

Report to Accountability Board	Forward Plan reference number: N/A
Date of Accountability Board Meeting:	27th April 2018
Date of report:	6th April 2018
Title of report: Assurance Framework Implementation Update	
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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 federal areas in implementing the changes necessitated by the refreshed Assurance Framework. *The Board is reminded that it is accountable for assuring that all requirements are implemented; it is a condition of the funding that the Assurance Framework is being implemented.*
 - 1.1.2 The findings of the Ministry of Housing, Communities and Local Government (MHCLG) Deep Dive process and recommendations made to SELEP.
 - 1.1.3 The proposed Governance and Transparency Performance Indicators as set out in Appendix 6

2. Recommendations

- 2.1 The Board is asked to:
- 2.1.1 **Note** the progress to date in implementing the SELEP 2018/19 Assurance Framework.
 - 2.1.2 **Note** the SELEP team and federated area progress to implement the:
 - 2.1.2.1 Mary Ney recommendations; and
 - 2.1.2.2 Ministry of Housing, Communities and Local Government (MHCLG) Deep Dive recommendations.

3. Assurance Framework Implementation Update

- 3.1 It is a requirement of Government that SELEP agrees and implements an Assurance Framework that meets the revised standards set out in the LEP National Assurance Framework.
- 3.2 The purpose of the Assurance Framework is to ensure that SELEP has the necessary systems and processes in place to manage delegated funding from central Government budgets effectively. The expectation is that the practices and standards which are necessary to provide Government and local partners and the public with assurance that decisions over funding are proper, transparent, and deliver value for money, are fully implemented.
- 3.3 In addition, SELEP is required to demonstrate full compliance with the Mary Ney review recommendations, as published within the *Local Enterprise Partnership Governance and Transparency: Best Practice Guidance*.
- 3.4 Whilst a majority of the requirements of the Assurance Framework are fully embedded in the activities of the SELEP team, Strategic Board, Accountability Board, Federated Areas and local partners, an Assurance Framework Implementation Plan has been developed to ensure that any gaps can be addressed. This is a regular agenda item for the Board.
- 3.5 The implementation plan has been updated to reflect the additional requirements of the Assurance Framework 2018 which was agreed by the SELEP Strategic Board by electronic procedure in February 2018.
- 3.6 Appendix 1 provides a summary version of work required to implement the Assurance Framework for SELEP and the action required to address the Deep Dive recommendations, set out in section 4 below.
- 3.7 The summary provided in Appendix 1 sets out the substantial progress which has been made by the SELEP team and local partners in ensuring that the requirements of the Assurance Framework are being fully implemented. Federated Boards have been working to agree their updated Terms of Reference, to meet the requirements of the 2018 SELEP Assurance Framework.
- 3.8 For SELEP to demonstrate full compliance with the SELEP Assurance Framework, the following further action is required:

- 3.8.1 Development of a single prioritised list of projects, following a standard prioritisation approach.

A proposed approach to the development of a single prioritised list of projects will be brought to the SELEP Strategic Board at its meeting in June 2018. This approach will be required to ensure that

underspends are redistributed in the most effective way possible to achieve best value for money.

3.8.2 Development of a SELEP Communications Strategy

A SELEP Communications Strategy will be developed to coincide with the launch of the new SELEP website, SEP and the associated outward communications and branding. This is expected to be completed in the summer 2018.

3.8.3 Agree Terms of Reference for the U9 and Rural working group

A majority of SELEPs working group Terms of Reference have been published on the SELEP website. The two outstanding Terms of Reference will be agreed and published as soon as practicable.

3.8.4 Completion of Registers of Interests, by all Federated Board members, the SELEP Secretariat and SELEP Senior Officer Group members

Registers of Interest (RoI) have been published for all members of Strategic Board, Accountability Board, Team East Sussex, Kent and Medway Economic Partnership and Opportunity South Essex. Action is required to ensure that members of all Federated Boards and the SELEP Senior Officer Group are complying with this requirement. A copy of the officer RoI will be circulated to the SELEP Senior Officer Group for completion in May 2018.

3.8.5 Board member recruitment process and succession planning

At the June 2018 Strategic Board, that Board will be asked to consider and agree a standard SELEP approach to the recruitment of Board members, the term of their Board membership and to sign-off the induction process that will be implemented for new Board members.

3.8.6 Publishing of Federated Board papers and minutes in line with the requirements of the Assurance Framework

3.8.7 SELEP recruit Governance Officer

It is expected that the advert for the Governance Officer position will go live in May 2018.

