

### Welcome and Apologies

#### Present

Andy Orrey (Independent Chair) (AO)  
David Dexter (LEP Deputy Chair and Director) (DD)  
Stephen Deville (Bishop Grosseteste University) (SD)  
Janet Hemmant (Boston College) (JH)

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

**Apologies:** Ian Knowles (WLDC)

AO welcomed all the meeting and deemed it quorate and asked for any declarations of Interest.  
None declared.

### Welcome and Introductions

All introduced themselves as it was Laura's first meeting as minute taker.

### F&A Committee Minutes of Previous Meeting

Actions list from previous meeting not on the agenda:

- ❖ Growing Places Fund - Bomber Command – it was confirmed that no guarantors sit on LEP Boards but there is a Trustee that sits on the LEP Directors Board
- ❖ Samantha Harrison, Growth Hub has been invited to the May meeting
- ❖ Feasibility Fund Paper – **Item 3, Paper 2 (to provide update at May meeting)**
- ❖ LHP is to send the SLGF list to JH in order for her to select a project for a walk-through. - **Item 4 Paper 3**
- ❖ KS to ensure the proposed ToR changes are included in the drafts to be recommended to the LEP Director's Board in due course – **Scheduled meeting to progress in Feb 2018**

### Financial Report: 9 monthly review (Q3) 2017-18

LHP presented a report providing an overview of the LEP finances as at Quarter 3 2017/18. The expected outturn for LEP core costs is £471,425 With spend to date £296,360. Staffing costs remain on target however it was noted that the sector specific area is showing a slight underspend. This is due in part to a budget allocation being set aside for a Manufacturing Consultant which is no longer being funded from this financial year. Significant progress has been made on the Business Plan. As this is a 3 year plan we are in good shape at this current point. Much progress has also been made around the Local Industrial Strategy and evidence research has been commissioned to inform Brexit,

Productivity and other factors that support the delivery of the Strategic Economic plan.

The LEP has also been selected as one of the seven Skills Advisory Panel pilots. These pilots will help to develop a national framework to assist the Department for Education in understanding local skills challenges around local employer demand and supply of skilled labour, ensuring that good quality local information about skills and careers is available to those who need it.

DD suggested that reference to the careers for self-employment would be beneficial. RC referenced the World of Work website which includes a section on this and can be found at: <http://www.theworldofwork.co.uk/> Members were informed of the success of the new Marketing Lincolnshire Toolkit that was launched at LEP Business Live. The toolkit is designed to create a fast personalised information resource that can be shared with colleagues, clients and other stakeholders to showcase Lincolnshire and its strengths. The toolkit can be found at <https://www.marketinglincolnshire.com/>

Members noted the contents of the full report and recommended its submission in summary format to the LEP board.

ACTION: CH to ensure self-employment is being promoted as a options for careers through programmes and particularly the World of Work website

ACTION: KS to include the toolkit link via e-mail to members.

### **SLGF Report**

At the request of the board following the meeting on 10<sup>th</sup> October 2017, LHP presented a more detailed report on the Single Local Growth Fund (SLGF). The report provided :-

- Background information on Growth Deal
- Current financial position
- New reporting model required by Government

The board was also provided with a full project list, including descriptions and financial overview. The Accountable body currently operates 24 contracts on behalf of the LEP to the value of £249 million in total project costs. The SLGF spend target for 2017/18 is £15.8 million.

Current indicators show that we are committed to spend £9.5 million resulting in a potential underspend of £6 million. Of this target approximately £4 million are projects that are yet to be contracted. LHP highlighted that the spend target is non-negotiable with government and various discussions had been held with the Investment Board about how they would utilise the agreed freedom and flexibilities to ensure that the target was met in full.

AO found the summary table of programme spend particularly useful in monitoring the spend position and requested that this be included within future financial updates.

Government has introduced a new reporting mechanism which shows our current position and spend profile on SLGF projects. This includes:

- A dashboard which provides an overall summary of actual spend and output delivery against forecasts also highlights the risk status of projects.
- Forecast sheet – Providing a full forecast data for both contracted and un-contracted

projects.

- Quarterly information – Actual data updated on a quarterly basis following submission of project claims.

DD queries how the LEP monitors projects once they have completed against the given outputs. RC stated that there are mechanisms in place to ensure that this process is met.

ACTION: LHP to include of the SLGF summary table within future financial reports.

### **Company Matters**

The Articles of Association Review also includes the TORs for the Boards and are due to be reviewed and redrafted by the LEP's legal service provider.

The quotations for the next audit period should read 2 years, not 3 as shown in the paper. Following a procurement process Streets Chartered Accountants provided the best value for money quotation which has been accepted. Year End timescales indicate a tight turn around however the LEP and Accountable Body are planning to complete a draft Financial report to provide the basis of the Independent audit. KS to arrange the audit for early May.

LEP's have recently received confirmation of the Core Funding for the next 2 years as well as funding for the Growth Hub.

### **Mary Ney Review**

Following a report by the Public Affairs Committee in July 2016 the government asked Mary Ney to conduct a review into Local Enterprise Partnership (LEP) governance and transparency.

The aim of the review was to provide sufficient assurance to the Accounting Officer and ministers that LEPs fully implement existing requirements for appropriate governance and transparency.

Government have provided some initial best practice which can be found at - <https://www.gov.uk/government/publications/local-enterprise-partnership-governance-and-transparency-best-practice-guidance> The complete review can be viewed at <https://www.gov.uk/government/publications/review-of-local-enterprise-partnership-governance-and-transparency>

There are 4 actions which the LEP needs to implement by 28<sup>th</sup> February 2018. These are:

- ❖ Code of Conduct and Register of Interests incorporating additional detail and transparency. This now includes spouses.
- ❖ Publishing board papers. Papers will need to be published on the website at least 5 days in advance of Board Meetings. The minutes from decision making Boards will need to be published within 5 days of concluding the meeting
- ❖ Confidential Reporting. The LEP needs to ensure clarify of what information can be deemed confidential.
- ❖ Whistleblowing policy. This is required to be incorporated and is underway.

There is also a recommendation that LEP's make an independent scrutiny for their work. The options include increasing the F&A Committee to include scrutiny or possibly a scrutiny arrangement with the

Humber LEP.

Alongside Mary Ney, a LEP review was undertaken by Ministers to assess how to strengthen LEPs. They are due to report on this in March/April time. F&A will be updated once this has been received.

**ACTION:** JH selected Lincoln Transport Hub as SLGF project for audit purposed. KS to relay to auditors.

### **Risk Register**

It was proposed to remove the ICT System risk . There is a lot of work being done by the LEP Team with regards to the new General Data Protection Regulations (GDPR) . We are currently in the process of moving all our client data onto one system (Tractivity).

**ACTION:** KS to remove ICT systems risk from register and to add GDPR as a new risk

### **Any Other Business**

RC confirmed that judicial review papers have been served to the LEP concerning funding on the northern junction in Scunthorpe.

RC presented Andy Orrey with a Thank you gift as he has now stepped down from the main LEP Board. Ruth thanked Andy for all his work and input whilst he was on the Board.

**ACTION:** DD to receive hard copy papers by post in advance of F&A Committee meetings going forward

**ACTION:** KS to add judicial review costs to risk register

### **Boole Technology Centre – Site Tour**

The committee had a tour of the site and visited some of the tenants to hear about their experiences and the positive impact of the project and funding delivered.

### **Date of Next Meeting**

TBA – May 2018