

Annex A: Implementation guidance note – next steps.

This document outlines the next steps that a Local Enterprise Partnership (LEP) should take so it can begin to implement the review.

Please note that over the summer the LEP Network will be convening a number of working groups. At these working groups, LEPs will agree guiding principles to help ensure consistency in the implementation of the review. All LEPs are encouraged to engage in these discussions and use these to inform your own plans.

In the coming months, your LEP should provide an initial response setting out how you will fulfil the recommendations; outlining the approach you are going to take to achieve this. The length and detail of these responses should be proportionate to the changes required by the LEP¹. For the initial response, LEPs should:

1. Develop and submit proposals on geography no later than **28 September 2018**. If no changes are proposed, LEPs should outline why. A template for your response is included in Annex B.
2. Develop and submit a plan for implementing the review recommendations no later than **31 October 2018**. A template for your response is included in Annex C.
3. Include the proposal for additional funding alongside your implementation plan. A template to submit this proposal is outlined in Annex D.

These proposals should be submitted to LEPpolicy@communities.gsi.gov.uk copying in your Area Lead.

Specific timelines for the implementation of the recommendations are outlined below, and the majority of these recommendations will need to be in place for the beginning of the 2019-20 financial year. These timeframes will be reflected in the National LEP Assurance Framework, which will be revised in Autumn 2018. You should be prepared to update your plans to reflect any additional guidance outlined in the document.

We expect all LEPs to be compliant with the revised National LEP Assurance Framework by the 28 February 2019 to ensure that the necessary systems and processes are in place to manage devolved funding from central Government budgets effectively for the next financial year.

BTVLEP Implementation Plan

All LEPs must submit the implementation plan template (Annex C) **no later than 31 October 2018** to the LEP policy team in the Cities and Local Growth Unit (LEPpolicy@communities.gsi.gov.uk), copying in your Area Lead.

The implementation plan should provide an initial response setting out how you will fulfil the recommendations; outlining the approach you are going to take to achieve this. You should outline your plans to address each recommendation in Annex C, providing clear timeframes in which you expect to have these plans in place. These proposals should also outline any milestones, issues and risks that the LEP may face in meeting the recommendations outlined in the review.

Proposals for additional capacity funding

¹ Unless the LEP is making significant changes and needs to provide additional detail, Government does not expect the response to each recommendation to exceed 300 words.

The Government is making up to £200,000 available in 2018-19 to each LEP to fund a timely and effective implementation of the LEP review, and the development of an evidence base for Local Industrial Strategies.

You should complete the attached Annex D and return it alongside your implementation plans **no later than 31 October 2018**. Plans should provide a sufficient level of detail on the capacity and capability that this additional funding will bring, and demonstrate how it will be spent by March 2019. You will only receive this funding if Government is satisfied that your proposals on geography, implementation and additional funding address the recommendations outlined in the LEP Review.

It is expected that the majority of additional funding will be used to build in-house capacity and capability in LEPs (e.g. through recruitment and up-skilling) to demonstrate an improvement in analytic, policy and programme management capabilities that will be able to deliver on increased responsibilities. However, we recognise that it will be necessary for some additional funding to be used for other costs and external fees (e.g. costs associated with incorporation).

This funding will be paid by S31 grant to the Accountable Body, to the account used to pay LEP core funding in April 2018. If these details are different please indicate this in section 2 of Annex D.

The Cities and Local Growth Unit will review all geography proposals, implementation plans and funding annexes and will consider the extent to which these correspond to the recommendations of the review. The release of additional funding is contingent on this assessment.

If you have any questions relating to the requirements above, please contact your Area Lead who will liaise with policy officials as required to resolve your query.

Annex C: Implementation plan response template

LEP Name: [Buckinghamshire Thames Valley LEP]

Please outline the LEP's plans to address the recommendations below, noting the guidance provided by the Unit. In your response, you should outline any key milestones, risks and issues.

All LEPs must submit the implementation plan template (Annex C) **no later than 31 October 2018** to the LEP policy team in the Cities and Local Growth Unit (LEPpolicy@communities.gsi.gov.uk), [copying in your Area Lead](#). The plan should outline the changes that the LEP is making to ensure that it meets the recommendations set out in the LEP review. It should also outline any key milestones, risks and issues.

