

<b>THE MARCHES LOCAL ENTERPRISE PARTNERSHIP LIMITED</b>					
<b>BOARD MEETING</b>					
Monday 27 January 2020			4.00pm – 7.30 pm		
THE CLIVE ARMS, BROMFIELD, LUDLOW, SY8 2JR					
<b>AGENDA</b>					
<b>Item</b>	<b>Time</b>		<b>Lead</b>	<b>Discussion/ Decision</b>	<b>Paper</b>
	<b>4.00pm- 4.45 pm</b>	<b>Director Development Briefing</b> The role of the Section 151 Officer within Marches LEP	<b>J Walton</b>		
<b>1.</b>	<b>5.15pm</b>	<b>Welcome, Apologies and Declarations of Interest</b>	<b>MT</b>		
<b>2.</b>	<b>5.15pm</b>	<b>Board Member Changes &amp; Elections</b> a) Appointment of Public Sector Alternate Director Shropshire Council b) Re-election of S Roberts c) Election of 2 new Board members d) Dr D Llewellyn – standing down	<b>MT</b>	<b>Resolution</b>  <b>Decision</b> <b>Decision</b>	<b>X</b>
<b>3.</b>	<b>5.20pm</b>	<b>Minutes of Last Meeting of Marches LEP Ltd Board on 26 November 2019 and Matters Arising</b> a) Redacted Minutes of Emergency Board Meeting on 7 November 2019 b) Legal advice on implications of becoming a legal entity c) Marches LEP 2019/2020 Annual Performance Review – feedback	<b>MT/GH</b>	<b>Decision</b>  <b>Information</b>  <b>Discussion</b>	<b>X</b>  <b>X</b>  <b>X</b>
<b>4.</b>	<b>5.30pm</b>	<b>Extension of LEP PR and Marketing Contract</b>	<b>KJ</b>	<b>Decision</b>	<b>X</b>
<b>5.</b>	<b>5.35pm</b>	<b>Presentation - Telford Land Deal 2019/20 progress report</b>	<b>KK</b>	<b>Discussion</b>	<b>To follow</b>
<b>6.</b>	<b>6.10pm</b>	<b>Growth Deal</b> a) South Wye Transport Package b) NMITE c) Telford College d) Oxon Link e) Allocation of any Skills Capital Underspend f) Capital Projects to utilise underspend	<b>GH /NA</b>	<b>Decision</b> <b>Decision</b> <b>Discussion</b> <b>Information</b> <b>Decision</b> <b>Decision</b>	<b>To follow</b> <b>X</b> <b>To follow</b> <b>X</b> <b>X</b> <b>To follow</b>
<b>7.</b>	<b>7.20 pm</b>	<b>LEP Programme Risk Registers</b>	<b>NA</b>	<b>Information</b>	<b>X</b>
<b>8.</b>	<b>7.25 pm</b>	<b>Any Other Business</b>			
<b>Director Development Session from 4.00pm – 4.45pm - Media Training</b> <b>Items to be included on the Agenda for 24 March 2020 LEP Board meeting</b> 1. Energy Strategy Action Plan 2. Growth Deal Update 3. 2019/20 LEP Delivery Plan review and 2020/21 Delivery Plan sign off 4. Implications of becoming a legal entity – tax and VAT advice					

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## Item 2

### Marches Local Enterprise Partnership Ltd Board Meeting – Monday 27 January 2020

#### Board Member Changes and Elections

##### a. Resolution: Appointment of Public Sector Alternate Director

In accordance with the Articles of Association section 23.1 and 23.2:

- a. Cllr Peter Nutting, Leader of Shropshire Council has given notice to the Board that Cllr Lezley Picton has resigned as the Alternate.
- b. Cllr Hitchiner has given notice of the appointment of Cllr Steve Charmley, Deputy Leader and Portfolio Holder for Assets, Economic Growth and Regeneration as the Alternate. Cllr Charmley has consented to the appointment.

The relevant appointment documentation, in accordance with section 23.3 has been signed by the Leaders (Public Sector Directors) and the named Alternates. The Board is asked to **confirm the appointment** of Cllr Steve Charmley as Alternate Director for Shropshire Council.

##### b. Re-election of Sonia Roberts

Sonia Roberts has served as a Member of the Marches LEP Board for a term of 4 years. In accordance with the Articles of Association section 21.1 and 21.2, she is eligible for re-election for a further 2 years and has indicated that she wishes to continue. The Board is asked to **confirm the re-election** of Sonia Roberts for a further 2-year term of office.

##### c. Election of two new Board Members

By the closing date on 3 January 2020, 7 expressions of interest had been received for the Board Member roles. Three of the applications were for the HE role; 3 for the food and drink/farming role and 1 from a HR/recruitment specialist. Four of the applicants were shortlisted for interview. The Board member recruitment panel comprising Mandy Thorn, Cllr David Hitchiner, Frank Myers and Ruth Shepherd will interview the candidates on Friday 24 January 2020. A paper with the recommendations from the Panel will be presented at the Board meeting.

##### d. Dr David Llewellyn – standing down as a Member of the Board

Dr David Llewellyn has served for 6 years as a Member of the Marches LEP Board and this will be his last meeting. The Chair will propose a vote of thanks.

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Item 3

**Draft Minutes of the Marches LEP Ltd Board Meeting  
26 November 2019 at 5.15pm at The Clive, Bromfield, Ludlow, SY8 2JR  
(Company Number: 11822614)**

