

Assurance Framework and Deep Dive Implementation Update

Forward Plan reference number: (N/A)

Report title: Assurance Framework and Deep Dive Implementation Update	
Report to Accountability Board	
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Date: 16 th November 2018	For: Information
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SELEP Partner Authority affected: All	

1. Purpose of report

- 1.1 The purpose of this report is to make the Accountability Board (the Board) aware of:
 - 1.1.1 The progress which has been made by the South East Local Enterprise Partnership (SELEP) team and the federated areas in implementing the changes necessitated by the refreshed Assurance Framework and Deep Dive. *The Board is reminded that it is accountable for assuring that all requirements of the Assurance Framework are implemented.*
 - 1.1.2 The progress made against the Governance and Transparency Performance Indicators.

2. Recommendations

- 2.1 The Board is asked to:
 - 2.1.1 **Note** the SELEP team and federated area progress in implementing the:
 - 2.1.1.1 SELEP Assurance Framework and
 - 2.1.1.2 Ministry of Housing, Communities and Local Government (MHCLG) Deep Dive recommendations.
 - 2.1.2 **Note** the progress made against the Governance and Transparency Performance Indicators.

3. Context

- 3.1 In February 2018, the Strategic Board agreed an updated version of its Assurance Framework to meet the requirements of the Mary Ney Review and the Local Enterprise Partnership governance and transparency: best practice guidance, which followed.
- 3.2 It is necessary to ensure that all requirements are being fully implemented to ensure receipt of future years core funding and Local Growth Fund (LGF) allocations.
- 3.3 To ensure that SELEP fully satisfies the requirements of the SELEP Assurance Framework and the additional recommendations of the SELEP Deep Dive, an implementation plan is in place to monitor progress. In addition, quarterly update reports are provided to the Board to support the Board's oversight of these governance and transparency arrangements.
- 3.4 MHCLG in July 2018 published its review of LEPs, titled '*Strengthening Local Enterprise Partnerships*'.
- 3.5 Discussions with Government and local partners in relation to the LEP review have been on-going and the LEP review has been discussed at the Strategic Board meetings on the 28th September and on 25th October 2018.
- 3.6 It is expected that an updated National Assurance Framework will be published later this month, (November 2018). The refreshed document is expected to incorporate Governments expectations following the LEP review and to provide clarity on requirements identified through the LEP review, such as the development of Local Enterprise Partnership delivery plans.
- 3.7 Until any changes necessitated by the LEP review are more clearly understood, progress will continue in delivering on the requirements of SELEP's existing Assurance Framework and the Deep Dive recommendations.

4. MHCLG Deep Dive Review and Implementation Process

- 4.1 In terms of the Deep Dive findings, the key areas identified for improvement, as stated in the Deep Dive report include:
 - 4.1.1 Ensuring open funding calls in all federated areas. It was noted by the deep dive assessors that federated areas use existing networks to disseminate information and promote funding opportunities. Alongside this approach, however, efforts should be made to advertise funding including on local authority websites, social media and through press notices. Open advertisement of funding opportunities is a requirement of the National Assurance Framework.
 - 4.1.2 Recruitment to Federated Boards and decisions on representation at Strategic Board level must operate to an open, transparent and consistent process. There should be a much stronger requirement

than currently is in place for the Federated Boards to follow such a process, and this should be actively enforced by SELEP.

- 4.1.3 SELEP should take steps to satisfy themselves that any underspend is reallocated to the most promising and best value for money projects. This should be based on the strongest projects, regardless of the area they are in. As outlined in the Annual Conversation letter, the 'Investment Panel' should prioritise pipeline projects to ensure that underspends are redistributed in the most effective way possible.
- 4.1.4 A formal process of induction for new board members needs to be introduced.
- 4.1.5 Declarations of interest of board members should be reviewed every six months.

- 4.2 In addition to the key areas for improvement, a list of actions was identified in the Deep Dive Report. These actions have been included in the Assurance Framework and Deep Dive recommendations implementation plan.
- 4.3 A summary of the outstanding actions for the Assurance Framework and Deep Dive recommendations implementation plan is set out in Appendix 1. Completed actions have been removed from the table.

