

Appendix A

SELEP Boards: current roles, responsibilities, and membership

The SELEP Strategic Board sets the strategic direction of the SELEP, providing clear strategic leadership and championing shared SELEP priorities. It is the main SELEP interface with Government, bringing together both private and public sectors to drive local growth and job creation, and to oversee all activity to deliver these aims.

Working collectively, SELEP Strategic Board members are responsible for:

- (a) setting the vision, strategic direction and priorities of the LEP overall;
- (b) ensuring the development, maintenance and delivery of evidence-based strategy. These strategies include, but are not limited to:
 - (i) the Economic Strategy Statement (ESS);
 - (ii) a Skills Strategy;
 - (iii) The Energy Strategy;
 - (iv) the European Structural Investment Funds (ESIF) strategy; and
 - (v) a Local Industrial Strategy;
- (c) developing a pipeline of projects for investment: a role it has delegated to the SELEP Investment Panel in respect of LGF;
- (d) considering and agreeing a position on major items of strategic importance;
- (e) publishing arrangements for developing, prioritising, appraising and approving projects with a view to ensuring that a wide range of delivery partners can be involved;
- (f) approving the annual Delivery Plan;
- (g) monitoring progress in completing the activities and key performance indicators (KPIs) set out in the Delivery Plan;
- (h) championing the LEP and the LEP area in all other forums;
- (i) supporting pan-LEP activity undertaken by the working groups;
- (j) working closely with Federated Boards to oversee Growth Hub, Enterprise Zone and City Deal activities;
- (k) endorsing local areas' efforts to advance projects for economic growth which may not be directly linked to the LEP;
- (l) ensuring that adequate capacity and expertise is maintained to deliver against the above (a-k).

The SELEP Strategic Board is made up of 28 members and currently at least half of the members are required to be from the private sector.

These 28 Members are currently as follows:

- Chairman from the Business Sector - x1
- Business representatives from Essex, Thurrock and Southend-on-Sea - x5
- Local government representatives from Essex, Thurrock and Southend-on-Sea - x5
- Business representatives from Kent and Medway - x4

- Local government representatives from Kent and Medway - x4
- Business representatives from East Sussex - x3
- Local government representatives from East Sussex - x3
- Higher education representative - x1
- Further education representative - x1
- Social enterprise business representative - x1

The SELEP Investment Panel is an advisory sub-committee of the SELEP Strategic Board.

The Investment Panel's role and responsibilities include:

- (a) Reviewing the initial list of projects sifted and prioritised locally by federated boards
- (b) Conducting a prioritisation process for those projects requiring capital investment based on the approach agreed by the Strategic Board, with regard for the outcome of the ITE assessment of projects and in accordance with the SELEP Assurance Framework;
- (c) Making recommendations for the provisional allocation of funding to projects prioritised by the Investment Panel. The final award of funding will be made by an Accountability Board decision; and
- (d) Considering priorities for future funding from Government in accordance with the priorities identified through the SELEP's Economic Strategy Statement (ESS), along with emerging SELEP and Government priorities.

Membership of the SELEP Investment Panel includes:

- (a) Chair of the SELEP Strategic Board
- (b) 6 County/Unitary Authority Representatives;
- (c) 6 Private Sector Business Representatives, including 2 from TES, 2 from KMEP and 2 from across EBB and OSE;
- (d) 1 Higher Education Representative; and
- (e) 1 Further Education Representative

The SELEP Accountability Board provides the accountability structure for decision-making and approval of funding within the overarching vision of the Strategic Board. No changes to the structure of the Accountability Board are proposed as a result of the LEP Review.

The Accountability Board operates under a Joint Committee Agreement, which was signed on the 13th November 2015 by each of the six County Council/ Unitary Authorities within the SELEP area.

The Accountability Board is responsible for the sign-off of all funding decisions, having regard to the Independent Technical Evaluator (ITE) recommendations. This includes any direct awards of funding from the Government, such as for Department for Transport retained schemes.

The responsibilities of the Accountability Board are summarised below:

- (a) Appraisals and approvals of capital grants and loans with regard to the ITE recommendations;
- (b) Monitoring project assessment, implementation and delivery;
- (c) Ensuring accountability from each of the federated areas relating to expenditure and programme delivery (through their responsible Section 151 Officer);
- (d) Approving project changes;
- (e) Quarterly performance reporting on an exception's basis to the Strategic Board;
- (f) Reporting on progress to Government;
- (g) Any other accountability or assurance function required by Government or recommended by the auditors or the S151 Officer of the Accountable Body;
- (h) Agreeing all new or revised processes in relation to the spend of grant funding;
- (i) Agreeing the annual budget of the Secretariat, plus any subsequent variations to that budget. Once agreed, the budget will be managed under the Financial Regulations of the Accountable Body and the associated Scheme of Delegation; and
- (j) Ensuring the implementation of the SELEP Assurance Framework

The SELEP Accountability Board membership is as follows:

Voting members

- (i) 1 member appointed from each of the 6 County Council/ Unitary Authorities.

Non-voting co-opted members

- (i) One Vice Chair of the Strategic Board, appointed by the Chair of the Strategic Board.
- (ii) (One member appointed by the Accountability Board on the nomination of the higher education sector
- (iii) One member appointed by the Accountability Board on the nomination of the further education sector