

DORSET LOCAL ENTERPRISE PARTNERSHIP (LEP) OVERVIEW & SCRUTINY COMMITTEE
9 SEPTEMBER 2020 FROM 3-5pm
VIDEO CONFERENCING MEETING
MINUTES
Committee Attendees:

Phil Broadhead (PB)

Aaron Lawes (AL)

Jon Andrews (JA)

Paul Hilliard (PH)

Also Present:

Lorna Carver (LC) (Dorset LEP)

Corrina Osborne (CO) (Dorset LEP)

Sara Uzzell (SU) (Dorset LEP Board member)

Apologies

Dave Bolwell (DB)

Item	Notes and Decisions	Action
1.	<p>Apologies were noted.</p> <p>PB welcomed all to the meeting. He stated the purpose of this meeting is to scope the future work programme and to address any pressing matters.</p> <p>There were no declarations of interest and PB reminded the Committee to complete and return their Conflict of Interest forms.</p>	
2.	<p>Actions from last meeting</p> <p>The Committee noted the following actions as completed:</p> <ul style="list-style-type: none"> Action 1: Schedule Committee meeting three times per year. Action 2: Update terms of reference regarding casting vote of the Chair. Action 3: Circulate minutes, presentation and call for further ideas and establish a meeting for early September. Following this, meetings would be scheduled for 3 times per year. <p>It was noted under Action 1 that the Committee agreed additional meetings can be added if needed.</p> <p>The minutes were agreed as an accurate reflection of the last meeting.</p>	
3.	<p>Future Work Programme</p> <p>The draft Future Work Programme document had been circulated to the Committee in advance of the meeting. CO explained that priority areas had been suggested for the January meeting within the paper; these were the overview of governance arrangements as this would provide wider context for the Committee and the impact of covid-19 on strategy as this was timely.</p> <p>SU recommended that at the start of all future meetings, an overview of key areas of Board activity and pertinent changes since the last meeting are verbally highlighted for context and agreed to provide this at future meetings. This will ensure the Committee are not just informed as to how decisions are made but how activity is kept on track and how we work responsively to</p>	

<p>constantly deliver. PB was supportive of this approach and stated that the Committee should review matters retrospectively but must also undertake forward facing work to ensure recommendations can be fed into future decision making.</p> <p>Action: SU to provide an overview of Board activity/ key changes at the beginning of future Overview & Scrutiny Committee meetings.</p>	<p>SU</p>
<p>SU gave an overview of Board activity since the last meeting and highlighted that the Board papers capture all formal discussions. Key areas of activity specified by SU included the matter of the end of the Growth Deal Funding period and ensuring partners deliver on activity before the end of March 2021 to avoid any funds being returned to government.</p> <p>CO added that the Performance & Investment Committee is responsible for the performance of projects which includes risk at an individual level and the Audit, Finance & Corporate Risk Committee is responsible for considering any corporate level risk. She recommended that the link to the published Performance & Investment Committee papers and Audit, Finance & Corporate Risk Committee papers are circulated each time they are published to the Overview & Scrutiny Committee and this was agreed.</p>	<p>CO</p>
<p>Action: CO to circulate link to published Performance & Investment Committee papers and Audit, Finance & Corporate Risk Committee papers after each respective meeting.</p>	<p>CO</p>
<p>SU stated another key area of Board activity currently is centred around strategy and creating an Investment Prospectus based on the Local Investment Strategy to demonstrate programmes of activity to accelerate the Dorset ambition. Key to this is ensuring Local Authority strategies are complementary and aligned.</p>	
<p>SU informed the Committee that the Board will also be considering the Board member recruitment process in September. PB thanked SU for the update.</p>	
<p>PB reflected that three areas of activity should inform the January work programme for the committee:</p> <ol style="list-style-type: none"> I. Risk: an overview as to how this is managed. II. Strategy: the impact of covid-19 on Dorset LEP strategic direction. III. Governance: how each of the committees feed into the Board and how the Board membership is evolving. 	
<p>The Committee agreed with these areas of focus for the January meeting.</p> <p>Action: CO to provide information for the Committee in advance of the January meeting related to all of the three areas to inform discussions.</p>	<p>CO</p>
<p>JA asked whether any flexibility would be given by government for Growth Deal Funding and LC confirmed there would not be. She highlighted that many projects within this fund were due to complete in December 2019 and therefore have three months flex to meet the March 2021 deadline, that the projects are monitored closely with the delivery partners and that the Dorset LEP is confident delivery will be on time. She also highlighted that there is a pipeline of ready-to-go projects which meet Green Book Assessment should any project look as though it cannot deliver and funds can be allocated to these.</p>	
<p>PB asked how the Overview & Scrutiny Committee would gain oversight of the scrutiny of existing projects. CO recommended that Martina Hanulova be invited to give an overview presentation and key policies on decision making</p>	

	<p>are shared with the group to provide an overview of the project lifecycle. CO highlighted that any future funding that would 'replace' the Growth Deal Funding would likely be managed in the same way and therefore the Committee review of current arrangements has the potential to inform future practice.</p> <p>Action: CO to invite Martina Hanulova to the January meeting to provide an overview and also to circulate key policies on project decision making and governance.</p> <p>AL stated that there may be less value in looking closely at existing individual projects given how close January is to the end of the Growth Deal Funding period in March 2021. CO recommended that the Committee consider looking at the entire programme of the Growth Deal rather than projects as the Performance & investment Committee already monitor individual projects. AL agreed that reviewing the programme would be more valuable in terms of making recommendations for future funding. PB highlighted the role the Overview & Scrutiny Committee can play in reviewing at a high level the work of other Committees who may be too close to the detail.</p> <p>PB summarised that the structure of the January meeting should be as follows:</p> <ul style="list-style-type: none"> • Overview of Board activity since the last meeting from SU. • Discussion on any items of interest within in Board papers. • Work programme items. <p>Action: CO to circulate link to published Board papers after each Board meeting.</p> <p>Committee to send any questions from published papers in advance to CO.</p> <p>It was agreed that work programmes beyond January would be determined at the next meeting.</p> <p>Action: CO to add to the agenda.</p> <p>PB invited the Committee to make any suggestions for future work programme items.</p> <p>PH stated that best practice should be a future area of focus and could be an ongoing activity for future meetings. SU added detail that peer review occurs via the Annual Conversation held between the Dorset LEP and the Department for Business, Energy & Industrial Strategy. SU also said more informal sharing of best practice occurs between LEPs such as an exercise undertaken recently with Yorkshire & Humber LEP and on specific topics for instance around Enterprise Zones.</p> <p>PH stated he would be interested in the review of the Dorset Innovation Park.</p> <p>SU stated another future agenda item should relate to energy and digital connectivity across Dorset as well as MP engagement and alignment with the strategy of the Dorset LEP.</p> <p>JA added that another item could be the funding allocations across Dorset.</p> <p>Action: CO to make a note of the suggestions for future discussion.</p>	<p>CO</p> <p>CO</p> <p>Committee</p> <p>CO</p> <p>CO</p>
4.	Any Other Business	
	<p>It was agreed that the January meeting should be extended to 2.5 hours.</p> <p>Action: CO to extend the duration of the January meeting invitation.</p>	<p>CO</p>

Note: Date of Next Meeting – 5 January 2021