

Greater Lincolnshire LEP Governance and Transparency Action Plan

Requirement	Action Taken	Date of latest Documentation
<p>Annual Conversation 2017 actions agreed between GLLEP and Government</p>	<p>GL LEP has published the draft actions resulting from its Annual Conversation with Government on its website.</p> <p>These actions are as follows:</p> <p>Governance & Ney Review Recommendations</p> <p>LEP to give consideration to the conflict of interest policy being published as a separate document and being given greater prominence on the LEP website.</p> <p>LEP to ensure that the register of interests is updated and published on a regular basis (rather than annually) to take account of changes in board membership as well as any changes to interests.</p> <p>LEP to submit revised LAF for board endorsement by 28th February 2018, to take account of relevant Ney recommendations and any published government guidance.</p> <p>LEP to respond to Ney recommendations on scrutiny and the role of the Section 151 Officer once formal guidance is provided by Government.</p> <p>LEP to actively consider the need to address gender and age diversity on its board during the recruitment of new members.</p> <p>LEP to maintain and seek continuous improvements to its website to ensure that key information including governance documents and dates of forthcoming meetings remains accessible and up to date.</p> <p>LEP to submit evidence and perspectives on overlaps and wider geography issues to the C&LG policy team (Naomi Green) and LEP representative on the National Experts Panel (Christine Gaskell) to inform the LEP Review.</p>	<p>5th December - Pending Government national review and confirmation in Spring 2018</p>

	<p>Strategy</p> <p>C&LG to note the LEP’s ambitions to be an early adopter for the Local Industrial Strategy and to support the LEP, building on its links with DfE, in developing similar relationships and engagement with other government departments on their emerging LIS priorities (including utilities) and identifying opportunities to act as a pilot or early adopter.</p> <p>LEP to use the LEP Network to assess other LEP activity and issues with Utilities</p> <p>LEP to refresh its evidence base to build in its work on utilities, Brexit, skills, clusters and inclusive growth, as a basis for its refreshed SEP and Local Industrial Strategy.</p> <p>LEP to create a formal MP engagement plan including the offer of constituency roundtables.</p> <p>Delivery</p> <p>C&LG to consider the LEP’s and accountable body’s asks about providing urgent clarity to the Government’s approach to delaying or withholding funding for non-compliance and flexibility to smoothing funding allocations to LEPs.</p> <p>LEP to formally review and publish its prioritised pipeline list.</p> <p>LEP and Accountable Body to maintain a proactive approach to risk management with detailed 6 monthly reports for key risk projects.</p>
<p>Publication of agendas, meeting papers and decisions for all decision making Boards</p>	<p>Agendas and papers to be placed on website 5 days prior to the relevant Board meeting. Ongoing</p> <p>Minutes of Board meetings to be published within 10 clear working days of the meeting taking place. Ongoing</p> <p>The LEP may decide to withhold “confidential information” under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. Confidential Papers will be circulated in confidence to Board members 7 days in advance of the relevant meeting and will be retained on the LEPs file management system only for up to 5 years. Where a document is published, but includes redacted information the reason for the redaction will be fully explained. Ongoing</p> <p>The final minutes of Board meetings will be published within 10 clear working days of being approved. Ongoing</p>

Declaration of all interests	Any declaration of interest made at Board meetings will be included in the minutes of the Board meeting and updated within 10 days on the GL LEP Register of Interests.	Ongoing
	<u>New weblink to be added here</u>	February 2018
Arrangements to enable third parties and the public to confidentially report concerns about LEP processes and decisions.	An Enquiries, compliments and complaints Procedure is in place for the LEP, and is available for perusal on the GLLEP website. All third party and public enquiries are treated confidentially with a secure form for completion online. A clear 3 stage process is identified. https://www.greaterlincolnshirelep.co.uk/documents/greater-lincolnshire-lep-enquiries-compliments-and-complaints-procedure/	February 2018
Creation of a GL LEP Whistleblowing Policy.	If a complainant is an employee or other worker involved with the LEP, they can be signposted to the GL LEP whistleblowing policy. <u>New weblink to be added here</u>	February 2018
Review of GL LEP Code of Conduct (Conflict of interest Policy)	GL LEP has a Code of Conduct, which all board members and staff sign up to, and the Nolan Principles of public life have been adopted as the basis for this code. This explains how all conflicts of interest are identified and registered by the LEP. https://www.greaterlincolnshirelep.co.uk/about/corporate-governance/	February 2018
GL LEP Local Assurance Framework update	The GLLEP Local Assurance Framework has been approved by the GLLEP Board and signed off by the Lincolnshire County Council Section 151 Officer (accountable body). Through this document the LEP provides assurances and transparency in developing robust value for money projects and programmes, making decisions and spending government funds. <u>New weblink to LAF to be added here</u>	February 2018
Enhanced Section 151 Officer role	New Government Guidance to be released Spring 2018 taking into account recommendations made by the Mary Ney Review on Governance and Transparency November 2017.	Guidance awaited from Government
Enhanced LEP Scrutiny Arrangements	New Government Guidance to be released Spring 2018 taking into account recommendations made by the Mary Ney Review on Governance and Transparency November 2017.	Guidance awaited from Government