5. Progress in delivering on Deep Dive recommendations

- 5.1 Following receipt of the Deep Dive report, substantial progress has been made to meet the recommendations, such as work towards SELEP's pipeline development.
- 5.2 A Governance Officer has now been appointed to the SELEP team to lead on work in delivering on the Implementation Plan.

Pipeline development and investment decision making

- 5.3 A process is currently underway to update SELEP's pipeline of investment, should Local Growth Fund (LGF) underspend become available. To date, this has involved an open call for projects, for which there has been substantial interest.
- 5.4 The Investment Panel has also now been established, which will meet for the first time on the 7th December to agree the pipeline of projects for LGF and to ensure that LGF is invested in the projects which can demonstrate the highest value for money.

Strategic Board and Federated Board recruitment

- 5.5 Federated Boards have been reviewing their approach to Board member recruitment. In East Sussex, a Selection Panel was organised, to review the applications from the business community to join the Team East Sussex (TES) Board.

- 5.6 This Board recruitment process was conducted through an open and transparent process, reaching new businesses who wanted to be involved with SELEP. This has resulted in two new businesses being appointed onto the TES Board.
- 5.7 The selection panel, comprised of private and public sector partners, met in September. Information about the process which has been undertaken by TES will be shared with other Federated Boards as an exemplar for other areas to consider.
- 5.8 At the Strategic Board meeting on 25 October 2018, the Board discussed the diversity of SELEP and made a commitment to increasing the female representation on the Strategic Board, with a target of 50% of the non-public sector cohort (28% overall) by 2020. The Board agreed actions to meet this target, including for SELEP to produce a job specification for Board Members, to extend the pool of candidates attracted and pro-actively reached out to during the recruitment process. For the job specification to define measurable skills, experience, knowledge and personal capabilities required for the role; and to widen representation and build a talent pipeline, with SELEP harnessing the power of existing networks and reaching out to create new networks – to identify the next generation of Board members.

Registers of Interest

- 5.9 SELEP has an agreed Register of Interest Policy, which was agreed by the Strategic Board on 29th June 2018. This states that members review and update their interests in advance of each meeting. Outside of this, board members have 28 days to update their form and return to the secretariat should any changes be identified.
- 5.10 MHCLG has dictated that LEPs must use the Register of Interest template which they have provided. Concerns raised by Board members about the suitability of the template have been fed in to Government officers on a number of occasions.
- 5.11 To support Board members in completing comprehensive Registers of Interest, a guidance note has been shared (and is provided as Appendix 3).

6. Assurance Framework requirements

- 6.1 In addition to the Deep Dive recommendations, SELEP continues to monitor its delivery of the SELEP Assurance Framework, which was agreed by the Strategic Board in February 2018 via electronic procedure.
- 6.2 Further to the progress being made by the SELEP Secretariat to implement the requirements of the SELEP Assurance Framework, implementation plans are in place for each Federated Area to ensure full compliance.

- 6.3 A full list of the outstanding actions for the SELEP Secretariat and Federated Boards to implement is set out in Appendix 1. Actions have been removed from this list where they have been achieved or are fully embedded within SELEP's working practice.
- 6.4 Both the secretariat team and federated boards are monitored against their ongoing Key Performance Indicators. These are reported back at each Accountability Board and progress made on these can be found in Appendix 2.
- 6.5 Outstanding actions from SELEP and Federated areas include:
 - 6.5.1 All Federated Board members to complete a Declaration of Interest and for these to be published on their and the SELEP website respectively.
 - 6.5.2 Federated Boards will ensure their Terms of Reference have been updated to include updates from the National Assurance Framework, Mary Ney Recommendations and improvements from the Deep Dive report. These should be shared with secretariat team and published online.
 - 6.5.3 A Forward Plan of Decisions is to be available on the Federated Boards and SELEPs website at least 28 days in advance of the meeting.
 - 6.5.4 All meeting papers to be published on SELEP's website 5 clear working days in advance of a meeting.
 - 6.5.5 All draft minutes are to be published on SELEP's website 10 clear working days following a meeting.
 - 6.5.6 All final minutes are to be published on SELEP's website 10 clear working days following approval.

