

Coast to Capital Audit Committee Meeting

Friday 16 November 2018

Arun House, Hurst Road, Horsham, RH12 2DN

Meeting Minutes

Committee Members:

Mike La Rooy (MLR) Chairman; Steve Allen (SA); Julie Kapsalis (JK); Rosaleen Liard (Board member) and Jonathan Sharrock (JS). Independent Members Karen Hayes (KH) and Andrew Swayne (AS).

Attendees:

Cath Goodall (CG) - Cities & Local Growth Unit, BEIS; Lisa Taylor, Croydon Council. Coast to Capital attendees: Carli Foster (CF) – interim Head of Finance; Anthony Middleton (ALRM); Hazel Nicholmann (HN) and Katie Nurcombe (KN).

1. Introduction

a) Welcome and apologies

Apologies were noted for Chris Maidment (Independent Member).

b) Minutes from last Meeting

Minutes of the June meeting were approved.

c) Declarations, Disclosures & Conflicts of Interest

MLR read out the Conflicts of Interest statement (see Annex A). KH, JK and AS declared conflicts in relation to Crawley College, Chichester College and Ricardo respectively. JS confirmed that these would not be discussed at this meeting so it was agreed that there was no conflict to report.

2. Finance Update

CF summarised key findings as outlined in the 2018/19 – Quarter 2 report. This included the review of year to date income and expenditure compared to budget as at 30 September 2018 which were noted by the Committee. The key variances were noted. A likely budget surplus was discussed due to a number of factors including higher than budgeted income and lower than budgeted spending and potential cost savings in relation to accountable body fees.

CF also presented a first draft high-level budget for 2019-20 which had been prepared using the budget for 2018-19 as the basis. The Committee discussed the approach to budget setting which would be presented to Chairman's Committee for consideration. It was noted that appropriate use of the reserves should be

considered to ensure that Coast to Capital could meet its ambitions for the year ahead.

JS updated the Committee on the LEP Office Accommodation project which had been brought about due to the unexpected termination of the existing Arun House lease by Horsham District Council. From the shortlist, Pacific House at Three Bridges, had been identified as the most suitable due to beneath market-rate cost; strategic location and its single footplate functional space. The Committee requested Board member/chair inspection as to be satisfied on overall suitability. The Chairman's Committee would also be appraised on developments at its forthcoming meeting.

Members also approved the ambitious approach which would be necessary for LIS delivery as well implementation of the LEP's strategic priorities.

3. Governance and Assurance Update

The Committee noted the Governance and Assurance update and the significant focus and progress in this area. Members noted the latest position on the LEP Review implementation and the plans for updating the Assurance Framework. The Committee agreed that a Scrutiny Committee should be introduced and this proposal would be presented to the Board for consideration. Following an internal audit by West Sussex County Council Members noted that actions in relation to the Newhaven Enterprise Zone were being addressed. The Committee agreed that the annual Independent Scrutiny Review would be undertaken at the discretion of the Audit Committee and this would be reflected in the new Assurance Framework.

4. Accountable Body Update

The Committee noted the progress to date regarding the appointment of Croydon Council as single Accountable Body for Coast to Capital. Following the formal Board appointment on 4 July 2018, officers from Croydon Council have worked closely with key officers from Coast to Capital and previous Accountable Bodies to transition all Accountable Body arrangements to Croydon Council from 1 October 2018. Members noted the feedback on the transition arrangements and operation of the service had been positive.

5. Corporate Risk Register

The Committee noted the corporate risk register and agreed that the Office move project should be added. They also recommended that the register as a whole should have more of a strategic than an operational focus.

6. Close

a) AOB

There was no items of any other business.

b) Future Meetings

Meetings in 2019 would take place on Thursday 13 June and Wednesday 13 November.

ANNEX A

Declarations, Disclosures & Conflicts of Interest Statement

'Can I ask members now to declare any interest they may have and to say which item or part of an item on the agenda the interest relates to. If a member realises a need to make any declaration later on during the meeting they may do so. If any member requires any assistance on how their interest affects their contribution to the meeting we will deal with it as the item arises. Are there any declarations please?'

Unconfirmed minutes – subject to approval/amendment as necessary at the next Committee meeting.

Coast to Capital

Meeting: Coast to Capital Audit Committee Meeting
Date: Tuesday 18 June 2019
Report Title: Matters Arising Schedule
Report by: Hazel Nicholmann
Item No: 1 b)
Part: A

Meeting Reference	Action	Lead	Status
November 2018 meeting: Item 2 - Finance Update	Board member/chair inspection of Coast to Capital Office Accommodation at Pacific House to be satisfied on overall LEP suitability.	ALRM	Site visit carried out by Tim Wates. Chairman's Committee and Board kept informed on developments. Office relocation on track for 1 July 2019 move date.
November 2018 meeting: Item 3: Governance and Assurance Update	Introduction of new Scrutiny Committee. Proposal to be presented to the Board for consideration.	JS	Discussed at January 2019 Board. Following comments from Local Authority members it was agreed that we would not introduce a Scrutiny Committee.
November 2018 meeting: Item 5: Corporate Risk Register	Office move project to be added to the Register.	HN	Item added. Register included as Annex to Chief Executive Report for April 2019 Board meeting.