<b>Present:</b>			
<b>Mandy Thorn MBE</b>	MT	Chair, Marches LEP Board	
<b>Paul Hinkins</b>	PH	Deputy Chair, Marches LEP Board; Telford Business Board Chair	
<b>Frank Myers MBE</b>	FM	Herefordshire Business Board Chair	
<b>Paul Bennett</b>	PB	Shropshire Business Board Chair	
<b>Dr David Llewellyn</b>	DL	Agri-Tech Food Champion; Vice-Chancellor, Harper Adams University	
<b>Andrew Manning-Cox</b>	AMC	Hereford Enterprise Zone Chair	
<b>Cllr David Hitchiner</b>	DH	Leader, Herefordshire Council (for part of the meeting)	
<b>Cllr Lezley Picton</b>	LP	Portfolio Holder for Culture, Leisure, Waste & Communications, Shropshire Council	
<b>Cllr Shaun Davies</b>	SD	Leader, Telford & Wrekin Council	
<b>Paul Kalinauckas</b>	PK	Access to Finance Champion, Chief Executive of BCRS Business Loans	
<b>Sonia Roberts</b>	SR	Social Inclusion Champion; Charity Manager, Landau Limited	
<b>Ruth Shepherd</b>	RS	Director, Results Communications	
<b>In Attendance:</b>			
<b>James Walton</b>	JW	Section 151 Officer, Shropshire Council (part of meeting only)	
<b>Richard Ball</b>	RB	Acting Director for Economy and Place, Herefordshire Council	
<b>Matt Potts</b>	MP	Business Growth and Investment Manager, Shropshire Council	
<b>Kathy Mulholland</b>	KK	Inward Investment & Business Support Service Delivery Manager, Telford & Wrekin Council	
<b>Gill Hamer</b>	GH	Director, Marches LEP	
<b>Nick Alamanos</b>	NA	Programme Manager, Marches LEP	
<b>Kathryn Jones</b>	KJ	Partnership Manager, Marches LEP	
<b>Ennis Vingoe</b>	EV	LEP Team Support Officer	
<b>ITEM</b>			<b>ACTION</b>
<b>1.</b>	<p><b>Welcome, Apologies and Declarations of Interest</b> MT thanked everyone for attending the meeting. Apologies were received from J Staniforth, S Williams and Cllr P Nutting. Cllr L Picton attended the meeting on behalf of Cllr P Nutting.</p> <p><b>Declarations of Interest</b> Members made the following Declarations of Interest: DL – Item 8.2 - Employee of HEI in Marches area. MT – Item 8.3 – Business property adjacent to Oxon Link Road route. AMC – Item 8.2 – Chair of Hereford Enterprise Zone. Vendor (through Herefordshire Council) of land at Skylon Park to NMI TE, subject to contract. DH – Item 8.2 –Director of Hereford Enterprise Zone. Item 8.5 - Residence near route of Southern Relief Road. PH – Item 8.4 – Chair of Telford College Corporation.</p>		
<b>2.</b>	<p><b>Appointment of Public Sector Alternate Director Resolution:</b> 1. To note the resignation of Cllr J Harrington, Herefordshire Council as the Alternate for Cllr D Hitchiner, and to confirm the appointment of Cllr T Marsh as the new Alternate.</p>		

	<p>2. To note the resignation of Cllr S Charmley, Shropshire Council as Alternate for Cllr P Nutting; and to confirm the appointment of Cllr L Picton (LP) as the new Alternate.</p> <p><b>The Board confirmed the appointment of Cllr T Marsh as the Alternate Director for Cllr D Hitchiner, and the appointment of Cllr L Picton as the Alternate Director for Cllr P Nutting.</b></p>	EV
3.	<p><b>Minutes of Previous Meeting held on 7 November 2019 and Matters Arising</b></p> <p>The redacted minutes and confidential minutes from the previous Marches LEP Board meeting on 7 November 2019 were approved and signed by the Chair as a true and accurate record of the meeting.</p> <p>Members discussed the confidential minutes and agreed that they would be reviewed following the general election as to whether some of the text remained confidential. It was confirmed that ‘commercial in confidence’ elements would remain redacted. The reviewed minutes would be approved for publication at the next Board meeting in January 2020.</p> <p><b>Matters Arising</b></p> <p><b>Item 4</b> – it was noted that the Chief Executive of Herefordshire Council had written to the Chief Executive of Shropshire Council regarding correspondence about NMiTE.</p>	EV
4.	<p><b>Local Industrial Strategy (LIS) Update</b></p> <p>KJ introduced the agenda item and confirmed progress made with the development of the LIS following the businesses events held in October 2019. The draft document and evidence base, as circulated with the agenda, had been made available to stakeholders for final comments before submission to government. The content of the draft document was discussed, the priorities within it and its sector focus. It was noted that a Marches-wide approach to tourism, although not a priority sector for the LIS, would be developed in line with the tourism strategy research funded by the LEP and this would be discussed at a meeting on 2 December 2019. Infrastructure challenges across the Marches, including energy availability, were also discussed.</p> <p>LP confirmed that the draft LIS had been approved by Shropshire Council Cabinet on 18 November 2019. SD and DH also confirmed that their respective local authorities endorsed the draft document.</p> <p>KJ confirmed that final stakeholder comments received, including those from NFU, were being reviewed and would, wherever possible, be reflected in the final version. This updated version of the LIS, and the evidence base, would then be submitted to government in December 2019. It was noted that feedback on the LIS would be delayed due to the general election.</p> <p>The Board noted:</p> <ol style="list-style-type: none"> <li>1. The progress made with LIS development and the next steps to be undertaken.</li> <li>2. The draft document, its priorities and the associated evidence base.</li> </ol> <p><b>The Board agreed (unanimously) to delegate authority to the Marches LEP Director, in consultation with the LEP Chair, to:</b></p> <ol style="list-style-type: none"> <li>1. Consider any final amendments suggested by the three Local Authorities and/or Business Board members and formally submit an updated document to government.</li> <li>2. Liaise/negotiate with government departments to gain formal approval of the LIS.</li> </ol>	GH
5.	<p><b>Update Report for Transport Officers’ Group (TOG)</b></p>	

	<p>NA introduced the report, explaining that the group was currently chaired by a representative from Herefordshire Council.</p> <p>MT queried the statement in p3 of the report regarding the average length of journeys in the Marches area and asked that this be clarified at the next meeting with the TOG members.</p> <p>DL asked if the 'Critical Friend service' was for strategic matters. NA confirmed that this was the case.</p> <p>The Board noted:</p> <ol style="list-style-type: none"> <li>1. The achievements of the Transport Officers Group, as set out in section 2 of the report.</li> <li>2. The work programme of the Transport Officers Group, as set out in section 3 of the report.</li> </ol> <p><i>Post Meeting Note:</i> At the TOG Meeting on 27 November 2019 it was established the reference to numbers of short distance trips on the strategic network was in relation to settlements. Further information can be obtained from the TOG Chair J Callard at <a href="mailto:Jeremy.Callard@herefordshire.gov.uk">Jeremy.Callard@herefordshire.gov.uk</a></p>	<p><b>NA</b></p>
<p><b>6.</b></p>	<p><b>Amendments to Marches LEP Skills Advisory Panel (SAP) Terms of Reference</b></p> <p>KJ reminded members of the SAP's role as a formal sub-group of the Marches LEP Board to drive an evidence-based approach to the 'People' element of the LIS and demonstrate a clear understanding of local workforce and skills issues and inform investment decisions. PH reiterated the importance of the SAP working effectively with the Education &amp; Skills Funding Agency (ESFA) and the Department for Business, Energy &amp; Industrial Strategy (BEIS) in order to attract government funding for skills development to the Marches area.</p> <p>The SAP had been developed in line with government guidance and, following its establishment in September 2019, some minor amendments were required to the terms of reference that had been signed off by the Board at the meeting on 23 July 2019. A discussion was held about the SAP and its membership and it was agreed that efforts should be made to increase business representation. KJ thanked the Business Boards for each nominating a business representative and outlined how the team was engaging with business networks and sector groups, e.g. the November 2019 SAP meeting focussed on specific evidence on the construction sector. RS offered to support further engagement with the construction sector.</p> <p>SR suggested that as the SAP had only recently been formed it should be reviewed by the Board in summer 2020 to assess progress made. <b>The Board agreed.</b></p> <p><b>The Board agreed (unanimously):</b></p> <ol style="list-style-type: none"> <li>1. To approve the minor amendments to the SAP Terms of Reference.</li> <li>2. To confirm the term of membership for sector specific specialist groups' nominated representatives.</li> <li>3. To confirm changes to membership and representation.</li> <li>4. That authority was delegated to the LEP Director to make any further minor changes to TORs as the newly set up sub-group developed.</li> </ol>	<p><b>All</b></p> <p><b>RS</b></p> <p><b>KJ/JS</b></p>
<p><b>7.</b></p>	<p><b>Reports from Business Boards</b></p> <p>PB, FM and PH gave verbal updates on the activities of Shropshire, Herefordshire and Telford Business Boards respectively.</p> <p><b>Shropshire Business Board</b></p> <p>PB outlined the 8 strategic objectives that the Business Board had adopted. M Barrow had been invited to the next Business Board meeting to discuss local authority economic targets. PB said that energy, transport and broadband remained perennial challenges in the area and that 6 new members had been recruited to the Business Board this year.</p>	

