

SELEP Team Planning 2019/20

Summary Plan

DESCRIPTION	LEAD OFFICER	Q1	Q2	Q3	Q4
BUSINESS AS USUAL					
<u>Board Meetings</u>					
Strategic Board planning and execution	CEO/COO				
Accountability Board planning and execution	Capital Programme Manager				
Investment Panel planning and execution	CEO/Capital Programme Manager				
<u>Strategy and Partner Engagement</u>					
Engagement with MPs/Govt	CEO				
Support to Board members	CEO				
Federated Boards and Snr Officers	CEO				
LEP Network/Other LEPs	CEO				
Other partnerships	CEO				
Engagement with Local Authorities	CEO				
Engagement with employers	CEO				
Engagement with FE/HE	CEO				
<u>Capital Programme</u>					
Working with project leads	Capital Programme Manager				
Monitoring and evaluation	Capital Programme Manager				
Financial planning - cashflow/payments etc	Capital Programme Manager				
GPF - next round	Capital Programme Manager				
ITE contract management	Capital Programme Manager				
Sub-national transport Boards	Capital Programme Manager				
<u>Skills Programme</u>					
SAP and SAG Planning and execution	Skills Lead				
CEC contract liaison	Skills Lead				
Digital Skills Partnership	Skills Lead				
<u>EU Funding Programme</u>					
ESIF engagement	Business Development Manager				
ERDF future rounds	Business Development Manager				
ESF future rounds	Skills Lead				
UKSPF and EU replacement funds	Business Development Manager				
<u>Sector Support</u>					
Sector group support	Sector Lead				
Energy Strategy and Energy Group	Business Development Manager				
Social Enterprise Propectus	Project Manager				
<u>Comms and Engagement</u>					
Generic comms/digital channels/messaging	Business Engagement and Comms Manager				
AGM	Business Engagement and Comms Manager				
Specific lobbying - Spending Review, LTC etc	Business Engagement and Comms Manager				
<u>Growth Hubs</u>					
GH reporting to govt	GH Lead				
GH co-ordination and liaison	GH Lead				
GH Brexit impact	GH Lead				
<u>Operations and Management</u>					
Financial control and budgeting	COO				
Team planning	COO				
Accountable Body relationship	COO				
Team management and direction	CEO				
Recruitment and resource planning	CEO/COO				
<u>Governance</u>					
Assurance Framework - action plan maintenance	Governance Officer/COO				
Register of Interest maintenance	Governance Officer				
Policy updates and refreshes	Governance Officer				
Board member training/support	Governance Officer/COO				
New Chair recruitment	CEO				
New Member recruitment	CEO				

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PROJECT WORK					
LEP Review					
Project planning and oversight	COO/LEP Review PM				
Publish process for recruiting a new Chair	CEO				
Board size and composition - independent review process	CEO				
Board size and composition - option appraisals	CEO				
Board - diversity options	CEO				
Board transition	CEO				
Legal personality - early legal advice on options	COO				
Legal personality - detailed option appraisal	COO				
Legal personality - detailed legal implications	COO				
Legal personality - establishing ltd company	COO				
Single Accountable Body - revised agreement with Accountable Body	COO				
Independent Secretariat - SLA between Secretariat and other partners	COO				
Responsibilities of Chair/Board/CEO - articles of association etc	CEO/COO				
Scrutiny and oversight - consideration of options and best practice	CEO/COO				
Scrutiny option appraisal and overlay to legal personality	CEO/COO				
Local Industrial Strategy					
Collection/review of evidence base	CEO/Strategy Manager				
Engagement and oversight of contracts	Strategy Manager				
Stakeholder engagement planning	Strategy Manager				
Stakeholder evidence gathering	Strategy Manager				
Interpretation of evidence and reporting to Board/partners	Strategy Manager				
Liaison with CLGU on assessment of evidence base	CEO				
Feedback on evidence - gathering of potential interventions/policies	Strategy Manager				
Options for strategy/interventions	CEO/Strategy Manager				
Liaison with CLGU for assessment of strategy	CEO				
Finalising strategy and launch	CEO				
Brexit					
Feedback on business surveys and intelligence	Business Engagement and Comms Manager				
<i>Future work potential - not yet known</i>	TBC				