7. Governance and Transparency Performance Indicators

- 5.1 As agreed at the March 2018 Board Meeting, Appendix 2, outlines progress made to date on the Governance and Transparency Indicators.
- 5.2 These performance measures focus on ensuring that the specific requirements as set out by Government in their LEP Governance and Transparency Best Practice Guidance continue to be met.
- 5.3 For those indicators that are currently not met, as outlined in points 6.5.1 – 6.5.6 actions are in place or planned. These include
 - 5.3.1 For Strategic Board meetings, a timeline to be in place from 7th November, for producing agendas and papers and clearly identified roles within this.
 - 5.3.2 For agendas, papers and minutes from Federated Boards, a tracker in place from 7th November, with the Governance Officer contacting Boards to request information (and to load onto SELEP website).
 - 5.3.3 By the end of November for all DOIs to be updated and on SELEP website. From the beginning of December, for a tracker for DOIs to

be in place, with prompts to be made to Board members, to note that the six months review point is due on a specified date.

6 Accountable Body comments

- 6.1 It is a requirement of Government that the SELEP agrees and implements an assurance framework that meets the revised standards set out in the LEP National Assurance Framework.
- 6.2 The purpose of the Assurance Framework is to ensure that SELEP has in place the necessary systems and processes to manage delegated funding from central Government budgets effectively.
- 6.3 It is recognised that a number of actions within the implementation plan and the performance indicators have been subject to delay in meeting the requirements and that this has largely been a result of resourcing constraints within the Secretariat.
- 6.4 It is noted that the Governance Officer is now in post and actions are in place to progress the outstanding requirements.
- 6.5 It is understood that in advance of this year's Annual Conversation with the Government, compliance checks are being undertaken to confirm whether SELEP is meeting the Assurance Framework requirements; the outcome of this assessment, and that of the Annual Conversation, contributes to the decision by Government to award next year's Local Growth Fund allocation. In recent years, compliance has meant that the funding has been allocated without additional reporting and approvals required from Government. Non-compliance with the Assurance Framework requirements puts this position at risk with regard to next year's allocation.
- 6.6 An additional requirement of funding from Government is ensuring that the delivery of the Growth Deal is being actively monitored and evaluated by the Strategic Board and other key stakeholders, including the public, through the provision of regular updates to the Board and on the SELEP website. It is noted that arrangements are being addressed by the SELEP Secretariat to progress meeting this requirement.
- 6.7 Any new requirements arising from the refreshed National Assurance Framework, due to be published by Government this Autumn, will need to be taken into consideration in a refresh of the SELEP Assurance Framework; once updated, the framework will need to be c by the Strategic Board, in advance of the annual certification, by the s151 Officer of the Accountable Body, that all requirements are met within the Assurance Framework and are being implemented.

7 Financial Implications (Accountable Body Comments)

7.1 Following the Annual Conversation and Deep Dive processes required by the Government, SELEP received its full LGF allocation for 2018/19 of £91.7m. In the Grant Offer Letter, the Government reiterated that the use of all LGF must fulfil the following requirements:

- It must be used to support the Growth Deal agreed between the Government and the LEP and will be used to secure the outcomes set out in the Growth Deal. Within that the Government expects SELEP and the Accountable Body to use the freedoms and flexibilities that are in place to manage the capital budgets between programmes.
- It must be deployed solely in accordance with decisions made through the Local Assurance Framework agreed between the LEP and the Accountable Body. This must be compliant with the standards outlined in the LEP National Assurance Framework.
- That progress is tracked against the agreed core metrics and outcomes, in line with the national monitoring and evaluation framework.
- That the LEP and Accountable Body follow the branding guidance and communicate the on-going outcomes and outputs of the growth deal.

7.2 The implementation plan set out in Appendix 1 is intended to demonstrate that the requirements of the SELEP Assurance Framework are being implemented as certified by the S151 Officer of the Accountable Body to the MHCLG in February 2018. The 2018/19 LGF grant payment has been made on this basis and it is therefore essential that efforts continue to be made to ensure appropriate consideration and prioritisation is given to implementing the Assurance Framework in full – this will support the certification that is required by the S151 Officer of the Accountable Body to the MHCLG for 2019/20.

