
Title:	Local Industrial Strategy implementation
Purpose:	To follow up on the actions agreed at the LEP Board Awayday held on January 23 rd .
Recommendation:	That Board members note the content of this report and approve exceptional transitional governance arrangements, Board sub structure and associated Board member representation, the draft 2020/21 operational business plan and the corporate LEP Risk Register.

1 Overview & Background

Board members met on January 23rd at the Bosch Innovation Centre at Denham to consider a wide range of issues around the future shape and programme of the LEP in light of the local, regional and national political environment. The purpose of the awayday was to provide the opportunity for the board members to reflect on impact and effectiveness in supporting the development of the incorporated LEP as Company Directors, to broaden understanding of current LEP policy, strategies and operational activity and to consider further organisation change in the context of Local Industrial Strategy implementation.

As a result of the positive feedback received as part of the awayday a number of policy documents have been updated and are presented as part of this report for formal endorsement prior to implementation.

2 Governance

As part of our recruitment process for new Board members we have been mindful of succession planning in line with the best practice guidelines from the National Assurance Framework for LEPs which has identified that Board members should not serve more than 2 x 3 year terms and that there should be a defined term limit for Chairs and Deputy Chairs, unless in exceptional circumstances.

“To support the Chair in their role, all LEPs should appoint a Deputy Chair. The LEP should have a defined term limit of three years for the Chair and Deputy Chair, with an optional extension of three years. There is an option to extend for a further three years in exceptional circumstances if approved by the Board. These term limits should become business as usual once the existing Chair’s term has expired” – National Assurance Framework January 2019

The Board last addressed the Chair term issue in September 2018 agreeing that, given the exceptional circumstance of local government reorganisation, continuity of term through the transitional period was essential to sustained successful delivery. As part of the incorporation process and the 2019 Annual Conversation, it was agreed that existing private sector Board members, who were in their final term, could serve up to a 3 year additional term, from the point of incorporation in April 2019, to assist transition. Both our current Chair and Deputy Chair are now in this final term of office.

To support an orderly succession plan it is proposed that the Deputy Chair will step down from the Board at the end of 2020 and that the Chairman will step down by the end of 2021 to enable a full transition process to include relationship with the Buckinghamshire Council and government post Comprehensive Spending Review.

3 Industrial Strategy: Board sub structure & member representation

It is important that our operational structures reflect the current needs of the business, particularly in the delivery of the Local Industrial Strategy and the changing governance requirements post-incorporation.

Board members expressed a desire to see a simplified delivery structure and to ensure that the expertise of Board members was fully utilised within the identified Board sub-structures. The updated structure chart is attached as **Appendix 1** to this report. Essentially the main Board structure will be supported by three operational areas. There remains a conversation on legacy activity and future Growth Board representation that is best addressed following the election of Buckinghamshire Council members.

The proposed Board membership representation on sub-structures **Appendix 2** has been updated and on approval will be included within a revised Assurance Framework.

At present the LEP Board meet 4 times per year but have the flexibility to meet more frequently, if necessary. It was agreed that there was significant value in the awayday as it provided greater scope for debate than a standard meeting and that this should be planned as an annual event at the beginning of the year to support business planning.

To support strategic delivery it is proposed that the advisory panels meet on a quarterly basis and that the Enterprise & Innovation Panel meet a minimum of twice per year. There is less of an operational imperative for the Audit and RemNom committees to meet on such a scheduled basis, but it is proposed that both schedule meetings ahead of the May board.

It is proposed that the terms of reference for all advisory panels and sub-groups are presented to the May meeting of this Board for approval.

4 Business Plan Framework

At the awayday Board members supported the main headings and structure to be included with the operational business plan for the year ahead. These main headings will allow full alignment with the BBF operational plan. A copy of the draft 2020 business plan based on these headings is attached as **Appendix 3** to this report.

5 Risk Register & Peer Review

The awayday endorsed the issues that should be included within a new LEP Risk Register and asked that this be presented in a standard Government approved template to provide greater clarity around mitigation measures and residual risk. A copy of the updated register is attached as **Appendix 4** for information and comment. The register will form part of a suite of documents to be included as part of an independent Peer Review process being co-ordinated by the LEP Network and supported by the Centre for Public Scrutiny. For 2020 Buckinghamshire LEP have been paired with Stoke and Staffordshire LEP and it is expected that the review will be undertaken in March.

6 Stakeholder Engagement

It was agreed that it was important for the LEP to maintain close working relationships with all Buckinghamshire MPs. Ahead of the election the LEP Chair wrote to all of the potential Buckinghamshire parliamentary candidates and has met individually with a number of the new MPs over the past few weeks.

It was agreed that a regular round table discussion between the LEP representatives and the MPs would be beneficial. As an immediate result the invite for the meeting between the Bucks MPs and the Buckinghamshire Council has been extended to include the LEP, with the next meeting scheduled for March 6th following the LEP AGM.

Given the widely reported departmental review due over the coming weeks it is important that Board Members are provided with brief summaries of the major investment proposals that Bucks LEP may be wishing to support. The first of these covering the 10 year development plan for the Westcott Venture Park has now been shared separately with all Board members.

Board members are asked to:

Note the content of this report and approve exceptional transitional governance arrangements, Board sub structure and associated Board member representation, the draft 2020/21 operational business plan and the corporate LEP Risk Register.