Roles and Responsibilities

<p>Recommendation:</p> <p>We expect all Local Enterprise Partnerships will follow best practice within the sector and produce an annual delivery plan and end of year report.</p>
<p>Information required in implementation plan:</p> <p>Within the implementation plan, the LEP should outline its plans to draft and publish an annual delivery plan by April 2019 and an end of year report at the end of the 2019-20 financial year.</p> <p>Government will work with LEPs to develop qualitative and quantitative measures to report against. As you develop your Local Industrial Strategy, Government expects the delivery plan and end of year report to be linked to the progress of your Local Industrial Strategy. The implementation response should provide a commitment to adopt and report against agreed key performance indicators.</p>
<p>LEP response</p> <p>Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:</p> <p>BTVLEP already produce an annual report including details of programme activity and financial expenditure. Elsewhere our Growth Hub, Enterprise Board and Skills Programme produce annual delivery plans and BTVLEP welcome the opportunity to extend and align this process and to produce a comprehensive annual delivery plan by April 2019.</p> <p>We are currently producing our trailblazing Local Industrial Strategy and aim to complete this process by January 2019 and will form an integral part of the Growth Corridor Growth Vision which will be completed by March 2019. These strategic documents will provide a framework for local delivery plan and for key local performance measures.</p>

Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

BTVLEP Local Industrial Strategy approved BTVLEP Board January 2019 & board approve framework for Annual Delivery Plan.

Launch of Annual Delivery plan for 2019/20 at the first BTVLEP AGM February 2019

Draft Local Delivery Plan to be approved by BTVLEP Board March 2019

Local Delivery Plan to be published April 1st 2019

Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

None

Leadership and Organisational Capacity

Recommendation:

Government expects that each Local Enterprise Partnership **consults widely and transparently with the business community before appointing a new Chair**, and **appoints a Deputy Chair**.

Information required in implementation plan:

Within the implementation plan, you should outline your LEP's draft proposed process for consultation of the business community before appointing a new Chair. LEPs should plan to have this process in place by **28 February 2019**.

LEP response

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

BTVLEP support this objective and has already included the additional guidelines within our Assurance and Accountability Framework around the future recruitment of Chair and Deputy Chair.

This draft amendment has been now incorporated into the revised Assurance and Accountability

Framework and will be approved by the BTVLEP board at our next meeting in November **2018**.

At present our Deputy Chair is a public sector representative and it is proposed that this is changed so that the Deputy Chair is drawn from the Private Sector Board representatives.

The recruitment process for BTVLEP Private Sector Board Representatives was considered as exemplary in the assessment undertaken by the LEP Network, this provides the opportunity for a wide ranging promotion of all board openings to over 11,000 members of our Buckinghamshire Business First Growth Hub together with all other business representatives in Buckinghamshire.

We propose that a term limit of 2 x 4 year is applied for all private sector board representatives. For existing members who have already served over 4 years as Board Members we propose that the second 4 year term commences from October 2018.

Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

The new terms of office will be implemented from October 2018.

The revised Assurance and Accountability Framework will be formally endorsed by the BTVLEP Board at its next meeting in November 2018.

The recruitment process for the private sector Deputy Chair will be opened at the November 2018 Board meeting and will be endorsed at the January 2019.

Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

None

Recommendation:

In line with best practice in the private sector, Local Enterprise Partnerships will want to **introduce defined term limits for Chairs and Deputy Chairs** where these are not currently in place.

Information required in implementation plan:

Within the implementation plan, you should outline how your LEP plans to introduce defined term limits for Chairs and Deputy Chairs. LEPs should plan to have this process in place by **28 February 2019**. LEPs should also plan to have a Deputy Chair in place by **28 February 2019**.

LEP response
Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:
In the future we will seek to impose a limit of 4 years for all Chairs and Deputy Chairs within the revised Assurance and Accountability Framework.
For our existing Chair Andrew Smith who has been in this post since January 2016 and is expected to continue in post until January 2020.
The appointment of a new private sector deputy chair, drawn from the current Private Sector Board Members will be considered at the BTVLEP Board Meeting in November 2018 and the appointment endorsed in January 2019.
Key milestones
Please indicate any key milestones the LEP is required to meet to address the above recommendation:
November 2018 Board Meeting - approval of revised assurance and accountability framework.
January 2019 – Appointment of new Private Sector Deputy Chair endorsed.
Key risks and/or issues
Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.
None

Recommendation:

