

Coast to Capital Board Meeting No. 33 09 March 2017	Item No. 33.05
Report Title: New Assurance Framework	
Report by: Tony Middleton	

Recommendations:

- 1. To approve appointments to all Coast to Capital Board Committees.**
- 2. To note further actions set out below.**

1.0 Background

The new assurance framework is now complete and this paper sets out the next steps in the governance journey to embed the operation of the framework into day to day operations.

2.0 Actions Required

2.1 Appointment to Board Committees

The first requirement is to formally approve Director appointments to all Coast to Capital Board Committees.

Annex A sets out the recommended appointments of Board members onto the new committees.

We are keen to ensure that all Board members are able to engage fully in the work of the LEP, and that the rationalisation of our committee structures does not prevent individual members from doing this. We propose to do this in the following way:

- Notifying all Board members of when committees meet, which will allow other members to attend and to participate fully in discussions if they wish (albeit without voting rights).
- Recommending the creation of ad hoc task groups on issues arising from our work programme, which will allow Board members to get directly involved in key issues for the LEP. We propose to create task groups on International Trade and reform of the SEP as well as the existing group on Newhaven Enterprise Zone.

In addition, we welcome and explicitly encourage the engagement of all Board members with the Executive team on issues of particular interest to them either through Committees, ad hoc groups or on issues arising from our Board reporting

2.2 Completion of Documentation under Conflicts of Interest Policy

Following the Board meeting members will be invited to complete the necessary forms and make any declarations as required under the new Conflicts of Interest Policy.

2.3 Establish a full 2017 Committee Timetable

A full timetable of Committees will be published by the end of March and new Committees will commence meetings and reporting upward to the Board.

2.4 Assurance Framework Compliance and Review

The new Head of Communications and Corporate Affairs will be charged with producing an assurance framework annual audit checklist which will be presented to the Audit Committee for information. The checklist will be used by the Executive team to guide compliance with the new document. Any changes required to the assurance framework after a six month testing period will be presented back to the Board for approval, together with the rationale for requiring any change.

Annually thereafter the framework will be reviewed.

2.5 Arrange Training as Required

Under the new assurance framework certain minimum levels of training are required for certain Committees. These will be arranged following the first meeting of each Committee as required.

2.6 Board Performance Review and Succession Planning

This work will form an early agenda item for the Chairman's Committee with a report back to the Board on proposals.

Annex A

1 Chairman's Committee:

Appointment to the Committee is limited to the Chairman and Vice Chairman of the Board, with other two Directors being appointed by the Board, upon recommendation from the Chairman's Committee. The Chief Executive is also a member of the Committee.

Proposed Appointments:

Chairman:	Tim Wates
Vice Chairman:	Steve Allen
Director:	Daryl Gayler
Director:	Julie Kapsalis
CEO:	Jonathan Sharrock

2 Audit Committee:

The Chair of the Committee is appointed by the Board upon nomination of a Board member with suitable background and experience. The Board has responsibility for identifying a suitably qualified candidate to fulfil the position.

Members of the Committee will include at least two independent members reflecting business and local government perspectives within the region, the Chair and at least three other Board members.

Proposed Appointments:

Chair:	Mike La Rooy
Independent Member:	Chris Maidment
Independent Member:	Andrew Swaine (Ricardo PLC)
Independent Member:	Sheila Little (Surrey CC)
Director:	Martin Heffer
Director:	TBC
Director:	TBC

3 Investment Committee:

This Committee takes and recommends key investment decisions.

Proposed Appointments:

(Shown in bold)

		Appointment
Chair- Board Member Coast to Capital	Coast to Capital Board Member	Daryl Gayler
Leader – Surrey County Council	Coast to Capital Board Member	David Hodge
Leader – West Sussex County Council	Coast to Capital Board Member	Louise Goldsmith
Leader – Brighton & Hove City Council	Coast to Capital Board Member	Warren Morgan
Leader – Croydon Council	Coast to Capital Board Member	Tony Newman
Chair of Transport and Resilience Review Group – Coast to Capital	Coast to Capital Board Member	Martin Heffer
Chair of Skills, Business and Enterprise Review Group – Coast to Capital	Coast to Capital Board Member	Steve Allen
Chair of Infrastructure, Regeneration and Housing Review Group – Coast to Capital	Coast to Capital Board Member	Jonathan Sharrock
Private Sector Board Member – Coast to Capital	Coast to Capital Board Member	Phil Jones
Education Sector Board Member – Coast to Capital	Coast to Capital Board Member	Debra Humphris
Accountable Body representative/s	WSCC	TBC
Chief Operating Officer	Coast to Capital	Tony Middleton
Project Manager	Coast to Capital	Hannah Gosling
Head of Services	Coast to Capital	Malcolm Brabon
Review Group Secretary	Coast to Capital	TBC

