

Governance Key Performance Indicators 2019-20

Forward Plan of Decisions

Is the Forward Plan of Decisions, including any associated business cases, published at least 28 days in advance of the meeting?

Board	Meeting date	Met (Y/N)?
Accountability Board	7 th June 2019	Yes
Strategic Board	22 nd March 2019	Yes

Publication of Papers

Are all papers published on the SELEP website 5 clear working days in advance of the meeting?

Board	Meeting date	Met (Y/N)?
Accountability Board	12 th April 2019	Yes
Strategic Board	22 nd March 2019	No
Investment Panel	8 th March 2019	Yes
EBB	18 th March 2019	No
KMEP	25 th March 2019	No
OSE	13 th February 2019	No
TES	18 th March 2019	Yes

Draft Minutes

Are all draft minutes published within 10 clear working days following the meeting?

Board	Meeting date	Actual- Met (Y/N)?
Accountability Board	12 th April 2019	Yes
Strategic Board	22 nd March 2019	No
Investment Panel	8 th March 2019	Yes
EBB	18 th March 2019	No
KMEP	25 th March 2019	No
OSE	13 th Feb 2019	Yes
TES	18 th March 2019	No

Final Minutes

Are final minutes published within 10 clear working days following approval?

Board	Meeting date	Actual- Met (Y/N)?
Accountability Board	15 th February 2019	Yes
Strategic Board	7 th December 2018	Yes
Investment Panel	n/a	n/a
EBB	3 rd December 2018	Yes
KMEP	28 th January 2019	No
OSE	7 th November 2018	Yes
TES	28 th January 2019	Yes

Registers of Interest- Board Members

Are registers of interests in place for all board members?

Board	Percentage completed	Comments
Accountability Board	100%	New board members as a result of local elections have 28 days to submit.
Strategic Board	100%	New board members as a result of local elections have 28 days to submit.
Investment Panel	100%	As above
EBB	100%	May require update as a result of changes to the Board member as a result of local elections.
KMEP	100%	As above
OSE	100%	As above
TES	100%	As above

Registers of Interest- Officers

Are registers of interest in place for all officers?

Category	Percentage completed
SELEP Secretariat	100%
Accountable Body	100%
Federated Board Lead Officers	100%

Declarations of interests in meetings

Are all interests declared and recorded in the meeting minutes with a note of any actions taken?

Board	Date	Actual- Met (Y/N)?
Accountability Board	12 th April 2019	Yes
Strategic Board	22 nd March 2019	Yes
EBB	18 th March 2019	Minutes missing
KMEP	25 th March 2019	Yes
OSE	13 th February 2019	Yes
TES	18 th March 2019	Yes

Business Case Endorsement

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?

Board	Actual- Met (Y/N)?	Comments
LGF	Yes	Through prioritisation process for LGF3b
GPF	n/a	No GPF prioritisation has been undertaken in last year
SSF	Yes	Applications are considered by Federated Boards in advance of being brought forward for Strategic Board endorsement.

Publication of Business Cases

Are all business cases published 1 month in advance of funding decisions?

Board	Meeting date	Actual- Met (Y/N)?
Accountability Board	12 th April 2019	Yes

Monitoring Board Diversity

Progress towards having a board with one third of private sector members being women

Board	Date	Percentage of female board members
Strategic Board	24/5/19	25%