

FINANCE, AUDIT AND CORPORATE RISK COMMITTEE MEETING
2 NOVEMBER 2020 FROM 10.00 AM TO 11.30 AM
TEAMS MEETING
MINUTES
Attendees:

Lorna Carver (LC)
 Diane Grannell (DG)
 Tony Ferrari (TF)
 Aidan Dunn (AD)
 Corrina Osborne (CO)
 Lee House (LH)

Also present

Corey Kemp (CK)
 Martin Hanulova (MH)
 David Lawrence (DL)
 Kathryn Hill (KH)

Apologies:

Nick Brook
 Richard Smith

Item	Notes and Decisions	Action
1.	<p>CO started the meeting and a round of introductions proceeded.</p> <p>Declarations of Interest were declared from DG for Bournemouth & Poole College receiving grant funding on specific projects.</p>	
2.	<p>Overview of Responsibilities and Assurance Arrangements</p> <p>CO started to run through the Overview of Responsibilities and Assurance presentation.</p> <p>AD explained the Accountable Body function and that accountability rests with Dorset Council and he as the S151 officer. He mentioned there are statutory requirements that go with this function and that he has regular meetings with the Department of Business, Enterprise & Industrial Strategy (BEIS). AD mentioned that as he works for Dorset Council, who also bid for money, so he has a Conflict of Interest and it was important that everyone was aware of that. He explained his role is to ensure that suitable evaluation has been undertaken and fair play has taken place. He explained that the Accountable Body has two functions, to hold the money on behalf of Dorset LEP and as holders of the bank account, to pay invoices Dorset LEP have approved. He stated that he was not the Finance Director of Dorset LEP but an observer of the financial decision making.</p> <p>Audit was discussed and it was explained that Dorset Council's internal audit team can audit the activities of the work done for Dorset LEP, providing internal audit assurance.</p>	

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2	<p>Overview of Responsibilities and Assurance Arrangements Cont'd</p> <p>LC explained that it was a standardised requirement by Government for all LEPs to have their finances paid via an Accountable Body and this provides assurance to Government. The expectation is that the function is provided by a Local Authority within the LEP geography and that this was also part of the partnership arrangements.</p> <p>AD assured that his role was not to distribute funding and that those decisions are made by the Dorset LEP Board. His role is to ensure this is done in the right way, that the investments demonstrate value for money, and he evaluates whether the decision making has undertaken in accordance with documented processes, policies and procedures.</p> <p>LH provided an overview of the Accountable Body function and this included:</p> <ul style="list-style-type: none"> • Processing invoices against grant agreements • Produce financial reports. • Providing value for money statements. • Support audit arrangements. • Section 151 Officer confirms to BEIS through annual assurance statement, quality of control and governance. • Section 151 Officer signs off Local Assurance Framework and ensures it is being implemented, and that it meets the standards of the LEP National Assurance Framework. • Dorset Council's internal audit service (SWAP) available to provide internal audit support as required. <p>CO explained the role of the Finance, Audit and Corporate Risk Committee and also the Performance and Investment Committee and Overview and Scrutiny Committee.</p> <p>AD informed that Dorset Council's external auditors audit their accounts. LH explained that Dorset Council and Dorset LEP have regular reconciliation meetings to make sure the money is in the right place. He explained the process of authorising LEP payments and that there is a great deal of segregation of duties.</p> <p>LC confirmed that none of the Dorset LEP team have access to any accounts and that she authorises all payments. She went on to explain that some LEPs do have bank accounts and for various reasons we do not have that and she is comfortable with that at this time. We currently follow local government rules and company rules.</p> <p>The scope of the Terms of Reference was discussed and why this committee was looking at finance function as well as the audit function. LC explained this Committee was looking at finance it from a strategic and an assurance point of view, not at the operational level.</p>	

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2	<p>Overview of Responsibilities and Assurance Arrangements Cont'd</p> <p>The core budget was discussed and LC explained the process for how this funding is received from Government. AD assured that the core budget is subject to challenge as necessary by the Accountable Body.</p> <p>In the interest of time it was determined the core budget would be explained in more detail at the next meeting but LC highlighted this Committee should not hold a management account function but rather Dorset LEP wants to use the expertise of the Committee members in a strategic role. It was noted that the Core Budget goes to the March Dorset LEP Board meeting for approval.</p> <p>Action: Presentations to be circulated to the Committee</p> <p>Action: If anyone has any feedback or comments on the LEP Board Finance paper to speak to CO</p>	<p>CO</p> <p>All</p>

Note: Date of Next Meeting - 25 February 2020 at 10.00 am