

TERMS OF REFERENCE

LEP INTEGRATION WORKING GROUP

1. Membership

- a. Richard Ambrose, Service Director – Major Projects, Buckinghamshire Council (Chair);
- b. Ian Barham, Partnership Director, Buckinghamshire Local Enterprise Partnership;
- c. Philippa Batting, Managing Director, BBF;
- d. Peter Collins, Partner, Sharpe Pritchard;
- e. Christian Smith, Legal Services – Team Leader, Buckinghamshire Council;
- f. Claire Hunter, Head of Finance, Buckinghamshire Council;
- g. Sarah Keyes, Service Director – Human Resources, Buckinghamshire Council.

2. Purpose

As part of the new County Deal framework there is a strong emphasis on pursuing new ‘integration’ arrangements between LEP’s and local authorities. The purpose of this operational working group is to develop an integration plan and timetable for submission to Government by November 2022. This will include carrying out a ‘due diligence’ review into contractual commitments, financial assets and liabilities, staffing implications and other legal matters.

• Objectives and Responsibilities

In order to develop an integration plan for implementation in early 2023 then the working group will:

- Articulate the benefits of early integration.
- Recommend an Integration work programme and timetable of immediate actions, including identifying any early opportunities for integration.
- Report to the Joint Growth Partners Steering Group with a final Integration Plan and timetable to be presented to the Growth and LEP Boards prior submission to government by 25 November 2022 (aligned to the delivery plan submission).
- Complete the Government’s ‘Integration Plan’ template, which will include the mechanics and ‘due diligence’ requirements for integration, covering:
 - Geography & Governance
 - Business Voice
 - Projects, Programmes & Services delivered by the LEP
 - Finance & Assets
 - Staffing
 - Timescales & Delivery

3. Meeting Arrangements

The Working Group will meet approximately monthly, with additional meetings to be timetabled in as necessary to fit in with the meetings of other Boards / Steering Groups.

4. Standing Agenda Items

- i. Apologies;
- ii. Minutes of the Previous Meeting;
- iii. Matters Arising and Action Log;
- iv. Work Programme and Timelines – Progress / Issues / Risks;
- v. Due Diligence Updates;
- vi. Communication Requirements;
- vii. Matters to report to the Growth Partners Steering Group;
- viii. Any other business.

5. Background Papers

Future economic governance in Buckinghamshire (strategic options analysis) – Metro Dynamics
Guidance on integrating LEPs into local democratic institutions
Government's Integration Plan Template
Governance Paper to both the Growth Board and LEP Boards

6. Terms of Reference

These Terms of Reference are effective from [add date of first meeting]. These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the working group members.