3.8.8 Implementation of the Investment Panel

The Terms of Reference for the Investment Panel will be considered by the SELEP Strategic Board at its meeting in June

2018. The Strategic Board reconfirmed its intention to inaugurate the Investment Panel on at the meeting of the 16th March 2018.

4. MHCLG Deep Dive Review and Implementation Process

- 4.1 On the 20th February 2018, a letter in the name of Stephen Jones, Director of Cities and Local Growth Unit (CLoG) (the Letter) was sent to Adam Bryan, Managing Director of SELEP, with a moderated view of the LEP in respect of governance, strategy and delivery.
- 4.2 The Letter, attached in Appendix 2, offered a less than wholly positive assessment of SELEP, primarily on the basis of its governance arrangements. We have subsequently learned that this assessment was predominantly undertaken after the Annual Conversation and, whilst the precise process remains unclear, it is understood to have been a desk-based binary analysis of whether information was available on the SELEP website.
- 4.3 It must be added that the Annual Conversation in itself, as reported to the December 2017 Strategic Board meeting in Ashford, was a positive, clear and constructive meeting, which made the receipt of the Letter all the more surprising. A copy of the note from the Annual Conversation is available in Appendix 3.
- 4.4 Further to the Annual Conversation in December 2017, MHCLG undertook Deep Dives on a number of Local Enterprise Partnerships, including SELEP, taking place 7th – 8th March 2018. SELEP welcomed the Deep Dive opportunity, as a chance to evidence the governance and transparency arrangements which are in place and demonstrate the strength of local support for SELEP.
- 4.5 In addition, Adam Bryan and Margaret Lee, as S151 officer for the Accountable Body, provided a technical response to address the 'Areas of Improvements' identified within the Letter. A copy of this letter is made available in Appendix 4.
- 4.6 Following on from the Deep Dive, initial feedback and key findings were provided to SELEP through a letter from Hannah Rignall, Deputy Director CLoG. This positive response summarised the good practice implemented by SELEP, including SELEP's level of engagement with a broad range of stakeholders, the clear line of sight by the Section 151 Officer and retracted the original rating. A copy of this Deep Dive key findings letter is available in Appendix 5.
- 4.7 The recommended areas for improvements identified in the initial Deep Dive key findings letter are as follows:
 - 4.7.1 Ensuring open funding calls in all Federated Areas;

- 4.7.2 Recruitment to Federated Boards and decisions on representation at Strategic Board level should operate to an open and transparent process
 - 4.7.3 Ensure underspends at a federated level is allocated to the most promising and next value for money project;
 - 4.7.4 A formal process for the induction of new board members;
 - 4.7.5 Declarations of interest of board members should be reviewed every six months;
 - 4.7.6 Set up a new Investment Committee; and
 - 4.7.7 Recruit a Governance Officer
- 4.8 Agreement to implement these improvements was given at the meeting of the Strategic Board on the 16th March 2018 and the implementation plan, presented in Appendix 1 sets out how these recommendations will be put in place.
- 4.9 The SELEP Secretariat will bring forward processes to the June 2018 Strategic Board meeting to ensure all recommendations are expedited in a timely manner and to ensure that SELEP can demonstrate that the requirements have been met for receipt of future year core funding and Local Growth Fund (LGF) allocations.

5. Governance and Transparency Performance Indicators

- 5.1 To ensure appropriate oversight can be maintained with regard to the on-going requirements of the Assurance Framework, it is proposed to implement the performance measures that are set out in Appendix 6 as part of the regular reporting to the Board. The reporting on these measures will be included from the next Assurance Framework update to the Board.
- 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.

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 The SELEP Secretariat has been advised by the Accountable Body to identify and prioritise the key actions listed in 4.7 above which are required to ensure that the Assurance Framework is fully implemented and embedded into the day to day operation of the SELEP.

- 6.4 It is also advised that additional support is provided to the Federated Areas and the working groups to ensure that they are able to demonstrate compliance with the Assurance Framework.
- 6.5 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.

7 Financial Implications (Accountable Body Comments)

- 7.1 The Government have confirmed that, following the conclusion of the Annual Conversation process, SELEP will receive in full its indicative LGF allocation for 2018/19 of £91.7m. In the Grant Offer Letter, the Government has reiterated that the use of all LGF will need to fulfil the following requirements:
- It will 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 freedom and flexibilities that are in place to manage the capital budgets between programmes.
 - It will 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 is being 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 The SELEP Managing Director is seeking to recruit a Governance Officer to oversee the full implementation of the Assurance Framework; it is currently anticipated that this post will be advertised in May 2018.