	<p><b>Herefordshire Business Board</b>          FM reported that the meetings continued to be well attended. He thanked the LEP Team for assistance in recruiting to the new Administrator role for Herefordshire Business Board. A volunteer was also working with the new Administrator and assisting with the Business Board work with young entrepreneurs in the area. The main areas of focus for the Business Board were the new university and the South West Transport package; and skills would be a work stream in the coming year. FM said that the local authority gave an update at each meeting.</p> <p><b>Telford Business Board</b>          PH reported that membership remained consistent at 29 members and that tenure was staggered to preserve skill sets. Four new members had recently been recruited. Meetings were held in different locations and outside speakers regularly contributed to the meetings. PH indicated that more resource/capacity was needed in order to deliver the objectives of the Business Board.</p> <p>MT said that she would be meeting with the Business Board Chairs in the coming weeks to discuss Business Board representation on the LEP Board and resource requirements.</p>	<b>MT</b>
<b>8.</b>	<p><b>Growth Deal Update – confidential item</b>  <b>Quarter 2 Spend position 2019/20</b>          NA introduced the item and outlined the Quarter 2 spend position, which was lower than anticipated this year. An overview of project risks was outlined with assurances provided that the Performance, Risk and Monitoring Committee (PRMC) would continue to monitor the spend position and associated risks at the 17 December 2019 PRMC meeting. MT said that there continued to be vacancies for Board members on PRMC and encouraged members to volunteer for this role. NA would circulate the Terms of Reference for the PRMC and a note requesting volunteers to join the Committee. MT said that project promoters would be pressed to claim their grant funds as an underspend could impact on the LEP’s performance rating at the forthcoming Annual Performance Review.          The Board noted the current Growth Deal Programme spend position, including potential risks in achieving the 2019/20 spend profile as set out in section 1 of the report.</p> <p><i>MT welcomed JW who joined the meeting at 6.25pm</i></p> <p><b>Oxon Link Road</b>          Following discussion regarding additional detail required from Shropshire Council on certain elements of the project <b>the Board agreed (unanimously) that:</b>  <b>Shropshire Council should provide detailed financial and output information by Friday 6 December 2019 in relation to the proposed Oxon Link Road with the Shrewsbury North West Relief Road project, as set out in section 3 of the paper.</b></p> <p><b>Telford College</b>          PH reiterated his interest in the item on Telford College.  <i>PH stepped out of the meeting at 6.33pm</i></p> <p>MT explained that Telford College had not yet had a meeting with the LEP. The Board expressed their disappointment that a date for a meeting had not been agreed and asked for this to take place with immediate effect.</p> <p>Members discussed the next steps, <b>and all agreed (1 abstention (SD)) that:</b></p>	<p><b>All/NA</b></p> <p><b>All</b></p> <p><b>NA</b></p>



<p><b>1. The LEP Director would make immediate contact with the Principal of Telford College to arrange a meeting.</b></p> <p><b>2. Should the meeting not take place the Board required legal steps to be taken and an invoice issued for the amount approved at the Board Meeting on 24 September 2019, to be recovered from Telford College.</b></p>	<p><b>GH</b></p> <p><b>NA</b></p>
<p><i>PH re-joined the meeting at 6.40pm.</i></p>	
<p><b>Project Calls Update</b> NA updated the Board on the Project Calls. He confirmed that the Skills Capital Call closed at 5pm on Friday 22 November 2019. The bids were being reviewed and scored by an independent assessor, with representatives from the Education Skills Authority supporting the process.</p>	
<p>MT notified the Board that there was a vacancy on the Skills Capital Call Authorisation Group. PB volunteered to join the Group along with DH.</p>	<p><b>PB/DH/ NA</b></p>
<p>The Growth Deal Project Call was discussed with the timeframe for the submission of Expressions of Interests outlined. MT acknowledged suggestions for different call options and said that funding for additional resources for the Project Call process had been agreed at the previous Board Meeting.</p>	
<p>The Board noted that:</p> <ol style="list-style-type: none"> <li>1. The Growth Deal Capital Funding Project Call remained open until 6 December 2019.</li> <li>2. The Skills Capital Project Call had closed on 22 November 2020.</li> </ol>	
<p><b>South Wye Transport Package</b> Herefordshire Council were asked when the ‘pause and review’ process on the Southern Link Road project would be complete but were unable to provide a date. Following discussion, <b>the Board agreed (unanimously) that the date previously agreed for Herefordshire Council to confirm in writing to the LEP Director and Chair, their decision in relation to the delivery of the Southern Link Road, would be moved from 10 January 2020, to 17 January 2020.</b></p>	<p><b>NA/DH</b></p>
<p>The LEP Board would then take a decision at the 27 January 2020 meeting on the future of the project, with a recommendation of cancelling the Funding Agreement if:</p> <ol style="list-style-type: none"> <li>1. Herefordshire Council do not complete the Pause and Review on the Southern Link Road,</li> </ol> <p>Or</p> <ol style="list-style-type: none"> <li>2. Herefordshire Council confirm their decision not to build the Southern Link Road, after undertaking the Pause and Review exercise.</li> </ol>	
<p>The Board noted that it was necessary take a decision in January 2020 to mitigate any risk relating to underspend within the Growth Deal Programme.</p>	
<p>The Board also noted that due to the confirmation date being moved to 17 January 2020, the Board papers for this item may not be circulated until 22/23 January 2020.</p>	<p><b>NA</b></p>
<p><b>NMiTE (Phase 2) Funding Agreement Development</b> NA updated the Board on progress since the last Board Meeting on 7 November 2019 with regard to the NMiTE (Phase 2) Funding Agreement.</p>	

