



CWLEP Finance & Governance Board

Minutes of the meeting held on 23rd February 2018

Present:

Nick Abell, Chair
Sean Farnell
Martin Yardley
Andrew Mobbs
Roger Dowthwaite

Apologies:

John Latham
Paula Deas
Andy Williams

1. Welcome and apologies

Apologies were received from John Latham, Paula Deas, Andy Williams

2. Notes from previous meeting and matters arising

The Notes were agreed and in matters arising: -

- The email to the other private sector members to confirm the reappointment of Sarah Windrum and Nick Abell will go out in the next few days. (Now completed)
- the outcomes and benefits to be expected for the £2.38m CWLEP contribution to the CWG 2022 are still being established.
- The Highways England inconsistent letters have been taken to a national level, but the advice is to utilise the £2m allocation elsewhere.
- Check that Assurance Framework does not prohibit prioritisation of where funding can go to significant projects remains outstanding.
- Chair briefed on board discussion required to fund significant Culture and Tourism projects.

3. LEP Governance and Transparency Best Practice

The F&G Board considered the paper on this item. All recommendations were accepted.

The F&G Board agreed that: -

- 3.1 CWLEP will comply with the guidance on the publication of meeting papers and agendas for the CWLEP main board and all CWLEP group companies, the F&G Board and the Programme Delivery Board in full by 28 February 2018.
- 3.2 CWLEP Ltd and all CWLEP Group companies will comply with the 'Confidential reporting procedure of complaints for third parties and the public' requirement and adopt the best practice example contained within the Best Practice Guidance and incorporated it within the existing complaints policy.
- 3.3 CWLEP Ltd and all CWLEP Group companies will adopt the 'whistleblowing policy' provided in the Best Practice Guidance in full by 28 February 2018
- 3.4 CWLEP Ltd and all CWLEP Group companies will adopt the Code of Conduct contained in the Best Practice Guidance in full by 28 February 2018.



- 3.5 The requirement to adopt the prescribed Register of Interests was accepted by the Board on 29 January 2018 and is being implemented.
- 3.6 ***The Whistleblowing Policy*** and the ***CWLEP Complaints Policy*** including the ***Confidential Reporting Procedure*** of complaints for third parties and the public, will be devolved to Warwickshire County Council, who will nominate a 'Responsible Officer' to implement those policies.
- 3.7 Agreed for the LEP Executive to work with the Section 151 Officer in CCC to ensure that the Section 151 Officer can write to DCLG's Accounting Officer to certify that the Local Enterprise Partnership's local assurance framework has been agreed, meets the revised standards set out in the national 'Local Enterprise Partnership Assurance Framework (November 2016)' and that the arrangements have been implemented..

4. Stratford District Council follow up

There had been a constructive meeting held by the Chair, the Chair of this F&G Board and the Chief Executive with the Cabinet in Stratford District Council and it is expected that there will be a change to the nominated director appointed to the CWLEP board in due course. A consequence of the recent problems is that a change to the company Articles will be proposed to ensure that there can be a mechanism to replace any director by a vote of the board.

5. CWLEP Succession Planning

Sarah Windrum and Nick Abell are due to complete terms of appointment to the main board in February and May 2018, both have indicated a willingness to serve a further term to May 2020.

6. AoB

GDPR on next agenda

Champions is being vested into a new subsidiary company of the Growth Hub to improve management of income and expenditure.

IR35 and the tightening up of HMRC rules requires the employment status of the Company Secretary to change.

7. Date of Next Meeting - 3 April 2018