

Enterprise M3 Board Meeting

29 September 2016

Board and Programme Management Group Membership – Item 10

Enterprise M3 Board is asked to:

NOTE the schedule for upcoming Board renewals

CONFIRM the re-appointment of two private sector representatives on Programme Management Group

APPROVE the updated Terms of Reference for the Programme Management Group

1. Background

- 1.1. The Assurance Framework, which was amended in March 2016, sets out the governance structure for Enterprise M3. Both the Enterprise M3 Board and the Programme Management Group have fixed term appointments and members are required to either retire or renew their membership at the end of the term.
- 1.2. This paper provides details of the membership of the current Board and Programme Management Group and the actions required for those appointments due for renewal.
- 1.3. This paper also includes a proposal for updating the Programme Management Group Terms of Reference to better reflect current practice.
- 1.4. This paper does not include proposals for our action groups but project managers will be reviewing membership of groups, including chairs, over the next 3 months.

2. Enterprise M3 Board

- 2.1. Enterprise M3 Board is made up of 20 members, drawn from local authorities (6 in total - 2 from each of the county councils; 2 from district councils in Hampshire and 2 from Surrey), business (8), business support organisations (2), third sector representative (1), higher education (1), further education (1) and Ministry of Defence (1).
- 2.2. District representatives are appointed by the Enterprise M3 Joint Leaders Board and the county council representatives are put forward by the relevant County Council. Business Board member vacancies are advertised on the Enterprise M3 website and a representative is selected following application and interview by the Chair, one private sector Board Member and the Director. Nominations are sought from the third sector, further education, higher education, business support organisations and Ministry of Defence representatives which are then agreed by the Board/Chair.
- 2.3. The current membership of the Board is attached at Appendix A which is set out in order of when appointments are due for renewal/retirement. Board members are appointed initially for up to three years, after this time the appointment is reviewed and may be extended for one further term only with agreement from the Board. Board members may only serve a maximum of six years.

- 2.4. The Chair of the Board is drawn from business membership and will hold the appointment for three years, this can be renewed for one further term of three years only. The Board will agree the renewal of the appointment of the Chair.

Public Sector

- 2.5. The representative appointed from Hampshire County Council was due for renewal in July 2016 and Hampshire County Council have confirmed Cllr Keith Mans' appointment for a further three-years.
- 2.6. The Hampshire appointment currently represented by Councillor Clive Sanders is due for renewal in March 2017. He can be re-appointed as a Hampshire representative. In June 2017 the Surrey appointment currently represented by Councillor Moira Gibson is due for renewal/retirement and as Cllr Gibson will have served the maximum six-years this position will need to be filled by another Surrey Leader. Both of these would need to be taken to the Joint Leaders Board for a representative to be nominated or appointment renewed.

Business

- 2.7. David Barnes and Andrew Lambert's appointments are due for renewal in November 2016, they were initially appointed for two years to ensure a more even spread of when appointment were due for renewal/retirement. Both of these vacancies will need to be advertised on the Enterprise M3 website during October 2016 so the appointments can be renewed or new members appointed in November 2016.

Higher Education

- 2.8. The renewal/retirement of the Higher Education appointment currently represented by Malcolm Parry is overdue and discussions are being held with Higher Education providers to agree a representative, this has not yet been confirmed.

Further Education

- 2.9. Tim Jackson was appointed as the Further Education representative in May 2016 following the retirement of Christine Slaymaker.

Ministry of Defence

- 2.10. The Ministry of Defence appointment was taken over by Col Andy Barr in November 2014 for the remaining term of the previous appointment which was due for renewal/retirement in July 2016. Col Andy Barr has been unable to attend many meetings because of commitments overseas and latterly illness. The Chair will discuss with Col Andy Barr who will represent the MOD for a further three-years.

Third Sector

- 2.11. Zoe Gray is no longer working for Learning Links and wishes to step down from her position on the Board once a replacement has been found. A replacement is being sought from the Third Sector but has not yet been confirmed. We are in contact with Action Hampshire and Surrey Community Action to find a replacement. Zoe is however prepared to stay on and chair the European Management Group given the limited lifespan of this group and it is proposed that Peter Martin will act as the Lead Board Member for that Group.

Chair

- 2.12. Geoff French's appointment to the Board will expire in June 2017, Geoff has served the maximum six-years and under the current Assurance Framework arrangements will have to stand down from the Board. Geoff will be standing down at a major time for the Board with the award of new growth funds, the further development of devolution plans and possible changes in focus resulting from the industrial strategy. Geoff's contribution to the LEP is considerable and if we are to seek a replacement for June we will need to seek a

replacement prepared to devote sufficient time to carry out the chair role to full effect. Surrounding LEPs have used recruitment specialists to manage the process to secure a high calibre chair. If the Board agrees we will start to have discussions with recruitment specialists and will develop a job description for the next Board meeting. The Board is asked to also consider whether a Deputy Chair should be appointed in future.

