

DRAFT MINUTES

DORSET LOCAL ENTERPRISE PARTNERSHIP (LEP) OVERVIEW & SCRUTINY COMMITTEE

15 FEBRUARY 2020 (10am-12pm)

MS Teams Video Conference

MINUTES

Committee Attendees:

Sara Uzzell (SU) (Dorset LEP Board member)
 Aaron Lawes (AL) (independent member)
 Cllr Jon Andrews (JA) (Dorset Council)
 Cllr Paul Hilliard (PH) (BCP Council)
 Cllr Lawrance Williams (BCP Council)
 Cllr Dave Bolwell (Dorset Council)

Also Present:

Dr Corrina Osborne (CO) (Dorset LEP)
 Daniela Doncakova (DD) (Dorset LEP)

Apologies

Lorna Carver (LC) (Dorset LEP)
 Rebecca Davies (RD) (Dorset LEP)
 May Palmer (MP) (private sector representative)

Item	Welcome, Apologies and Declarations of Interest	Action
1.	<p>SU chaired the meeting and welcomed all. The meeting started with a round of introductions.</p> <p>Apologies were noted.</p> <p>SU welcomed Cllr Lawrance Williams who will be joining the future meetings on behalf of BCP Council as Cllr Phil Broadhead will no longer be able to attend this Committee.</p> <p>SU provided a summary overview of Dorset LEP Board and its role and an overview of Dorset LEP's reach, remit and aims; explaining how this Committee fits into the structure. She provided an update on Dorset LEP Board membership and key areas of activity.</p> <p>SU gave an overview on the Investment Prospectus and Dorset sectors and how they are aligned to transform the Dorset economy.</p> <p>Declarations of interest were received from LW. He is a Member of Arts Council for England – South West Member, Governor of Kings Park School Bournemouth, Trustee and Chair of one charity and a Trustee of another in the charitable sector</p>	
Item	Chair nomination	Action
2.	LW volunteered and was appointed as the Committee Chair.	
Item	Actions from last meeting	Action
3.	All actions from the previous meetings have been addressed. Minutes from the September 2020 meeting were approved by the Committee members.	
Item	Overview of Governance & Assurance Arrangements	Action

