

CONFIDENTIAL

BUCKINGHAMSHIRE LEP (BLEP) REMUNERATION AND NOMINATIONS SUB GROUP MEETING

Held Monday 16 November 2020 from 3.30pm via Teams

Present:	Andrew Smith (Chair)	(AS)
	Michael Garvey	(MG)
	CLlr Steve Bowles	(SB)
	Richard Harrington	(RH)
In attendance:	Holly Wells, YouHR	(HW)
	Sarah Fraser	(SF)

MINUTES

ACTION

1 RECRUITMENT – FINANCE & GOVERNANCE ROLE

Further to the paper previously circulated, the Sub Group noted the executive's request to commence recruitment to the new role of Finance & Governance Officer.

Historically financial administration support has been provided through both Buckinghamshire Business First and Buckinghamshire Council, both experiencing capacity issues in offering this service.

With the move to the LEP being an incorporated body, it was suggested the time is right for the company to put in place a dedicated function monitoring the LEP's finances, providing reports to the Audit & Finance Sub Group, assisting in completion of quarterly reports to Government, and overseeing the LEP's compliance with all governance requirements. It was considered the introduction of this role would provide much needed additional resource, and offer support to the LEP's move to achieve an 'Excellent' rating in terms of Governance at Annual Performance Review.

The Sub Group supported the introduction of this new full time role, appointment to be through open recruitment commencing in December, with the successful candidate to start early 2021.

2 CHAIR RECRUITMENT

It was reported the recruitment process will commence in the coming months, guided by the requirements in the national framework, and reflecting on the type of person, experience/expertise needed, to take the LEP forward.

Should the LEP use the services of a recruitment agency to appoint a new Chair, the Sub Group requested this be a Buckinghamshire based business.

RH

ACTION

3 BOARD RECRUITMENT

Further to interviews carried out, it was agreed to recommend to the Buckinghamshire LEP Board at its meeting on 4 December, the appointment of Martina Porter as a Buckinghamshire LEP Board member.

AS

It was also agreed RH will have further discussion with James Tooley about his interest in a position on the LEP Board and his capacity to undertake this at the present moment in time.

RH

4 HR UPDATE

HW confirmed work continues on revisions to the Buckinghamshire LEP Staff Handbook to ensure compliance with all legal and HR requirements.

5 ANY OTHER BUSINESS

Nothing of note.

6 DATE OF NEXT MEETING

➤ TBC