

**Executive**

**Board**

**Confidential AGENDA**

**Thursday 18 July 2019**

**6pm-8pm**

**Drawing Room, Judges House, Stafford ST16 2LE**

**AGENDA**

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| **Item** | | **Subject** | **Lead** | **Report Status/Timing** |
| **1** | **Introductions** | | Alun Rogers | 5 mins |
| **2** | **Apologies** | |
| **3** | **Declarations of Interest** | |
| **4** | **Notes of the previous meeting & matters arising**  **Summary of Electronic Decisions** | | Alun Rogers | 5 mins |
| **5** | **Chairs Update and Delegated Decisions** | | Alun Rogers | 5 mins |
| **6** | **LEP Review: Future Staffing & Resources** | | Alun Rogers | **Decision**/50 mins |
| **7** | **LEP Board Vacancies & Board Member Induction Programme** | | Alun Rogers | **Decision**/10 mins |
| **~~8~~** | **~~Full Risk Register Review~~** | | Mohammed Ahmed | Removed to facilitate Discussion |
| **9** | **Local Industrial Strategy Update** | | Alun Rogers | **Discussion**/10 mins |
| **10** | **Finance Update**   1. LEP Qtr 1 Finance Position 2019/20 2. Proposed Scheme of Delegation (incorporating requested Board Director revisions) | | Mohammed Ahmed | **Information**  **Decision**/10 mins |
| **11** | **Skills Advisory Panel: Terms of Reference & Programme of work** | | Wendy Dean | **Decision**/10 mins |
| **12** | **LEP Improvement Plan/Governance Compliance Checks** | | Mohammed Ahmed | **Discussion**/10 mins |
| **~~13~~** | **~~EZ Quarterly Reports:~~**   1. ~~Ceramic Valley~~ 2. ~~I54~~ | | Abi Brown  Philip Atkins | Items  Removed to Facilitate Discussion |
| **~~14~~** | **~~Midlands Engine Investment Fund Update~~** | | Mohammed Ahmed |
| **~~15~~** | **~~Sub Group Updates:~~**   1. ~~Business Growth Hub~~ 2. ~~Inward Investment / Make It~~ | |  |
| **15** | **Any Other Business** | | All | 5 mins |

**SSLEP Forward Plan:**

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| **Executive Board Meeting Date 19th Sept 2019** | | | |
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| **Lead Board Member/ Officer:** | **Item Name:** | **Time:** | **Recommendation:** |
| J Casey | Advertisement for LEP Chairman |  | For Decision |
| D Frost/J Casey | Review of Operational Sub Groups |  | For Decision |
| D Frost/ J Casey | Endorsement of New Board Members |  | For Decision |
| J Casey | Assurance Framework Updates |  | For Decision |
| A Rogers/S Hicks | Local Industrial Strategy: Emerging Priorities Paper |  | For Decision |
| D Frost/ J Casey | Annual Performance Review Implementation Plan: Progress Report |  | For Discussion |
| D Frost/J Casey | LEP Communications Plan |  | For Decision |
| M Ahmed/ S Palphreyman | Risk Register |  | For Information |
|  |  |  |  |
| **Executive Board Meeting Date 17th Oct 2019** | | | |
|  | | | |
| **Lead Board Member/ Officer:** | **Item Name:** | **Time:** | **Recommendation:** |
| A Brown/P Cresswell | EZ Quarterly report |  | For Information |
| M Ahmed/ S Palphreyman | Risk Register |  | For Information |
| A Rogers/S Hicks | Local Industrial Strategy |  | For Discussion |
| D Frost/J Casey | Review of Operational Sub Groups |  | For Decision |
| M Ahmed/ S Ablewhite | LEP Qtr 2 Finance position 2019/20 |  | For Information |
| M Ahmed/ S Ablewhite | Growth Deal Programme Update |  | For Information |
| Mohammed Ahmed/ Sarah Simpson | Growing Places Fund: Overview |  | For Information |
| D Frost/J Casey | APR Implementation Plan |  | For Decision |