**STOKE ON TRENT & STAFFORDSHIRE**

**LOCAL ENTERPRISE PARTNERSHIP**

**EXECUTIVE BOARD MEETING**

**27 February 2020**

**LEP Review: Sub Group Revised Terms of Reference**

1.1 The SSLEP 2019/20 Improvement Plan set out a timeline for the review of the terms of reference of the existing sub groups. The LEP Board set the terms of reference for the new Skills Advisory Panel in June 2019 and, following the appointment of new board members in the autumn, allocated Chairs and Vice Chairs to some of the existing sub groups. An immediate task for the sub group Chairs has been to review and update the terms of reference for their group.

1.2 These sub groups operate in line with the SSLEP’s Assurance Framework which sets out in full the procedures and processes of the Board and its sub groups.

1.3 This paper is provided on behalf of the Chairs of the following sub groups with their request for LEP Board Member consideration and endorsement of the revised terms of reference:

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| **Sub Group** | **Chair** | **Date ToR Reviewed** |
| Ceramic Valley Enterprise Zone Project Board | Cllr Abi Brown | 15 January 2020 |
| Audit & Finance Group | Mohammed Ahmed | 20 February 2020 |
| Strategic Programme Management Group (SPMG) | James Leavesley | 24 February 2020 |

The terms of reference for the CVEZ Project Board and the Audit & Finance Group are attached in Appendix 1 of this report. The revised terms of reference for SPMG will be circulated after the 24 February 2020.

Further detail of CVEZ governance is included under item 9 of this agenda

**R*ecommendation: That the revised terms of reference recommended by the sub group Chairs be endorsed by the Board Directors.***

**Lead Board Directors:** Cllr Abi Brown, Chair CVEZ Project Board; Mohammed Ahmed, Chair Audit & Finance; James Leavesley, Chair Strategic Programme Management Group

**Lead Officer:** Caroline Mairs, Investment Service Manager Makes It Team, CVEZ Project Board; Jacqui Casey, SSLEP Interim Partnership Manager, Audit & Finance Group; Sharon Palphreyman, SSLEP Programme Manager, Strategic Programme Management Group.

**APPENDIX 1**

**Ceramic Valley Enterprise Zone Project Board**

**Terms of reference**

**January 2020**

1. **Context**
	1. This paper is the Terms of Reference for the Ceramic Valley Enterprise Zone (CVEZ) Project Board (PB)
	2. The CVEZ was given Enterprise Zone status, legislated in law, in 2016. CVEZ is a three-mile long corridor within which are six largely cleared individual sites with over 140 hectares of net developable land.
	3. Responsibility to oversee the delivery of the CVEZ was mandated by central government to the Stoke and Staffordshire Local Enterprise Partnership, who have subsequently mandated Stoke on Trent City Council to act as the CVEZ accountable body.
	4. The SSLEP Company Executive Board has delegated responsibilities for scrutinising the CVEZ delivery to a CVEZ Project Board.
	5. The CVEZ is an ambition to provide growth opportunities for modern industries that will provide high quality jobs for residents and bring new business and skills and to the area. The CVEZ is expected to facilitate the growth from traditional industries to cutting-edge globally competitive sectors.
	6. The delivery strategy for the CVEZ outlined in its Strategic Implementation Plan is a bold statement of the Stoke and Staffordshire Local Enterprise Partnership’s (SSLEP) determination to transform the conurbation and reap the wider rewards of sustainable economic growth.
	7. By 2025 it is estimated the CVEZ will deliver:

• A net land value uplift equivalent to £39.3 million;

• 140 Ha of brownfield land reclaimed

• 350,000+ sqm of additional employment floorspace.

• Circa 7,000 jobs on-site

1. **Main duties**
	1. The CVEZ PB is not a decision-making body and will therefore provide recommendations to the SSLEP Company Executive Board. The CVEZ Project Board will make recommendations to the Company Executive Board on:
* Endorsing the updated annual CVEZ Strategic Implementation Plan (SIP)
* Endorsing the programme of activity and CVEZ budgets (including the use of retained business rates uplift) within the SIP
* Recommending projects to use CVEZ finance to the Company Executive Board
	1. The CVEZ PB will provide a scrutiny role on delivery. It will receive and review quarterly monitoring reports. It will provide instructions to the Accountable Bodies’ officers should further information be required, and escalate issues of importance to the SSLEP Company Executive Board.
1. **Membership & Chair**
	1. The Membership of the CVEZ Project Board will consist of
* Stoke on Trent City Council Cllr Lead (Chair)
* Stoke on Trent City Council Officer Lead
* Staffordshire County Council Cllr Lead
* Staffordshire County Council Officer Lead
* Newcastle Under Lyme Borough Council Cllr Lead
* Newcastle Under Lyme Borough Council Cllr Lead
* Lead officer from the Stoke and Staffordshire Local Enterprise Partnership
* Nominated officer from the government department BEIS
* Private sector development and property specialist (to be nominated by the Chair)
	1. Although not Members, and therefore with no voting rights on recommendations, the following officers are also expected to attend PB meeting and advise the PB as appropriate
* CVEZ Programme Manager
* Financial lead, appointed by the CVEZ Accountable Body’s Chief Financial Officer
* Marketing lead, nominated by Stoke-on-Trent City Council
* Elected members or relevant portfolio holders nominated by local authorities
1. **Meetings**
	1. The PB will meet quarterly.
	2. The meeting will only be considered quorate with 66% of members attending.
	3. The meeting will occur to coincide with the latest quarterly monitoring report being released.
	4. 1 week in advance of each PB meeting an agenda and accompanying papers will be circulated to members of the PB by the CVEZ Programme Manager.
	5. Any recommendations made by the PB to the SSLEP SPMG or SSLEP Company Executive Board will be minuted.
	6. The PB meetings’ papers and minutes will not be published but will be available upon request, subject to restrictions regarding confidential information.
2. **Decisions and recommendations**
	1. The PB will not be a decision making body
	2. The PB will make recommendations on the adoption of the revised CVEZ SIP and project business cases to the SSLEP Executive Board.
	3. For a recommendation to go forward from the PB to the SSLEP Executive Board, then the recommendation will need to be agreed to by the PB and minuted (voting would take place should there not be full consensus of the PB, over 50% of votes would be required for the recommendation to move forward).
	4. Electronic voting could be used at the discretion of the PB Chair.
3. **Reporting procedures**
	1. The minutes of each meeting will be circulated to all PB Members.

