

MEETING OF THE FORUM – AGENDA AND GUIDANCE NOTES

TIME & DATE: 0830-1030, FRIDAY 20 MAY 2016

LOCATION: [GREEN PARK CONFERENCE CENTRE, 100 LONGWATER AVENUE, GREEN PARK, READING RG2 6GP](#)

PARKING: There is plenty of parking available, however please park on the top floor of the car park in a non-reserved space.

Agenda Item No.	Time	Item and action
1.	08.30 - 08.35	<p><u>Standing Items of Business</u></p> <p><u>Record</u> any:</p> <ol style="list-style-type: none"> 1. Apologies and introductions. 2. Changes to the minutes of the <i>March</i> meeting. 3. Interests or changes to the company's statutory books, including any new nominations resulting from local elections.
2.	08.35 – 08.55	<p><u>Implementing the Strategic Economic Plan (SEP): Programme and Activity Outputs</u></p> <p><u>Note</u> the activity report provided and raise any questions with Programme or Project Leads.</p>
3.	08.55 – 09.20	<p><u>Growing Places Fund</u></p> <p>Noting the current position of the Growing Places Fund (GPF) (in the activity report), <u>consider</u> two proposals recommended by the Executive Board:</p> <ol style="list-style-type: none"> 1. to invest a further £1m of GPF into the Funding Escalator; 2. to forward fund the next phase of procurement for the Superfast Berkshire project using up to £1.8m of GPF.

4.	09.20 – 10.05	<p><u>Implementing the SEP: Growth Deal 3</u></p> <ol style="list-style-type: none"> 1. <u>Ratify</u> the <i>principles</i> of a revised policy on the investment of Local Growth Funds into skills capital projects, recommended by the Executive Board. 2. <u>Note</u> the composite list of Growth Deal 3 projects and that the Executive Board has delegated responsibility for the final GD3 bid and Ministerial Challenge Session to the Chairman, CEO and Programme Leads. 3. <u>Agree</u> a new lead for the Infrastructure Programme.
5.	10.05 – 10.30	<p><u>NAO report and revised Assurance Framework</u></p> <ol style="list-style-type: none"> 1. <u>Note</u> the draft Assurance Framework, which has resulted from the NAO report on “DCLG; Local Enterprise Partnerships” and other feedback on the LEP’s assurance processes. 2. In delegating its final sign-off and future oversight to the Nominations and Governance Committee, <u>agree</u> the Committee membership. 3. <u>Task</u> the Committee with exploring a more time-efficient governance structure that puts in place even better checks and balances to reinforce the Assurance Framework.