

OSE Board – 13th February

Item 5 Appendix A - Additional requirements of the new National Local Growth Assurance Framework for Local Enterprise Partnerships

Governance and Decision Making
Incorporation – to have a legal personality
Membership of the Board (tbc) <ul style="list-style-type: none">• At least two thirds to be representatives from private sector, (by 28/2/2020).• In places where not all local authorities represented directly on LEP Board, important their representative given a mandate through arrangements which enable collective engagement with all LA leaders. Need to state what these are (once agreed).• Maximum of 20 people, with option to co-opt an additional 5 Board members, (to be compliant by 28/2/2020).
Make sure expenditure, ‘expenses’ policy is clear.
State (will) produce an annual report and delivery plan , to be published at the beg. of financial year
Note that SELEP has / how it ensures open recruitment processes. (Policy for Board and Federated Boards).
<ul style="list-style-type: none">• Outline or refer to appointment process for Board members (public and private sector), should include advertise openly. Tbc (based on TES model).• Note that the LEP (will) publish details of how the LEP ensures an open recruitment process.• Note will consult widely and transparently with business community before appointing a Chair.• Note that the LEP (will) have succession planning and arrangements for the resignation of Board members.
<ul style="list-style-type: none">• Note that all Board members and LEP officers can access an induction and training programme. State will have and will be published.• Note that full induction to be undertaken within first quarter of being in post.• Note that when the LEP identifies training needs that it thinks would be beneficial to the LEP Network as a whole, to raise these with the LEP Network (who will liaise with Cities and Local Growth Unit).
Note that there are defined 3-year terms of Chair and Deputy Chair , with an optional extension of 3 years. (Note already a requirement for Chair to be from the private sector).
Noting “.... LEP sub-Boards must work within these agreed governance structures....” – if working groups are formal groups then required to follow NAF as termed a sub-Board of LEP.
To include the revised responsibilities of the s151 officer.
Note that CE reports exclusively to the LEP and is under the direction of the LEP Board.
Note how / outline how independent secretariat functions. (Note: JD of CE should reflect their role an an independent and impartial advisor working under the direction of the LEP Board).

State commitment to working within **LEP Network**.

Outline **dependencies or relationships with other LEPs** (as approp. E.g. include Tri-LEP Energy work)

An updated **diversity statement**; how LEP will ensure representation at Board and sub-Board level which is reflective of local business community; set out how will monitor diversity at Board level; steps to ensure diversity in engagement with local communities and businesses.

Note: Requirement to sign off **code of conduct** before starting in post, (add to code of conduct policy).

Transparent Decision Making

Set out the LEP's **approach to risk**, incl individual postholder responsible for and process for Board to oversee risk.

Set out / update decision making processes; and implicit in this – need to **publish forward plan and decisions**.

State that **will publish timescales for agendas and minutes** on website.

Note in ROI guidance: CE to confirm receipt of **ROI** (as now), though no longer a requirement for S151 signature to acknowledge receipt of.

Signatures to be redacted before publication. Update ROI guidance.

Note / outline how ensure ongoing engagement, including **engaging stakeholders to inform key decisions**, feedback to the public about future LEP strategy development and progress.

Set out **engagement plans**, incl how will **evidence** effective engagement.

Note will **hold and openly advertise an AGM** that is open to the public.

Accountable Decision Making

Update postholder/s responsible for providing **final sign off (per funding stream)**. Noting in most cases this is the Accountability Board.

Note (will) have a link to the **Schemes of Delegation** on website.

Note that LEP and Accountable Body agree an **internal audit plan** for the year.

State, an **open offer to attend Local Authority (LA) Scrutiny Cttees in the area when requested**.

OR

Could agree to create a **joint Scrutiny Cttee** which comprises all LAs within SELEP and 'relevant reps that can provide scrutiny from a business perspective...'

Note LEP will record publicly attendance at LA scrutiny cttees and ensure details of the outcome are put on website (e.g. publishing or linking to available reports or minutes).