



CONFIDENTIAL

BUCKINGHAMSHIRE LEP (BLEP) REMUNERATION AND NOMINATIONS SUB GROUP MEETING

Held Thursday 10 September 2020 from 9am via Team

Present:	Michael Garvey	(MG)
	Cllr Steve Bowles	(SB)
	Richard Harrington	(RH)
	Eman Martin-Vignerte	(EMV)

Apologies: Andrew Smith

In attendance:	Holly Wells, YouHR	(HW)
	Ian Barham (Part meeting)	(IB)
	Sarah Fraser	(SF)

MINUTES

ACTION

1 MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the meeting held on 29 June 2020 were agreed as an accurate record. All action arising from this meeting had been undertaken.

The Sub Group suggested it would be useful to confirm to Adrian Brown the schedule of those meetings that it would be particularly important to attend going forward in his role as the new BLEP Vice Chair (taking this role over completely on 4 December 2020).

RH/SF

2 TEAM OBJECTIVES

It was reported RH’s objectives, previously agreed by the Sub Group, had been cascaded through the BLEP executive team and the results of this exercise shared with the Sub Group. The objectives for Richard Burton are still to be included within this exercise, noting Richard’s employment has been handled through Buckinghamshire Business First.

It was confirmed the objectives for each individual have been reviewed by YouHR to ensure objectives are all SMART.

The Sub Group endorsed the objectives as shared, noting there will be a slight change of emphasis around the ‘Relationships’ objectives in view of Buckinghamshire LEP withdrawing from the Oxford to Cambridge Arc.

The Sub Group also endorsed the processes put in place around performance reviews, one to ones, etc, which will largely mirror the processes undertaken previously in Buckinghamshire County Council effective at the time of TUPEing staff into BLEP.

The Sub Group noted the executive team, whilst very effective, continues to be very lean in terms of resource/capacity. In light of the withdrawal from the Arc it was suggested additional resource will be required in the coming months (this year) around Strategy/Deal Development. The Sub Group considered this is a matter for the Chief Executive to handle within the budgets set.

3 BUCKINGHAMSHIRE LEP EMPLOYEE HANDBOOK

The Sub Group endorsed progress with the Buckinghamshire LEP Employee handbook, noting the initial phase of work has collated all core information, policies and procedures etc, reflecting Buckinghamshire County Council terms and conditions/processes at the point of TUPE prior to moving to unitary authority. Work has been undertaken to simplify language and to ensure policies are updated in line with current legislation. It was confirmed this initial phase has not required a consultation exercise with staff.

The second phase of work will be to incorporate less important policies/processes, removing information that is no longer relevant, and streamline the document. The outcome of this exercise will require a consultation process with staff, and it was confirmed YouHR are working to bring together all elements of the consultation which will be undertaken early 2021.

With regards to future employees, it was suggested work needs to be undertaken to ensure employment contracts/Terms and Conditions are aligned and relevant across the team, acknowledging there will be no option for future employees to join the Council pension scheme but a market alternative will be arranged.

It was agreed to raise the subject of the Employee Handbook at the daily team meetings, highlighting that the next phase will involve a consultation process in the New Year.

IB

4 OCCUPATIONAL HEALTH UPDATE

It was confirmed YouHR is working with the LEP to establish an ad hoc Occupational Health resource to meet the LEP's requirements.

HW/RH to liaise on the LEP's requirements, possible providers and the questions to be asked of potential suppliers in negotiating a contract.

HW/RH

5 CHAIR RECRUITMENT

It was reported that Andrew Smith is in discussion with Central Government around timings for the appointment of a new BLEP Chair, Andrew's tenure coming to an end in 2021. The advice received from Central Government has been that recruitment should not be rushed and that the LEP will not be disadvantaged at Annual Performance Review by taking the time to find the right person. However, it was considered it would be prudent to have a clear process outlined, agreed and progressing, should Central Government personnel change in the coming months.

It was reported the aim is to have a new Chair in place by the end of 2021 (with a handover period leading up to this point); adverts being placed early in the New Year. An update will be shared with the Board in the coming weeks on the process, timetable and tactics that will be followed to achieve this; both as required by the national framework, but also that Buckinghamshire would like to follow in engaging informally with business leaders to share information on the role.

RH

In line with Chair recruitment, the Sub Group supported the need for a recruitment campaign for further BLEP Board members replacing those directors that have recently stepped down or who will be coming to the end of their tenure in the coming year. Sub Group members also suggested there is a need to look at recruitment from HE/FE sector.

(IB left the meeting)

6 ANY OTHER BUSINESS

6.1 Partnership Manager

In supporting the proposal the Sub Group noted this change in employment terms sat firmly within the decision-making remit of the Chief Executive.

RH

7 DATE OF NEXT MEETING

➤ **Monday 16 November 2020, 3.30-5pm, via Teams**