<p>4.</p>	<p>CO gave a presentation on the overview of Dorset LEP assurance and governance. She gave a background to LEPs across England and highlighted the role of the National Assurance Framework. She stated that the Board is the governing body of the Dorset LEP and is tasked with developing localised strategies, setting priorities and supporting delivery teams. The Board is made up of public and private sector volunteers from across the Dorset area and from a wide range of industries and led by a business Chair. Dorset LEP is established as a company and Board members are company directors.</p> <p>CO detailed the LEP accountability through government departments and informed the committee that LEPs are subject to regular review by government in order to assure they are fit for purpose, acting within the governance policies and sufficiently well-resourced to deliver their objectives, particularly in relation to the industrial strategy. She shared the reviews of LEPs which had recommended best practice, which Dorset LEP had implemented.</p> <p>CO stated that the Local Assurance Framework covers governance and decision making, transparency, accountability, strategic ambition and direction, roles and responsibilities, policies and procedures, decision making and ensuring value for money and effective programme delivery.</p> <p>She provided an overview of Committees and working groups are highlighted that these are made up of Board members and industry professionals and the Dorset LEP Board is the ultimate decision-making function. She also explained the decision-making structure of the Committees and Board.</p> <p>The Dorset LEP Board is the ultimate decision-making function. Board members are Dorset LEP company directors and are bound by Articles of Association and they must complete adhere by policies such as Local Assurance Framework, Code of Conduct, Conflict of Interest etc.</p> <p>CO highlighted that the Board is private sector led (80%) and that there is a dedicated Equality and Diversity member of the Board and SME member of the Board. Membership is 3 years with the option to extend for a further three and all roles other than that of Chair are not remunerated.</p> <p>She stated that all members are recruited through an open and transparent process and the most recent recruitment round was November 2020 following which we now have a strong pipeline of members. All new Board members undergo an induction process.</p> <p>The role of the Accountable Body was outlined and these 2 key functions:</p> <ul style="list-style-type: none"> • Finance: holding public funds paid by Government on behalf of the Dorset LEP and processing payments. • Oversight: includes an oversight function of processes such as Dorset LEP governance and transparency arrangements, compliance with the Framework and agreement on scrutiny arrangements, to ensure that the checks and reporting requirements of the Section 151 Officer are met; this includes retaining appropriate documentation on decisions around funding. <p>CO explained that Aidan Dunn is the Section 151 Officer and this role ensures oversight of the proper administration of financial affairs with the Dorset LEP is carried out throughout the year and provides documentation to government to confirm this annually. The Section 151 Officer invited to all Board meetings but is not entitled to vote or otherwise make LEP decisions.</p>	
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Item	Strategy: the impact of COVID-19 on Dorset LEP strategic direction	Action
5.	<p>CO highlighted that the key strategic document is the Local Industrial Strategy which is a plan for the place, based on an extensive evidence base and the work to create this was conducted with stakeholders over a year long period and completed in December 2019. She shared an extract of the Dorset LEP Delivery Plan which was published in March 2020 and recognises Covid-19 had just started to emerge in the UK.</p> <p>CO shared with the committee that in July 2020 Dorset LEP commissioned research in order to test the LIS evidence base in light of Covid-19 in order to understand the mechanisms by which the pandemic will affect the Dorset economy. She stated this research analysed risk and resilience factors that will drive local economic outcomes, and how these could play out in Dorset, the medium and longer-term implications of the Covid-19 crisis for key business sectors, clusters and sub-geographies – the challenges and the opportunities; to identify potential for local action and influence over outcomes. CO stated that the research confirmed existing strategic objectives and action plans did not need to be re-assessed.</p> <p>CO shared that the Dorset Investment Prospectus is currently being written and is a plan for the place, based on the ambition of the Local Industrial Strategy and will address Covid-19 recovery. This document has been created since last summer and is anticipated to be published in March 2021.</p>	
Item	Risk Management Framework	Action
6.	<p>CO outlined the Dorset LEP Risk Management Framework which ensures that key risks to Dorset LEP's delivery are identified, managed, monitored and escalated effectively across project, programme and corporate levels. She stated that this covers the approach to risk management and process and activities adopted for identifying and managing risk across corporate, programme and project level and identifies the roles and responsibilities for employees in active risk management.</p> <p>She highlighted the key principles of risk management and how risk is evaluated. CO also shared the risk management process, reporting, risk impact scoring, evaluation criteria and key responsibilities.</p>	
Item	Project Lifecycle	Action
7.	<p>DD gave an overview presentation on key policies, decision making, due diligence and monitoring and evaluation processes across capital programmes.</p> <p>She explained three key stages of due diligence and decision-making processes that are in line with the National and our Local Assurance Framework. Dorset LEP Board is involved and informed throughout every stage to ensure effective and transparent decision making. Furthermore, DD explained Dorset LEP rigorous evaluation and monitoring mechanisms that are in place and gave an overview on project management reporting stages and delivery evaluation processes; ensuring value for money.</p> <p>All relevant due diligence and decision-making policies and documents are published on Dorset LEP website and are in a public domain.</p> <p>SU stated that a case study example of a project lifecycle would be a useful example.</p>	

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	Action: DD to create a case study for the April meeting.	DD
Item	Future Work Programme discussion	Action
8.	<p>LW stated he would like to see a thematic list of pipeline projects.</p> <p>Action: DD to provide a list in the next meeting.</p> <p>DD</p> <p>AL stated he would like to see how SMEs are engaged in the business support on offer.</p> <p>Action: Finn Morgan to be invited to the April meeting to give a presentation.</p> <p>DD</p> <p>AL stated he would like to learn more about how conflicts of interest are managed.</p> <p>Action: CO to present on how this is managed at the next meeting.</p> <p>CO</p> <p>JA stated he would like to know how much support has been given to West Dorset.</p> <p>Action: CO to present on how this is managed at the next meeting.</p> <p>CO</p>	
Item	Any other business	Action
9.	No other business was discussed.	

Note: Date of Next Meeting – 27 April 2021