8 Legal Implications (Accountable Body Comments)

8.1 There are no legal implications arising from this report

9 Staffing and other resource implications

9.1 A Governance Officer has been appointed by the SELEP Secretariat to oversee the full implementation of the Assurance Framework.

10 Equality and Diversity implications

10.1 None at present.

11 List of Appendices

11.1 Appendix 1 – SELEP Assurance Framework Implementation Plan progress update

11.2 Appendix 2 – Governance and Transparency Performance Indicators

11.3 Appendix 3 – Guidance note for completing Registers of Interest

12 List of Background Papers

12.1 SELEP Assurance Framework

(Any request for any background papers listed here should be made to the person named at the front of the report who will be able to help with any enquiries)

Role	Date
Accountable Body sign off Stephanie Mitchener (On behalf of Margaret Lee)	 8/11/18

Assurance Framework and Deep Dive Implementation Update

Appendix 1 SELEP Assurance Framework and Deep Dive Recommendations Implementation Plan progress update

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Prioritisation of projects and development of a single pipeline							
Prioritisation Process	<p>Each Federal Board shall ensure that they apply the prioritisation process as approved by Strategic Board</p> <p>SELEP to ensure all its federated areas operate open calls for funding. This should include on local authority websites, social media and through press notices.</p>	SELEP and Federated Areas	H	In progress, as per the timescales agreed by the Strategic Board	<p>An approach to the development of a SELEP LGF single pipeline was agreed by the Strategic Board in June 2018.</p> <p>An open call for projects has been undertaken. This included publicising the LGF3B process through, local authority websites, social media and press releases. The deadline for expressions of Interests has now closed, as per the scheduled dates.</p> <p>The Strategic Outline Business Cases will now be assessed by SELEP's Independent Technical Evaluator based on the assessment criteria agreed by the Strategic Board.</p> <p>It is intended that the SELEP single pipeline will be agreed by the Investment Panel on the 7th December 2018.</p>	Dec-18	G

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Single list	A single LEP project list will be published on the SELEP website as part of the Infrastructure and Investment Plan	SELEP	H	Planned	<p>A single list of priorities was identified as part of the GPF bidding process. This is now published on the SELEP website.</p> <p>Following the approval of a single prioritised list of LGF projects, as set out above, this will be published on the SELEP website.</p>	Dec-18	G
Board Governance							
Induction programme	SELEP to formalise an induction process for new board members	SELEP	H	<p>Planned</p> <p>----- Note: currently included in the proposed response to the LEP review</p>	<p>An induction checklist has been drafted. To be in place from Nov-18. (This will be linked to the registers of interest guidance on the website).</p> <p>Following this for further developments to be made in line with LEP review changes.</p> <p>----- Proposals currently include:</p> <p>Jan - Feb 2019, as part of developing an induction process for SELEP, to consult with non-local authority stakeholders on the type of support they would like from the secretariat, in order to devise a model of support that works for them.</p> <p>April 2019, Board members to go through an induction process</p>	Nov-18	A

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
					on a rolling basis over the next 12 months		
SELEP collateral							
Comms strategy	Communications Strategy to be refreshed and taken to Strategic Board for approval and implementation	SELEP	M	Planned in line with SEP launch	The Communication Plan is being developed alongside the SEP. A draft of the strategy will be prepared once the SEP is approved, estimated date for this is December 2018.	Dec-18	A
Transparency and Declarations of Interest							
Registers of Interest	All members of Strategic Board, Accountability Board and Federated Boards are required to complete a Register of Interest form	SELEP/Board members/ Federated Boards	H	Completed and Ongoing	Guidance has been made available by SELEP on the preparation of Registers of Interest to ensure that they are comprehensive. Federated Board member Registers of Interest to be made available on SELEP website.	Oct-18	R
Register of Interests	LEPs should ensure senior members of staff or those staff involved in advising on decisions should also complete this form and report interests. Unless there is a relevant or new interest that pertains to a meeting or decision, LEP staff should review their interests every six months.	Officers	H	SELEP Secretariat Register of Interests have been completed. The Senior Officer group is being sought by 25 th October 2018	Senior Officer Group to complete a Register of Interests forms.	Oct-18	R