	<p>The LEP had procured Pinsent Masons to begin drafting the Funding Agreement and provide legal advice on the underwriting options put forward by NMiTE in their submission, and the subsequent offer by Herefordshire Council to underwrite the project. In order to progress a decision to underwrite the project Herefordshire Council confirmed that it required a formal request from either the LEP or NMiTE.</p> <p>An additional legal advice note had been circulated to Board Members prior to the meeting setting out the lawyers' advice on the underwriting options. Members reviewed and considered the legal advice provided.</p> <p>DL suggested that should the Board approve the proposal as set out in section 2 (b) of the legal advice:</p> <ol style="list-style-type: none"> <li>1. A set of alternative outputs should to be agreed with Herefordshire Council prior to conclusion of the funding agreement negotiations.</li> <li>2. Wording of what would constitute project failure should be agreed and included in the agreement, in the unfortunate event that the NMiTE project should fail.</li> </ol> <p>DL also suggested the LEP should write to T Bray outlining the progress made in Phase 1 and noting Herefordshire Council's 'in principle' commitment to underwriting Phase 2.</p> <p><b>The Board endorsed this approach.</b></p> <p>AMC said that it was a substantial and welcome concession to have the 'in principle' agreement from Herefordshire Council to underwrite Phase 2 of the NMiTE project, and he thanked DH for that.</p> <p>Following the discussion, MT proposed that: The LEP Board agree to support the proposal (as set out in section 2 (b) in the legal advice provided from Pinsent Masons), that the Marches LEP request Herefordshire Council underwrite Phase 2 of the NMiTE project, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. That an equivalent range of outputs be agreed with Herefordshire Council prior to the Funding Agreement being agreed.</li> <li>2. Agreement would be sought as to what constituted failure of Phase 2 of the NMiTE project.</li> <li>3. A letter would be sent to T Bray outlining the progress made in Phase 1 and noting Herefordshire Council's 'in principle' commitment to underwriting Phase 2, which would be taken to Cabinet for approval on 19 December 2019, to ensure the project was a success.</li> </ol> <p><b>The Board approved this proposal (9 For; 3 abstentions (DH, AMC, PH)).</b></p> <p>DH indicated that he was prepared to move forward with the request to Cabinet on 19 December 2019 to underwrite Phase 2 of the NMiTE project and would need supporting information from NMiTE in order to do so.</p> <p>AMC updated the LEP Board on the NMiTE Sub-group discussions and recommendations.</p>	<p>NA</p> <p>NA/DH</p>
<p>9.</p>	<p><b>Legal Advice on The Marches LEP Ltd – confidential item</b></p> <p>Due to time constraints GH asked Board Members to provide feedback on the potential implications of VAT, tax and other liabilities as outlined in the paper within the next week (by 3 December 2019).</p> <p>FM suggested that the LEP Network be used for advice and support. GH confirmed that she and MT were attending a LEP Network meeting on 3 December 2019, and this would be an issue for discussion at the Marches LEP Annual Performance Review in January 2020. GH would devise an action plan to implement the advice.</p>	<p>All/GH</p> <p>GH</p>

<b>10.</b>	<p><b>Director Development Proposals</b></p> <p>MT explained that she felt it was good practice for Board members to have access to training on diversity; PR and Marketing; the Assurance Framework and the role of the Section 151 Officer. She suggested that this training could be provided prior to Board meetings for 30 mins - 1 hour. MT asked Board members to contact her with any comments.</p> <p>FM suggested that some e-learning may be available on these topics.</p>	<b>All/MT</b>
<b>11.</b>	<p><b>LEP Programme Risk Registers</b></p> <p>MT asked Board members to send any comments on the Risk Registers to NA.</p>	<b>All/NA</b>
<b>12.</b>	<p><b>Any Other Business</b></p> <p>MT informed the Board that 2 members were required to form part of the recruitment panel for the new Board Member vacancies. FM volunteered to be on the panel.</p>	<b>GH</b>
<b>13.</b>	<p><b>Close</b></p> <p>The meeting closed at 7.55pm.</p>	
	<p><b>Next Meeting of the Board of The Marches LEP Limited: Monday 27 January 2020, The Clive Arms, Bromfield, Ludlow</b></p>	

<b>Meeting date:</b>	27 January 2020					
<b>Agenda Item:</b>	3					
<b>Item Subject:</b>	Matters Arising from the Minutes of 26/11/2020 meeting					
<b>For:</b>	<b>Discussion</b>	<b>X</b>	<b>Decision</b>	<b>X</b>	<b>Information</b>	<b>X</b>

**a) Redacted Minutes of Emergency Board Meeting on 7 November 2019 (attachment to covering email)**

Board Members discussed the 7/11/2019 confidential minutes (attached to covering email) and agreed that the minutes should be reviewed following the general election to identify the sections of the minutes that were no longer deemed politically sensitive. It was confirmed that the sections of the minutes deemed to be “commercial in confidence”, which relate to the NMITE project, would remain confidential.

**Recommendation:**

The minutes of 7/11/2019 have been reviewed by the LEP CEO and it is proposed that Sections 6 and 8 c, which relate to the South Wye Package project, now be declassified and an amended version of the minutes would be added to the LEP website.

**b) Legal advice on implications of becoming a legal entity – update for information**

Due to time constraints at the 26 /11/19 Board meeting the Members were asked to provide feedback to the LEP CEO on the draft legal advice note produced by Pinsent Masons. Comments were received from A Manning-Cox. Pinsent Masons has since that meeting issued its final Advice Note, which the Head of Legal and the Section 151 Officer at Shropshire Council are reviewing and have been asked to provide comments on the implications of the advice for the Accountable Body. The LEP Chair asked the LEP Network on 3/12/2019 to set-up a national working group for interested LEPs to share advice and good practice on operating as a Company Ltd by Guarantee and will also be raising the Advice Note with the BEIS Regional Director at the LEP Annual Performance Review on 23 January 2020. The LEP CEO has commissioned the Tax and VAT advice. It is proposed all comments and feedback and an implementation plan will be presented at the 24 March 2020 Board meeting.

**c) Marches LEP 2019/20 Annual Performance Review (APR)**

The LEP 2019/20 APR will be taking place on the afternoon of Thursday 23 January 2020. The LEP Chair and Deputy Chair, LEP CEO and Section 151 Officer will be at the Review with some members of the LEP team. The BEIS/CLG Review Team will be led by the Regional Director Tony Bray plus colleagues. The key findings of the APR will be reported at the LEP Board meeting by the LEP Chair.