Government's aspiration is that Local Enterprise Partnerships work towards strengthening the representation from the private sector, increasing **representatives from the private sector so that they form at least two thirds of the board**, to ensure that each Local Enterprise Partnership can truly be said to be business-led. In order to maintain focused board direction and input, Government will work with Local Enterprise Partnerships to establish a **maximum permanent board of 20 people**, with the option to co-opt an additional five board members with specialist knowledge on a one year basis.²

² Any private sector board member must fit the definition of 'private sector' as defined by the National Accounts Sector Classification. A private sector member must be or have been employed by an

Information required in implementation plan:

LEPs must be accountable to their area and representative of the communities they serve. Therefore, within the implementation plan, your LEP should outline any changes you plan to make to the composition of the board to meet the review recommendations. As part of this you should outline:

- how your LEP plans to increase the private sector board membership to 2/3 private sector.
- how your LEP will ensure that the board does not exceed a maximum of 20 persons.
- arrangements for co-opted members (if applicable).

You should outline how your LEP plans to achieve this board composition over time, for example, in phases. LEPs should plan to have implemented any changes needed to board composition by **the end of the 2019-2020 financial year.**

LEP response

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

The current BTVLEP board is comprised of 10 Members with 5 being drawn from the Public Sector including 1 representative from each of our local authority members and 5 private sector representatives drawn from our Buckinghamshire Business First Growth Hub Board Members with 5 other BBF board members being available to input as regular alternate members.

To increase the proportion of private sector board members we propose to increase our board representation to 15. This would incorporate 10 private sector members and maintain the current 5 public sector members, comfortably under the 20 member guideline.

Should the Modernising Local Government review result in a reduction in Local Authorities in Buckinghamshire we would seek to reduce the overall board membership but would guarantee that the Private/Public split remains at a minimum 2:1 ratio.

Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

A proposal to increase the private sector representation on the BTVLEP board will be made to the November 2018 Board Meeting.

Any subsequent reduction in overall board membership will be triggered by a decision around Modernising Local Government in Buckinghamshire or any subsequent implications arising from the LEP Geography review.

Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

BTVLEP will ensure that future all recruitment for Private Sector representatives is not conditional on an individual being an existing or prospective Buckinghamshire Business First board member, this will ensure that there are no barriers to representation for individuals wishing to serve on the BTVLEP Board but not as a board member of Buckinghamshire Business First.

Recommendation:

Government expects refreshed Local Enterprise Partnership boards to **improve their gender balance and representation of those with protected characteristics**. Our aim is for Local Enterprise Partnership boards to have equal representation of men and women by 2023. As a step towards achieving this, we will replicate the target set in the Hampton-Alexander Review for FTSE 350 boards; Local Enterprise Partnerships should aim for a minimum of a third women's representation on their boards by 2020.

Information required in implementation plan:

Within the implementation plan, your LEP should outline how you will demonstrate the work that you will undertake to encourage board diversity, including enacting any changes in the National Assurance Framework.

All LEPs should aspire to achieve gender balanced boards. The implementation plan should include detail on plans to:

- Take action to ensure that at least one third of the LEP's appointed board members are women by **the end of the 2019-2020 financial year**.
- Take action to ensure equal representation of men and women on boards by **the end of the 2022- 2023 financial year**.

LEP response

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

BTVLEP already has a 40% representation of female board members.

Our assurance and accountability framework already ensures that there are no barriers to representation on account of gender, race, sexual orientation or faith.

We will ensure that the recruitment of future private sector representatives takes into account the need to maintain and improve the future gender balance of board representation. We will take active steps to encourage applications from suitably qualified and experienced candidates that maintain the diversity of our board.

Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

BTVLEP already meets this milestone and we will ensure that our gender representation remains within new guidelines.

Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

Although not currently an issue for BTVLEP, as 2 of our public sector leaders are female, some LEP areas are constrained by the nomination process of public sector leaders. Our proposals to increase the private sector membership of the board will ensure that the gender balance remains above the guideline levels irrespective of local authority leadership changes.

Recommendation:

Local Enterprise Partnerships will **need to provide a secretariat independent of local government to support the Chair and board** in decision making.

Information required in implementation plan:

Within the implementation plan, you should outline how your LEP plans to put in place arrangements to ensure that all board members, whether from a public, private or third sector organisation, can access impartial advice and support from the LEP as a collective enterprise. You should outline the timeframe in which your LEP expects to have this secretariat in place.