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 – Letter from Director of Cities and Local Growth Unit, dated 20th February 2018
11.3 Appendix 3 – Notes of South East LEP Annual Conversation 2017
11.4 Appendix 4 – Joint letter from SELEP Managing Director and S151 Officer, dated 14th March 2018
11.5 Appendix 5 – Letter from Deputy Director of Cities and Local Growth Unit, dated 15th March 2018
11.6 Appendix 6 – Proposed Governance and Transparency Performance Indicators

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)	 20/04/18

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

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Business Cases							
Value for Money	SELEP will identify a named individual with overall responsibility for ensuring value for money for all projects and programmes.	Accountability Board Chair is responsible for ensuring value for money of all projects and programmes	M	Complete	In advance of each Accountability Board the Chair is provided with a briefing which sets out the Chair's responsibilities to ensure decisions taken by the SELEP Accountability Board present high value for money. This includes the scrutiny of decisions coming forward at the Board meeting, with a particular focus on those decisions to award funding		G
Scrutiny	SELEP will identify a named individual (which may be a different person) responsible for scrutiny of and recommendations relating to each business case	Accountability Board Chair is responsible for the scrutiny of recommendations made in relation to each business case	M	Complete	In advance of each Accountability Board the Chair is provided with a briefing which sets out the Chair's responsibilities to ensure decisions taken by the SELEP Accountability Board present high value for money. This includes the scrutiny of decisions coming forward at the Board meeting, with a particular focus on those decisions to award funding		G

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Change Requests	A copy of the Change Request Template is available on the SELEP website	SELEP	M	Complete	A copy of the Template is available on the 'How we Award Funding' section of the SELEP website. In addition, a report was presented to SELEP Accountability Board on the 26 th May which set out the Change Request process. Local partners are implementing the practice of bringing forward a Change Request using the SELEP template. These Change Requests are also shared with Central Government, for their record		G
Business Case Template	All Strategic Outline Business Cases will use the Business Case Template	Federated Areas	H	Complete	On the 16th August 2017, the new SELEP Business Case was issued to all partners. Local partners are implementing the practice of using the SELEP Business Case template for the development of Business Cases. The new template is being used to develop Strategic Outline Business Cases for GPF submissions.		G

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Equality Act	The standard business case template includes space for promoters to explain how work is within Equality Act 2010	SELEP	M	Complete	A copy of the new SELEP Business Case template is available on the SELEP website in the 'How we Award Funding' section. The Business Case seeks confirmation that an Equality Impact Assessment will be completed as part of the project and how the findings of this assessment will be considered as part of the projects development. In addition, the S151 officer letter which is required from the lead County Council / Unitary Authority provides confirmation that the project will be delivered in accordance with the Equality Act 2010		G
Social Value	A section is to be included in the standard business case template for promoters to set out how they will maximise social value.	SELEP	M	Complete	As above, the new SELEP Business Case template asks scheme promoters to provide details on how the procurement for the scheme increases social value in accordance with the Social Value Act 2012 (e.g. how in conducting the procurement process it will act with a view of improving the economic, social and environmental well-being of the local area and particularly local businesses);		G
Federated board approval	The business case template to include confirmation of approval by the Federated Board.	SELEP	H	Complete	Each Business Case put forward for funding allocation is required to demonstrate endorsement of the project by the Federated Board		G

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Gate 2 BC publication	The Gate 2 Outline Business Case for the project will be published on the SELEP website at least one month in advance of the Accountability Board meeting.	SELEP / Federated Areas	H	Complete	Business Cases are uploaded alongside the meeting date and meeting Forward Plan at least one month in advance of the funding decision being taken.		G
Gate 4 & 5 BC publication	Projects completing a Gate 4 and 5 review, the full business case will be published at least one month in advance of the Accountability Board meeting	SELEP / Federated Areas	H	Complete	Business Cases are uploaded alongside the meeting date and meeting Forward Plan at least one month in advance of the funding decision being taken.		G
VfM reporting	Value for money section to be reflected in the standard reporting template for Accountability Report funding approvals and changes.	SELEP	H	Complete	A section is included in each report to SELEP Accountability Board for the award of funding, which sets out details of the projects value for money assessment and the ITE's recommendation on the projects Value for Money.		G
s151 sign off	The business case template to be amended to include confirmation of assurances from the Section 151 officer of the promoting authority that Value for Money is true and accurate.	SELEP	H	Complete	The Business Case template contains an Appendix which sets out a S151 officer letter to be submitted alongside the Business Case to provide assurance that the information contained within the Business Case is true and accurate.		G
Prioritisation of projects and development of a single							

