</a>. We welcome feedback on the website.</p>