LEP response

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

The core administrative Secretariat for BTVLEP already sits outside of local government structures, we propose to further extend this independence as part of the establishment of a new Legal Personality for BTVLEP upon conclusion of the LEP Geography review.

The BTVLEP Board approved, in principle, the concept of establishing a new legal personality for BTVLEP at its July 2018 Board meeting. Initial work investigating the options for new legal structures is now underway. BTVLEP have also been actively involved within the LEP Network working group considering this matter. Issues under consideration at a national level include the TUPE Transfer or secondment of LEP Executives with existing employment links to local authorities, the opportunities for a national or regional impartial advice for board members and the financial benefits and potential

costs of various options.

The process of establishing an independent legal identity will be implemented immediately upon completion of the LEP Geography Review and will be completed before the end of the 2018/2019 financial year.

The BTVLEP Chief Executive has, with the support of the BTVLEP Board agreed to take on the management of the Bucks County Council Highways Implementation Team as the majority of their workload was LGF Funded projects, this was to provide greater efficiency in the delivery of Local Growth Fund Transport Schemes and to assist the future programme development. This operation has proved to be highly successful with complex schemes significantly advancing at this time and all now in the operational delivery stage. From December 2018 this arrangement will cease and these duties will be handed over to another member of staff sitting outside of core BTVLEP Executive.

Formal secondment arrangements will be in place for all BTVLEP Executive team members currently employed through other organisational structures and the BTVLEP Chief Executive will report exclusively and directly to the BTVLEP Chairman

We will also explore the opportunity of wider reciprocal arrangements to strengthen links with neighbouring LEPs as we already do with Thames Valley Berkshire LEP in relation to our whistleblowing policy.

Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

The LEP Network working group met on September 27th and October 19th to assess the opportunities for greater learning from already Incorporated LEPS and to assess where independent and impartial advice can be most effectively provided to all LEPs.

The independent advice has been provided for all participating LEPs including BTVLEP, this advice will be used to support our transfer to an independent legal personality upon conclusion of the LEP Geography review.

Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

No clear resolution of LEP overlap options within the 2018/2019 financial year.

Accountability and Performance

Recommendation:

Government will **support all Local Enterprise Partnerships to have a legal personality.**

Information required in implementation plan:

Within the implementation plan, you must outline your LEP's plans to adopt a legal personality. All LEPs should plan to adopt a legal personality by **April 2019**³. Government will provide further advice to LEPs on incorporation.

LEP response

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

In July 2018 the BTVLEP Board approved, in principle, the move to a legal personality and initial assessment has commenced into the benefits of different structures and links with current and future operations.

It was agreed that this process would be implemented upon receipt of the LEP Geography Review and over the past 3 months BTVLEP the BTVLEP Chair and Executive have been working with the LEP Network to assess the implications of different options.

It is proposed that a full report with a preferred option be presented to the BTVLEP Board in January 2019 and that the action to incorporate the new structure be undertaken between January/March 2019.

Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

LEP Network Review Completion - October 2018

Independent Options Assessment September-December 2018

LEP Board Meeting January 2019 consideration of preferred organisational structure.

New Legal Personality Adoption February/March 2019

³ Where changes to geographies have been agreed, LEPs and Government will agree an appropriate timeframe for incorporation.

Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

The above timetable is subject to a clear resolution to both the LEP Overlap and Modernising Local Government reviews in Buckinghamshire.

Recommendation:

Local Enterprise Partnerships will want to identify a **single Accountable Body within in each area** that is responsible for all Local Enterprise Partnership funding.

Information required in implementation plan:

Within the implementation plan, you must outline how your LEP plans to adopt a single Accountable Body within each area that is responsible for all Local Enterprise Partnership funding. You should outline the timeframes in which the LEP expects to have this arrangement in place. The plan should also include details about the transition of any funding arrangements⁴. LEPs should have a single Accountable Body in place by **Spring 2020**.

LEP response

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

BTVLEP currently have two accountable bodies Buckinghamshire County Council for all core activity including Core Funding and Local Growth Funding and Aylesbury Vale District Council for Enterprise Zone Activity only.

We do not propose any current changes to these arrangements.

Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

N/A

⁴ LEPs should outline where programmes, such as Enterprise Zones, will continue under existing Accountable Body arrangements.

Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

Modernising Local Government Review implications for both current authorities providing accountable body support for BTVLEP.

