

Dorset Local Enterprise

Partnership CIC

Decision Making and

Due Diligence Policy – Pipeline 2021

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Contents

[Decision Making Process 3](#_Toc51943486)

[Pipeline Application Process 4](#_Toc51943487)

[1. Call for Projects 4](#_Toc51943488)

[Specification of projects 4](#_Toc51943489)

[Identification of projects 4](#_Toc51943490)

[2. Submission of Outline Business Case / Expression of Interest 5](#_Toc51943491)

[3. Project Appraisal by Dorset LEP Programme Management Team 5](#_Toc51943492)

[4. Strategic Review by Subject Matter Expert Panels 5](#_Toc51943493)

[5. Recommendations to Dorset LEP Board and Board Approval 6](#_Toc51943494)

# Decision Making Process

Dorset LEP has robust arrangements in place to ensure value for money and effective delivery, through strong project development, project and options appraisal, prioritisation and business case development.

**Pipeline Application Process**

Call for projects

Submission of Outline Business Case (OBC)

Appraisal by Dorset LEP Programme Management Team

Assessment by Subject Matter Expert Panels

Strategic review by Dorset LEP Board

**Dorset LEP Board approval**

# Pipeline Application Process

## Call for Projects

## Specification of projects

* 1. Pipeline opportunities will be identified by the Dorset LEP Board based on potential anticipated sources of funding. Any decisions for new projects will be taken by the Dorset LEP Board and formally recorded in the relevant meeting minutes.
  2. The strategic objectives for new projects will be agreed by the Board and clearly articulated in a call for projects. This will typically covers the following items;
  + Strategic objectives
  + Strategic fit locally
  + Core eligibility criteria
  + Application assessment criteria
  + Application and selection process
  + Confidentiality
  + Advice and guidance
  + Deadline for submission and anticipated decision

## Identification of projects

* 1. Dorset LEP will ensure it engages with a wide range of partners and stakeholders to reach the widest audience in order to attract suitable project proposals for any potential future funding.
  2. Dorset LEP will endeavour to actively engage partners through its network and communications and engagement routes and will also make information publicly available via its website and other channels.
  3. Public calls for projects will be published on the Dorset LEP website [www.dorsetlep.co.uk](http://www.dorsetlep.co.uk)
  4. Public calls for projects will be regularly promoted on the Dorset LEP social media channels;
  + Twitter: @DorsetLEP
  + LinkedIn: <https://www.linkedin.com/groups/4165194/>
  1. Where appropriate, opportunities will also be promoted through local print and other relevant mechanisms.

## Submission of Outline Business Case

* 1. Dorset LEP uses the HM Treasury Green Book Five Case[[1]](#footnote-1) methodology for assessing the suitability and value for money of projects. Project applicants are therefore required to complete an Outline Business Case, as stipulated in the call guidance.
  2. All applicants will be expected to bear development costs for the application process.
  3. Completed Outline Business Cases must be returned to Dorset LEP by the specified deadline, after which they will be appraised.

## Project Appraisal by Dorset LEP Programme Management Team

* 1. Applicants will all have completed the same Outline Business Case form, which allow all projects to be appraised in the same way.
  2. The Dorset LEP Programme Management Team will undertake an initial assessment of the proposal based on the following criteria:
  3. Strategic fit and call priorities fit
  4. Economic benefit/outcome – must be within Dorset
  5. Links to other Dorset LEP or related funding programmes
  6. Deliverability, to include
     + Maturity of project development
     + Delivery timelines
     + Delivery barriers or constraints (e.g. planning) identified and/or mitigated
     + Identified delivery risks and mitigation
     + Organisation’s delivery track record
  7. Value for Money, including:
     + Economic or productivity/growth benefits to be realised, all outputs and outcomes and wider impact
     + Capital funding requested (affordability)
     + Match funding

## Strategic Review by Subject Matter Expert Panels and Dorset LEP Board

* 1. The next stage in the process is for the Subject Matter Expert Panels to assess each Outline Business Case against key selection criteria (i.e. strategic fit, deliverability, policy context, growth and productivity increase, outputs and outcomes, impact, etc.)
  2. All Dorset LEP Board directors are invited to take part in the Panels.
  3. The Subject Matter Expert Panels will review and assess all Outline Business Cases and agree on a prioritisation list.
  4. The Panels must confirm their agreement with any decision deeming that an application is not suitable.
  5. The Panels will agree on a shortlist of projects to be recommended to Dorset LEP Board to be considered to progress to the next stage.

## Recommendations to Dorset LEP Board and Board Approval

* 1. All proposals and associated documentation/material will be made available to the Board for review. Prioritised proposals will be discussed at the Dorset LEP Board meeting and a decision must be made in accordance with the rules for decision making set out in the Articles of Association ss13-17 i.e. decisions are ideally unanimous, or otherwise by majority agreement.
  2. Dorset LEP Board Members are committed to making decisions on merit and in full account of all relevant information available at the time, in line with the expectations clearly set out in the Code of Conduct[[2]](#footnote-2).
  3. All decisions and their rationale are formally recorded in Dorset LEP Board papers and Minutes.
  4. In exceptional circumstances, for example when a decision is required promptly and before the next scheduled Dorset LEP Board meeting, there is a mechanism for the Dorset LEP Board to take decisions by written procedures. This is set out in the Articles of Association s18. Any decisions made by written procedures are ratified by the LEP Board and minuted at the next Board meeting.
  5. The s151 Officer of the Accountable Body is invited to all LEP Board meetings.
  6. Unsuccessful applicants will be informed of the decision.
  7. Successful applicants will be informed of the next stage and process.

1. <https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-governent> [↑](#footnote-ref-1)
2. <https://dorsetlep.s3.amazonaws.com/Documents/Governance%20and%20Transparency/DorsetLEP_CodeofConduct_Jan18.pdf> [↑](#footnote-ref-2)