

**Forward Work Programme
Swindon and Wiltshire Local Enterprise Partnership Joint Task Group**

Meeting	Item	Details / Objectives / Outcomes	Report author / Lead officer	Witnesses
28 October 2014	Appointment of Chair and Vice-Chair			
28 October 2014	Discuss the working relationship with the SWLEP Board			
29 January 2015	Presentation - LEP	<p>presentation on the working of the Local Enterprise Partnership highlighting the following areas:</p> <ul style="list-style-type: none"> • LGF Deal – New Money • LGF – Existing and Borrowing • LGF – Analysis of allocation • The National Context • SWLEP LGF Performance • Swindon BC Schemes • The bigger picture • Challenges 		
19 March 2015	Feedback from SWLEP Board meeting on 12th March 2015	Verbal update.		
19 March 2015	Consideration of information from the LEP Secretariat	<p>To answer the questions the task group asked at its 29 January 2015 meeting:</p> <p>(1) For projects that have funding:</p> <p>(a) Where have they come from?</p> <p>(b) And what was their journey to get funding?</p>		

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		<p>(c) What process took place to prioritise them?</p> <p>(d) Who put them forward ?</p> <p>(e) How do they align with Council priorities/Business priorities?</p> <p>(f) The lesson learned</p> <p>(2) Are we putting forward bid we think will be approved or those in the best interests of the Community?</p> <p>(3) A list of the process improved</p>		
3 August 2015	Appointment of Chair and Vice-Chair			
3 August 2015	Briefing note on the LEP and the Joint Scrutiny Exercise to date	The report highlighted (a) background, (b) funding and (c) scrutiny of the SWLEP.		
3 August 2015	Presentation on the SWLEP's Assurance Framework, Monitoring and Evaluation Framework and the Prioritising of Projects	All LEPs have been required by Government to develop a monitoring and evaluation framework in line with guidance issued. The framework provides an opportunity for each LEP, and their partners, to demonstrate the efficiency and effectiveness of certain schemes, and make inferences about the wider Growth Deal and Strategic Economic Plan.		
29 October 2015	Update from the LEP Board meeting	Verbal update from the last LEP Board meeting on 9 September 2015.		
29 October	Scoping of Exercise on Board	Task Group to consider how it will		

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2015	Membership and Succession Planning	undertake the benchmarking exercise on Board membership and succession planning.		
29 October 2015	Assurance Framework	Scrutiny to compare with other LEPs how work is apportioned and when does the responsibility fall to the Local Authority for delivery of a scheme.		
9 December 2015	Update from the most recent LEP Board Meetings			
9 December 2015	Latest Bidding Round	To receive an update on which project bids were submitted and how this list was arrived at.		
9 December 2015	Assurance Framework	Establish when the Framework will be reviewed and whether scrutiny could play a role in this.		
9 December 2015	Benchmarking exercise on Board Membership, recruitment and succession planning.	Opportunity to discuss how to progress the benchmarking exercise in consultation with the LEP officers.		
4 February 2016	Update from the most recent LEP Board Meetings			
	Board Membership, recruitment and succession planning.	To undertake a table-top review including comparing information from other LEPs on membership, recruitment and succession planning.		
Tuesday 12 April 2016, 4pm, Bewley Room, Monkton	Update from the most recent LEP Board Meetings			

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Park				
	Board Membership, recruitment and succession planning.	To undertake a table-top review including comparing information from other LEPs on membership, recruitment and succession planning.		
Thursday 2 June 2016, 4pm, Committee Room A, Monkton Park	Election of Chairman			