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<b>Meeting Date:</b>	27 January 2020				
<b>Agenda Item:</b>	4				
<b>Item Subject:</b>	Extension of PR and communications contract with Be Bold Media Ltd				
<b>For:</b>	<b>Discussion</b>		<b>Decision</b>	<b>X</b>	<b>Information</b>
<b>Purpose:</b> To seek Board approval for an extension to the contract in place with Be Bold Media Ltd in line with the Marches Local Enterprise Partnership (LEP) Scheme of Delegation.					
<b>Recommendation:</b> To approve a contract extension to 31 March 2021 of up to £130,000 (plus direct costs) which will be funded using existing Marches LEP, Marches Growth Hub and Hereford Enterprise Zone operational budgets.					
<b>Background:</b> An open procurement exercise (RMVC023) was held in April/May 2018 to identify external resource to lead PR and communications services on behalf of the Marches LEP, Marches Growth Hub and Hereford Enterprise Zone.  Be Bold Media Ltd was selected following a panel appraisal of all tenders received and interviews being held with shortlisted organisations. This process was supported by Shropshire Council's procurement team and a contract confirming the award to Be Bold Media Ltd was issued to cover the period until 31 March 2020. Both the procurement process and contract allowed the contract term to be extended until the end of March 2021 by mutual consent.  The Marches LEP Executive holds regular contract review meetings with Be Bold Media Ltd and information on key achievements, including press coverage, social media activity and website engagement, is shared with the Board (most recently their May – October 2019 report was circulated to LEP Board members in advance of the 26 November 2019 meeting).  The Marches LEP's Scheme of Delegation (see Appendix 11 of the Accountability and Assurance Framework ( <a href="#">found here</a> )) permits the LEP Director to approve operational budgets to the value of £30,000. Board approval is required as the Be Bold Media Ltd contract extension will be up to £130,000 (plus direct costs) based on current anticipated activity. N.B. With the agreement of the LEP Chair, the LEP Secretariat will be undertaking a review of both the Accountability and Assurance Framework and the Scheme of Delegation this Spring to both update and improve operational delivery. All proposed changes will of course be brought to a future Board meeting for approval.  Costs will be met from the following operational budgets: <ul style="list-style-type: none"> <li>• Marches LEP/Hereford Enterprise Zone = £74,000 (plus direct costs)</li> <li>• Marches Growth Hub = £56,000 (plus direct costs).</li> </ul>					
<b>Financial Implications:</b> The budget to cover his contract extension has been built into operational budgets for the Marches LEP, Marches Growth Hub and Hereford Enterprise Zone.					
<b>Legal Implications:</b> Formal confirmation of the contract extension and the budget allocation will need to be issued following Board approval. The Shropshire Council procurement team has provided guidance on how this should be handled.					

**Risks, Opportunities and Impacts:**

- It is important that the Marches LEP maintains a consistent and professional approach to PR and communications activities. A break in the contract with Be Bold Media Ltd would challenge this.
- In the event of funding to the Marches LEP being extended beyond March 2021, there will be an opportunity to run an external procurement exercise to select PR and communications support in line with strategic need. This will enable costs and approaches to be tested with the market to ensure value for money.

**Consultation:**

Regular contract reviews are held with the Be Bold Media Ltd team to assess performance against the contract and to consider the impact of activities undertaken.

**Appendices:**

N/A

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Item 5 – Telford Land Deal 2019/20 progress report (to follow)

Item 6a – South Wye Transport Package - to follow

<b>Meeting Date:</b>	27 January 2020				
<b>Agenda Item:</b>	Item 6 (b)				
<b>Item Subject:</b>	Growth Deal – NMiTE Phase 2 Funding Agreement				
<b>For:</b>	<b>Discussion</b>	<b>X</b>	<b>Decision</b>	<b>X</b>	<b>Information</b>
<b>Purpose:</b>					
1) To update Board Members on progress in relation to the development of the NMiTE Phase 2 Growth Deal Funding Agreement.					
<b>Recommendations:</b>					
<ol style="list-style-type: none"> <li>1. Note the current position relating to the development of the Growth Deal Funding Agreement, as set out in section 1.2.</li> <li>2. Note the queries raised from Herefordshire Council in relation to signing off the Growth Deal Funding Agreement, as set out in section 1.3.</li> <li>3. Note and carefully consider the request from NMiTE around clawback, as set out in section 1.4.</li> <li>4. Note the explanation provided by NMiTE around the queries raised in relation to the inclusion of 'Performance Milestones/Triggers' within the LEP Funding Agreement, as set out in section 1.4.</li> <li>5. Request a meeting is held between Senior Officers from both Herefordshire Council and LEP team to discuss and agree a resolution around the underwriting clauses within the Growth Deal Funding Agreement.</li> </ol>					
<b>1.0 NMiTE Phase 2 – Funding Agreement</b>					
<b>1.1 Background</b>					
<p>At the 26 November 2019 LEP Board meeting legal advice was provided by Pinsent Masons in relation to the underwriting proposal for the NMiTE Phase 2 project. Following discussions members agreed to support the proposal for Herefordshire Council to underwrite Phase 2 of the NMiTE project.</p> <p>Subsequently the LEP Board approved (via electronic process) an updated proposal, confirming the underwrite would only be required in the event of NMiTE's material failure and government then seeking clawback for non-delivery of the required outputs. Any underwriting payment would only then be triggered if Herefordshire Council failed to deliver the agreed alternative outputs and government then pursued clawback.</p> <p>A condition of this underwriting proposal was in the event of NMiTE failure, the Centre for Advanced Timber Technology (CATT) and Centre for Automated Manufacture (CAM) buildings would be transferred to Herefordshire Council (to deliver the alternative outputs), with Herefordshire Council repaying the Marches LEP the land receipt, initially paid by NMiTE (through the Growth Deal funds) for these sites.</p>					
<b>1.2 Progress</b>					
<p>Since the LEP Board agreed this updated underwriting proposal (13 December 2019) the LEP secretariat team, officers from Shropshire Council and Herefordshire Council as well as Pinsent Masons Solicitors have been in regular dialogue. This has ensured that a version of the Funding Agreement was available to Herefordshire Council, to enable a decision to be made on the underwriting of the project.</p> <p>This involved regular teleconferences, email dialogue and various internal meetings between LEP and Shropshire Council staff with numerous iterations of the document being circulated for comments. As part of this process the LEP, where possible, tried to accommodate the requests put forward by both Herefordshire Council and NMiTE around certain clauses, whilst ensuring</p>					

the LEP/Accountable Body were sufficiently protected and the LEP Board decision was adhered to.