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Registers of Interests	All Registers of Interests to include a member, Chief Executive and Section 151 Officer signature.	SELEP	H	S151 sign off of Registers of Interests considered inappropriate	All registers of interest to be signed off by SELEP secretariat to confirm receipt. Confirmation to be provided to the s151 Officer of the Accountable Body that all registers of interest have been received following 6 monthly review.	On receipt	A
Project information on websites	We recommend that where projects have been completed, or significant milestones have been met, that SELEP makes efforts to update this on individual project pages.	SELEP	M	A summary of project progress is currently provided on the website	Work is underway to review the information on the SELEP website, action is required to provide further updates on individual project pages. This is in train but will take some time to complete given the large number of projects. The information is already available online via Board papers, but the intention is to make it more accessible through individual project pages on LEP website.	Mar-19	A
Specific to local areas							
Recruitment	SELEP Board and Federated Board recruitment process	Federated Areas	M	This was agreed at the June 2018 Strategic Board Meeting and implemented with immediate effect	A Federated Board recruitment process was agreed by the Strategic Board in June 2018 Strategic Board.	Jun-18	G

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Monitoring local implementation of the AF	SELEP secretariat to work with Federated Boards to set out their plans to implement and monitor the Assurance Framework.	SELEP	H	Meetings to be scheduled	Discussions have been held around the requirements of the Assurance Framework with officers from each of the Federated Areas through SELEP's Senior Officer Group (SOG). For an update and discussion on outstanding areas to form part of the conversation at SOG on 19 th November.	Nov-18	A
Working Groups	Working Groups will publish their Terms of Reference, calendar of dates and papers produced on SELEP's website	Working Groups / SELEP	M	Ongoing	A member of the SELEP team will be linked to each of the Working Groups to help identify any gaps in the publication of information on the website. This includes ensuring information is held on membership of groups, updated terms of reference, meeting dates and relevant papers.	Nov-18	A
Secretariat							
Recruitment of Governance Officer	SELEPs should appoint a Governance Officer	SELEP	H	Within next quarter	A SELEP Governance Officer has been appointed (started 24 th September 2018).	Sept-18	G

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Implementation of Investment Panel	SELEP should take steps to satisfy themselves that any underspend at a federated level is reallocated to the most promising and best value for money projects. This should be based on the strongest projects, regardless of the area they are in. As outlined in the Annual Conversation letter, the 'Investment Panel' should prioritise pipeline projects to ensure that underspends are redistributed in the most effective way possible.	SELEP / Strategic Board	H	Within next quarter	<p>The SELEP Strategic Board have agreed to establish an Investment Panel (the Panel). A Terms of Reference for the Panel was agreed at the Strategic Board meeting in June 2018.</p> <p>The Panel will meet in December 2018 to review the LGF pipeline.</p>	Jun-18	G
S151 attendance at SELEP meetings.	The Government recommend the S151 considers occasional attendance at key meetings throughout the year. This could include an open invitation to attend Strategic or Accountability Board meetings, or attendance at the Annual Conversation.	SELEP	M	Ongoing	S151 Officer, or her representative, attends all SELEP Strategic / Accountability Board meetings and the Annual Conversation		G

Assurance Framework and Deep Dive Implementation Update

Appendix 2 – Governance and Transparency Performance Measures

Indicator	Target	Met (Y/N)	Comments
Is the Forward Plan of Decisions, including any associated business cases, published at least 28 days in advance of the meeting?	28 days		
Accountability Board - this is needed to ensure appropriate publication of funding decisions		Y	
Strategic Board		N	Forwards plan being populated and to be in place for the end of November 2018
Federated Boards		N	
Are all papers published on the SELEP website 5 clear working days in advance of the meeting	5 days		
Accountability Board		Y	The Agenda Pack was published as per the agreed schedule.
Strategic Board		N	The Agenda Pack for the September 2018 Strategic Board was published three days behind schedule. For the Strategic Board meeting on 25 October, the Agenda Pack was not published 5 days in advance (it was issued by e-mail on 23 October