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
pipeline							
Prioritisation Process	Each Federal Board shall ensure that they apply the prioritisation process as approved by Strategic Board	SELEP and Federated Areas	H	Each Federated Area has followed the prioritisation process agreed by Strategic Board for the prioritisation of GPF Projects, during July and August 2017. An approach needs to be developed for the prioritisation of LGF.	An approach to the development of a SELEP LGF single pipeline will be taken to the June 2018 Strategic Board with the intention of Federated Areas then applying the approach to the development of a project pipeline over the Summer to enable a SELEP single pipeline to be agreed by the Strategic Board/ Investment Panel in December 2018.	Dec-18	A
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>The SELEP Strategic Board have agreed to develop a single list of prioritised LGF projects, following a common assessment approach.</p> <p>Following the approval of a single prioritised list of LGF projects, this will be published on the SELEP website.</p>	Dec-18	A
Board Governance							

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Pan-LEP	Any pan-LEP priority projects will be reviewed by the Strategic Board	SELEP	M	Part complete	A process was detailed within the GPF prioritisation process (agreed at the Strategic Board meeting on the 9 th June 2017) for both the GPF revenue and GPF capital funding for the consideration of pan – LEP projects. Process for other funding streams will be agreed with Strategic Board, based on the requirements for awarding funding set out in the SELEP Assurance Framework.	On-going	G
Policy publication	A section to be added to the website to address issues of governance, for example: the policy for public questions; conflicts of interest; communications and complaints to the LEP	SELEP	H	Complete	All agreed policies are available on the SELEP website		G
Key decisions	All key decisions are published on the Forward Plan and available on the SELEP and upper tier authorities websites	SELEP	H	Complete and ongoing	All key decisions are reported with the Forward Plan and all material is made available for local publishing		G
Minutes	Draft minutes of all meetings are publicly available on SELEP website no more than 10 days after the meeting	SELEP	M	Complete and ongoing	According to the Government's new requirements, draft minutes will be made available ten working days after all future board meetings		G

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Reporting	Accountability Board reports where funding is sought or changes are to be agreed will include a reporting table to confirm requirements are met.	SELEP	M	Complete and ongoing	A table is included in each report to SELEP Accountability Board for the award of funding which sets out the SELEP team's assessment of the projects eligibility for funding against the requirements of the Assurance Framework.		G
Investment phasing	The phasing of investments will be reflected in report templates for funding requests to Accountability Board.	SELEP	M	Complete and ongoing	A table is included in each report to SELEP Accountability Board for the award of funding which sets out the profile over which the funding is sought and the phasing of match funding contributions to the project.		G
Paper publication	A link to Accountability Board papers to be available for all upper tier authorities	SELEP	H	Complete and ongoing	A copy of the SELEP Accountability Board Agenda Pack is circulated once it has been published by Essex County Council, as SELEP Accountable Body. This is then available for partners to publish in addition		G
Social Enterprise member	Appoint an additional strategic board member from the Social Enterprise group that is to be established.	SELEP	M	Complete	A representative of the Social Enterprise Group has been nominated to be the additional Strategic Board member. They are due to attend the March 2018 Strategic Board		G
Assurance Framework refresh	Refresh of Assurance Framework to be a standing item to the last Strategic Board meeting of each calendar year	SELEP	M	Complete	This was agreed on the 17 th February 2018		G
SELEP collateral							

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Comms strategy	Communications Strategy to be refreshed and taken to Strategic Board for approval and implementation	SELEP	M	Planned in line with SEP launch	An interim role (to cover maternity leave) has been appointed to in order to lead work on the SELEP website and develop a SELEP Communication Strategy, in partnership with Federated Areas.		A
Declarations of Interest							
Dol	Declaration of interest to be noted from outset of each meeting	Board members	H	This is an ongoing requirement which is met at the quarterly strategic board meetings	At the start of each Strategic board, Accountability Board and Federated Board meeting Board members are required to state any Declarations of Interest in relation to decisions to be taken at that meeting. Declarations are included in the meeting minutes and held as part of the record of the meeting. Furthermore, in light of recommendations from the Mary Ney report, the SELEP team has circulated the Government's new Register of Interests template which all Strategic and Accountability Board members have completed.		G
Dol	All members of Strategic or Accountability Board are required to complete a Declaration of Interest form	SELEP/Board members	H	Completed and Ongoing	Following on from the Mary Ney recommendations the declaration of interest template has been sent to all board members for completion.		G
Dol	Declaration of Interest forms to be published on website	SELEP	H	Completed and Ongoing	Following on from the Mary Ney recommendations the declaration of interest template has been sent to all board members for completion.		G