The CVEZ PB Chair will represent the PB at the SSLEP Company Executive Board meetings.

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# Audit & Finance Committee (AFC) Terms of Reference

**Purpose**

The Audit and Finance Committee (the Committee) will:

* maintain strategic oversight of all SSLEP led expenditure and investment to ensure that, taken together, it is coordinated and represents value for money and is complementary;
* provide assurance to the SSLEP that funds are being spent appropriately and in accordance with the conditions placed on each grant / funding stream;
* consider proposals for revenue expenditure;
* take on, as specifically delegated by the EB, responsibility for making recommendations to EB regarding expenditure of any funds or budgets not captured and managed elsewhere;
* identify and report on any potential future funding opportunities**.**
* Maintain and manage the overarching SSLEP wide consolidated Risk Register and associated mitigation plan on behalf of the EB, including ensuring this is reported to every EB Board and is reviewed in detail at the EB quarterly
* Consideration of the SSLEP’s annual accounts, ensure they are reported to the Executive each year in June/July, filed with Companies House and published on the SSLEP’s website.
* Oversee submission of SSLEP core funding applications and the submission of government returns on all SSLEP funding streams.
* Consideration of the SSLEP’s Annual Audit report and ensure any recommendations are appropriately addressed and reported to the Executive.
* The AFChas responsibility for strategic oversight of all SSLEP-led expenditure and will report to the EB on overall expenditure quarterly,and additionally if it identifies any specific issues which may require a decision from the EB.
* Establishing achievement of value for money and programme risk management will be the responsibility of the Chair of the AFC, supported by the S151 Officer.

**Representation & Attendance**

The voting members of Audit & Finance Committee will comprise:

* SSLEP Private Sector Board Director (Chair)
* 2 further EB Board Directors (1 Private Sector (Vice Chair); 1 Public Sector)

Secretariat attendees:

* Co-opted Section 151 officer from the Accountable Body
* 1 LEP Programme Manager
* SSLEP Chief Executive Officer

Non-voting Members:

* 3 Public Sector External Funding Lead Officers (City; County; District)

The Chair may also invite, as appropriate, the Chair of SPMG or their representative to update the committee on performance delivery, outputs and outcomes.

**Chair of Audit & Finance Committee**

* The role and responsibilities of the Stoke on Trent & Staffordshire Local Enterprise Partnership Audit & Finance Chair will be:
* To agree with the LEP Chief Executive Officer, at the start of each new financial year, the draft operational budget which will be recommended to the LEP Executive Board for approval
* To provide advice to the LEP Executive Board on investment funding opportunities and on robust monitoring & evaluation of individual projects and interventions
* To receive and consider quarterly reports on progress against agreed Financial Plans from the S151 Officer and other LEP advisory groups and panels as appropriate to inform consideration of funding or finance related matters
* To prepare and report budgets and financial position statements for consideration by the LEP Executive Board
* To review or scrutinise the management accounts of the LEP which will feature within the financial statements of the Accountable Body
* To ensure the financial budgets and plan (Revenue and Capital) are implemented as agreed by the Board
* To review, maintain and report to the LEP Executive Board on the LEP’s Risk Management Framework, recommending courses of action to mitigate and remove risks as appropriate to the robust management of the programme of work.
* In carrying out the duties of Chair of Audit & Finance Group, to consider how to achieve best value for money in all matters
* To provide advice to the LEP Board on the LEPs financial assurance approach to ensuring that the responsibilities of the Chair, Board, CEO, and Accountable Body, including spending decisions, appointments, and governance, are set out clearly and transparently.
* To oversee the appointment of independent auditors and the annual audit process, to ensure that SSLEP financial statements are audited within the required statutory timescales
* To receive reports from both internal and external auditors and to recommend appropriate courses of action to respond to outcomes
* To investigate any financial irregularity contained within the remit of the LEP and to make recommendations to the LEP Executive Board and S151 Officer accordingly
* To work closely with the Accountable Body S151 Officer in fulfilling the requirements of the Chair of Audit & Finance Group role.

Last Updated: 20/02/2020