			and published on 29 October).
Federated Boards		N	<p>All papers are published on the SELEP website, but not all were received within the required schedule.</p> <p>Federated Board leads should send Federated Board Agenda Packs to SELEP on hello@southeastlep.com at least 5 clear working days in advance of the Board meeting.</p> <p>In addition, the Governance Officer has put in a place a tracker to contact each Federated Board one day in advance of the deadline - requesting the agendas, papers.</p>
Are all draft minutes published within 10 clear working days, following the meeting?	10 days		
Accountability Board		Y	
Strategic Board		N	The draft minutes of the 28th September 2018 Strategic Board were not published. (Note, a recording of the meeting was made available

			later, on the same day as the meeting).
Federated Boards		N	<p>All draft minutes are published on the SELEP website, but not all were received within the required schedule.</p> <p>Federated Board leads should send Federated Board Agenda Packs to SELEP on hello@southeastlep.com at least 10 working days following the Board meeting. In addition, the Governance Officer has put in a place a tracker to contact each Federated Board one day in advance of the deadline requesting the draft minutes.</p>
Are final minutes published within 10 clear working days following approval?	10 days		
Accountability Board		Y	
Strategic Board		Y	Final minutes were approved and uploaded for the 28 th September 2018 Strategic Board on 29 th October 2018. The minutes were approved

			at the 25 th October Strategic Board meeting.
Federated Boards		N/A	<p>TES, 19th October 2018 – final minutes published within timescale.</p> <p>KMEP 18th October 2018 – final minutes not published</p> <p>OSE 5th September 2018 – final minutes not published</p> <p>EB – 24th September – final minutes not published</p> <p>All approved minutes are to be sent to hello@southeastlep.com</p> <p>In addition, the Governance Officer has put in a place a tracker to contact each Federated Board one day in advance of the deadline requesting the final minutes.</p>
Are declarations of interest in place for all board members?	100%		

Accountability Board		N	These are being reviewed, that all have been reviewed within the last 6 months, are signed and have been noted as being received by the SELEP office. For these to be in place by the end of November 2018
Strategic Board		N	These are being reviewed, that all have been reviewed within the last 6 months, are signed and have been noted as being received by the SELEP office. For these to be in place by the end of November 2018
Federated Boards		N	These are being reviewed, that all have been reviewed within the last 6 months, are signed and have been noted as being received by the SELEP office. For these to be in place by the end of November 2018. (Note KMEP DOIs up to date).

Are declarations of interest in place for relevant staff?	100%	N	SELEP Secretariat have completed their DOI's. The Senior Officer Group have been asked to complete DOI's by 25 th October 2018
Are all interests declared and recorded in the meeting minutes with a note of actions taken?	100%	Y	Spot checks are completed on the Federated Board minutes to ensure these are completed and noted.
Have all new and amended Projects / Business Cases been endorsed by the respective Federated Board in advance of submission to any of the SELEP boards?	100%	Y	The project changes which have come forward have received Federated Board endorsement prior to consideration by the Accountability Board.
Publication of Business Cases 1 month in advance of funding decision	100%	Y	This has been achieved for projects seeking a funding award.

APPENDIX C – Declarations of Interest – Guidance Note

In advance of each Board meeting, Members are reminded of their ongoing obligation to review their Declarations of Interest (DoI). If any interests previously declared on the DoI form have changed, the Member is required to submit an updated DoI form to the SELEP team within 28 days of the change.

Where Board Members have any interests which relate to the items to be considered on the Agenda, these interests must be disclosed during the meeting and the Declaration of Interest updated accordingly.

This guidance helps guide Members through the DoI Form, and provides some additional commentary, so as to enable the Member to fully understand the information which must be included within the form.

1. Context

- 1.1. A template has been provided by the Ministry for Housing, Communities and Local Government (MHCLG), which must be completed by all SELEP Board Members, including members of the:
 - Strategic Board;
 - Accountability Board; and
 - Federated Boards.
- 1.2. Board members must:
 - Complete a Declaration of Interest within 28 days of becoming a Board Member;
 - Provide details of all Disclosable Pecuniary Interests;
 - Review their Declaration of Interest in advance of each Board meeting and provide the SELEP Secretariat with an updated version of the form if any interests have changed; and
 - Notify the SELEP Managing Director of any changes to interests within 28 days of the change occurring.