On Wednesday 15 December 2020 the LEP circulated a version of Funding Agreement to enable a meeting of Senior Officers from Herefordshire Council (including their Section 151 Officer, Monitoring Officer and Director of Economy and Place) to review the document and update their Cabinet accordingly - as part of a weekly briefing.

### 1.3 Queries - Herefordshire Council

On Friday 17 January 2020 the LEP were notified that Herefordshire Council had identified a couple of fundamental areas requiring additional work. As a consequence of this Herefordshire Council were **not** in a position to take a paper to the General Scrutiny Committee for review on the 27 January 2020, and subsequently to the Cabinet meeting on the 30 January 2020 for decision.

The key concerns were:

- **Possible NMiTE Insolvency** – It was considered that should NMiTE become insolvent, under the current underwrite approach Herefordshire Council felt it would be unlikely that the land and assets could be transferred across to themselves to deliver alternative outputs. It had been acknowledged that collectively all parties had worked through this issue over the last couple of weeks, with the LEP (following specialist advice from Pinsent Masons) including a section within the Agreement to try and address this issue - assets transferring if risk of insolvency was identified. However, Herefordshire Council were concerned that in this eventuality the proposed route wouldn't be viable, with all parties being open to future legal challenge by removing assets from a charity immediately prior to insolvency.
- **Land Receipt/ Repayment to the LEP** – Challenges identified with how the Funding Agreement could account for this eventuality. Herefordshire Council are only allowed to buy or sell land based on the market value at the time, therefore it would be difficult to predetermine any value within the current Funding Agreement (to repay the land receipt) when this might be required in a number of years' time. Consideration around further costs/liabilities such as stamp duty were also raised.

### 1.4 Queries - NMiTE

In addition to queries provided by Herefordshire Council as part of the negotiating process NMiTE provided feedback on the Funding Agreement, the following queries were raised:

- **Clawback** – A request was made for the LEP Board to consider that clawback against the NMiTE Phase 2 Project be treated in a similar way to what has been agreed for Herefordshire Council as part of their underwriting commitment i.e. clawback would only be initiated subject to Government requesting this in writing to the LEP.
- **Clawback** – Concern was raised that a Material Failure could push NMiTE into insolvency.
- **Performance Milestones/Triggers** – The LEP Board agreed for the Funding Agreement to include performance triggers to ensure the key risks around the project were sufficiently monitored. The following were considered as instrumental to the success of the project and therefore included within the Funding Agreement:
  - Registering NMiTE with the Office for Students;
  - Successfully apply for the Project to receive Recognised Body status
  - Numbers of Students paying full student fees

NMiTE have stated they are unable to agree to these as they are unable to provide timeframes/guaranteed student numbers. The first two bullet points are reliant on 3<sup>rd</sup>

parties, whilst the Student paying fees are dependent on these two elements being achieved.

### 1.5 Current Position

Despite a number of officers (LEP, Shropshire & Herefordshire Council) working on the Funding Agreement on a daily basis it would appear the development of the Funding Agreement has reached an impasse. In terms of next steps, the LEP team are keen to have a discussion with Herefordshire Council colleagues to discuss the practicalities of their proposed underwrite and understand if any alternative suggestions or solutions can be found relating to the queries outlined in relation to Insolvency and Land Receipt.

Careful consideration should be given to queries raised by NMiTE, understanding the impact these may have on the LEP, especially around how the LEP manages and monitors projects within the Growth Deal Programme.

#### Financial implications:

- That LGF funds are spent and defrayed by 31 March 2021
- Any LEP underspend against its Growth Deal allocation, could impact on level of grant provided by Government to the Marches LEP.

#### Legal Implications:

- The impact on Herefordshire Council and the LEP should NMiTE become insolvent.

#### Risks, opportunities and impacts:

- High level interest and a reputational impact should the project not be funded.
- Timescales of project development and delivery needs to be carefully managed.

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Item 6c – Telford College - to follow

<b>Meeting Date:</b>	27 January 2020			
<b>Agenda Item:</b>	Item 6 (d)			
<b>Item Subject:</b>	Growth Deal – Oxon Link Road			
<b>For:</b>	<b>Discussion</b>		<b>Decision</b>	<b>Information</b> <b>X</b>
<b>Purpose:</b>				
2) To update Board Members on progress in relation to the proposed merger of the Oxon Link Road and the Shrewsbury North West Relief Road.				
<b>Recommendations:</b>				
<ol style="list-style-type: none"> <li>1. Note the current position relating to Shropshire Council Cabinet/Full Council agreement, as set out in section 2.1.</li> <li>2. Note the information provided relating to detailed financial and output information, as set out in section 2.2.</li> <li>3. Request an update is provided at the March 2020 LEP Board, confirming the outcome of Shropshire Council's Full Cabinet meeting and any updated financial information (should it be required).</li> </ol>				
<b>1 Background</b>				
<p>At the 7 November 2019 Emergency LEP Board meeting a decision was taken to approve the proposal for the merger of the existing Oxon Link Road scheme with the Shrewsbury North West Relief Road subject to:</p> <ul style="list-style-type: none"> <li>• Shropshire Council Cabinet/Full Council Agreement.</li> <li>• Detailed Financial and Output information provided.</li> </ul>				
<b>2. Update</b>				
<b>2.1 Shropshire Council Cabinet/Full Council agreement</b>				
<p>Shropshire Council considered the Oxon Link Road (OLR) merger with the Shrewsbury North West Relief Road (SNWRR) at its Cabinet meeting on 16 December 2019, the proposal was supported and agreed by Members in line with LEP requirements.</p> <p>Given the timescales involved in preparing and circulating papers in advance of Full Council meetings, the Cabinet decision and associated paper will now be reported through to Full Council at the next meeting, scheduled for 27 February 2020.</p>				
<b>2.2 Detailed Financial and Output information</b>				
<p>Shropshire Council have provided the LEP with the requested detailed Financial and Output information. Electronic confirmation has been received from the project lead that the Output profile and figures approved by the LEP Board (21 May 2019) are still relevant to the proposed OLR/SNWRR merged project, whilst the detailed financial information requires further dialogue, due to it including figures relating to an Expression of Interest submission (see agenda item 6f).</p>				
<b>Financial implications:</b>				
<ul style="list-style-type: none"> <li>• That LGF funds are spent and defrayed by March 2021</li> <li>• Any LEP underspend against its Growth Deal allocation, could impact on level of grant provided by Government to the Marches LEP.</li> </ul>				
<b>Legal Implications:</b>				
<ul style="list-style-type: none"> <li>• N/A</li> </ul>				
<b>Risks, opportunities and impacts:</b>				
<ul style="list-style-type: none"> <li>• Timescales of project development and delivery needs to be carefully managed.</li> </ul>				