Recommendation:

As legal entities, all Local Enterprise Partnerships will be required to hold an annual general meeting. **We will set an expectation that these are open to the public and businesses to attend and properly promoted.**

Information required in implementation plan:

Within the implementation plan, your LEP must commit to hold an annual general meeting; open to the public to attend. Your LEP should hold its first/next public Annual General Meeting in **the 2019-20 financial year.**

To ensure that all businesses in an area have equal access to their Local Enterprise Partnership, we will not permit any Local Enterprise Partnership to operate on a paid-membership basis.

LEP response

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

BTVLEP intend to hold our first annual general meeting in February 2019 and this will be promoted widely for a minimum of 6 weeks prior to the event.

This will continue as an annual event.

Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

See above.

Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

None

<p>Recommendation:</p> <p>We will expect all Local Enterprise Partnerships to set out exactly who is accountable for spending decisions, appointments, and overall governance locally.</p>
<p>Information required in implementation plan:</p> <p>Within the implementation plan, you should outline how your LEP plans to review the responsibilities of the Chair, Board, Director, and Accountable Body and discuss plans to outline these responsibilities in a revised Local Assurance Framework. These arrangements should be put in place for the 2019-20 financial year.</p>
<p>LEP response</p> <p>Please outline the LEP’s response to the recommendation. The response should consider the information required, outlined above:</p> <p>Our current Local Assurance Framework already specifies the roles and responsibilities of the Chair, Board Members, Senior Executive and Accountable Body. The current arrangements will be reviewed and assessed as part of our regular review of the Local Assurance Framework to be considered by the LEP Board in November 2018.</p>
<p>Key milestones</p> <p>Please indicate any key milestones the LEP is required to meet to address the above recommendation:</p> <p>Local Assurance Framework Review by BTVLEP Board November 2018</p>
<p>Key risks and/or issues</p> <p>Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.</p> <p>None</p>

<p>Recommendation:</p> <p>The Government will support Local Enterprise Partnerships to set out how they will ensure external scrutiny and expert oversight, including participating in relevant local authority scrutiny panel enquiries to ensure effective and appropriate democratic scrutiny of their investment decisions.</p>
<p>Information required in implementation plan:</p> <p>Within the implementation plan, you should outline how your LEP plans to discuss and agree scrutiny</p>

and oversight processes with the LEP's Accountable Body Section 151 Officer. LEPs and S151 Officers should refer to forthcoming guidance from CIPFA on the role of the S151 Officer.

LEP response

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

BTVLEP are already actively engaged in Local Authority Scrutiny and Audit arrangements through our accountable body Buckinghamshire County Council and through our other local authority partners where appropriate.

Over the past 12 months independent scrutiny reviews have been undertaken to review the process by which Local Growth Funding claims are submitted and funding released to project sponsors as well as scrutiny reports on both our Enterprise Zone activity and skills board programme.

Representation was also made by the Section 151 officer to confirm that his activities in relation to BTVLEP meet and exceed the CIPFA guidelines including the attendance of the Section 151 officer all BTVLEP Board meetings to offer support and advice for members in decision making process.

We will continue to remain actively engaged in this process.

Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

None

Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

None

Mayoral combined authorities

Recommendations:

Government will **consolidate its engagement with mayoral combined authorities and their Local Enterprise Partnerships with a collaborative approach to agreeing a Local Industrial Strategy.**

To help ensure that Local Enterprise Partnerships have a distinctive role from the mayoral combined authorities, we **will support Local Enterprise Partnerships and mayoral combined authorities to develop and publish agreements – brought together in a single document with relevant financial assurance frameworks – which set out their respective roles and responsibilities** in a way that

recognises the variation between places, while providing sufficient clarity on accountability for public funding.

Information required in implementation plan:

For LEPs in mayoral combined authorities, LEPs and the relevant combined authority should discuss the distinct role of the LEP and their future working arrangements.

If appropriate, you should outline your LEP's plans to review these arrangements and plans to develop a published agreement of roles and responsibilities. The LEP should provide an update on any discussions to date. This should be consolidated in the LEP's Local Assurance Framework by the **28 February 2019**.

