



## GFirst Local Enterprise Partnership

Board Paper – 25<sup>th</sup> February 2020

<b>Agenda Item (Title)</b>	Agenda item 8 - Local Growth Fund Programme Contingency Planning
<b>Paper Author &amp; contact details</b>	Mally Findlater <a href="mailto:mally.findlater@gfirstlep.com">mally.findlater@gfirstlep.com</a>
<b>Supporting Papers</b>	Appendix 1 – Forward Look Appendix 2 – Spend Profile (commercially sensitive) Appendix 3 – Projects Summary Appendix 4 – LGF project level risks (commercially sensitive)
<b>Confidentiality</b>	Board paper, Appendices 1 and 3 – published Appendices 2 and 4 Commercially sensitive, confidential - not published
<b>Purpose</b>	To make the Board aware of the contingency planning process that is employed to manage any risks associated with the delivery of the Local Growth programme. Specifically, those associated with meeting programme level commitments to Government.
<b>Summary</b>	<p>The Growth Deal programme is in the penultimate year. Many projects have been delivered on time and to schedule. As we approach the final year, there is a clear imperative to maintain this success by close and careful management of the processes associated with taking projects through all stages of approval, funding and delivery.</p> <p>In the LEP annual performance review (APR) with Government the LEP team and Accountable Body provided very detailed information on how all risks associated with individual projects that could impact on the programme are managed by the Programme Management Group (PMG). In this forum, contingency planning is undertaken where all possible risks are raised and reviewed, and mitigating action taken. This has worked well through the programme as it has ensured that early interventions are taken.</p> <p>This activity is minuted following the PMG meetings, and close communication between meetings ensure that actions are completed and communicated. However, it was suggested that a single document to consolidate this in the form of a contingency plan would improve efficiency and provide a useful summary for Government.</p> <p>The Programme management group monitors and manages the projects using: - The Forward Look (Appendix 1) to ensure projects progress on time</p>

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	<ul style="list-style-type: none"> <li>- The Spend profile – Appendix 2 (commercially sensitive) to ensure the funds are out turned in line with the Government allocation</li> <li>- The Project Summary - Appendix 3 to monitor the outputs compared to contractual commitments to Government in the Growth Deal</li> <li>- LGF project level risks - Appendix 4 - (commercially sensitive) to monitor all potential risks that would impact on delivery by project</li> </ul> <p>For Government, a detailed contingency plan has been produced that outlines any current issues, their potential impact on all aspects of delivery and the mitigating actions that could be taken. There is a strong focus on the impact on the contractual commitments to Government, but also the wider impacts on growth in the county.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>- Reviewing any potential underspend resulting in a reallocation exercise. The contingency planning establishes a timeline and process that will ensure the reallocated funds are spent within programme</li> <li>- Reviewing any other potential delays to projects actually spending the funds within programme and having robust contingency plans in place that are acceptable to Government</li> </ul> <p>The contingency plan will be used as a live document, and a central reference point for PMG, shared with Government through our local area lead (Karen Leigh).</p> <p>The first draft of this plan has been shared with Ruth Dooley, in her role as risk champion, who has provided very useful feedback. It is recommended that the Board delegate the responsibility to Ruth to review the contingency plan as it continues to develop, to provide advice, and to inform the Board if she identifies any areas of note or concern.</p> <p>The expectation is that the discussion on this agenda item will focus on the process for contingency planning and not go into the specific detail of individual projects, unless a Board member has a particular interest or concern which they would like to be addressed.</p>
<p><b>Implications, impacts or risks</b></p>	<p>The implication of NOT managing these project level risks are that Gloucestershire fails to deliver the LGF programme as well as expected, which would have an impact on Growth in the county, and also could impact on future investment funding from Government.</p>
<p><b>Decision required</b></p>	<p>No Decision required</p>
<p><b>Recommendations</b></p>	<p>The Board supports the process for contingency planning and delegates responsibility to Ruth Dooley (risk champion) to regularly review the contingency plan.</p>

For further information about any points raised in this Board paper, please contact Mally Findlater:  
[mally.findlater@gfirstlep.com](mailto:mally.findlater@gfirstlep.com)