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Item 6e and Appendix 1 – Allocation of any skills capital underspend (see attachments to email)



Item 6f – Capital Projects to utilise underspend – to follow

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<b>Meeting date:</b>	27 <sup>th</sup> January 2020				
<b>Agenda Item:</b>	Item 7				
<b>Item Subject:</b>	Performance, Risk & Monitoring Committee - LEP Risk Registers and Terms of Reference				
<b>For:</b>	<b>Discussion</b>	<b>X</b>	<b>Decision</b>	<b>X</b>	<b>Information</b>
<b>Purpose:</b>	<p>1. To update the Board on both the LEP Strategic and Programme Risk Registers, providing an overview of the significant risks which were considered and discussed by the Performance, Risk and Monitoring Committee (PRMC) at its meeting on the 17<sup>th</sup> December 2019.</p> <p>2. To approve the amendments made to the PRMC Terms of Reference following the meeting on the 17<sup>th</sup> December 2019.</p>				
<b>Recommendations:</b>	<p>That Board Members note:</p> <ol style="list-style-type: none"> <li>The content of the Strategic Risk Register (in Appendix 1) and the full LEP Programme Risk Register (in Appendix 2).</li> <li>The narrative provided below in relation to the key risks discussed at PRMC.</li> </ol> <p>That Board Members Approve:</p> <ol style="list-style-type: none"> <li>The proposals for a revised format and approach following discussion at PRMC.</li> <li>To approve the amendments made to the PRMC Terms of Reference.</li> </ol>				
<b>Background:</b>	<p>The LEP Risk Registers (RR) were developed in their current format in 2015, to identify, assess and control uncertainty and improve the delivery of activity, helping to maximise outcomes for the Partnership. They are arranged into five sections:</p> <ul style="list-style-type: none"> <li>Governance.</li> <li>Resources.</li> <li>Programme Management.</li> <li>Stakeholder, Reputational, Communications &amp; Marketing.</li> <li>Financial &amp; Legal.</li> </ul> <p>Each risk is described, the potential impact noted, and the likelihood and impacts are assessed, resulting in a risk rating. The risk response (mitigating action(s) taken) is noted, with an assessment of the likelihood and impact of the risk response resulting in a target risk rating. The owner of the risk and review date are also included, with the final column illustrating whether the risk is either new/increasing/decreasing/unchanged since the last review.</p> <p>The Performance Risk and Monitoring Committee (PRMC) considers the LEP Risk Registers in detail at every meeting, highlighting new risks, changes and updates. The PRMC identifies those risks on the Registers that are of a strategic nature, highlighting these to the LEP Board. The LEP Board considers the Strategic Risks, set out in Appendix 1 of this report at each meeting. The full LEP Programme Risk Register is also provided for comment at each meeting – see Appendix 2.</p> <p>The Risk Registers were last reviewed by the LEP Board on the 26<sup>th</sup> November 2019. New or refreshed text is highlighted in red font. The following significant risks were highlighted and discussed at PRMC on the 17<sup>th</sup> December 2019:</p>				

**1. Summary of PRMC and updates to Strategic and Programme risk registers since last consideration by the Board.**

**Strategic Risk Register – Risk Updates**

**a) 2.3 Reduced capacity due to LEP Team absence, members of the team leaving or lack of funding.**

A LEP Project Support Officer has now been recruited with a potential start date of the 22<sup>nd</sup> January 2020.

**b) 3.8 The NMiTE project represents a large proportion of the Growth Deal 3 allocation (36%). Match funding has not yet been fully secured, without the match it may not be possible to continue to fund the project with Growth Deal funding. The spend profile for the project does not reflect the profile given to the LEP by the Government.**

Phase 1 claims have been submitted regularly and on time, there is some concern that NMiTE are unlikely to meet their spend profile for the 2019/20 year. This position is being closely monitored by the team. The Phase 2 contract is currently being negotiated (see agenda item 6b), there have been delays in getting the agreement finalised around the underwrite clauses. It was expected that approval to underwrite the project would go to Herefordshire's cabinet either on the 19th December 2019 or January 2020. Unfortunately, this could not be accommodated as the clauses have yet to be agreed.

**c) 3.12 Growth Deal projects are not able to deliver against their contracted outputs.**

Ongoing monitoring of the projects is being undertaken to ensure they meet their outputs targets.

**d) 3.13 Should NMiTE cease or encounter any delivery issues the ringfenced £5.7m of LEP Funding for the 2020/21 financial year will not be spent and defrayed by the 31st March 2021**

A draft agreement for phase 2 has now been drawn up. Ongoing discussions are taking place and a 'ginger group' has been formed, comprising of Board members to expediate the process. A delay attributed to the underwriting has meant that the request to conclude the GFA has not been fulfilled.

**Work Programme Risk Register – Risk Updates**

**e) 3.4 Delivery partners fail to deliver projects on time & to budget leading to underspend against government annual Growth Deal profile.**

The LEP team are working with projects where a potential underspend for 19/20 has been identified to find solutions. A skills call has been undertaken to utilise the underspend of £270k (see agenda item 6c) and a capital project call has been undertaken for Expressions of Interest. 4 applications for the skills call have been received and these have now been appraised. 17 expression of interests have been received for the capital project call and these are being appraised (see agenda item 6d)

**f) 3.7 The funds allocated to the further education (FE) skills capital programme may not be spent by the end of the programme (31st March 2017), variations were put in place to permit later spend.**

The LEP received four applications as a result of the call. These have been scored by an independent assessor with commentary provided by the Education and Skills Funding Agency (ESFA). Recommendations have been made to the authorisation group with final recommendations due to go to the Board for electronic approval.

**g) 3.13 Should NMiTE cease or encounter any delivery issues the ringfenced £5.7m of LEP Funding for the 2020/21 financial year will not be spent and defrayed by the 31st March 2021**

A draft agreement has now been drawn up for Phase 2. Ongoing discussions are taking place and a 'ginger group' has been formed, comprising of Board members to expediate the process. A delay attributed to the underwriting has meant that the request to conclude the GFA has not been fulfilled. There has been a request from NMiTE to spend ahead of the GFA but this would be at risk.

**h) 3.14 The £1.6m of Growth Deal funds claimed against the South Wye Project (in 2016/17) is not repaid back to the LEP.**

The LEP Secretariat are expecting a letter from Herefordshire Council ahead of the LEP Board meeting on the 27<sup>th</sup> January 2020 which will outline the decision taken by Herefordshire Councils cabinet on the Southern Link Road.

This will enable the LEP Board to make an informed decision on the future of the programme. Should the Board agree to cancel the Funding Agreement consideration will be given to the £3.8m of grant defrayed as part of this project (including the £1.6m).

