

At Risk	Task Name	Start Date	End Date	Assigned To	Duration	% Complete	Predecessors	Notes
	LEP Governance Workstream							
	Creating the NewCo.							
	Create new Articles of Association			Graham Fyfe, Leah Mickleborough				
	Create contract setting out relationship & governance requirements within CA			Graham Fyfe, Leah Mickleborough				
	Create Conflict of Interest Policy			Graham Fyfe, Leah Mickleborough				
	Identify new Board members			Graham Fyfe, Leah Mickleborough				
	Create a job description for new Directors			Graham Fyfe, Leah Mickleborough				
	Create Board selection process			Graham Fyfe, Leah Mickleborough				
	Ensure that each member of board has one vote - No single member of board can have a disproportionate vote			Graham Fyfe, Leah Mickleborough				
	Membership of CA Board - The Chair and the Vice Chair of the Board will be members of the Combined Authority Board, although only the LEP Chair will continue to have voting rights on the Combined Authority Board			Graham Fyfe, Leah Mickleborough				
	Prepare statement from CA relating to overcoming governance issues previously faced by LEP			Graham Fyfe, Leah Mickleborough				
	Create Shadow Board - In advance of the new LEP being incorporated a Shadow Board should be formed to oversee the development of the new governance framework. The Shadow Board will be chaired by Cllr Charles Roberts and comprise a small team of officers, led by the Chief Executive, essential to effect the establishment of the new LEP. The Shadow Board will exist for a period of up to 6 months to ensure a smooth transition to the new LEP			Graham Fyfe, Leah Mickleborough				
	Arrange Shadow Board Meetings			Graham Fyfe, Leah Mickleborough				
	Accountable Body							
	Provide letter from LEP/ CCC/ CA stating change in accountable body			Rachel Musson, Rob Emery				
	Arrange transfer of LEP funds from CCC to C A			Rachel Musson, Rob Emery				
	Create Action Plan that delivers Accountable Body status with the CA			Rachel Musson, Rob Emery				
	Governance Framework							
	Create a single governance framework across CA & LEP			Kim Sawyer, Debbie Forde, Darren Edey,				
	Send BEIS (Kate) copy of Governance schedule to review			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure Diversity Statement is on Website			Kim Sawyer, Debbie Forde, Darren Edey,				
	Review Equality & diversity statement for New LEP / CA			Kim Sawyer, Debbie Forde, Darren Edey,				
	Decision Making - LEP's must adhere to principles of openness and transparency in decision making			Kim Sawyer, Debbie Forde, Darren Edey,				

	Create Scheme of delegation - Roles and responsibilities of the main Local Enterprise Partnership board and any permanent sub-boards, with a particular focus on who is responsible for each type of decision. It must include a description of any schemes of delegation, and clarity on which body or person is responsible for the final sign-off of funding decisions. This must include arrangements as appropriate for overseeing growth hub, Enterprise Zone and City Deal activities. In all cases clear reporting lines back to the Local Enterprise Partnership board, and where appropriate to the			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure Common Governance arrangements are established for Combined Authority and Business Board			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure a Strategic Economic Plan is created including a process for monitoring progress against the SEP			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure a FOI is created			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure a data protection policy is created,			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure a complaints policy is created			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure a local engagement policy for stakeholders of the LEP is created.			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure Code of conduct is created for Board members and staff and published on website			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure Register of interests is created for Board members and senior staff is published on website			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure meeting agenda is published on website within 5 days			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure Board papers including decisions and decisions of interests are published within 10 days			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure whistleblowing policy is created and published on website for CA/ Newco			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure confidential reporting procedure for 3rd parties is created and published on website			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure Gift & Hospitality policy is created			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure Privacy Policy is created			Kim Sawyer, Debbie Forde, Darren Edey,				
	Decide if new LEP adopts CA scrutiny arrangements or adopts own			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure a Business Case approval process is in place including a VFM methodology.			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure a Risk Management strategy is created.			Brian Madden				
	Ensure Local Engagement Policy for stakeholders is created			Kim Sawyer, Debbie Forde, Darren Edey,				
	Decide whether LEP website is separate to CA website			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure LEP Local Assurance Framework is compliant as at 28 Feb 2018	07/02/18	28/02/18	Darren Edey	16d		0%	
	LEP compliance 28 Feb - amend Local Assurance Framework to meet compliance	07/02/18	28/02/18	Darren Edey	16d			
	LEP Compliance 28 Feb - Ensure a complaints policy is created and published on website			Darren Edey			100%	
	LEP Compliance 28 Feb - Ensure Code of conduct is created for Board members and staff and published on website			Darren Edey				
	LEP Compliance 28 Feb - Ensure Board Members & Staff sign up to code of conduct			Darren Edey				

	LEP Compliance 28 Feb - Ensure Register of interests is created for Board members and senior staff is published on website			Darren Edey				
	LEP Compliance 28 Feb -Ensure Register of Interests is signed by all relevant people			Darren Edey				
	LEP Compliance 28 Feb - Ensure whistleblowing policy is created and published on website			Darren Edey		100%		
	LEP Compliance 28 Feb - Notify all staff & Contractors of Whistleblowing policy			Darren Edey				
	LEP compliance 28 Feb - Ensure confidential reporting procedure for 3rd parties is created and published on website			Darren Edey		100%		
	Ensure Accountable Body sign off Local Assurance Framework			David Edwards & Darren Edey				

Single Pot Assurance Framework and Monitoring and Evaluation Framework.								
	Provide LEP with a corresponding LEP that scored well in Annual Conversation on Monitoring & Evaluation			Kate Hallet				
	Liaise with LEP to gain Best Practices used			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure process in place for advertising funding opportunities, assessing applications and agreements.			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure monitoring framework in place			Kim Sawyer, Debbie Forde, Darren Edey,				
	Ensure robust audit process in place			Kim Sawyer, Debbie Forde, Darren Edey,				
	Create a single overarching framework			Kim Sawyer, Debbie Forde, Darren Edey,				