**Governance Improvement Plan 2019-20**

**16 APRIL 2019**

**INTRODUCTORY NOTE**

The Cumbria LEP (CLEP) was assessed as requires improvement for governance on the basis of the whole of the 2018/19 performance year. However, this marking recognised that if assessed as of March 2019, governance would be ‘at least good’. This reflects that CLEP had successfully addressed all items identified in the report produced by government in June 2018, following its deep dive on governance and transparency. An initial response to the report was provided on 23 July following consideration by the Board, which was subsequently updated in October 2018, confirming that all actions had been closed. CLEP has updated the report further to demonstrate that the changes have been embedded and this further updated report was submitted to government.

| **Improvement summary**  *Summarise the improvement that needs to be made, including KPIs* | **Milestones**  *Add key milestones and dates (where possible)* | **Monitoring process**  *Note how you will monitor progress* | **Current status** | **Area Lead progress update**  *To be completed on a quarterly basis, referencing progress on KPIs* |
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| 1. Review and amend the Local Assurance Framework following publication of the National Assurance Framework | To be completed and implemented by 1 April 2019 | Secure CLEP Board agreement to the process to update in line with revised National Local Growth Assurance Framework at 1 February Board meeting. | **Closed** – a revised Local Assurance Framework was approved at the Board meeting on 29 March 2019 and implemented immediately. This revised LAF was subject to a compliance review by the Accountable Body and a 4 week Board consultation. |  |
| 1. Report the Board recruitment plan for meeting the gender balance and key milestones. | To be completed March 2020 | Secure applications from targeted recruitment campaign by 21 December 2018  Recruitment process completed before end of January  New Members start at 1 February Board Meeting | **Closed** – The Board ratified the appointment of three new female Board members at its 1 February 2019 meeting, which ensured that the gender equality milestone was met. A further targeted recruitment campaign will take place to ensure that CLEP maintains its achievement of the 2020 milestone target, once the current Deputy Chair steps down. |  |
| 1. Advise the plans for the Deputy Chair recruitment and key milestones**.** | To be completed March 2019 | Process for appointment of the Deputy Chair to be agreed at 29 March Board meeting. | **Closed** – the process for recruitment of the Deputy Chair was agreed at 29 March Board meeting.  The process has subsequently been implemented with the private sector ballot papers on the new Deputy Chair to be submitted by 26 April 2019. The results of the ballot will be released on 29 April and the appointment ratified at the 17 May Board meeting. |  |
| 1. Provide the TORs of the five strategy groups, 9 sector panel groups, a timeline for resourcing groups and regularly update on progress. | To be completed March 2019 | Finalised Terms of Reference and membership of Groups to be included in the revised Local Assurance framework. | **Closed** – the finalised Terms of Reference for all governance bodies were incorporated into the revised Local Assurance Framework approved by the Board on 29 March 2019. This followed review and consultation by each of the sub-Board governance bodies at their inaugural meetings which took place late 2018/early 2019. An Interim Head of Secretariat was appointed to manage the governance process, until a permanent appointee is in place. A standard agenda item was introduced on each Board agenda from 29 March 2019 to enable Chairs to provide an update from their respective Sub-Board body. |  |
| 1. Advise on progress to achieve the Combined Economic and Productivity Scrutiny Panel and details of those nominated. | To be completed January 2019 | Develop interim arrangements whilst new Combined Economic and Productivity Scrutiny Panel is formed.  Secure agreement of Accountable Body to develop the arrangements for implementing the Combined Scrutiny Committee. | **Closed** – A progress update was provided. This confirmed that until the new Scrutiny Panel was operational the Accountable Body’s Scrutiny Management Board would undertake the role on an interim basis. The Scrutiny Management Board held a special meeting on 12 March 2019 to complete an annual review of CLEP’s governance, delivery and strategy in line with the national Annual Performance Review Framework. This special meeting, with co-opted members from the district authorities reviewed CLEP’s performance on these domains, including progress on developing the Local Industrial Strategy. This was alongside attending seven separate Scrutiny Committees hosted by individual Local authorities during 2018/19.  The Accountable Body approved the new Combined Economic and Productivity Scrutiny Panel and the proposals for the LEP scrutiny at its annual meeting on 11 April and established a new committee with 14 voting County Council members and 6 voting co-opted members from the District Councils.  The Committee’s sole remit will be LEP Scrutiny and it will meet twice per year. The Accountable Body will service the Committee. |  |
| 1. Inform progress, meeting dates and meeting minutes of the Combined Economic and Productivity Scrutiny Panel | To be completed June 2019 | Secure agreement to new arrangements at annual Council in April 2019 | **Closed** – Full Council agreed the new arrangements at the annual meeting in April 2019. Two meetings will take place each year – one in September 2019 for a mid-year performance review and the other in March 2020 to identify any lessons learned from the 2019/20 operating year to inform CLEP’s performance in 2020/2021. |  |
| 1. Discuss extended Risk management proposal at next Board and provide a detailed extended risk register | To be completed February 2019 | Secure agreement to extended Risk Register in 2018  Prepare extended Risk register by end February 2019 | **Closed –** The extended risk register was produced and circulated to the CLEP Board in February 2019 as part of the supporting paperwork for the Local Assurance Framework.  This is an overarching register which is managed by the Board and is distinct and separate from the programme and projects register managed by the Investment Panel.  The register will be a standing item at each Board meeting. |  |