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Dol	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	Incomplete	SELEP Secretariat and Senior Officer Group to complete a Dol form and review every 6 months. These will be uploaded to the website.	Jun-18	R
Dol Annual Review	All declarations of interest reviewed annually	SELEP	H	Planned	This is planned in line with the Mary Ney recommendations and will be completed every February.		G
Specific to local areas							
Federated board material online	Federated Boards will publish their meeting details and minutes on either their own or SELEP's website within the agreed timescales	Federated Areas	H	All federated board meeting papers are available on the website for the previous financial year.	<p>All meeting dates for Federated Boards are available on the SELEP website. All available information pursuant to the Federated Boards is available on the SELEP website as according to the Mary Ney recommendation and 28/2 deadline.</p> <p>Federated Boards are to provide the secretariat with papers no later than 10 working days before a meeting; and provide draft minutes no later than 10 working days following the meeting.</p>	On-going	G

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
Recruitment	Federated Boards to determine and evidence own recruitment process for membership. The process needs to meet the requirements of the SELEP Assurance Framework.	Federated Areas	M	Complete	<p>Following approval at March 2018 Board Meeting; the recruitment process will be consistent across all Federated Boards, with oversight from the LEP Board.</p> <p>The SELEP Secretariat are to provide an induction process for new board members, across both Federated and Strategic Board.</p>	Jun-18	A
	Succession planning for board members	Federated Areas / Secretariat	H		<p>Recruitment process to be specified from the LEP secretariat, identifying an appropriate recruitment process for all board members with an agreed limitation of terms for: board members, vice-chairs and federated board members.</p> <p>The process for this will be brought forward to the June Board meeting, following initial approval of the proposal at March's Board meeting</p>	Jun-18	A
Updated ToR	Each group requested to ensure that the terms of reference has been updated to reflect the requirements of the Assurance Framework	Federated Areas	H	Complete	Updated Terms of Reference have been agreed by KMEP, TES, OSE and EBB.		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	Post 28th February meetings to be scheduled	<p>Conversations between the LEP and leads officers from the federated boards have happened regularly and informally over the past few months. A meeting is planned, 20th April 2018 with the four lead officers, SELEP MD and the Accountable Body to discuss implementation of further requirements.</p> <p>SELEP Secretariat and the Accountable Body are currently planning to attend Federated Board Meetings in the coming months to discuss compliance with the Assurance Framework and Mary Ney report.</p>	<p>Apr-18</p> <p>Jul-18</p>	A
Declaration of Interest		Federated Areas / SELEP	H	June Board Meeting	<p>Updated declarations of interest have been completed by the SELEP board members.</p> <p>All federated board members to complete the updated declaration of interest form and to be uploaded to the SELEP website for full transparency.</p>	Jun-18	A

Summary	Requirement	Responsibility	Priority	Status	Action Required	Deadline for Completion	RAG
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 attending each of the Working Groups to help identify any gaps in the publication of information on the website. Terms of Reference are currently being approved by the following groups, once approval has been given they will be uploaded to the SELEP website: § Rural Working Group § U9 (University 9) Working Group	Jun-18	A
Secretariat							
Recruitment of Governance Officer		SELEP	H	Within next quarter	Recruiting a governance officer will enable SELEP to better govern the information made available on the website and working with the federated areas to ensure full compliance of the Assurance Framework	Advert live in May 2018	A
Implementation of Investment Panel		SELEP / Strategic Board	H	Within next quarter	Further to Boards approval to re-affirm the Investment Panel at the March 2018 board, the SELEP secretariat will bring the Terms of Reference to the June 2018 for approval. Once agreed this will satisfy requirements from the Mary Ney review to include a higher level business voice in confirmation of funding prioritisation.	Jun-18	A
S151 officer in attendance of SELEP Meetings		SELEP	M	Ongoing	Essex County Council S151 to be included in all board meeting invitations, where they are unable to attend a member of their team is to deputise		G

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Email account set up for confidential complaints / whistleblowing to the LEP		SELEP	H	Within first quarter	The following emails addresses have been set up: hello@southeastlep.com for general enquires contact@southeastlep.com for confidential complaints, this email address is monitored by the Managing Director and will also be monitored by the Governance Officer, once the post is filled.	-	G
SELEP Branding across all marketing		SELEP / Federated areas	H	Ongoing	Both the Comms and Marketing Manager and Capital Programme Manager are working with leads for each area to ensure marketing and promotion of projects incorporates SELEP branding.		G

