



F&G Board – Chairs Report – Meeting 16 January 2019

In line with the National Assurance Framework the CWLEP Finance and Governance Board directly supports the Coventry and Warwickshire Local Enterprise Partnership main board in the governance and decision-making processes, to determine accountability, show clarity by ensuring transparency in its actions and deliver value for money.

The meeting was advised that there was an ongoing recruitment effort targeting the private sector, with our diversity and equality policies at the forefront of the campaign. Further discussion centered around the ability of the board to influence the nomination of any public sector board member.

It was noted that that the LEP Review Implementation Plan had its challenges given that the £200k to fund the plans intentions had arrived several months later than expected.

The focus on recruiting an additional Delivery Plan co-ordinator and a Business Admin Apprentice would require time to complete and commit monies. Additionally, there was a need to engage an Organisational Development Consultant to ensure our scrutiny approach would be fully developed.

Additional resource time of the Company Secretary had already been added and additional board recruitment costs included. The profile of the anticipated spend would need to be supported by the 151 officer to ensure funds were secured.

An update on our current GDPR position was given and the intention to underpin this with further internal processes to ensure the security of both business and employee data was outlined. A policy to cover employee privacy and a template for subject access requests/FOI requirements were to be added to the current processes in place. Ongoing engagement with GDPR would be supported by the future provision of an electronic training package to ensure all employees will be continuously updated and reminded of their engagement in the GDPR process.

Costs details were circulated to evaluate the potential closure liability of the LEP. It was noted sufficient reserves were available to meet this. Further work to determine the potential liability of ongoing business needs against the balance of reserves would be investigated.

F&G agreed to support the need for an ongoing independent evaluation of the delivery programme and an independent audit of the Local Growth Fund Capital Expenditure to ensure the best use of public funds has been made.

WMCA non-constituent member fees had been kept at the same level of the previous year thanks to the Operations Director's intervention, whilst still giving the LEP input into the WMLIS. The meeting noted that this would also give access to potential other funding.

WM5G Urban Connected Communities Programme will play a vital role in delivering transformational improvements across C&W and act as a pivotal enabler for future innovation.



Whilst a source of funding still needs to be identified the board recognized the need to support this project but also noted they would not support the use of funds for WMCA staff recharges. It was also recognized that the CWLEP should consider devoting officer time from at least one of its partner organisations to work with the WM5G programme team. It was agreed that this is an extremely important project, that we were probably better positioned in terms of advanced knowledge and should therefore be engaged as an equal partner and that a board level member needed to be engaged and embedded in this programme.

There was a request to the CWLEP to support the premier UK Meeting Show connecting meeting and event planners. This is a co-ordinated approach from several organisations with the C&W area and therefore would see a better use of funds and collaboration in order to get a better return. With the City of Culture and the Commonwealth Games approaching it was agreed that we should support the request which represented good value for money.

The accounts for all entities within the CWLEP group were reviewed in detail with no material details across any of the company's being noted. It was pointed out that there would be some redistribution of rent costs to the GH Business Solutions accounts.

Following on from the earlier discussion regarding the ongoing liabilities and the reserves of the group it was agreed that The Growth Hub Limited were in a relatively safe position to be able to renew staff contracts for a further two years.

It was brought to the attention of the board that an external entity had offered to pay the travel expense of a CWLEP executive group in order to discuss a potential investment opportunity in more depth. Whilst CWLEP is happy to examine the potential future investment possibility it respectfully declined the invitation for the payment of travel costs. Further review would be needed to explore any potential investment outcome prior to any progress which would be funded by CWLEP against an internal business case requirement.

S Farnell
Acting Chair.