LEP response

Please outline the LEP's response to the recommendations. The response should consider the information required, outlined above:

Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

ANNEX D: LOCAL ENTERPRISE PARTNERSHIP 2018-19 ADDITIONAL FUNDING FORM

LEPs should complete Annex D and return it alongside your implementation plans **no later than 31 October 2018**. Plans should provide a sufficient level of detail on the capacity and capability that this additional funding will bring, and demonstrate how it will be spent by March 2019. You will only receive this funding if Government is satisfied that your proposals on geography, implementation and additional funding address the recommendations outlined in the LEP Review. These proposals should be submitted LEPpolicy@communities.gsi.gov.uk copying in your Area Lead.

1. Name of Local Enterprise Partnership	Buckinghamshire Local Enterprise Partnership
2. Key contact at Local Enterprise Partnership (name, email, and telephone number)	Richard Harrington Chief Executive Buckinghamshire Local Enterprise Partnership Tel 07887 821597 e-mail richard.harrington@btvlep.co.uk
3. Name and address of Accountable Body	Buckinghamshire County Council Walton Street Aylesbury Bucks HP20 1UA
4. Level of additional funding being sought (up to £200,000).	£200,000

5. Local Enterprise Partnership additional funding requirements.	£	Description – activities/resources	Why? The capability gap that it is addressing
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Please set out in the table the key elements of the partnership's additional budgetary requirements by March 2019 to support the funding request of up to £200K.

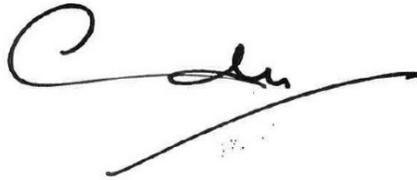
<p><i>e.g £30,000</i></p>	<p><i>Recruitment of an in-house analyst (by Oct 18)</i></p>	<p><i>Recruitment of additional analyst/economist to support on project appraisal, perform economic analysis on area to develop evidence base for Local Industrial Strategies. .</i></p>
<p>£30,000</p>	<p>Purchase of Data Sources and in-house data analysis apprenticeship resource to inform and support Local Industrial Strategy Process</p>	<p>Access to national and local economic reports, support for recruitment of in-house apprentice analyst to assist with development of Local Industrial Strategy and monitoring impact of strategy and delivery programmes and production of comprehensive data hub.</p>
<p>£20,000</p>	<p>Trailblazing Industrial Strategy Business Engagement and Consultation Programme (May-December 2018)</p>	<p>One to one engagement, round table and workshop programme and bespoke research and consultation management.</p>
<p>£60,000</p>	<p>Accountancy & Legal Support Services to support creation of single economic development structure for Buckinghamshire</p>	<p>Management of annual audited accounts and one off costs to support the</p>

			<p>establishment of independent legal body prior to April 2019. One off costs include the consultation and option analysis for new structure, staff TUPE and contract alignment and company registration and establishment.</p>
	<p>£30,000</p>	<p>Independent Secretariat to support board efficiency and effectiveness</p>	<p>Enhanced support and administration services to BTVLEP Board and Executive. Support New member recruitment and induction programme. Board meeting management, report production and decision publication and financial accounting migration to new independent structure..</p>
	<p>£30,000</p>	<p>Marketing costs to support openness and transparency in decision making and reporting and to promote LEP achievements.</p>	<p>New website production and hosting. Annual Report publication AGM hosting. Local Growth Fund</p>

			launch/milestone events and festival of Economic Development Feb 2019 to support launch of BTVLEP Local Industrial Strategy.
			Management costs to support co-ordination of cross corridor vision July 2018-March 2019 incorporating co-ordination and collaborative launch events and follow-on data analysis to support emerging corridor wide propositions.
	£30,000	Cross Growth Corridor Economic Vision Partner Contribution	
	Total: £200,000		

6. Provide confirmation that the Local Enterprise Partnership has a clear plan of activity to implement and communicate reforms in alignment with the LEP review policy statement.	<p>I can confirm that BTVLEP have a clear plan to implement and communicate the reforms in alignment with the LEP review policy statement and that this approach has been endorsed fully by the BTVLEP Board. BTVLEP have already committed in-excess of £100k from reserves to support a lean executive structure in the development of the Buckinghamshire Local Industrial Strategy and Growth Corridor collaboration. The additional capacity will enable the swift delivery of the strategy propositions supporting further growth within our Enterprise Zone sites and across our key sector propositions.</p>
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7. Signature of Local Enterprise Partnership Chair



Date

31.10.18

8. Signature from section 31 accountable local authority



Printed: R Ambrose

Date

31.10.18