3. Programme Management Group

PMG Terms of Reference

- 3.1. The Programme Management Group Terms of Reference (ToR) were last reviewed in July 2015. These ToR state that the “*LEP shall review the effectiveness of the PMG on an ongoing basis to ensure it is fit for purpose. This will form part of the development and agreement of the Growth Deal assurance framework with government.*”
- 3.2. The ToR have been reviewed and updated to reflect the updated Enterprise M3 Governance structure and current meeting practice. In the LEP’s view the PMG is functioning well in its current composition and with its current tasks, therefore it was not considered necessary to make any major changes. PMG has discussed the ToR and recommend to the Board that they be approved.
- 3.3. The proposed changes are shown in Appendix B with tracked changes. Below is a summary of the main changes:
 - Outdated references to Local Transport Body and Fund Management Group have been deleted and references to GEF added where necessary.
 - The responsibilities and criteria for assessing transport projects has been moved from point 8 to Annex A, to improve the flow of the document. These specific obligations for transport projects have been agreed with DfT and are required to remain as part of the ToR.
 - After the initial two-year membership review it is proposed that the membership is reviewed every two years thereafter, with no maximum term for PMG members.
 - References to historical meeting dates have been removed and timing of the meetings has been amended to reflect current practice of organising them so they precede the Board meetings.
 - The ToR now clearly state that meetings are to be minuted, but the minutes will not be published on our website.
 - The governance structure has been updated and moved to an annex.
 - Next formal review is suggested to take place in two years’ time ie. September 2018. As the governance arrangements are now more established it is not considered necessary to review them every year. This would also coincide with the next major membership review.
- 3.4. Board members are asked to **APPROVE** these revised Terms of Reference.

PMG Membership review

- 3.5. According to the ToR “*Once individuals have been agreed as being members of the Programme Management Group, they will serve the Group for an initial two-year period before membership is reviewed.*” As the first meeting of the PMG took place on 24 November 2014, most PMG members are now due to have their membership reviewed.
- 3.6. Below is a list of members who are due to have their membership reviewed. The Board is asked to **CONFIRM** the re-appointment of the private sector representatives.
- 3.7. Joint Leaders Board discussed the local authority appointments during their meeting on 21 September and confirmed the re-appointment of the four members.

Member	Representing	Selection Methodology
Geoff French, AECOM (chair) James Cretney, Marwell Wildlife	Private Sector	Enterprise M3 Board to select at Board Meeting <i>Both members have indicated their willingness to continue on PMG, to be confirmed by the Board</i>
Cllr Peter Martin, Surrey County Council Cllr Ian Carr, Test Valley Borough Council	Local Authority Member	To be selected by Enterprise M3 Joint Leaders' Board. <i>Re-nomination confirmed by the Joint Leaders Board</i>
Andrew Lloyd, Rushmoor Borough Council Kevin Lloyd, Surrey County Council	Local Authority Senior Officer	To be selected by Enterprise M3 Joint Leaders' Board <i>Re-nomination confirmed by the Joint Leaders Board</i>
Kevin Bournier, Homes and Communities Agency	HCA representative	HCA representative to continue role on PMG <i>Re-nomination confirmed by HCA</i>
Rob Carr, Hampshire County Council	1 x Accountable Body representative	This should be someone able to act on behalf of the s151 Officer of the Accountable Body. To be nominated by the Accountably Body. <i>Re-nomination confirmed by Hampshire County Council</i>

Kathy Slack/Tanja Aijo/Justine Davie
15 September 2016

Enterprise M3 Board Members Appointment/Renewal/Retirement Dates

Name	Company/Organisation	Qualifications	Date Appointed	Renewal Date	Date for Renewal/Retirement
Dr Malcolm Parry	University of Surrey	Higher Education	29 June 2011		May 2015
Col Andy Barr	Army	MOD	27 Nov 2014		July 2016
David Barnes	Thales	Private Sector	27 Nov 2014		Nov 2016
Andrew Lambert	Electronic Media Services Ltd	Private Sector	27 Nov 2014		Nov 2016
Cllr Clive Sanders	Basingstoke & Deane	Public Sector	19 Mar 2014		Mar 2017
Zoe Gray	Learning Links	Third Sector	19 Mar 2014		Mar 2017
Cllr Moira Gibson	Surrey Heath BC	Public Sector	29 June 2011	19 Mar 2014	June 2017
Geoff French	URS	Private Sector	29 June 2011	19 Mar 2014	June 2017
Tim Colman	FSB	Business Support	29 June 2011	Oct 2014	Sept 2017
Louise Punter	Surrey CoC	Business Support	29 June 2011	Oct 2014	Sept 2017
Mike Short	Telefonica	Private Sector	27 Nov 2014		Nov 2017
David Axam	BT	Private Sector	27 Nov 2014		Nov 2017
James Cretney	Marwell Zoo	Private Sector	27 Nov 2014		Nov 2017
Nick Elphick	Pure World Energy	Private Sector	28 Jan 2016		Jan 2018
Cllr Ferris Cowper	East Hants DC	Public Sector	22 Jan 2015		Jan 2018
Cllr Peter Martin	Surrey CC	Public Sector	18 Jan 2012	Jan 2015	Jan 2018
Cllr Paul Spooner	Guildford BC	Public Sector	26 Nov 2015		Nov 2018
Chris Tinker	Crest Nicholson	Private Sector	4 July 2012	26 Nov 2015	Nov 2018
Tim Jackson	Principal Andover/Sparsholt Colleges	Further Education	24 May 2016		May 2019
Cllr Keith Mans	Hampshire CC	Public Sector	24 July 2013	26 July 2016	July 2019