**i) 3.15 Revenue funding gap relating to the Marches Centre for Manufacturing and Technology (MCMT) project.**

Tenders have been received and are currently being assessed.

### **Risk Register Proposal**

The LEP secretariat have put forward a proposal to PRMC to keep the same format in line with best practice but streamline the risk registers, archiving historical information and reducing unnecessary lengthy narrative. Committee members and LEP Board would then only receive information on any new risks or any risks that had moved RAG rating since last review. All archive information would then be made accessible through the Board Members restricted website portal. The Accountable Body, Shropshire Council, have also offered access to specialists within the authority who could provide guidance on risk registers and provide training for the team should it be required. PRMC members approved this approach.

## **2. PRMC Terms of Reference**

An amended version of the Terms of Reference (please see Appendix 3) was taken to PRMC on the 17<sup>th</sup> December 2019 with a number of actions agreed which included:

- To include the next review date.
- To include Ruth Shepherd on the membership list
- Update an approved and amended ToR onto the Accountability and Assurance Framework once agreed by the LEP Board on the 27<sup>th</sup> January 2020.

## 2. Considerations for the Board

- To consider the risks highlighted red on the attached registers as a number of these have considerable implications for the LEP Board and how it manages the Growth Deal Programme moving forward.
- Update on the contingencies (open calls) for dealing with potential underspend or the reallocation of funds (see agenda items 6c and 6d).
- The intention to utilise the registers more effectively. LEP Board are asked to consider the approach agreed at PRMC on the 17<sup>th</sup> December of streamlining the registers and archiving older information.
- As part of a review of the PRMC Terms of Reference a discussion was held on increasing Board membership and private sector representation on the Committee to aid succession planning and also in recognition of the Committees important role in the governance of the Growth Deal Programme. One LEP Board Member has now accepted a position on PRMC which leaves a vacancy still to be filled.

### Financial implications:

- There are no specific financial implications arising from this report.

### Risks, Opportunities and Impacts:

#### Risk:

- There may be gaps in the Risk Register. All key strategic risks may have not been identified. The register is reviewed and updated at each PRMC and proposals have been put forward to streamline the registers and archive older information.

#### Opportunity:

- Regular review of the strategic risks by the LEP Director and the Board should lead to better project/programme delivery and management and improved outcomes for the LEP.
- There is an opportunity for more Board members to join PRMC ensuring geographic balance, private sector representation and succession planning.

### Consultation:

The LEP's PRMC consider the Risk Register at each of their meetings. The Board receives the register, highlighting strategic risks, at each meeting for comment.

### Appendices:

Appendix 1 - LEP Strategic Risk Register (as an attachment to the email)

Appendix 2 - LEP Programme Risk Register (as an attachment to the email)

Appendix 3 – PRMC Terms of Reference

Item 7 – appendices 1 and 2 – attachments to covering email

## Item 7 – Appendix 3

### The Marches LEP Performance, Risk and Monitoring Committee Terms of Reference

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#### **Roles and Responsibilities:**

A sub-group of the LEP Board which will operate under the following delegations from the Board and will be responsible for:

#### **Performance Monitoring:**

- Monitoring the delivery, outputs and spend of the projects funded under the Growth Deal Programme or other funding programmes including Marches Investment Fund Loan Programme.
- Make recommendations on the annual LEP core budget and monitoring expenditure (which includes the funding for the LEP Team).
- Making recommendations on courses of action if projects are delayed and/or not spending to profile, referring issues and any significant proposals for change to the above mentioned Programmes to the LEP Board and Accountable Body Finance Section 151 (S151) Officer.
- Maintaining strategic oversight of all LEP led expenditure to ensure that, taken together, it represents value for money.

#### **Governance:**

The Marches LEP is a Company Limited by Guarantee (Company No 11822614) and the LEP Board is the LEP's ultimate decision-making authority. PRMC as a sub group of the LEP Board is responsible for:

- Monitoring LEP legal and governance compliance e.g. data protection, health and safety, FOI, complaints, declarations of interest, gifts and hospitality for the LEP team.
- Ensuring the Risk Register is reviewed and that all mitigations are up to date/appropriate, and strategic risks are brought to the attention of the LEP Board with recommendations for action.
- Receiving details of regular independent internal audit reports and assurance checks, undertaken or commissioned by the Accountable Body or the Government, to verify that the LEP is operating effectively within the terms of its agreed Accountability and Assurance Framework. And, if concerns are identified in any audits, making recommendations to the LEP Board on the actions required to remedy any shortcomings identified within any such audit, and who is responsible for undertaking the actions.
- Dealing with Stage 2 complaints, as per The Marches LEP Enquiries, Comments, Compliments and Complaints Policy (Appendix 13, Accountability and Assurance Framework).

#### **Financial Accountability:**

This sub-group will:

- Be chaired by a private sector LEP Partnership Board Member and comprise of a number of LEP Board members, ensuring geographic balance in its representation (see Membership Section).



- Be a sub-group of the Board and will present exception reports at the LEP Board meetings, in order for them to fulfil their monitoring programme finance and output metrics, including other essential information on individual project performance and management of risk.
- Meet between Board meetings and will be deemed quorate if at least 2 Board members attend the meetings.
- The Membership and Chairmanship of the sub-group and its Terms of Reference will be reviewed on an annual basis by the LEP Board (see details of Membership below).
- The sub-group Members will receive meeting papers from the LEP team and other supporting officers 4 working days before a meeting and minutes of the meetings will be circulated within 10 working days after every meeting.
- PRMC is a sub group of the LEP partnership board, it is therefore not open to the public or members of any Local Authority. Only members are permitted to attend.

### Membership:

Sector	Name	Job Title and Organisation
<b>Chair</b>	Sonia Roberts	Community and Voluntary Sector
<b>Private Sector representatives</b>	Paul Hinkins	Chair of Telford Business Board
	Ruth Shepherd	LEP Board Member
	Vacancy	Vacancy
<b>Supporting Officers</b>	James Walton	Finance (S151) Officer, Shropshire Council
	Andrew Lovegrove	Finance (S151) Officer, Herefordshire Council
	Ken Clarke	Finance (S151) Officer, Telford & Wrekin Council
	Nicola Higgins	Deputy nominated by S151 Officer, Shropshire Council
	Karen Morris	Deputy nominated by S151 Officer, Herefordshire Council
	Dainy Runtun	Deputy nominated by S151 Officer, Telford & Wrekin Council
	Gill Hamer	Marches LEP Director
	Nicholas Alamanos	Marches LEP Programme Manager
	TBC	Marches LEP, Director of Corporate Services
	Lisa Ashby	Marches LEP Project Officer

**This document is reviewed annually. Next review date – 22<sup>nd</sup> October 2020**

End