

SLA Key Deliverables Progress Report for 2019/20

Back Office – Somerset County Council

Productivity Strategy/ LIS/ TOM	Outcome	2019/20 Deliverables	2019/20 Milestones	Achievements
TOM: Transparency & Governance	HotSW LEP is an exemplar for governance	1. Compliance <ul style="list-style-type: none"> a. Oversee and ensure milestones within Annual Delivery Plan and LEP Implementation Plan are achieved, and so ensure a positive annual review with Government 	By end Jan 20	All milestones within the Delivery and Implementation Plans are in progress or complete. Governance was rated as “good” following the Annual Performance Review in January 2020.
		<ul style="list-style-type: none"> b. Update and implement revised Assurance Framework as required 	End Oct 19	The Assurance Framework was updated and published.
		<ul style="list-style-type: none"> c. Work with the CEX to support LEP’s appearance at new scrutiny function 	Ongoing	Not engaged with this activity yet, but available to support as needed.
	LEP impact is understood	2. Commission and deliver annual impact review for the LEP	By end Oct 19	Consultants were commissioned and an impact report presented in September 19.
	More robust LEP management processes are in place	3. TOM implementation. Work with Chief Operating officer to: <ul style="list-style-type: none"> a. Thought leadership: support operation of LEP Observatory function and improved ways of measuring LEP impact and contribution to growth 	Ongoing	The Observatory Function has been established and forms part of the SLAs with Plymouth and Somerset. Quarterly Bulletins are being published; however, further work is required to develop measurement of LEP impact and contribution to growth.
<ul style="list-style-type: none"> b. Support LEP Board recruitment. Process to be sensitive to LEP Review requirement of 50/50 gender balance by 2023 and better focus on those with protected characteristics 		Ongoing	Recruitment Policy has been approved by F&R which allowed for a hand-over period for newly recruited Board members. Recruitment has not yet commenced.	

	c. Oversee design, delivery and review of the SLAs, working with theme teams to ensure 6-monthly and annual review schedule is implemented, deliverables and milestones are achieved and highlighting risks/opportunities as required to LEP management team and F&R	Quarterly	New format SLAs, which include key milestones, were approved in September 2019. The first progress report will be considered by F&R in June 2020. A rolling programme of review will be established and implemented going forward.
	d. Appraisals: support establishment of a more structured appraisal and staff development for LEP core team members	By end Mar 20	Not yet begun. Target date has been extended to end of July 2020.
	e. Provide timely and clear financial information for LEP Board and management team monthly and for end of financial year, which enables clear view of past expenditure and future budget planning	Monthly	F&R receive a monthly financial monitoring report. An annual financial statement is also published. Feedback from F&R has been good.
	f. Support/ deputise for COO/CEX at key meetings and ensure cover is in place during periods of leave	Ongoing	Ongoing as required.
LEP contributes to and influences national policy development	4. Policy development: work with Chief Operating Officer and LEP management team to support development of relevant LEP policies and delivery programmes. To include (but may not be limited to) implementation of the Local Industrial Strategy and development of the LEP's approach to the UK Shared Prosperity Fund and other policies/ funding streams as opportunities arise	By end Mar 20	Not yet engaged with this work. Will engage going forward with an extended deadline of October 2020.

Key:

Complete	Work in Progress and On Schedule/No Issues	Work in Progress and Some Issues	Not Started or Behind Schedule/Issues to consider
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