

**Welcome and Apologies**

**Present**

David Dexter (LEP Deputy Chair and Director) (DD) - Acting Chair

Ian Knowles (IK)

Stephen Deville (SD)

Robert Griffiths (RG)

**Officers** - Linsay Hill Pritchard (LCC/ Accountable Body) (LHP), Kate Storey (LEP Commissioning Officer) (KS), Ruth Carver (LEP Director), Laura Spittles (Minute Taker)

**Apologies:**

Andy Orrey, Samantha Harrison

DD welcomed all the meeting and deemed it quorate and asked for any declarations of Interest. Nothing declared.

DD also welcomed Robert to his first F&A Committee Meeting.

**F&A Committee Minutes of Previous Meeting**

Action List updated.

RG asked for clarification on the current bank account situation. As discussed previously it was still decided to use the LCC bank as the LEP money is easily identifiable.

Draft minutes from May 2019 approved.

**Business Lincolnshire Growth Hub**

LHP gave an overview of the Growth Hub to the Committee as Samantha Harrison was unable to attend.

Business Lincolnshire is set up to help support Greater Lincolnshire based businesses to start and grow. Business Lincolnshire hosts a Growth Hub - a single place to go to for business experts and mentors, support and guidance, grants and finance. The Growth Hub has been in place for about 4 years and is considered as very successful.

Over the next 12 months they will be helping Businesses deal with Brexit after being given some additional funding. This activity will cover the East Midlands area as well as Greater Lincolnshire. They will be available to signpost queries and to get the message out over Brexit.

LHP is interested in meeting with the Growth Hub to discuss their target levels and to see how they are being achieved. LHP to report back at a future F&A Meeting.  
LHP will send round the report provided by Samantha Harrison. DD wished to pass on his thanks to Samantha and her Team for the success of the Growth Hub.

### **2019/20 6 Monthly Review and Report from the Accountable Body**

The paper provided by LHP was split into 4 parts:

- Whole Year Forecast for 19/20
- Activity until September
- Reserves
- Improvement Plan

In the past the finances were reported to main Board on a quarterly basis. This has now changed to show funding for the whole year. LHP would welcome any suggestions as to the best way of showing this.

The current finances are showing expenditure of £863K with identified income of £840K which leaves a gap of £23K. RC stated she isn't concerned about this gap however there is a slight concern with being at capacity for current planned spending. The recommendations from the Accountable Body are to look at budget realignment, speak to Government about additional funding (the second payment of £100,000 for the LEP review) and identify more partner contributions.

The LEP have received over £7.5 million of funding within the year including the core funding allocation and another part of the Single Local Growth Fund. Current expenditure for the period amounts to £1.086 million.

Funding has been received now that the 3 Career & Enterprise Advisors are in place. This is been received from the Career & Enterprise Company (one off payment and grant claims) and contributions from district councils to help support the activity.

The LEP received £100,000 in 18/19 to help support the recommendations within the LEP Review. Another £100,000 will be given once the Geography situation is resolved.

The feasibility fund has been split into 2 separate pots. The original feasibility pot is expected to spend £51.5K in 19/20. The commissioned feasibility pot is currently £204K and work is on-going to review submissions following the pipeline call.

There is still £4.3million loaned out under the Invest and Grow Loan. This is to Boston Quadrant and the Bomber Command Centre.

The table showing the reserves that was presented to Board showed an incorrect figure. LHP to amend this before sending to main LEP Board.

The result of an Annual Performance Review between the LEP and BEIS has agreed an improvement plan. There is no formal assessment for this so the LEP will remain good at governance. This review will now be a regular feature of the year.

### LEP Governance - aligned TORS

The final draft of the new Terms of Reference has been drawn up with the Solicitor. They are still of a similar style but longer and more comprehensive.

It was noted that there is a slight error in the numbers of Members to be on the Committee. KS to amend.

It needs to be raised at Board who has Financial Controls. It is also recommended that a member of the main LEP Board should sit on the F&A Committee as good practice.

A table would be useful to highlight what specifically the F&A Committee are responsible for and what the expectation is.

### LCC Internal Assurance Framework Audit Report

The LAF was published in March 2019. An independent review was carried out with the internal audit team to make sure all actions were covered off. A few gaps were identified and are currently being resolved.

It was noted that the documents on the website can be quite hard to find. Work is underway to resolve and streamline this.

The F&A Committee agreed a recommendation that this work is completed by the end of November.

The scheme of delegation was signed off by the main LEP Board in March 2019. There is a possibility that this needs fine tuning. LHP to look at this in more detail.

Going forward a standing item on the agenda will be the LAF.

### Risk Review

An updated version of the Risk Register was presented to the Committee after some changes were made following the previous meeting. This will now be presented to main Board quarterly.

The point was raised again about ownership and what should happen to these tasks / risks if the named person isn't available. RC stated that a LEP Director position is being looked into.

The risk of the Geography issue needs amending. It has a residual level of amber but this currently isn't a cause for concern of Government.

The VAT risk would benefit from being looked at again to make sure there are no changes that have occurred.

It was also questioned that the current risks may need 'testing' to make sure that the controls put in place are working. KS to look at this in more detail.

### AOB

There is a Recruitment Programme currently on-going to fill positions on various Boards. KS asked if the Committee can push this out through their various channels.

LHP asked for the Committee's thoughts on procuring an Auditor now ready for next year. Duncan & Toplis carried out the Audit last year but were only contracted for the one year. F&A Committee happy to agree this is procured now but recommended the contract is for at least 3 years and also one Committee Member would like to be involved in the process.

DD thanked the LEP & Accountable Body Team for all the hard work that goes into the tasks carried out.

**Date of Next Meeting**

TBA

DRAFT