4 Growing Places Committee:

Membership will be drawn from the Board and appointed by the Board. The Committee will comprise six members, all Board Directors and the Chair of the Committee will be nominated by the Board. The Committee administers takes and recommends key decisions on the Growing Places loan fund.

Proposed Appointments:

Chairman:	Ravi Shankar
Director:	Steve Allen
Director:	David Hodge
Director:	Jonathan Sharrock
Director:	Mike La Rooy
Director:	Amanda Menahem

Advisors: As appointed by Committee

5 ESIF Committee:

The ESIF Committee is chaired by a Board member and provides oversight to the distribution of European Funding within the region providing advice to the managing agent.

Proposed Appointment:

Chair: Julie Kapsalis (from May 2017)

6 Transport and Resilience Review Group (performs LTB function)

This group will perform the functions of the former Local Transport Body (LTB) in partnership with the Investment Committee, to whom this group reports.

Proposed Appointments:

(shown in bold)

	From:	
Chair- Board Member Coast to Capital	Coast to Capital	Martin Heffer
Board Member	Coast to Capital	Jonathan Sharrock
Transport Cabinet Portfolio Holder	WSCC	Voting Member
Transport Cabinet Portfolio Holder	BHCC	Voting Member
Transport Cabinet Portfolio Holder	SCC	Voting Member
Transport Cabinet Portfolio Holder	Croydon Council	Voting Member
Transport Cabinet Portfolio Holder	SCC	Voting Member
Independent Transport Expert	TBC	Adviser
Accountable Body representative/s	WSCC	Adviser
Chief Operating Officer	Coast to Capital	Adviser Governance
Head of Strategy and Policy	Coast to Capital	Adviser
Project Manager	Coast to Capital	Adviser
Review Group Secretary	Coast to Capital	Minute taker

7 Skills Business and Enterprise Review Group

This group evaluates funding applications on behalf of the Projects Pillar Committee.

Proposed Appointment:

(Shown in bold)

	From :	
Chair- Board Member Coast to Capital	Coast to Capital	Steve Allen
Board Member	Coast to Capital	Voting Member
Business and Skills specialist	WSCC	Voting Member
Business and Skills specialist	BHCC	Voting Member
Business and Skills specialist	University of Sussex	Voting Member
Business and Skills specialist	Croydon Council	Voting Member
Business and Skills specialist	SCC	Voting Member
Accountable Body representative/s	WSCC	Adviser
Chief Operating Officer	Coast to Capital	Adviser Governance
Project Manager	Coast to Capital	Adviser
Head of Services	Coast to Capital	Adviser
Review Group Secretary	Coast to Capital	Minute taker

8 Infrastructure, Regeneration and Housing Review Group

This group evaluates funding applications on behalf of the Projects Pillar Committee.

Proposed Appointment:

(Shown in bold)

	From :	Role on Group :
Chair- Board Member Coast to Capital	Coast to Capital	Jonathan Sharrock
Board Member	Coast to Capital	Voting Member
Regeneration and economic development specialist	WSCC	Voting Member
Regeneration and economic development specialist	BHCC	Voting Member
Regeneration and economic development specialist	University of Sussex	Voting Member
Regeneration and economic development specialist	Croydon Council	Voting Member
Regeneration and economic development specialist	SCC	Voting Member
Accountable Body representative/s	WSCC	Adviser
Chief Operating Officer	Coast to Capital	Adviser Governance
Project Manager	Coast to Capital	Adviser
Head of Services	Coast to Capital	Adviser
Review Group Secretary	Coast to Capital	Minute taker