2. Guidance on completing the DoI form

- 2.1 Section 1 - Any employment, office, trade, profession or vocation carried on for profit or gain
This section seeks information about you and your partner/spouse's employment and business activity.
- 2.2 Section 2 - Sponsorship
This section seeks information about any additional financial benefits you or your spouse/partner receives as a result of being a member of the SELEP.
- 2.3 Section 2.1

Section 2.1 states, "*Any financial benefit obtained (other than from the LEP) which is paid as a result of carrying out duties as a Member. This includes any payment or*

financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a)”.

In Section 2.1 Board Members should disclose any financial benefits (such as remuneration or allowances) paid by an organisation other than SELEP, which are received as a result of them being a SELEP Board Member. This obligation extends to your spouse/partner, and there if they receive any financial benefit from an organisation other than SELEP as a result of you being a SELEP Board member, this must also be included on the form.

2.4 Section 3 - Contracts

This section seeks information about any contracts held by you, your spouse/partner or any business carried on by you or your spouse/partner and SELEP.

2.5 Section 3.1

Section 3.1 states that, *“Any contract for goods, works or services with the LEP which has not been fully discharged by any organisation named at 1.1.”*

In this context, it is expected that the ‘LEP’ refers to SELEP, its Accountable Body and its Partners, including the Upper Tier Authorities and those organisations which the SELEP Accountable Body has a Service Level Agreement or Grant Agreement with.

Accordingly if you, your spouse/partner or any business carried on by you or your spouse/partner, hold a contract with any of these bodies, it must be disclosed within this section of the form.

2.6 Section 3.2

Section 3.2 states that, *“Any contract for goods, works or services entered into by any organisation named at 1.1 where either party is likely to have a commercial interest in the outcome of the business being decided by the LEP”.*

In this section, Board members are required to declare any contracts for good, works or services entered into by their employer, or business carried on by them, that may be impacted by a decision taken by SELEP.

Board members should update this section where any new contracts are entered into and declarations must be made during meetings at which such decisions are taken.

2.7 Section 4 – Land or Property

Section 4 states that, *“Any beneficial interest you or any organisation listed at 1.1 may have in land or property which is likely to be affected by a decision made by the LEP in a forthcoming meeting. This would include, within the area of the LEP:*

- Any beneficial interest in any land in the LEP areas, including your place(s) of residency
 - Any tenancy where the landlord is the LEP and the tenant is a body in which the relevant person has an interest
 - Any licence for a month or longer to occupy land owned by the LEP
- “For property interests, please state the first part of the postcode and the Local Authority where the property resides. If you own/lease more than one property in a single postcode area, please state this”.*

In this section, Board Members are required to state the first part of the postcode for any land or property within which the Board member, their employer or business (as stated in section 1.1) or their Spouse/partner, has a beneficial interest, which falls within the SELEP area.

This includes providing the first part of the postcode for their own home, where this is owned by the Board Member or spouse/partner and it is located within the SELEP area.

3. Declarations of Interest at Meeting

- 3.1. Where a matter is considered at a meeting of the SELEP, and which the Board Member is present, and relates to or may have an impact upon a body or matter in which the Board Member has Disclosable Pecuniary Interest or a Code interest (as defined in the SELEP Policy for Registers of Interest), the Board member must disclose the existence and nature of that interest at the meeting, and prior to the matter being considered by the Board.
- 3.2. Where a Disclosable Pecuniary Interest declaration has been made, the Board Member must:
 - 3.2.1. withdraw from the room where the meeting considering the business is being held at the time that item of business is being discussed; and
 - 3.2.2. not participate in any debate or vote on the matter.
- 3.3. Board Members are required to declare an interest on decisions, irrespective of whether or not they are able to attend the meeting at which the decision is to be taken. Where a Board member has declared a disclosable pecuniary interest, a substitute member will not be able to vote on their behalf, on the matter to be determined.

For more information about SELEP Declarations of Interest please see SELEP’s Register of Interest Policy -

<https://www.southeastlep.com/app/uploads/2018/07/SELEP-Register-of-Interests-Policy-June-2018.pdf>