

Lancashire Enterprise Partnership Transition Update**Date: 6 November 2019****Author: Interim Transition Director**

Requirement	Current Compliance position	Next Steps towards Compliance	Comment
<p>Produce an Annual Delivery Plan by April 2019 and Year End Report by the end of 2019/20.</p>	<p>LEP Annual Report for 2017/18 to be circulated to the Board in November 2018 for consideration and approval.</p> <p>Awaiting national guidance on content of new report formats.</p>	<p>Await national guidance.</p> <p>Maintain engagement with LEP Network for early intelligence and feedback on Lancashire's progress in implementing LEP Review recommendations.</p> <p>Await details on new Annual Conversation/Performance Review meetings, given Lancashire's session has been agreed for 10 December 2018.</p>	<p>The LEP already produce various annual reports as a matter of course and therefore systems are in place to respond to this requirement.</p> <p>The guidance suggests the reports will focus on plans to deliver Local Industrial Strategies and progress with their delivery.</p> <p>They will contain indicators and "objective assessments" that will be used to judge the performance of LEPs.</p> <p>Local Industrial Strategies will be agreed between March 2019 and March 2020.</p>

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<p>Process for consultation with business community for recruitment of Lancashire Enterprise Partnership Chair in place by 28th February 2019.</p> <p>Recruitment of Vice Chair if required.</p>	<p>Process and timetable prepared and available to use immediately for recruitment of new Chair.</p> <p>Vice Chair in place, with new arrangements effective from Autumn 2018, as current VC operating as interim Chair</p>	<p>Seek feedback from LEP Network and BEIS colleagues on the recruitment process and timetable for new Chair, including views on the Job Description and Person Specification.</p> <p>Work with Lancashire County Council to amend Articles of Association if required.</p>	<p>Process and Job Description to be approved at LEP Board on 6 November.</p> <p>Transition Director, with the support of the LEP's Executive Team, to be authorised to seek quotes from Recruitment Consultants.</p> <p>Transition Director to be authorised to lead consultation process with business community.</p>
<p>Agree defined term limits for Chair and Vice Chair by 28 February 2019.</p>	<p>Propose 3 years with option to serve a maximum of two terms.</p>	<p>Await firm national guidance. Seek approval at LEP Board on 12 December 2018.</p>	<p>Proposal to Company Member to effect changes</p>
<p>Ensure 2/3 private sector Board coverage with a maximum of 20 Board members by the end of 2019/20.</p>	<p>Compliant with regard to private sector director proportion. Currently 19 Directors but Articles allow 25.</p>	<p>Proceed with current "paused" recruitment of 2 Directors</p> <p>Request the Company Member amend Articles to reflect maximum of 20 Directors by April 2020</p>	<p>Natural churn should result in compliance of 20 Directors by April 2020; if not compliant naturally by January 2020, Chair will develop process to ensure compliance by the deadline</p>
<p>Arrangements for any co-opted Members to be agreed (NB. Five are allowed under Government recommendations) for one year period.</p>	<p>N/A.</p>	<p>Approve principle at LEP Board 6/11</p> <p>Produce job descriptions and recommendations for LEP Board in December</p>	

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<p>Gender balance targets to be met: one third by the end of 2019/2020 and half by the end of 2022/2023.</p>	<p>Currently two female Directors from a total of 19 Directors.</p>	<p>Proceed with current recruitment process Build on academic and other experience of linguistics and links to female business networks to maximise the opportunity for compliance LEP top formally request Leaders to nominate 2 public sector Directors by end August 2019</p>	
<p>Provide a Secretariat independent of local government to support the Chair and Board.</p>	<p>Propose to create (subject to obtaining satisfactory employment and legal advice and approval from the Company Member and Accountable Body), the establishment of a LEP Core Executive Team from Spring 2019 to the new LEP. Propose to consider and agree to relocate the new Core Executive Team and the LEP to new accommodation. Agreement reached in principle with Lancashire County Council.</p>	<p>Review organisational structure in context of LEP Transition Workshop. Consider other roles required to support existing delivery – legal and administration support. Work towards approval of revised organisational structure by February 2019. Revised organisational structure to be set in the context of a revised LEP Business Plan. Identify accommodation and IT options, plus other support functions required to effect the Transition of the LEP.</p>	<p>Will commission employment and legal advice on options and issues for implementation. Additional functions to be considered moving forward include: Skills and Employment and Business Growth and Innovation.</p>

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Achieve legal personality by April 2019	Currently compliant as Company Limited by guarantee. Propose to amend Articles of Association to reflect change of control from April 2019. Initial proposal to consider allocation of shares in proportion to public/private sector representation on the Board, or to make all Directors Members Discussions have taken place with Lancashire County Council in this regard.	Await more specific advice from Government and the LEP Network on “what compliant separation looks like”. Seek legal advice on options.	Will require authority to commission legal advice on options for compliant separation and process for implementation.
Agree single Accountable Body by Spring 2020.	Currently compliant, with Lancashire County Council fulfilling the role. Propose to continue to allow large funding programmes such as Growth Deal and successor funding to flow through Lancashire County Council finance systems, with other investment and commercial funds transferring to the new LEP. Have reached agreement in principle with Lancashire County Council that they continue to fulfil the role including S151 duties.	Scope out the future role and agree formal process of approval with Lancashire County Council. Chair of Performance Committee researching options to secure independent Company Secretary role for the new LEP. Prepare to publish a Statement of Annual Accounts for the new LEP April 2019.	Accountable Body role will help ensure financial probity and proper governance in accordance with the existing and revised Assurance Framework.
Hold AGM open to the public and widely promoted with first AGM to be held by 2020.	Can commit to be compliant. Propose to hold first AGM in October 2019, building upon the 2016 “Lancashire: the place for growth” narrative launch.	No immediate action.	

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Confirmation of accountability for spending decisions, appointments and overall governance.	Currently compliant and judged as good with outstanding features. Revised National Assurance Framework guidance due this Autumn.	Await revised guidance and effect necessary changes.	Unlikely to be significant change for Lancashire.
Agreed arrangements for external scrutiny and expert oversight.	Currently compliant through the LEP's Performance Committee, Lancashire County Council's Overview and Scrutiny Committee, Government led deep dive, Lancashire County Council's internal audit inspection.	Consider strengthening via Lancashire Leaders, Peer Review, independent academics, LEP Network,	
Submit LEP Implementation Plan and Outline Budget for £200,000 Transition Funding by 31st October 2018.	Draft completed (in accordance with this update) and seeking informal input from BEIS and LEP Network at time of writing this document. Working up bid for £200,000 Transition Funding.	Complete Implementation Plan and Transition Funding bid. Complete approval process with LEP Board and Lancashire County Council.	Will need to seek formal approval from LEP Board for use of additional funding. Will also require S151 sign off by Lancashire County Council.